

Organizational Meeting of the Town Board January 9, 2018

Supervisor Snow called the meeting to order with the pledge to the flag at 6:07 P.M. Present were Councilman Corey Swanson, Councilman Stevan Hatfield, Councilman Norman Gustafson and Councilman Terry Walker. Also present were highway superintendent Larry Mee, Post-Journal stringer Rose Mary Carver, and Town resident Michelle Swanson.

Supervisor Kelly Snow made a motion to **appoint Terry Walker Deputy Town Supervisor with a term to expire December 31, 2018**, seconded by Councilman Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Corey Swanson made a motion to **authorize Supervisor Snow to sign the Library Contract**, seconded by Councilman Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Stevan Hatfield made a motion to **set the regular meeting for the Town of Poland to be held the 2nd Tuesday of each month at 7:00 p.m. in the Town Hall**, seconded by Councilman Norman Gustafson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Norman Gustafson made a motion to **designate the Jamestown Post-Journal as the official newspaper**, seconded by Councilman Terry Walker.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Terry Walker made a motion to **authorize all officers to attend the Association of Towns meeting in New York City at Town expense if qualified and incorporated in the 2018 budget**, seconded by Councilman Corey Swanson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Supervisor Kelly Snow made a motion to **designate M&T Bank, Community Bank, N.A., and ACS Mellon as official banks**, seconded by Councilman Corey Swanson

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Corey Swanson made a motion to **authorize the Town Justice to attend Justice Schools in 2018 at Town expense**, seconded by Councilman Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Stevan Hatfield made a motion to **set the mileage rate at \$.545 (fifty-four and a half cent) per mile for the use of private vehicles when used for Town business**, seconded by Councilman Norman Gustafson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Norman Gustafson made a motion to **maintain Public Employee Dishonesty Insurance coverage of \$95,000**, seconded by Councilman Terry Walker.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Terry Walker made a motion to **appoint Paul V. Webb, Jr. Town Attorney with a term to expire December 31, 2018**, seconded by councilmen Corey Swanson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Supervisor Kelly Snow made a motion to **appoint Alan Gustafson Code Enforcement Officer with a term to expire December 31, 2018**, seconded by councilmen Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilmen Corey Swanson made a motion to **appoint George Gustafson Zoning Officer with a term to expire December 31, 2018**, seconded by Councilmen Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilmen Stevan Hatfield made a motion to **appoint Deputy Town Clerk Secretary of Assessing/Zoning/and Code Enforcement with a term to expire December 31, 2018**, seconded by Councilmen Norman Gustafson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilmen Norman Gustafson made a motion to **appoint Deputy Town Clerk Secretary to the Planning and Zoning Boards with a term to expire December 31, 2018**, seconded by Councilmen Terry Walker

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilmen Terry Walker made a motion to **appoint Darla Rissel as Deputy Town Clerk / Tax Collector with a term to expire December 31, 2018**, seconded by councilmen Corey Swanson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Supervisor Kelly Snow made a motion to **appoint Stacy Curtis as Deputy Town Clerk / Tax Collector with a term to expire December 31, 2018**, seconded by Councilman Corey Swanson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

At the recommendation of the Town Justice, Councilman Corey Swanson made a motion to **appoint Carolyn Shields Court Clerk with a term to expire December 31, 2018**, seconded by Councilman Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Stevan Hatfield made a motion to **appoint Brian King Court Officer with a term to expire December 31, 2018**, seconded by Councilman Norman Gustafson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Norman Gustafson made a motion to **appoint Rebecca Lindquist Historian with a term to expire December 31, 2018**, seconded by Councilman Terry Walker.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Terry Walker made a motion to **appoint Brian King Dog Control Officer with a term to expire December 31, 2018**, seconded by Councilman Corey Swanson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Supervisor Kelly Snow made a motion to **appoint Paul Willis Dog Control Officer with a term to expire December 31, 2018**, seconded by Councilman Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Corey Swanson made a motion to **appoint Darla Rissel Assistant Dog Control Officer with a term to expire December 31, 2018**, seconded by Councilman Stevan Gustafson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Stevan Gustafson made a motion to **appoint Kathleen Stanton Chairperson of the Accessibility Committee with a term to expire December 31, 2018**, seconded by Councilman Norman Gustafson

