

TOWN OF PORTLAND RE-ORGANIZATIONAL MEETING
REGULAR BOARD MEETING
PORTLAND TOWN HALL
JANUARY 09, 2019 – 7:00 P.M.

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Gary Miller	Council
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OTHERS PRESENT:

Ken Becker	Highway Superintendent
Roxane Sobecki	Town Clerk
5 Town Residents	

Supervisor Schrantz opened the meeting at 7:02 with the Pledge to the flag.

Supervisor Schrantz read the following Re-Organizational Policy for 2019:

DESIGNATION OF MEETING NIGHT BY THE SUPERVISOR RESOLVED that the official meeting night for the Town of Portland Board shall be the second Wednesday of each month at 7:00 p.m.

DESIGNATION OF OFFICIAL NEWSPAPER BY THE SUPERVISOR RESOLVED that the Dunkirk Observer shall be the official newspaper for the publication of the Town's legal notices.

TOWN BOARD SALARIES BY THE BUDGET OFFICER WHEREAS, the Town Board for the Town of Portland set individual town salaries in the town budget, advertised such salaries and held a public hearing on them; THEREFORE, BE IT RESOLVED; Pursuant to Section 27(1) of the Town Law, salaries shall be set in the amount of the annual Town Budget.

SETTING HIGHWAY EMPLOYEES HOURLY RATE OF PAY RESOLVED the hourly rate of pay of all full-time highway employees under the CSEA Agreement shall be **20.93 per hour** per Union Contract. First Year Employees 75% of rate, second year 90% of rate and third year 100% of rate.

SETTING ALL OTHER SALARIES & HOURLY EMPLOYEES RATE OF PAY

Supervisor	\$8,000/year
BUDGET OFFICER	\$1,400/year
Councilperson (4)	\$3,150/year (each)
Superintendent of Highways	\$56,834

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Town Justices (2)	\$10,931/year (each)
Court Clerk	\$17.43 (per union contract)
Assistant Court Clerk	\$12.65 /per hour
Town Clerk	\$28,880/year
Tax Collector	\$7,244 /year
Deputy Tax Collector	\$12.65 per hour (Not to exceed \$1,700/year)
Assessor	\$30,000/year
Dog Control Officer	\$8,900/year
Zoning & Inspection Officer	\$26.59 per hour
Clerk II	\$12.65 per hour
Historian-Museum	\$12.65 per hour

DESIGNATION OF BANK DEPOSITORIES AND AUTHORIZING DEPOSIT AND INVESTMENT OF ALL TOWN MONEY BY THE BUDGET OFFICER

WHEREAS, Section 11 of the General Municipal Law provides that the town may authorize the Supervisor to deposit or invest money not for immediate expenditure in a special deposit accounts or certificate of deposit issued by a bank,

RESOLVED, the Town Board authorizes the use of on-line banking service though M&T Commercial services with the following persons having user access: Supervisor Daniel Schrantz, Town Clerk Roxane Sobecki and, Town Accountant Daniel Laurito of Bahgat & Laurito-Bahgat.

THEREFORE, BE IT RESOLVED, Community Bank, N.A. New York; Bank of New York, MBIA Class Cooperative of Armonk and M&T Bank, New York be designated as the official depositories for deposits of all money received by the Supervisor and all other Town Officers, and the Supervisor is authorized to invest in the United States Government Securities approved by the State Comptroller,

THEREFORE, BE IT FURTHER RESOLVED; the Supervisor is hereby authorized to determine the rate and time of the payment of interest on the above authorized deposits and investments.

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DESIGNATION OF ACCOUNTANT/BOOKKEEPING SERVICES by the Town Board Resolved the Supervisor is authorized to sign the 2019 Bookkeeping Services with Bahgat & Laurito-Bahgat Certified Public Accountants & Advisors at a rate of \$1,350 per month.

APPOINTING DEPUTY SUPERVISOR WHEREAS, from time to time the Supervisor needs the deputy to act for him in making deposits, sign of payroll checks and receiving supplies from the Board of Elections, County Clerk, and other such official acts that he may not be able to do himself; THEREFORE, BE IT RESOLVED, Pursuant to Section 42 of the Town Law, that the Supervisor appoints **Jerry Boltz, Deputy Supervisor**, without salary for a period of one year from January 01, 2019 through December 31, 2019.

APPOINTMENT OF SECRETARY TO SUPERVISOR & TOWN BOARD BY THE SUPERVISOR RESOLVED that **Roxane Sobecki** is appointed Secretary to the Supervisor and Town Board for a period of one year from January 01, 2019 through December 31, 2019 at a stipend of \$350.00.

