

Regular Board Meeting of the Town of Poland Board February 11, 2020

Town Supervisor Snow called the Regular Board Meeting to order at 7:03 p.m. with the pledge to the flag. In attendance were Town Council members Corey Swanson, Stevan Hatfield, and Norman Gustafson. Absent was Councilman Terry Walker. Also present were Highway Superintendent Larry Mee, Code Officer Eric Yager, Legislator John Davis and town resident Gerrit Cain, and Post-Journal stringer Rose Mary Carver.

Supervisor Snow asked if there were any corrections or additions to the minutes from the January 14th Organizational Meeting. There being none, *Councilman Hatfield made a motion, seconded by Councilman Swanson to accept the minutes as written.*

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

Supervisor Snow asked if there were any corrections or additions to the minutes from the January 14th Regular Town Board Meeting. Councilman Swanson pointed out that Brian King's name was listed as dog control officer instead of the new officer Rebecca Capitano. After that change is corrected, *Councilman Gustafson made a motion, seconded by Councilman Hatfield to accept the minutes as written.*

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

****First Privilege of Floor**** - no response

OLD BUSINESS

- 1) NY Street Lighting LED Project - Waiting to hear back from Southern Tier West for this project to start.
- 2) Employee Training - Supervisor Snow and Town Clerk Wallace have been working on this and will address the training at the next meeting.

NEW BUSINESS

- 1) Supervisor Snow review the findings of the 2019 Annual Audit. The completed Audits are filed in the Town Clerk's Office.

Supervisor Snow's books for 2019

Cash Receipts:

Last Recorded Deposit: Dated 12/20 Amount \$46,000

Cash Disbursements:

Last Recorded Check: #13687 Date 12/28 Amount \$450.00

Cash Reconciliations:

<u>Bank Account</u>	<u>Date Performed</u>	<u>Month Ending</u>
.....2881	12/16	Nov.
.....2883	12/16	Nov.
.....2846	12/16	Nov.
.....2947	12/16	Nov.

Everything is as should be.

Audited by Councilman Stevan Hatfield, 1/30/2020.

Tax Collector Wallace's books for 2019

Bank Accounts:

Is the bank account reconciled after bank statement are received? YES

Last Bank Reconciliation for each Bank Account:

Date Performed 4/19/19 Month Ending March

No problems or issues found.

Audited by Councilman Terry Walker, 1/30/2020

Town Clerk Wallace's books for 2019

Cash Receipts:

Are deposits made timely (no later than the third business day after \$250 has been collected) and recorded up-to-date? YES

Last Recorded Deposit: Date 12/31/19 Amount \$75.00

Cash Disbursements:

Are checks recorded up-to-date? YES

Last recorded Check: #1804 Date 1/2/20 Amount \$7.00

Cash Reconciliations:

Last bank reconciliation for bank account

Bank Account checking Date Performed 1/2/20 Month Ending Dec. 2019

Cash Book transactions and bank statements for May 2019, July 2019 and December 2019 were checked and all appears in order.

All questions were answered and nothing out of the ordinary was found.

Audited by Councilman Corey Swanson, 1/30/2020

Court Justice Shield's books for 2019

Cash Receipts:

Are receipts recorded up-to-date? YES

Last Recorded Receipt: #JMS34235 Date 12/31/2019 Amount \$150.00

Are deposits made timely (within 72 hours of collection) and recorded up-to-date? YES

Last Recorded Deposit: Date 12/31/2019 Amount \$ 325.00

Cash Disbursements:

Are Checks recorded up-to-date? YES

Last Recorded Check: #1061 Date 12/2/2020 Amount \$5,370

Cash Reconciliations:

Is the bank account reconciled after bank statements are received? YES

Last Bank Reconciliation for Each Bank Account:

Date Performed 12/3/19 Month Ending Nov. 2019

Accountability:

Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date? YES

Last Determination of Accountability:

Date Performed 1/3/20 Month Ending Dec. 2019

Reports to Justice Court Funds:

Last Report Submitted

Month Ending 12/19 Date 1/6/20 Amount \$3,898

Reporting to Department of Motor Vehicles – TSLE&D Program:

Last TSLE&D Report Available Date 12/31/19

Everything in order as presented.

Audited by Councilman Norman Gustafson, 1/30/20

CEO/Zoning books for 2019

Cash Reconciliations:

Are bank accounts reconciled? YES

By whom? Clerk How Often? Monthly

Who Reviews/Verifies Them? Board

CEO Books are kept along with a written receipt from the Town Clerk.

