**Organizational Meeting of the Town Board January 3, 2023**

Supervisor Snow called the meeting to order with the pledge to the flag at 6:33 P.M.

Present were Town Council Corey Swanson, Norm Gustafson, Rob Smith and Terry Walker. Also present were Donald & Krista Holt.

*Supervisor Kelly Snow made a motion to appoint Donald Holt Highway Superintendent effective January 1, 2023, to complete the term of office that expires December 31, 2023, due to Larry Mee’s retirement. Motion seconded by* *Councilman Corey Swanson.*

*Ayes: Snow, Swanson, Smith, Gustafson, Walker*

Don Holt took his Oath of office as appointed Highway Superintendent with a term to expire December 31st, 2023.

Supervisor Kelly Snow made a motion to **appoint Councilman Terry Walker Deputy Town Supervisor with a term to expire December 31, 2023**, seconded by

Councilman Norm Gustafson.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

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

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Rob Smith 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 Terry Walker.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

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

Ayes: Snow, Swanson, Smith, Gustafson, Walker

*Councilman Corey Swanson* 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 2023 budget**, seconded by Supervisor Kelly Snow.

Ayes: Snow, Swanson, Smith, 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 Norm Gustafson.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Norm Gustafson made a motion to **authorize the Town Justice to attend Justice Schools in 2023 at Town expense**, seconded by Councilman Rob Smith.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Rob Smith made a motion to **set the** **mileage rate at $.655 (sixty-five and one-half cents) per mile for the use of private vehicles when used for Town business**, seconded by Councilman Terry Walker.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

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

Ayes: Snow, Swanson, Smith, Gustafson, Walker

*Councilman Corey Swanson* made a motion to **appoint Joel H. Seachrist Town Attorney with a term to expire December 31, 2023,** seconded by Supervisor Kelly Snow.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Supervisor Kelly Snow made a motion to **appoint Greg Gormley Code Enforcement Officer with a term to expire December 31, 2023**, seconded by Councilman Norm Gustafson.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Norm Gustafson made a motion to **appoint George Gustafson Zoning Officer with a term to expire December 31, 2023,** seconded by Councilman Rob Smith.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Rob Smith made a motion to ***designate the Assessor as the Fair* Housing Officer,** seconded by Councilman Terry Walker.

*Ayes:* Snow, Swanson, Smith, Gustafson, Walker

Councilman Terry Walker made a motion to **appoint Deputy Town Clerk Secretary of Assessing/Zoning/and Code Enforcement with a term to expire December 31,**

**2023**, seconded by *Councilman Corey Swanson*.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

*Councilman Corey Swanson* made a motion to **appoint** **Darla Rissel as Deputy**

**Town Clerk / Tax Collector with a term to expire December 31, 2023,** seconded by Supervisor Kelly Snow.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Supervisor Kelly Snow made a motion to **appoint** **Emily Dulaney as Deputy**

**Town Clerk / Tax Collector with a term to expire December 31, 2023,** seconded by Councilman Norm Gustafson.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

At the recommendation of the Town Justice, Councilman Norm Gustafson made a motion to **appoint Carolyn Shields Court Clerk with a term to expire December 31, 2023,** seconded by Councilman Rob Smith.­­­­

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Rob Smith made a motion to **appoint Bonnita Wallace Court Officer with a term to expire December 31, 2023**, seconded by Councilman Terry Walker.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Terry Walker made a motion to **appoint Darla Rissel Court Officer with a term to expire December 31, 2023**, seconded by *Councilman Corey Swanson*.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

*Councilman Corey Swanson* made a motion to **appoint Melissa Robbins Dog Control Officer with a term to expire December 31, 2023**, seconded by Supervisor Kelly Snow.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Supervisor Kelly Snow made a motion to **appoint Mark Snow to the Planning Board with a term to expire December 31, 2029**, seconded by Councilman Norm Gustafson.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Norm Gustafson made a motion to **appoint Bonita Mead to the Zoning Board of Appeals with a term to expire December 31, 2027**, seconded by Councilman Rob Smith.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Rob Smith made a motion to **appoint Supervisor Snow and Kennedy Fire Chief Keith Bean Civil Defense Directors with a term to expire December 31, 2023**, seconded by Councilman Terry Walker.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Terry Walker made a motion to **appoint Supervisor Snow Social Services Officer with a term to expire December 31, 2023**, seconded

by *Councilman Corey Swanson*.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

