

PORTLAND BOARD MEETING
PORTLAND TOWN HALL
JANUARY 13, 2021 – 7:00 P.M.

BOARD MEMBERS PRESENT:

Daniel Schrantz	Supervisor
Jerry Boltz	Council
Patti Farrell	Council
Rick Manzella	Council
Gary Miller	Council (conference call)

OTHERS PRESENT:

Ken Becker	Highway Superintendent
Roxane Sobecki	Town Clerk
2 members of the public	

The Affidavit of Publication to hold the Annual Organizational Meeting was posted in the Observer on December 30, 2020.

Supervisor Schrantz and the Board reviewed the Re-organizational and Procurement policy for 2021.

01-21

RE-ORGANIZATIONAL/PROCUREMENT POLICY 2021

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz, Miller

Nays 0

RESOLVED the Portland Town Board approves the Re-Organizational and Procurement Policy for 2021:

-Organizational - 2021

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 **21.78 per hour** per Union Contract. First Year Employees 90% of rate, Second Year Employees 100% of rate.

SETTING ALL OTHER SALARIES & HOURLY EMPLOYEES RATE OF PAY

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Supervisor	\$8,200/year
BUDGET OFFICER	\$1,430/year
Councilperson (4)	\$3,213/year (each)
Superintendent of Highways	\$59,700
Town Justices (2)	\$11,375/year (each)
Court Clerk	\$18.15 (per union contract)
Assistant Court Clerk	\$15.30 /per hour
Town Clerk	\$32,400/year
Tax Collector	\$8,000 /year
Deputy Tax Collector	\$15.30 per hour
Assessor	\$32,130/year
Dog Control Officer	\$8,900/year
Zoning & Inspection Officer (Full time)	\$24.48 per hour
Clerk II	\$15.30 per hour
Historian-Museum	\$15.30 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 online 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.

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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.

DESIGNATION OF ACCOUNTANT/BOOKKEEPING SERVICES by the Town Board Resolved the Supervisor is authorized to sign the 2021 Bookkeeping Services with Bahgat & Laurito-Bahgat Certified Public Accountants & Advisors at a rate of \$1,425 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, 2021 through December 31, 2021.

APPOINTMENT OF SECRETARY TO SUPERVISOR & TOWN BOARD BY THE SUPERVISOR RESOLVED that **Roxanne McFadden** is appointed Secretary to the Supervisor and Town Board for a period of one year from January 01, 2021 through December 31, 2021 paid per hour not to exceed \$350.00.

APPOINTMENT OF TOWN BOARD COMMITTEES BY THE SUPERVISOR

APPOINTMENT OF TOWN BOARD COMMITTEES:

2021

HIGHWAY	Patti Farrell	Gary Miller
AUDIT	Jerry Boltz	Rick Manzella
YOUTH	Patti Farrell	Jerry Boltz
PARKS & MUSEUM	Gary Miller	Rick Manzella
INSURANCE	Rick Manzella	Gary Miller
WATER	Jerry Boltz	Gary Miller
BUILDING	Rick Manzella	Patti Farrell

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DOG CONTROL	Patti Farrell	Jerry Boltz
NEGOTIATION	Patti Farrell	Rick Manzella
CABLE	Rick Manzella	Gary Miller
PLANNING BOARD & ZONING BOARD	Patti Farrell	Gary Miller
TRASH & RUBBISH	Gary Miller	Jerry Boltz
JUSTICE	Rick Manzella	Patti Farrell
ASSESSING	Rick Manzella	Patti Farrell
JOINT SERVICES	Gary Miller	Jerry Boltz
FIRE DEPARTMENT	Gary Miller	Rick Manzella
FUEL DEPOT	Gary Miller	Jerry Boltz
LIBRARY	Patti Farrell	Jerry Boltz
SOLAR/WIND	Jerry Boltz	Rick Manzella
COVID-19	Jerry Boltz	Patti Farrell

MILEAGE RATE BY THE SUPERVISOR RESOLVED, that the Town of Portland shall pay **.56** cents per mile for the use of private vehicles for Town Official, when on town business for 2021.

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, 2021 through December 31, 2021-**Harold Smith, Tim Farnham, 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, 2021 through December 31, 2021 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 2021.

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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, 2021.

APPOINTMENT TO THE PLANNING BOARD BY THE TOWN BOARD RESOLVED that **David McIntyre** is re-appointed to the Planning Board for a five -year term beginning January 01, 2021 through December 31, 2025.

RE-APPOINTMENT OF CHAIRMAN TO THE PLANNING BOARD BY THE TOWN BOARD RESOLVED, that **Harold Smith** re-appointed as Chairman of the Planning Board for a one -year term beginning January 01, 2021 through December 31, 2021.

