

Regular Board Meeting of the Town of Poland Board February 8, 2022

Town Supervisor Snow called the Regular Board Meeting to order at 7:00 p.m. with the pledge to the flag. In attendance were Town Council members Corey Swanson, Norman Gustafson, Robert Smith and Terry Walker. Also present were Highway Superintendent Larry Mee, Code Officer Eric Yager, Zoning Officer George Gustafson, Assessor Heather Young-Deyell, Legislator John Davis and town residents Liz Smith and Post-Journal Stringer Rosemary Carver.

Supervisor Snow asked if there were any corrections or additions to the minutes from the January 11th Organizational Meeting. Supervisor Snow found one correction on the first page regarding the year was incorrect. *Councilman Swanson made a motion, seconded by Councilman Gustafson to accept the minutes with the change as stated.*

Ayes: Snow, Swanson, Gustafson, Smith, Walker

Motion carried.

Supervisor Snow asked if there were any corrections or additions to the minutes from the January 11th Regular Town Board Meeting. There being none, *Councilman Swanson made a motion, seconded by Councilman Smith to accept the minutes as written.*

Ayes: Snow, Swanson, Gustafson, Smith, Walker

Motion carried.

OLD BUSINESS

- 1) Town Hall - The new boiler was installed yesterday and today. Ridout's Heating and Cooling will be back within the next week to finish the air conditioner units.
- 2) Court Update - nothing to report
- 3) ARPA - Supervisor Snow attended online meetings, spoke with other towns and consulted with the accountants and concluded that the town is allowed to spend the money as we see fit. Councilmen Swanson & Smith would like to see the town residents included in the discussion of ideas for this spending. A department head meeting will be scheduled for March 15th at 6pm to discuss ideas the departments have in the spending of this money. Town Clerk Wallace will contact all department for this meeting.
- 4) NY Street Lighting LED Project - This project is on its way! This project will cost the town around \$1,300 and there is a rebate of \$5,000 going on right now. The LED lights should also cut the light district bills in half. After a brief discussion with the board, *Supervisor Snow made a motion, seconded by Councilman Walker to contract with National Grid on the changing out of the Town of Poland's street lights to LED lights. The project is going to cost the town \$1,376.00 in illuminaries and there is a rebate program of \$5,000 that will be given back to the town.*

Ayes: Snow, Swanson, Gustafson, Smith, Walker

Motion carried.

5) Elevator Service - nothing to report

6) Marijuana Retail Dispensaries - nothing to report

LEGISLATOR DAVIS

Legislature meeting have been dealing with ARPA funding and changes in the budget.

****Privilege of the Floor****- no response

NEW BUSINESS

1) The 2021 Town Audit was done on January 24th and the completed audits are filed in the Town Clerk's Office.

Supervisor Snow's books for 2021

Cash Receipts:

Last Recorded Deposit: Dated 12/21/2021 Amount \$665.00 (General)

Cash Disbursements:

Last Recorded Check: #14178 Date 2/2022 Amount \$1,250.00 (General)

Cash Reconciliations:

Bank Account Date Performed Month Ending

Pretty much done daily online.

Books are up to date and organized.

Audited by Councilman Terry Walker, 1/24/2022.

Tax Collector Wallace's books for 2021

Bank Accounts:

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

Last Bank Reconciliation for each Bank Account:

Date Performed 1/3/22 Month Ending 12/31/21

No problems or issues found.

Audited by Supervisor Kelly Snow, 1/24/2022

Town Clerk Wallace's books for 2021

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 12/29/2021 Amount \$175.00

Cash Disbursements:

Are checks recorded up-to-date? YES

Last recorded Check: # 1863 Date 12/1/21 Amount \$14.00

Cash Reconciliations:

Last bank reconciliation for bank account

Bank Account M&T Bank Date Performed 1/4/2022 Month Ending Dec. 2021

All records are balanced & well maintained.

Audited by Supervisor Kelly Snow, 1/24/2022

Court Justice Shield's books for 2021

Cash Receipts:

Are receipts recorded up-to-date? YES

Last Recorded Receipt: #JMS34841 Date 12/28/2021 Amount \$100.00

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

Last Recorded Deposit: Date 12/31/2021 Amount \$ 200.00

Cash Disbursements:

Are Checks recorded up-to-date? YES

Last Recorded Check: #1087 Date 1/3/2022 Amount \$3,560.00

Cash Reconciliations:

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

Last Bank Reconciliation for Each Bank Account:

Date Performed 1/3/2022 Month Ending Dec. 2021

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 1/3/2022 Month Ending Dec. 2021

Reports to Justice Court Funds:

Last Report Submitted

Month Ending Dec. 2021 Date 1/3/2022 Amount \$3,560.00

Great job Judge Shields. New bail reform is hurting small towns and creating huge backlogs of cases with no enforcement methods.

Audited by Councilman Robert Smith, 1/24/2022

CEO/Zoning books for 2021

Cash Reconciliations:

Are bank accounts reconciled? YES

By whom? Town Clerk How Often? Monthly

Who Reviews/Verifies Them?

