

## **Regular Board Meeting of the Town of Poland Board September 12, 2017**

Deputy Town Supervisor Kathleen Stanton called the Regular Board Meeting to order at 7:00 p.m. with the pledge to the flag. In attendance were Town Council members Stevan Hatfield, Norman Gustafson and Terry Walker. Absent was Supervisor Kelly Snow. Also present were Town Attorney Paul Webb, Jr., Highway Superintendent Larry Mee, Zoning Officer George Gustafson, Code Enforcement Officer Alan Gustafson, town resident Elaine Kapuscinski and Post-Journal stringer Rose Mary Carver.

Supervisor Snow asked if there were any corrections or additions to the minutes from the August 8<sup>th</sup> Regular Board Meeting. There being none, *Councilman Hatfield made a motion, seconded by Councilman Gustafson to accept the minutes as written.*

*Ayes: Stanton, Hatfield, Gustafson, Walker*

***Motion carried.***

**\*\*First Privilege of Floor\*\***- Town resident Elaine Kapuscinski presented the board and read the letter she submitted for the June 13<sup>th</sup> Town Board meeting requesting a speed study on Route 62. The Board voted against submitting a Speed Study at the said meeting and Mrs. Kapuscinski would like them to reconsider. Deputy Supervisor Stanton explained that Supervisor Snow has been working with a sergeant from the sheriff's department to monitor the speed limit on that road. The sheriff's department will be placing a speed monitor machine and increasing the sheriff patrol on that route to make sure people are following the correct speed limit. After a brief discussion, the board decided to take this situation under advisement and wait for the results of monitoring the traffic. Deputy Supervisor Stanton thanked Mrs. Kapuscinski for approaching the board.

### **OLD BUSINESS**

- 1) Town Hall - Erik Stornes fixed the roof above the entrance of the building. The center hand rail of the old entrance broke off and the highway workers will cut the remainder of the metal flush with the stairs. Town Clerk Wallace reported Access Elevator scheduled an elevator inspection and did not show up.
- 2) Kennedy Pride - Will schedule a final meeting when the bill comes in for the Port-a-John in the Town Park.
- 3) Accessibility Committee - Met last Tuesday, September 5<sup>th</sup> and a report has been distributed. The signs for the parking lot and inside directional signs have been delivered and ready to be placed. Highway Superintendent Mee will work with Code Officer Gustafson for the placement of handicap lines and signs in the parking lot. Ideas for future projects include: microphone and headset for the hearing impaired, widening the path at the park, minor (accessibility) work in bathroom, replacing door knobs, and working with Southern Tier West to determine if the website has features such as screen reader for those with sight impairment.
- 5) Personnel Handbook - Supervisor Snow and Town Clerk Wallace will be working on the personnel handbook.

**\*\*Second Privilege of Floor\*\*** - no response

## **DEPUTY SUPERVISOR**

- 1) Highway Contract proposal meeting will be Monday, September 18<sup>th</sup> at 7:00 p.m.
- 2) A Budget workshop will be scheduled at the next Town Board meeting. A reminder was made for everyone to turn in their budget worksheet by September 20<sup>th</sup>.

## **TOWN CLERK**

- 1) Flower Fund is running low and needs donations.
- 2) I will be researching the possibility of the town getting a credit card and will present the information at the next meeting.

## **ASSESSOR**

- 1) The sales verification process is complete and the information has been transferred to the Office of Real Property Tax Services.
- 2) School tax bills have reached property owners and there have been a few calls with questions regarding the bills.
- 3) The budget request has been submitted for consideration for the 2018 Assessment Department.
- 4) I will be attending the New York State Assessor's Association Annual Conference from October 1<sup>st</sup>-4<sup>th</sup>. I will be available via cellphone.
- 5) All current building permit information has been entered in my database, and I will be using this information until March 1, 2018 to monitor completion of projects for valuation. The Code and Zoning Department has been extremely helpful and educational in many different areas, as I become more acquainted with this municipality.

## **HIGHWAY SUPERINTENDENT**

- 1) The third mowing is almost complete.
- 2) Repairing road edges -Cobb, Drybrook, Wheelock, Quaint, and Carlberg roads.
- 3) Tar buggy is now modified for use.
- 4) Helping other Towns with oiling, graveling and black-topping.
- 5) Superintendent Mee distributed information regarding funding for a new 10 wheeler to the Town Board. The Town Highway Department is in need of a new 10 wheeler and Superintendent Mee would like permission to from the board to purchase one with money that is already budgeted. A quote in the amount of \$217,000.00 has been received for the new equipment and the budgeted money available is as follows: CHIPS 2018 = \$110,000.00, CHIPS 2017 = \$30,000.00, FEMA funds = \$40,000.00, and Machinery 2018 budget line = \$45,000.00. Total money budgeted = \$225,000.00. After much discussion and inquiries from the board, Councilman Walker made a motion, seconded by Councilman Gustafson to authorize Superintendent Mee to purchase a new 10 wheeler.