No problems or issues found.

Audited by Supervisor Kelly Snow, 1/30/20

Flower Fund books for 2019

Flower fund book is a in house journal that shows incoming money and outgoing transactions for Flowers & various donations that are made.

Audited by Supervisor Kelly Snow, 1/30/20

Petty Cash books for 2019

This is an on hand petty cash book that is basically used for postage and misc. maintenance items.

Audited by Supervisor Kelly Snow, 1/30/20

2) Supervisor Snow made a motion, seconded by Councilman Swanson to accept the Annual Audits for 2019.

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

3) Supervisor Snow worked on Funding HSA today

4) Supervisor Snow and Bookkeeper Rowley will begin to work on the AUD Report

February 17th.

5) Celebrate CHQ Grant Opportunity - Received information from the Chautauqua Region Community Foundation regarding a grant opportunity for towns to receive help with events, festivals or activities that inspire community pride, celebrate heritage or culture, attract visitors and/or create economic impact. Councilman Swanson reported the Kennedy Free Methodist Church has already decided to participate in the National Night Out, which is the first Tuesday in August. This event could include the Kennedy Free Methodist Church, the Kennedy Fire Department, police representation and the Town. Food would be supplied by the Snack Shack. After a brief discussion, Supervisor Snow and the board decided to complete the grant for this event.

6) Renewed CD at M&T Bank for 6 months with an interest rate of 1.04%.

7) Access Television Carriage - Supervisor Snow read a letter from Charles Kelsey, Executive Director and Station Manager of Access Chautauqua. This letter stated presently in this area it is under served regarding local cable television access and programming. It is possible to offer the programming to the town citizens, at no cost, if the town adopts a resolution that the company attached in the letter. After a brief discussion, the board decided to table this issue until next month so the town attorney has the time to review the information.

****Second Privilege of Floor** -**

1) Supervisor Snow informed town resident Garret Cain that she spoke with Legislator Davis regarding the Property Tax Law 421F that was brought up at previous meetings. Legislator Davis explained that the county has already adopted this law at the county level. If a county resident alters the floor plan of their house in some way, at the county level, they would be eligible for this sliding scale exemption. If the town would adopt this local law it would impact the town tax portion of the taxes. The Town of Kiantone and the Town of Carroll have adopted this law. This issue will be added to next month's agenda.

SUPERVISOR

Distributed a handout regarding the Sales Tax Revenues for the Town of Poland

COUNCILMAN GUSTAFSON

Councilman Gustafson questioned the town's position on Solar Farming. Supervisor Snow will contact Planning Board Chairman Dave Gustafson to have them review this topic at the next Planning Board meeting. Town Clerk Wallace will contact local Town Clerks to receive ideas for Solar Farming Ordinances.

TOWN CLERK

1) Tax Collection is going well and the town's portion of the Tax Warrant has been paid in full.

2) Tax Collection Office will be open Saturday, February 29th, from 9am-12pm, for the last day of the 1st penalty collection.

3) The 2019 Summer Recreation's Waldemeer Trip bill is in today's bills due to complications with the invoice not being received until after the new year. Due to bookkeeping purposes, the bill will be paid out of the contingency account, per Supervisor Snow's approval.

ASSESSOR

- 1) The exemption filing deadline is March 1, 2020. There are still many agricultural exemptions that have not been renewed.
- 2) The revaluation will be complete by March 1st and a notice will be printed and, in the mail, shortly after March 1st. Additional notices will go in the mail in mid-March for anyone with an additional increase in assessment for new construction or demolition.
- 3) There will be information in each mailing with the assessment change, notices on how to determine if your assessment is accurate, and resources will be available for property owners to review sales of comparable properties and listings of all new assessments.
- 4) Inspection and valuation of all new construction and demolition will begin March 1st.

HIGHWAY SUPERINTENDENT

- 1) NYS DOT - Waterboro Bridge will have a partial reconstruction as soon as the construction season starts. An Official Order was sent from the New York State Department of Transportation that states they are responsible for maintenance and repairs to Grubb Hill Road due to it being a detour (pedestrian and bicycles) during the Partial Bridge Replacement Projection.
- 2) Rebecca Capitano reported the Rabies Clinic will be held on April 4th at the Highway Barn.
- 3) Tentative Date for Spring Clean-up is April 25th.
- 4) Behind on Salt & Sand from previous years
- 5) Bill for Grader is in this month's bills
- 6) One truck in getting repairs now

CODE ENFORCMENT OFFICER

- 1) Violations to be sent out will wait until closer to clean-up day (in April).
- 2) One building permit received for property on Grubb Hill Road

LEGISLATOR

- 1) Appreciates seeing the town's interest in applying for a grant and working with the community for a positive event in the town.

