

TOWN OF PORTLAND BOARD MEETING
PORTLAND TOWN HALL
NOVEMBER 14, 2018 – 7:00 P.M.

BOARD MEMBERS PRESENT:

Daniel Schrantz	Supervisor
Jerry Boltz	Council
Gary Miller	Council
Patti Farrell	Council
Rick Manzella	Council

OTHERS PRESENT:

Ken Becker	Highway Superintendent
Art Miller	Village of Brocton Trustee
Roxane Sobecki	Town Clerk
Two residents	

Supervisor Schrantz opened the Board Meeting at 7:00 p.m. with the pledge to the flag.

MINUTES

11-104-18

On a motion of Council Miller, seconded by Council Boltz the following resolution was

ADOPTED Ayes 5

Nays 0

RESOLVED the Portland Town Board approves the Minutes for October 10th and November 8th as presented.

DEPARTMENTAL REPORTS

11-105-18

On a motion of Council Manzella, seconded by Council Farrell the following resolution was

ADOPTED Ayes 5

Nays 0

RESOLVED the Portland Town Board approves the Departmental Reports as presented:

Monthly reports received and filed:

- Assessor
- Code enforcement
- Town Clerk
- Town Justice
- Dog Control

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TREASURY REPORT

11-106-18

On a motion of Council Boltz, seconded by Council Farrell the following resolution was

ADOPTED Ayes 5

Nays 0

RESOVLED the Portland Town Board approves the Treasury Report as presented by the Supervisor.

CORRESPONDENCE

Supervisor Schrantz read the following correspondence:

- NYMIR-Webinar in November 28th, 2:00-overview of the NYS Sexual Harassment Legislation.
- Northern Chautauqua Community Foundation Week, open house November 16th 11am-1pm, 214 Central Avenue, Dunkirk.
- Letter of interest to serve on the Portland Planning Board from resident Lori Foster.

PUBLIC COMMENT: none

OLD BUSINESS:

VILLAGE/TOWN REPRESENTATIVES:

Village Trustee Art Miller was present, he asked board members if they had any information regarding the Hardware Store in the Village. He stressed his concern, stating the condition of the building is very dangerous and needs to be demolished. After some discussion Supervisor Schrantz suggested getting together to call government officials.

Supervisor Schrantz suggested the Village and Town meet to discuss the future of the Code & Building Offices combining.

Mr. Miller told the board the next Village board meeting will be November 28th at 6:30.

TOWN HIGHWAY GARAGE:

No news to report.

CHADWICK BAY:

Supervisor Schrantz told the board Chadwick Bay RDC is looking into different local and regional projects. A list was given to each board member to review and prioritize.

NORTH COUNTY WATER PROJECT:

Supervisor Schrantz said restoration work is currently being done before the snow, grass and any remaining work will be completed in the Spring.

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WATER DISTRICT 8:

Supervisor Schrantz told the board 14 easements need to be obtained from residents within this district, the town attorney is working on this.

COMPREHENSIVE PLAN:

Supervisor Schrantz has scheduled a meeting with the board and comprehensive committee on January 23rd, 7:00 at the School. The committee has three projects they would like to present to the board.

- Large trash pickup within the town.
- Better communication with Lake Erie State Park.
- Junk cars.

Supervisor Schrantz said every year different projects will be reviewed and presented.

SEXUAL HARASSMENT POLICY

11-107-18

On a motion of Council Manzella, seconded by Council Boltz the following resolution was

ADOPTED Ayes 5

Nays 0

RESOLVED the Portland Town Board adopts a Sexual Harassment Policy and complaint form. This will be posted and distributed to all town employees.

BUDGET TRANSFERS AND MODIFICATIONS

11-108-18

On a motion of Council Miller, seconded by Council Farrell the following resolution was

ADOPTED Ayes 5

Nays 0

RESOLVED the Portland Town Board approves the budget transfers and modifications.

GENERAL FUND TOWNWIDE

Modify 2018 Adopted Budget by increasing Revenue line A2300 Transportation Services- Other Govt. by \$20,000 and increasing expenditure line A5010-1 Supt. Of Highways Personal Services by \$11,200 & also increasing expenditure line A5010.1 Supt. Of Highways Clerk Personal Services by \$8,800 to account for revenue and expense of village streets supervision agreement.

\$54,000	FROM	A1990.4	CONTINGENT ACCOUNT
	TO	A1440.4	ENGINEER CONTRACTUAL

Engineering fees for Water District #8 project.

MARMADUKE COMMITTEE:

Council Boltz thanked the Highway Department for putting the flowers away and stated all bricks have been installed around the statue.

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BOARD MEMBERS:

Supervisor Schrantz congratulated the two new Judges for Portland, Dan Thompson and Tom Dejeo. Council Manzella thanked Supervisor Schrantz for his work on the budget with a zero increase to tax payers.

Clerk Sobecki told board members the Town Employees will be collecting non-perishable items for the food pantry. Town Employees will also be buying Christmas gifts for two families this year.

RESIGNATION TO PLANNING BOARD

11-109-18

On a motion of Council Miller, seconded by Council Boltz the following resolution was

ADOPTED Ayes 5

Nays 0

RESOLVED the Portland Town Board accepts the resignation of Daniel Thompson, member of the Planning Board effective December 31, 2018.

HIGHWAY DEPARTMENT:

Highway Superintendent Becker told board members the new tractor is in. The crew will be working around the thruway bridges.

PAY BILLS

11-110-18

On a motion of Council Manzella, seconded by Council Farrell the following resolution was

ADOPTED Ayes 5

Nays 0

RESOLVED the Portland Town Board approves the bills for November 2018.

GENERAL FUND	\$11,076.06
TOWN OUTSIDE VILLAGE	\$11,504.44
HIGHWAY TOWNWIDE	\$4,306.37
HIGHWAY OUTSIDE VILLAGE	\$14,354.68
LIGHT	\$555.54
WATER	\$107,614.68

EXECUTIVE SESSION:

On a motion of Council Miller, seconded by Council Boltz the Board moved into Executive Session at 8:10 p.m. to discuss personal regarding the Justice Department.

On a motion of Council Boltz, seconded by Council Manzella the Board returned to Regular Session at 9:15 p.m.

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ZONING/BUILDING DUTIES

11-111-18

On a motion of Council Manzella, seconded by Council Farrell the following resolution was

ADOPTED Ayes 5

Nays 0

RESOLVED effective January 1, 2018 the duties of zoning, building and fire inspection will be split. Signe Rominger will continue as Zoning Officer, Pay and hours to be determined.

BUILDING INSPECTOR

11-112-18

On a motion of Council Miller, seconded by Council Farrell the following resolution was

ADOPTED Ayes 5

Nays 0

RESOLVED the Portland Town Board will advertise for a Building Inspector.

With no further business, on a motion of Council Farrell, seconded by Council Boltz the meeting adjourned at 9:30 p.m. Carried unanimously.

Respectfully Submitted by,

Roxane Sobecki-Town Clerk