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Norman Gustafson made a motion to **appoint Bonita Mead to the Zoning Board of Appeals with a term to expire December 31, 2022**, seconded by Councilman Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Terry Walker made a motion to **appoint Supervisor Snow and Kennedy Fire Chief Keith Bean Civil Defense Directors with a term to expire December 31, 2018**, seconded by Councilman Corey Swanson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Corey Swanson made a motion to **appoint Supervisor Snow Social Services Officer with a term to expire December 31, 2018**, seconded by Councilman Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Stevan Hatfield made a motion to **appoint Bonnita Wallace Vital Registrar of Statistics with a term to expire December 31, 2018**, seconded by Councilman Norman Gustafson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Norman Gustafson made a motion to **appoint Darla Rissel Deputy Vital Registrar of Statistics with a term to expire December 31, 2018,** seconded by Councilman Terry Walker.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Terry Walker made a motion to **appoint Bonnita Wallace Records Management Officer with a term to expire December 31, 2018,** seconded by Councilman Corey Swanson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Supervisor Kelly Snow made a motion to **appoint Bonnita Wallace Records Access Officer with a term to expire December 31, 2018,** seconded by Councilman Corey Swanson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Corey Swanson made a motion to **authorize the Supervisor to pay gas, light, telephone, cellular phone, stamps, salt bills, Town Clerk, Highway Superintendent and Assessor salaries prior to audit as well as Health Insurance and Retirement premiums for Town employees,** seconded by Councilman Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Stevan Hatfield made a motion to **set the salary of the Court Officer at \$50.00 (fifty dollars) per night for calendar call and \$10.40 (ten dollars and forty cents) per hour when needed and \$.545 (fifty-four and a half cent) per mile for use of private vehicles when used for Town business,** seconded by Councilman Norman Gustafson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Norman Gustafson made a motion **the Town Board will sponsor the Memorial Day Parade and all Committee members will report to the Town Board,** seconded by Councilman Terry Walker.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Councilman Terry Walker made a motion to **authorize the Highway Superintendent to advertise piggy back on the County and State for bids of the following products; pipe, diesel fuel, gasoline, tires, bituminous products, gravel, sand, slag and stone,** seconded by Councilman Corey Swanson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Supervisor Snow read Resolution #1 - 2018.

STATE OF NEW YORK
COUNTY OF CHAUTAUQUA
TOWN OF POLAND
2018 - RESOLUTION #1

MUNICIPALITIES HAVE THE POWER AND AUTHORITY TO
CONTRACT WITH OTHER MUNICIPALITIES THROUGH

SHARED HIGHWAY SERVICES

WHEREAS, PURSUANT TO Section 119-o of the General Municipal Law, all municipalities have the power and authority to contract with other municipalities for the performance of certain functions including, but not limited to, Shared Highway Services and;

WHEREAS, it is hereby determined that the Town of Poland and other municipalities have machinery and equipment which is not used during certain periods and;

WHEREAS, it is determined that the Town of Poland and other municipalities often have materials and supplies on hand which are not immediately needed and;

WHEREAS, it is hereby determined that by renting, borrowing, exchanging, leasing or maintaining highway machinery and equipment and the borrowing or lending of materials and supplies, the Town of Poland and other municipalities may avoid the necessity of purchasing certain needed highway machinery and equipment and the purchasing of or storing a large inventory of certain extra materials and supplies, thereby saving the taxpayers money and;

WHEREAS, it is the intent of the Town of Poland to give the head of the highway department the authority to enter into arrangements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Town governing board prior to the making each of these individual arrangements and;

WHEREAS, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities, and will grant the person holding the position comparable to that of the head of the highway department, authority to make similar arrangements and;

WHEREAS, it is hereby determined that it will be in the best interests of the Town of Poland to be a party to such shared service arrangements; NOW, THEREFORE be it:

RESOLVED, that the chief executive officer of the Town of Poland is hereby authorized to execute a contract to participate in the Shared Highway Services with other municipalities in Chautauqua County; and be it further

RESOLVED, that the Highway Superintendent is authorized to request from participating municipalities and approve requests from participating municipalities, Shared Highway Services pursuant to the Shared Highway Services Contract.