MONTHLY REPORTS

JUSTICE JUDITH SHIELDS - reported 39 Vehicle & Traffic, 2 Civil and 1 Criminal with \$2,485.00 forwarded to Supervisor.

CEMETERY- ALAN SHORT- 1/15/20-2/11/20: John Deere 345 mowing tractor is at Z&M for yearly service and repairs and working at the Cemeteries as weather permits.

DOG CONTROL Rebecca Capitano - January Report - Received 2 phone calls complaining about a dog getting out and chasing their kids on Poland Center Road. Went and talked to the owner of the dog. Called previous caller to see if there was still a problem and there was, so went back to talk to the owners again.

LIBRARY - February 11, 2020. Thank you for installing the parking abutment reflectors! They look fantastic and I believe they will help when the parking lot is plowed as well as helping our patrons identify a potential trip hazard.

We held our first paint night Sunday the 9th. We were sold out and somehow over booked by one, but we managed to squeeze the extra person in. It was very successful and everyone had a great time. Our next paint night will be in March. Keep watching for the

Facebook post if you are interested in attending.

Saturday, we held our annual Valentines for Vets card making event. The ladies personalized over 60 cards and included a special book mark designed specifically for our local veterans. The women who dedicate their time to the veterans of our community are: Connie, Sandy, Sue, Sheila and Bonnie. Thank you, ladies, for keeping this important outreach going. If anyone knows of a veteran we may have missed, please contact me with their name & address so I can add them to our mailing list.

Story hour was very well attended this Saturday despite the snowy conditions in the morning. Pam Moran continues to delight both the children and the parents with her creativity and special connection with the children.

Becky Lindquist is organizing a St. Patrick's Day brunch for the library scheduled for Saturday, March 21st from 10 am - 1 pm. She is in need of donated ingredients such as 8 14oz. cans of sauerkraut, 3 jars of dill pickles, 7 bags of Swiss cheese, 1 large jar of mayo and 4 or 5 jars/containers of Dijon mustard. Monetary donations are welcome as well. Becky will be purchasing the perishable items i.e.: eggs, whole milk, and corned beef with those donations.

The library has switched our phone lines from Windstream to Spectrum. We are hoping to realize savings within the first 6 months. I will ask our treasurer to let me know what our actual savings have been.

January attendance was 673 and our circulation was 1234 in total.

We will be closed for Presidents Day - Monday, February 17th.

Diane Carey, Kennedy Free Library

PLANNING BOARD - no report

ZONING BOARD - no report

RECREATION (REBECCA LINDQUIST) - no report

HISTORIAN - REBECCA LINDQUIST- no report

TOWN CLERK BONNITA WALLACE reported \$561.07 paid to Supervisor with \$583.07 total disbursed.

ZONING OFFICER GEORGE GUSTAFSON - (ZONING REPORT) reported zero (0)

Complaints received, two (2) Notices of Violation issued and \$85.00 in fees forwarded to Town Clerk.

CODE ENFORCEMENT OFFICER Eric Yager - (BUILDING CODE REPORT) zero (0)

Inspections Performed, and zero (0) 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.

Supervisor Snow asked if there were any questions on the bills. *Councilman Hatfield made a motion, seconded by Councilman Swanson to pay General Vouchers (35-75) totaling \$104,779.79, Highway Vouchers (21-36) totaling \$61,842.81, Light District #1 Voucher (2) in the amount of \$1,082.37, Light District #2 Voucher (2) in the amount of \$295.30, Justice Court Voucher (2) in the amount of \$755.00 and Special Districts Voucher (1) in the amount of 102,358.00.*

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

The next Board Meeting will be Tuesday, March 10, 2020 at 7:00 p.m. in the Town Hall.

Other meetings: April 4th - Rabies Clinic and April 25th - Town Clean-up.

At 8:03 p.m. Supervisor Snow made a motion, seconded by Councilman Hatfield to adjourn the meeting.

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion Carried.

Respectfully submitted,

Bonnita R Wallace

Town Clerk