*Ayes: Stanton, Hatfield, Gustafson, Walker*

***Motion carried.***

## **ZONING OFFICER**

- 1) Very active with permits
- 2) A couple controversial variances will be presented at the next Zoning Board of Appeals meeting. Zoning Officer Gustafson asked the board if the town's attorney should be attending the meeting. The board agreed Zoning Chairman Marty Ericsson should contact the attorney if he feels he needs guidance on this situation.

## CODE OFFICER

- 1) Two houses are in the process of being built: Wheelock Road and Sprague Hill Road
- 2) Attending a Code Conference this week.

## MONTHLY & ANNUAL REPORTS

**JUSTICE JUDITH SHIELDS** - reported 44 Vehicle & Traffic, 3 Penal and 1 Small Claims with \$5,500.00 forwarded to Supervisor.

**CEMETERY ALAN SHORT**- 8/8/17-9/11/17: Top dirt delivered - doing dirt work in Kennedy; Preparing for winter; and all is well.

**DOG CONTROL BRIAN KING** - 9/9/17: Rabies Clinic; 83 dogs, 30 cats equaling 113 total. There are 17 people willing to pay \$10-\$15 for a microchip.

**LIBRARY** - August 2017 was a banner month; over 854 people visited the library and over 1300 materials were circulated.

Our preschool story hour started September 9<sup>th</sup> with retired teacher Pam Moran. All kids 2-5 are welcome Saturdays between 10-11 am.

We are helping the Little Valley Library sell raffle tickets to the September 24<sup>th</sup> Buffalo Bills game: \$1 a chance.

We have started a reading challenge; come in and pick up your rules and free notebook. Challenge goes until August 2018. One winner will receive a great prize and all participants will attend a continental breakfast at the library on September 8, 2018.

We have expanded our adult and children's non-fiction sections to keep up with current topics including opioid addiction, autism, post-traumatic stress disorder, lupus and the changing face of international diplomacy and geography.

We will be hosting Checkers for a Halloween show on October 30<sup>th</sup> at 5 pm. Show will be fun for the family and stress Halloween safety as well as traditional spooky tricks and treats.

**PLANNING BOARD** - met 9/5

**ZONING BOARD** - next meeting 9/19

**RECREATION REBECCA LINDQUIST** - no report.

**HISTORIAN** - no report

**TOWN CLERK BONNITA WALLACE** reported \$676.83 paid to Supervisor with \$1,974.50 total disbursed.

**ZONING OFFICER GEORGE GUSTAFSON** - (ZONING REPORT) reported two (2) Complaints received , six (6) Notices of Violation issued and \$585.00 in fees forwarded to Town Clerk.

**CODE ENFORCEMENT OFFICER ALAN GUSTAFSON** - (BUILDING CODE REPORT) nineteen (19) Inspections Performed, and ten (10) Certificates of Occupancy were reported.

**SUPERVISOR KELLY SNOW** distributed prior to the meeting the Agenda and Monthly Supervisor's Reports for General Fund, Highway Fund, Payroll Fund, Money Market accounts and General & Highway Budget Reports.

Deputy Supervisor Stanton asked if there were any questions on the bills. *Councilman Walker made a motion, seconded by Councilman Hatfield to pay General Vouchers (338-388) totaling \$21,013.27, Highway Vouchers (160-179) totaling \$25,633.89, Light*

*District #1 Voucher (9) in the amount of \$693.92, Light District #2 Voucher (9) in the amount of \$191.54, and Justice Court Vouchers (9) totaling \$3,008.00.*

*Ayes: Stanton, Hatfield, Gustafson, Walker*

***Motion Carried.***

**The next Board Meeting will be Tuesday, October 10, 2017 at 7:00 p.m. in the Town Hall.**

**Other meetings:** September 18<sup>th</sup> - Highway contract proposal review at 7 pm and September 19<sup>th</sup> - Zoning Board Meeting at 7 pm.

*At 8:22 p.m. Councilman Hatfield made a motion, seconded by Councilman Gustafson to adjourn the meeting.*

*Ayes: Stanton, Hatfield, Gustafson, Walker*

***Motion Carried.***

Respectfully submitted,

Bonita R Wallace  
Town Clerk