Dated: January 9, 2018

Councilman Corey Swanson made a motion to **accept and execute by Resolution the County Shared Services Agreement**, seconded by Councilman Stevan Hatfield.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

The 2018 Agreement shall be expended as *General Repairs* for the sum of \$213,225.91 upon 46.42 miles of town highways including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

Supervisor Kelly Snow made a motion to **approve signing of the annual Agreement to Spend Town Highway Funds pursuant to the Provisions of Section 284 of the Highway Law**, seconded by Councilman Norman Gustafson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Supervisor Snow **appointed the following committees: (2018)**

Supervisor Kelly Snow to participate on all committees as schedule permits.

Planning Board	C. Swanson
Zoning Board of Appeals	S. Hatfield, N. Gustafson
Legislative & Budget	T. Walker, C. Swanson, S. Hatfield, N. Gustafson
Conservation	N. Gustafson, C. Swanson, L. Mee
Highway	T. Walker, C. Swanson, S. Hatfield, N. Gustafson Meet Semi-Annually (spring, fall)
Insurance	T. Walker, C. Swanson
Library	T. Walker
Recreation	T. Walker, N. Gustafson
Light District (s)	C. Swanson, T. Walker
Memorial Day Chairman	T. Walker
Memorial Day	T. Walker, C. Swanson, S. Hatfield, N. Gustafson L. Mee, B. Wallace and volunteers
Building	L. Mee Appointed Chairman
Cemetery	T. Walker, C. Swanson, S. Hatfield, N. Gustafson L. Mee, B. Wallace, A. Short Meet Annually
Accessibility	K. Stanton, L. Mee, A. Gustafson

Procurement Policy is acceptable to New York State Audit.

Investment Policy is in compliance with the Financial Management Guide of the Office of the State Comptroller.

Supervisor Kelly Snow made a motion, seconded by Councilman Stevan Hatfield to **accept the following pay schedules:**

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Position	Per Year	Pay Period
Supervisor Snow	\$ 5,500.00	monthly
Councilman Walker	\$ 1,300.00	quarterly
Councilman Hatfield	\$ 1,300.00	quarterly
Councilman Gustafson, N	\$ 1,300.00	quarterly
Councilman Swanson	\$ 1,300.00	quarterly
Attorney Webb, Jr.	\$ 5,000.00	quarterly
Budget Officer Snow	\$ 600.00	monthly
Justice Shields	\$ 12,500.00	monthly
Assessor Young-Deyell	\$ 11,548.00	bi-weekly

Code Officer Gustafson, A	\$ 6,990.00	monthly
Zoning Officer Gustafson	\$ 3,771.00	monthly
Town Clerk Wallace	\$25,000.00	bi-weekly
Hwy. Superintendent Mee	\$61,200.00	bi-weekly
Cemetery Caretaker Short	\$ 6,366.00	monthly
Court Clerk Shields	\$ 5,000.00	monthly
Bkkpr./Sec. to Supv. - Rowley	\$ 5,000.00	monthly
Historian Lindquist	\$ 800.00	monthly
Sec. - Cemetery - Czerniak	\$ 800.00	annual

<u>Position</u>	<u>Per Hour 2018</u>
Deputy Town Clerks	\$ 12.00
Secretary to Assessor	\$ 12.00
Dog Control Officer King	\$ 15.00
Dog Control Officer Willis	\$ 15.00
Dog Control Officer Rissel	\$ 15.00
Court Officers King	\$50.00 per calendar call (2 nd Thursday every month) and \$ 10.40 (hourly if called in for a trial)
Secretary to Appointed Boards	\$ 12.00
Custodian King	\$ 10.40
Maintenance Stornes	\$ 15.00

The 2018 audits are scheduled for Wednesday, January 16, at 6:30 p.m. instead of 6:00 p.m. as previously stated for the Town Supervisor, Town Clerk, Justice and Zoning/CEO books.

The next Regular Meeting of the Town of Poland Board is January 9, 2018 at 7:00 p.m. in the Town Hall.

Supervisor Kelly Snow made a motion to adjourn the meeting at 6:32p.m., seconded by Councilman Norman Gustafson.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Respectfully submitted,

Bonita R. Wallace
Town Clerk