Monthly Zoning code reports agree with bank deposit records and receipts given to people applying for permits.
Audited by Councilman Corey Swanson, 1/24/2022

Flower Fund books for 2021

Ledger agrees with receipts and cash on hand, \$482.58.
Audited by Councilman Corey Swanson, 1/24/2022

Petty Cash books for 2021

Petty cash maximum = \$50.00. As needed, abstract request to account back to \$50.00. Receipts, abstracts and ledger in agreement.

Audited by Councilman Corey Swanson, 1/24/2022

Councilman Swanson made a motion, seconded by Councilman Gustafson to accept the 2021 Town Audit.

Ayes: Swanson, Gustafson, Smith, Walker

Motion carried.

2) Sales Tax update - Received \$113,844.64 from the county on February 3rd.

SUPERVISOR

Scheduling AUD report and the report will be filed before the next meeting.

TOWN CLERK

Tax collection is going well. The town's portion of the warrant is paid off and starting on the county portion.

ASSESSOR

1) Most exemption renewal applications have been received and processed. However, property owners still have the remainder of the month to re-enroll.

2) The annual inspection of all active building permits will take place through March as weather permits.

HIGHWAY SUPERINTENDENT

1) Keeping everything plowed and moving snow

2) Ordered 3 orders of salt on Monday and have to order 3 more

ZONING OFFICER

1) Area variance coming up

2) Dealing with usual problems of building before permits issued

CODE OFFICER

Working with planning board on multiple issues

SUPERVISOR

Public Employer Emergency Plan - worked with all departments. Town Clerk Wallace will place this plan on the town's website when final draft is completed.

CORRESPONDENCE

Received a thank you letter from Shirley Leyman for the donation to the Kennedy Fire Department in memory of Barry Leyman.

MONTHLY REPORTS

JUSTICE JUDITH SHIELDS - reported 57 Vehicle & Traffic, 4 Penal (criminal) and 3 DEC with \$4,020.00 forwarded to Supervisor.

CEMETERY- ALAN SHORT- 1/12/22-2/8/22: Checking on the shed and the equipment as weather permitting to start machines, etc.; working on foundation forms for spring

installs and with 84 Lumber gone, does anyone have suggestions as to where I will be able to buy bags of concrete mix locally?

DOG CONTROL REBECCA CAPITANO - January Report - no report

LIBRARY - February 8, 2022. The month of January statistics: 420 patrons, 46 attendees to Escape Room, 89 patrons used the computers, 21 students came after school, 26 homeschool Libratory Program attendees and 9 people attended Radio Club. The library has not been slowed down by snow. We are continuing to work in our children's area. Because of the Town of Poland's thoughtful gift to the library, we were able to purchase some soft seating for the children's area. I've included a picture of the Young Adult area and we are waiting on the furniture we ordered for the children's area. We have also purchased the supplies needed to include a mural in the children's area and are excited to get started on that. We had a very successful Escape room for the community and 46 people attended. The patrons donated 5 bags of items for the Kennedy United Methodist Church food pantry.

This month the library is hosting a community wide snow fort contest. There is a nominal fee of \$3 per household for residents of the Town of Poland and \$5 for non-residents. Patrons must be registered by February 17th, and judges will view on February 18th, and the winners will be announced February 19th. Please encourage families to join in the fun. The library is also hosting a craft night February 11th @ 6pm. There is room for a few late entries if anyone is interested.

The library will host its annual book sale March 25th & 26th from 9am to noon. We are looking forward to this fundraiser. We currently have raffle tickets for sale for a handmade afghan by Connie Whitton, a Town of Poland resident. These tickets will be on sale throughout the book sale and the winning name will be drawn on March 26th @ 5pm (the very end of the sale). Please remember to like us on Facebook and check our website for updates on information. We appreciate everyone's support of the library.

Dawn Swanson, Library Director

PLANNING BOARD - no report

ZONING BOARD - no report

RECREATION (REBECCA LINDQUIST) - Family Bowling at Frewsburg Lane on February 24th from 1 to 3. Also planning a play date for the younger children and working on Summer Rec. activities.

HISTORIAN - REBECCA LINDQUIST- no report

TOWN CLERK BONNITA WALLACE reported \$2,543.60 paid to Supervisor with \$2,628.51 total disbursed.

ZONING OFFICER GEORGE GUSTAFSON - (ZONING REPORT) reported zero (0) Complaints received, zero (0) Notices of Violation issued and \$150.00 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 Swanson*

made a motion, seconded by Councilman Smith to pay General Vouchers (29-61) totaling \$104,935.94, Highway Vouchers (17-32) totaling \$18,651.42, Light District #1 Voucher (2) in the amount of \$900.61, Light District #2 Voucher (2) in the amount of \$246.88 and Justice Court Voucher (1) in the amount of \$2,408.00.

Ayes: Snow, Swanson, Gustafson, Smith, Walker

Motion carried.

The next Board Meeting will be Tuesday, March 8, 2022 at 7:00 p.m. in the Town Hall.

Other meetings: March 15th - ARPA Department Head meeting @ 6pm.

At 7:43 p.m. Supervisor Snow made a motion, seconded by Councilman Walker to adjourn the meeting.

Ayes: Snow, Swanson, Gustafson, Smith, Walker

Motion Carried.

Respectfully submitted,

Bonnita R Wallace
Town Clerk