APPOINTMENT OF TOWN BOARD COMMITTEES BY THE SUPERVISOR

APPOINTMENT OF TOWN BOARD COMMITTEES:

2019

HIGHWAY	Patti Farrell	Gary Miller
AUDIT	Rick Manzella	Jerry Boltz
YOUTH	Jerry Boltz	Gary Miller
PARKS & HISTORICAL	Patti Farrell	Gary Miller
INSURANCE	Gary Miller	Jerry Boltz
WATER	Rick Manzella	Jerry Boltz
BUILDING	Patti Farrell	Rick Manzella
DOG CONTROL	Patti Farrell	Jerry Boltz
NEGOTIATION	Gary Miller	Rick Manzella
CABLE	Gary Miller	Rick Manzella
PLANNING BOARD & ZONING BOARD	Jerry Boltz	Gary Miller
TRASH & RUBBISH	Jerry Boltz	Gary Miller

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JUSTICE	Patti Farrell	Rick Manzella
ASSESSING	Patti Farrell	Rick Manzella
JOINT SERVICES	Patti Farrell	Jerry Boltz
FIRE DEPARTMENT	Rick Manzella	Jerry Boltz
FUEL DEPOT	Gary Miller	Rick Manzella
Library	Gary Miller	Patti Farrell

MILEAGE RATE BY THE SUPERVISOR RESOLVED, that the Town of Portland shall pay **54.5** cents per mile for the use of private vehicles for Town Official, when on town business for 2019.

APPOINTMENT OF SUPERINTENDENT OF FIRES AND FIRE WARDENS BY THE TOWN BOARD RESOLVED that Pursuant to Town Law Section 29(12) Jerry Boltz shall be designated to act as Superintendent of Fires for the ensuing year in the case of the absents of the Town Supervisor and Pursuant to Section 3-1911 of the Conservation Law, the Town Board appoints the following Fire Wardens from January 02, 2019 through December 31, 2019-**Harold Smith, Tim Farnham, George Riforgiat and Jim Deakin, without salary.**

APPOINTMENT OF DOG CONTROL OFFICER BY THE TOWN BOARD RESOLVED, that **Clarence Grover** is re-appointed Dog Control Officer for the Town of Portland from January 01, 2019 through December 31, 2019 at a rate of pay of \$8,900/year, with **Diane Grover** acting as Deputy Dog Control Officer with a salary not to exceed \$200.00.

PROCUREMENT POLICY BY THE TOWN BOARD

RESOLVED the Portland Town Board adopts the Town Procurement Policy for 2019.

PRIOR APPROVAL FOR PURCHASES UP TO \$3,000.00 BY THE HIGHWAY SUPERINTENDENT AND \$500.00 BY THE SUPERVISOR RESOLVED, that the Superintendent of Highways be authorized to purchase any small piece of hand equipment and parts to replace tools and implements for the Highway Department in the amount not to exceed \$3,000.00 per single item without prior approval of the Town Board; for the purchase of any piece of equipment or supplies in excess of the amount pursuant to the Town Board Procurement Policy; THEREFORE BE IT FURTHER RESOLVED, that the Supervisor be authorized to purchase any necessary equipment and supplies needed for the Town Board in the amount not to exceed \$500.00 per single item for the year beginning January 01, 2019.

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APPOINTMENT TO THE PLANNING BOARD BY THE TOWN BOARD RESOLVED, that **Dale Furman**. Is re-appointed to the Planning Board for a five -year term beginning January 01, 2019 through December 31, 2023.

RE-APPOINTMENT OF CHAIRMAN TO THE PLANNING BOARD BY THE TOWN BOARD RESOLVED, that _____ is appointed as Chairman and _____ as Co-Chairman of the Planning Board for a one -year term beginning January 01, 2019 through December 31, 2019.

RE-APPOINTMENT OF THE ZONING BOARD OF APPEALS BY THE TOWN BOARD RESOLVED, that **Mike Riforgiato** appointed to the Zoning Board of Appeals for a Five-year term beginning January 01, 2019 through December 31, 2023.

RE-APPOINTMENT OF CHAIRMAN OF THE ZONING BOARD OF APPEALS BY THE TOWN BOARD RESOLVED, that **Lowell Reynolds** is re-appointed as Chairman of the Zoning Board of Appeals for a one -year term beginning January 01, 2019 through December 31, 2019.

DESIGNATION OF LEGAL COUNSEL BY THE TOWN BOARD RESOLVED that **Joel Seachrist Law Offices, P.C.** is appointed Attorney for the Town of Portland at a rate of \$125.00 per hour and the Supervisor is authorized to enter into a retainer agreement for a period of January 01, 2019 through December 31, 2019. BE IT FURTHER RESOLVED, that should a conflict of interest arise, the Town Council Board will retain another attorney of choice.

