

Organizational Meeting of the Town Board January 12, 2021

Supervisor Snow called the meeting to order with the pledge to the flag at 6:17 P.M. Present were Town Council Corey Swanson, Norm Gustafson, and Terry Walker. Also present were Highway Superintendent Larry Mee and Justice Judy Shields.

Supervisor Snow made a motion to **appoint Councilman Terry Walker Deputy Town Supervisor with a term to expire December 31, 2021**, seconded by Councilman Swanson.

Ayes: Snow, Swanson, Gustafson, Walker

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

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Gustafson 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 Walker.

Ayes: Snow, Swanson, Gustafson, Walker

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

Ayes: Snow, Swanson, Gustafson, Walker

Supervisor Snow 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 2021 budget**, seconded by Councilman Swanson.

Ayes: Snow, Swanson, Gustafson, Walker

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

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Gustafson made a motion to **authorize the Town Justice to attend Justice Schools in 2021 at Town expense**, seconded by Councilman Walker.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Walker made a motion to **set the mileage rate at \$.56 (fifty-six cents) per mile for the use of private vehicles when used for Town business**, seconded by Supervisor Snow.

Ayes: Snow, Swanson, Gustafson, Walker

Supervisor Snow made a motion to **maintain Public Employee Dishonesty Insurance coverage of \$95,000**, seconded by Councilman Swanson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Swanson made a motion to **appoint Paul V. Webb, Jr. Town Attorney with a term to expire December 31, 2021**, seconded by Councilman Gustafson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Gustafson made a motion to **appoint Eric Yager Code Enforcement Officer with a term to expire December 31, 2021**, seconded by Councilman Walker.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Walker made a motion to **appoint George Gustafson Zoning Officer with a term to expire December 31, 2021**, seconded by Supervisor Snow.

Ayes: Snow, Swanson, Gustafson, Walker

Supervisor Snow made a motion to *designate the Assessor as the Fair Housing Officer*, seconded by Councilman Swanson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Swanson made a motion to **appoint Deputy Town Clerk Secretary of Assessing/Zoning/and Code Enforcement with a term to expire December 31, 2021**, seconded by Councilman Gustafson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Gustafson made a motion to **appoint Deputy Town Clerk Secretary to the Planning and Zoning Boards with a term to expire December 31, 2021**, seconded by Councilman Walker.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Walker made a motion to **appoint Darla Rissel as Deputy Town Clerk / Tax Collector with a term to expire December 31, 2021**, seconded by Supervisor Snow.

Ayes: Snow, Swanson, Gustafson, Walker

Supervisor Snow made a motion to **appoint Stacy Curtis as Deputy Town Clerk / Tax Collector with a term to expire December 31, 2021**, seconded by Councilman Swanson.

Ayes: Snow, Swanson, Gustafson, Walker

At the recommendation of the Town Justice, Councilman Swanson made a motion to **appoint Carolyn Shields Court Clerk with a term to expire December 31, 2021**, seconded by Councilman Gustafson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Gustafson made a motion to **appoint Darla Rissel Court Officer with a term to expire December 31, 2021**, seconded by Councilman Walker.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Walker made a motion to **appoint Rebecca Lindquist Historian with a term to expire December 31, 2021**, seconded by Supervisor Snow.

Ayes: Snow, Swanson, Gustafson, Walker

Supervisor Snow made a motion to **appoint Rebecca Capitano Dog Control Officer with a term to expire December 31, 2021**, seconded by Councilman Swanson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Swanson made a motion to **appoint Chelsea Edmunds Assistant Dog Control Officer with a term to expire December 31, 2021**, seconded by Councilman Gustafson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Gustafson made a motion to **appoint Supervisor Snow and Kennedy Fire Chief Keith Bean Civil Defense Directors with a term to expire December 31, 2021**, seconded by Councilman Walker.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Walker made a motion to **appoint Supervisor Snow Social Services Officer with a term to expire December 31, 2021**, seconded by Councilman Swanson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Swanson made a motion to **appoint Bonnita Wallace Vital Registrar of Statistics with a term to expire December 31, 2021**, seconded by Councilman Gustafson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Gustafson made a motion to **appoint Darla Rissel Vital Registrar of Statistics with a term to expire December 31, 2021**, seconded by Councilman Walker.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Walker made a motion to **appoint Bonnita Wallace Records Management & Access Officer with a term to expire December 31, 2021**, seconded by Supervisor Snow.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman 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 Gustafson.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Gustafson made a motion to **set the salary of the Court Officer at \$50.00 (fifty dollars) per night for calendar call and \$12.50 (twelve dollars and fifty cents) per hour when needed and \$.56 (fifty-six**

