

TOWN OF PORTLAND EMERGENCY MEETING
PORTLAND TOWN HALL
MARCH 17, 2020 – 11:00 A.M.

BOARD MEMBERS PRESENT:

Jerry Boltz	Deputy Supervisor
Patti Farrell	Council
Rick Manzella	Council

BOARD MEMBERS ABSENT:

Daniel Schrantz	Supervisor
Gary Miller	Council

OTHERS PRESENT:

Roxane Sobecki	Town Clerk
Ken Becker	Highway Superintendent
Richard Frost	Village of Brocton Mayor
Daniel Thompson	Justice
Office Staff	

Deputy Supervisor Boltz opened the emergency meeting at 11:00 a.m. with the pledge to the flag

He stated this meeting was called to review what is happening within the Country regarding COVID-19
Clerks Sobecki asked to take care of a few items first:

WD8 PAY APPLICATION AND FORM E-5

27-20

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

ADOPTED Ayes 5 Boltz, Farrell, Manzella

Nays 0

Absent 2 Schrantz, Miller

RESOLVED the Portland Town Board approves J.D. Northrup Contracting Inc. application for Payment
No. 6 in the amount of \$254,466.36 and Rural Development Form E-5.

BE IT RESOLVED the Town Board authorizes the Deputy Supervisor to sign the necessary paperwork.

COMPUTER SERVICE

28-20

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

ADOPTED Ayes 5 Boltz, Farrell, Manzella

Nays 0

Absent 2 Schrantz, Miller

RESOLVED The Portland Town Board amends resolution 22-20 March meeting, Techsulere computer
support service with start March 17, 2020.

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COVID-19

Deputy Supervisor Boltz told everyone he listened in on a telephone conference with the County Executive's office regarding the COVID-19 outbreak. He stated Chautauqua County has issued a State of Emergency effective March 15th. Mr. Boltz stated so far Chautauqua County does not have any cases. It was stated most government offices were closing to the public. The Board and employees discussed different ideas. Judge Thompson told the board all courts have been cancelled by the Office of Court Administration effective March 16th. The board reviewed with each office how it would affect their office if the Town Hall were to close. Mayor Frost told the board he has closed the Village Office to the public on March 17th, he is alternating his staff. Council Manzella asked Highway Superintendent to come up with a plan on how he wants his crew to work, Mr. Becker said he could split workers and hours into two groups, he will review.

TOWN HALL CLOSURE

29-20

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

ADOPTED Ayes 5 Boltz, Farrell, Manzella

Nays 0

Absent 2 Schrantz, Miller

RESOLVED Due to the Chautauqua County State of Emergency (COVID-19), effective 12:00 noon March 17, 2020 the Town Board of the Town of Portland has closed the Portland Town Hall until further notice. All meeting will not be opened to the public until further notice. Department heads will report to work. BE IT FURTHER RESOLVED all non-essential employees will be paid for scheduled hours, effective immediately.

The board asked the clerk to put information on the website, paper, and radio.

The board agreed to hold a special meeting on March 31st, 11:00 to review and update.

With no further business, on a motion of Council Manzella, seconded by Council Farrell the meeting adjourned at 11:55 a.m. Carried unanimously.

Respectfully Submitted by,

Roxane Sobecki-Town Clerk

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