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT BY THE HIGHWAY SUPERINTENDENT RESOLVED, that **Rick Comstock** is appointed Highway Deputy Superintendent for a one- year term beginning January 01, 2019 through December 31, 2019 with a \$1,250.00 annual salary.

APPOINTMENT OF LOCAL HISTORIAN BY THE SUPERVISOR RESOLVED, that **Al Valentin** is appointed as TOWN HISTORIAN beginning January 01, 2019 through December 31, 2019. BE IT FUTHER RESOLVED, that **Jim Boltz** be appointed Assistant to the Local Historian for a one -year term beginning January 01, 2019 through December 31, 2019.

RE-APPOINTMENT OF REGISTRAR OF VITAL STATISTICS BY THE SUPERVISOR RESOLVED, that **Roxane SobECKi**, Town Clerk, be appointed the Registrar of Vital Statistics beginning January 01, 2019 through December 31, 2019.

APPOINTMENT OF DEPUTY TOWN CLERK AND REGISTRAR OF VITAL STATISTICS BY THE TOWN CLERK RESOLVED, that **Roxanne McFadden** be appointed to a one- year term as Deputy Town Clerk beginning January 01, 2019 through December 31, 2019, with an hourly rate of \$12.65 per hour, not to exceed \$3,775.00 and BE IT FURTHER RESOLVED, that **Roxanne McFadden** be appointed to a one- year term, beginning January 01, 2019 through December 31, 2019, as Deputy of Registrar of Vital Statistics, without salary.

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APPOINTMENT OF DELEGATE TO THE LAKE ERIE CONCORD GRAPE BELT HERITAGE ASSOCIATION, INC.
BY THE TOWN BOARD RESOLVED, that **Robert Patterson Sr.**, be appointed as delegate from the Town of Portland to the Lake Erie Concord Grape Belt Heritage Association beginning January 01, 2019 through December 31, 2019.

AUTHORIZING TOWN SUPERVISOR TO SIGN SHARED SERVICE AGREEMENT WITH THE COUNTY
RESOLVED, that the TOWN SUPERVISOR FOR THE TOWN OF PORTLAND be authorized to sign the Shared Service Agreement and any addendums for the year 2019.

APPROVING THE TOWN BOARD TO PAY ASSOCIATION OF TOWNS DUES that the Town Board for the Town of Portland pay the Annual Town Association Membership Dues for the year beginning January 01, 2019 as authorized by Article 8 of the Town Law. These dues are computed from the latest complete information of the Town's "Total Town Revenue" as reported to the Office of the State Comptroller.

DESIGNATION OF REPRESENTATIVES AT THE ASSOCIATION OF TOWN MEETING RESOLVED, that **Roxane Sobecki** is hereby authorized to attend the annual meeting of the Association of Towns in New York City. **Roxane Sobecki** is authorized to represent the Town at the Annual Business Meeting of the Association of Towns and that the Town Clerk will furnish her with the letters of appointment to be presented to the Association Rules Committee:

THEREFORE, BE IT FURTHER RESOLVED that ----- is named as alternate of the Annual Business Meeting of the Association. AND BE IT FURTHER RESOLVED that the expenses of the Town Delegates for rooms, meals and telephone service be billed to the Town. The Town will pay up to three night's accommodations at single room rates and four days of meal allowance at \$100.000 per day.

APPOINTMENT OF DEPUTY TAX COLLECTOR BY THE TAX COLLECTOR RESOLVED, that **Diane Grover** is appointed as Deputy Tax Collector for a one- year term beginning January 01, 2019 through December 31, 2019 at \$12.65 per hour, not to exceed \$1,700.00.

APPOINTMENT OF SECRETARY TO THE PLANNING BOARD, RESOLVED, that the secretary to the Planning Board shall be paid a \$50.00 stipend for each meeting beginning January 01, 2019 through December 31, 2019, not to exceed 12 meeting within the year.

CHADWICK BAY REPRESENTATIVE RESOLVED, that Portland Town Supervisor **Daniel F. Schrantz and Jerry Boltz** be appointed to Chadwick Bay as the Town of Portland's representatives beginning January 01, 2019 through December 31, 2019.

ZONING/PLANNING BOARD RESOLVED, pay rate for Zoning and Planning Board members are **\$500** for chairman and **\$300** for members for the year. Stipend will be paid in November, pay will be prorated if term served is less than a year.

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RE-ORGANIZATIONAL 2019

01-01-19

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED The Portland Town Board approves the Re-Organizational and Procurement Policy for 2019.

MINUTES

01-02-19

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED The Portland Town Board approves the Minutes from the December 12, 2018 and December 27, 2018 board meetings.