*Councilman Corey Swanson* made a motion to **appoint Bonnita Wallace Vital Registrar of Statistics with a term to expire December 31, 2023,** seconded by

Supervisor Kelly Snow.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Supervisor Kelly Snow made a motion to **appoint Darla Rissel Vital Registrar of Statistics with a term to expire December 31, 2023,** seconded by

Councilman Norm Gustafson.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Norm Gustafson made a motion to **appoint Bonnita Wallace Records Management & Access Officer with a term to expire December 31, 2023**, seconded by Councilman Rob Smith.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Rob Smith 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 Terry Walker.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Councilman Terry Walker made a motion to **set the salary of the Court Officer at $50.00 (fifty dollars) per night for calendar call and $14.20 (fourteen dollars and twenty cents) per hour when needed and $.655 (sixty-five and one-half cents) per mile for use of private vehicles when used for Town business**, seconded by *Councilman Corey Swanson*.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

*Councilman Corey Swanson* 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 Kelly Snow.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Supervisor Kelly 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 Norm Gustafson.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Supervisor Snow read Resolution #1 – 2023.

STATE OF NEW YORK

COUNTY OF CHAUTAUQUA

TOWN OF POLAND

**2023 - 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 3, 2023

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

Ayes: Snow, Swanson, Smith, Gustafson, Walker

The 2023 Agreement shall be expended as General Repairs for the sum of $285,910.35 upon 46.72 miles of town highways including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

Councilman Norm Gustafson 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 Rob Smith.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Supervisor Snow **appointed the following committees: (2023)**

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

**Planning Board** C. Swanson, N. Gustafson

**Zoning Board of Appeals** R. Smith, N. Gustafson

**Legislative & Budget** T. Walker, C. Swanson, R. Smith, N. Gustafson

**Conservation** N. Gustafson, C. Swanson, D. Holt

**Highway** T. Walker, C. Swanson, R. Smith, 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, R. Smith, N. Gustafson

D. Holt, B. Wallace and volunteers

**Building** D. HoltAppointed Chairman

**Cemetery** T. Walker, C. Swanson, R. Smith, N. Gustafson

D. Holt, B. Czernaik, 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.

Councilman Rob Smith made a motion, seconded by Councilman Terry Walker to **accept the following pay schedules:**

Ayes: Snow, Swanson, Smith, Gustafson, Walker

**Position Per Year Pay Period**

Supervisor Snow $ 9,500.00 monthly

Councilman Swanson $ 1,326.00 quarterly

Councilman Smith $ 1,326.00 quarterly

Councilman Gustafson, N $ 1,326.00 quarterly

Councilman Walker $ 1,326.00 quarterly

Budget Officer Snow $ 600.00 monthly

Justice Shields $ 15,000.00 monthly

Assessor Young-Deyell $ 13,500.00 bi-weekly

Code Officer Gormley, G $ 6,615.00 monthly

Zoning Officer Gustafson $ 4,550.00 monthly

Town Clerk Wallace $ 30,244.00 bi-weekly

Hwy. Superintendent Holt $ 69,000.00 bi-weekly

Cemetery Caretaker Short $ 7,058.00 monthly

Court Clerk Shields $ 6,500.00 monthly

Bkkpr./Sec. to Supv. - Rowley $ 9,500.00 monthly

Historian $ 900.00 monthly

Sec. – Cemetery - Czerniak $ 896.00 annual

**Position Per Hour 2023**

Deputy Town Clerks $ 15.00

Secretary to Assessor $ 15.00

Dog Control Officer Robbins $ 16.00

Court Officers Wallace $50.00 per calendar call (2nd Thursday every month)

and $ 14.20 (hourly if called in for a trial)

Court Officers Rissel $50.00 per calendar call (2nd Thursday every month)

and $ 14.20 (hourly if called in for a trial)

Secretary to Appointed Boards $ 15.00

Custodian Dulaney $ 14.20

Maintenance Stornes $ 15.00

**The 2022 audits are scheduled for Tuesday, January 24, at 6:00 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 10, 2023 at 7p.m. in the Town Hall.

Councilman Terry Walker made a motion to adjourn the meeting at 6:49 p.m., seconded by Councilman Rob Smith.

Ayes: Snow, Swanson, Smith, Gustafson, Walker

Respectfully submitted,

Bonnita R. Wallace

Town Clerk