cents) per mile for use of private vehicles when used for Town business, seconded by Councilman Walker.

Ayes: Snow, Swanson, Gustafson, Walker

Councilman Walker made a motion the Town Board will sponsor the Memorial Day Parade and all Committee members will report to the Town Board, seconded by Supervisor Snow.

Ayes: Snow, Swanson, Gustafson, Walker

Supervisor Snow 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 Swanson.

Ayes: Snow, Swanson, Gustafson, Walker

Supervisor Snow read Resolution #1 - 2021.

STATE OF NEW YORK
COUNTY OF CHAUTAUQUA
TOWN OF POLAND
2021 - 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 12, 2021

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

Ayes: Snow, Swanson, Gustafson, Walker

The 2021 Agreement shall be expended as *General Repairs* for the sum of \$188,000.00 upon 44.16 miles of town highways including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

Councilman Walker 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 Supervisor Snow.

Ayes: Snow, Swanson, Gustafson, Walker

Supervisor Snow **appointed the following committees: (2021)**

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

Planning Board	C. Swanson, N. Gustafson
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

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 Snow made a motion, seconded by Councilman Swanson to **accept the following pay schedules:**

Ayes: Snow, Swanson, Gustafson, Walker

<u>Position</u>	<u>Per Year</u>	<u>Pay Period</u>
Supervisor Snow	\$ 6,324.00	monthly
Councilman Swanson	\$ 1,326.00	quarterly
Councilman Hatfield	\$ 1,326.00	quarterly
Councilman Gustafson, N	\$ 1,326.00	quarterly
Councilman Walker	\$ 1,326.00	quarterly
Attorney Webb, Jr.	\$ 5,000.00	quarterly
Budget Officer Snow	\$ 600.00	monthly
Justice Shields	\$ 14,025.00	monthly
Assessor Young-Deyell	\$ 11,779.00	bi-weekly
Code Officer Yager, E	\$ 6,000.00	monthly
Zoning Officer Gustafson	\$ 4,300.00	monthly
Town Clerk Wallace	\$29,070.00	bi-weekly
Hwy. Superintendent Mee	\$ 66,063.00	bi-weekly
Cemetery Caretaker Short	\$ 6,732.00	monthly
Court Clerk Shields	\$ 5,865.00	monthly
Bkkpr./Sec. to Supv. - Rowley	\$ 6,324.00	monthly
Historian Lindquist	\$ 816.00	monthly
Sec. - Cemetery - Czerniak	\$ 841.00	annual

<u>Position</u>	<u>Per Hour 2021</u>
Deputy Town Clerks	\$ 13.50
Secretary to Assessor	\$ 13.50
Dog Control Officer Capitano	\$ 15.00
Dog Control Officer Edmunds	\$ 15.00
Court Officers Rissel	\$50.00 per calendar call (2 nd Thursday every month) and \$ 12.50 (hourly if called in for a trial)
Secretary to Appointed Boards	\$ 13.50
Custodian Simon	\$ 12.50
Maintenance Stornes	\$ 15.00

The 2020 audits are scheduled for Tuesday, January 26, at 6:30 p.m. for the Town Supervisor, Town Clerk, Justice and Zoning/CEO books.

The next Regular Meeting of the Town of Poland Board is January 12, 2021 at 7p.m. in the Town Hall.

Supervisor Snow made a motion to adjourn the meeting at 6:34 p.m., seconded by Councilman Swanson.

Ayes: Snow, Swanson, Gustafson, Walker

Respectfully submitted,

Bonnita R. Wallace
Town Clerk