DEPARTMENTAL REPORTS

01-03-19

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

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

CORRESPONDENCE

Supervisor Schrantz read the following Correspondence:

- Southern Tier West-Presentation on Powers & Duties for Elected/Local Officials-February 19th, Salamanca Center.
- Thank you from the West Portland Baptist Church for Christmas donations from Town Employees.
- Southern Tier West Membership

MEMBERSHIP

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01-04-19

On a motion of Council Boltz, seconded by Council Manzella the following resolution was ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board authorizes the Basic membership in the amount of \$150.00 for 2019 to Southern Tier West Regional Planning & Development.

PUBLIC COMMENT:

Chris Rammacher addressed the board about a parking issue he has with a neighbor at his property on Woleben Road. He told the board that Mr. Rossotto has blocked his driveway and is currently parked on his property. Mr. Rossotto told the board he is on town right of way, he said sometimes he must use part of the driveway to unload his trailer. After some discussion Supervisor Schrantz told both gentlemen he will discuss this issue with the town attorney and the code officer. He asked Mr. Rossotto to please move his vehicle once he has unloaded his trailer.

VILLAGE/TOWN REPRESENTATIVES:

Supervisor Schrantz gave all board members an updated list for 2019 for attending Town and Village meetings.

GOALS FOR 2019

Supervisor Schrantz read the following Goals he has for 2019:

1. Complete the on-going issue with the Highway Garage floor.
2. Aggressively continue to seek the necessary funding and grants to proceed to bidding out and to begin construction of water district number 8 and water district number 2.
3. Move forward on creating a drainage district for the Greencrest area and the Van Buren area.
4. Continue to work with the comprehensive plan committee to review the comprehensive plan and review what areas to be implemented.
5. Continue to pursue shared services to investigate ways to reduce costs while providing the best service to tax payers.
6. Continue to work with the Chadwick Bay Regional Development Corporation for regional initiatives.
7. Investigate the possibility of locating the Railroad Pullman Car in the Village of Brocton or Town of Portland.
8. Continue to work with the North County Water District to keep stable water rates and to have available water supply for economic growth and to give the Municipalities the ability to expand their water districts when needed.
9. Turning over the Marmaduke Statue to the Town.

CHADWICK BAY/NORTH COUNTY WATER PROJECTS:

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Next meeting for Chadwick Bay in scheduled for January 10th, 5:30 at the Fireside.

North County Water will meet before the Chadwick Bay Meeting at 4:00. The NCW has just receive a 3-million-dollar grant for phase 2 of the project.

GREENCREST DRAINAGE/WATER DISTRICT 1 IMPROVEMENT PROJECT:

Working on paperwork with USDA.

WATER DISTRICT 8:

Supervisor Schrantz stated there is a few more easements to obtain before the town can bid the project out.

CODE OFFICE:

Supervisor Schrantz asked Council Miller and Boltz to meet with the Village of Brocton representatives to discuss combining the code office. He asked that they report their findings at the next board meeting.

COMPREHENSIVE PLAN JOINT MEETING:

A workshop has been scheduled for January 23rd, 7:00 at the Town Hall with the Village of Brocton's board, Town Board, Planning Board's and the Comprehensive committee.

PULLMAN CAR:

Supervisor Schrantz told board members he would like to advertise for a committee to research moving the Pullman Car to the Portland area. Roy Davis from the Dunkirk Historical Society has spoken to the current owner of the car, Mr. Sprague. Mr. Davis also stated in is letter he will personally assist in part of the costs regarding the move and setup.

AUDITS:

The audit committee will audit the Town Clerk and Town Court on January 28th.

PLANNING/ZONING BOARDS:

Supervisor Schrantz stated the Planning Board and Zoning Board each have a vacancy. Portland residents can submit a letter by January 18th.

BILLS

01-05-19

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On a motion of Council Manzella, seconded by Council Farrell the following resolution was
ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board approves the bills for January 2019.

GENERAL FUND	\$7,024.75
TOWN OUTSIDE VILLAGE	\$64.70
HIGHWAY TOWNWIDE	\$10,849.33
HIGHWAY OUTSIDE VILLAGE	\$3,756.05
LIGHT	\$668.33
WATER	\$869.35

EXECUTIVE SESSION:

On a motion of Council Manzella, seconded by Council Farrell the Board moved into Executive Session at
8:04 regarding personal with the Code Office.

On a motion of Council Boltz, seconded by Council Manzella the Board returned to Regular Session at
8:15 p.m.

With no further business, on a motion of Council Farrell, seconded by Council Boltz the meeting
adjourned at 8:16 p.m. Carried unanimously.

Respectfully Submitted by,

Roxane Sobecki-Town Clerk