RE-APPOINTMENT OF THE ZONING BOARD OF APPEALS BY THE TOWN BOARD RESOLVED, that **Joseph Carapella** re- appointed to the Zoning Board of Appeals for a Five-year term beginning January 01, 2021 through December 31, 2025.

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, 2021 through December 31, 2021.

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, 2021 through December 31, 2021. 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, 2021 through December 31, 2021 with a \$1,300.00 annual salary.

APPOINTMENT OF LOCAL HISTORIAN BY THE SUPERVISOR RESOLVED, that **Rob Pawlak** is appointed as TOWN HISTORIAN beginning January 01, 2021 through December 31, 2021. BE IT FURTHER RESOLVED that **Jim Boltz** be appointed Assistant to the Local Historian for a one -year term beginning January 01, 2021 through December 31, 2021.

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, 2021 through December 31, 2021.

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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, 2021 through December 31, 2021 at an hourly rate of \$15.30, and BE IT FURTHER RESOLVED that **Roxanne McFadden** be appointed to a one- year term, beginning January 01, 2021 through December 31, 2021, as Deputy of Registrar of Vital Statistics, without salary.

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, 2021 through December 31, 2021.

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 2021.

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, 2021 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 Daniel Schrantz is hereby authorized to attend (virtual meeting) the annual meeting of the Association of Towns in New York City. Daniel Schrantz is authorized to represent the Town at the Annual Business Meeting of the Association of Towns and that the Town Clerk will furnish him/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, 2021 through December 31, 2021 at \$15.30 per hour.

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, 2021 through December 31, 2021, not to exceed 12 meeting within the year.

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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, 2021 through December 31, 2021.

ZONING/PLANNING BOARD RESOLVED, pay rate for Zoning and Planning Board members are **\$500** for chairman and **\$300** for members for the year 2021. Stipend will be paid in December; pay will be prorated if term served is less than a year.

Supervisor Schrantz read his Goals for 2021:

1. Continuation and completion of Water District #2.
2. Explore the possibility of a new Water District #9.
3. Move forward on creating a drainage district for the Greencrest area and the Van Buren area. Forming a long-range plan for the Highway Departments drainage of roads in the Greencrest area.
4. Continue to work with the North Chautauqua County Water to provide and maintain the best way to operate and maintain the water districts in the Town.
5. Continue to review the new comprehensive plan to recommend what areas to begin to implement.
6. Continue to pursue shared services to investigate ways to reduce costs while providing the best services to taxpayers.
7. Continue to review the wind turbines and solar projects for the residents of the Town of Portland.
8. Continue to address the COVID virus situation for the protection of the workers and residents in the Town of Portland.
9. I would like to announce I will not be running for re-election as Town Supervisor. I will finish my 16th year as Town Supervisor and 10 years as Councilman. It has been a privilege to serve the residents and I would like to Thank Town Clerk Roxane Sobecki, the Town Board, all the workers, committees, and everyone I have worked with over the years. I truly feel the Town of Portland is a special place and wish everyone the best of luck in the future.

MINUTES

02-21

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

ADOPTED Aye 5 Schrantz, Boltz, Farrell, Manzella, Miller

Nay 0

RESOLVED The Portland Town Board approves the Minutes from the previous meeting as presented.

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DEPARTMENTAL REPORTS

03-21

On a motion of Council Manzella, seconded by Council Farrell the following resolution was ADOPTED Aye 5 Schrantz, Boltz, Farrell, Manzella, Miller

Nay 0

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

Monthly reports received and filed:

- Town Clerk
- Code Office
- Assessor
- Justice

CORRESPONDENCE:

Supervisor Schrantz read the following correspondence:

- Thank you from the Brocton/Portland Food Pantry for the Town of Portland employee's donations.
- Supervisor Schrantz gave the board a breakdown of the pilot program for solar.
- Village of Brocton-restructure of billing for sewer rates.

OLD BUSINESS

VILLAGE/TOWN REPRESENTATIVES:

Supervisor Schrantz stated he will be drafting a new list of Town and Village board members on who will be attending each other's meetings.

WIND/SOLAR:

Supervisor Schrantz told board members Kevin Powell and a representative of a Solar Co. would like to meet with the board. It was decided to meet with them at the February board meeting, 6:45 p.m.

CBI WATER:

Supervisor Schrantz stated CBI water is moving its operation to Sheridan, he was not sure about billing. All board members were given a copy of the Intermunicipal Water Agreement. He will be scheduling a meeting with the CBI Board, he asked board members to have all their questions ready for this meeting. Highway Superintendent Becker asked the board about the current water inventory he has stored at the town barns, asking if CBI is going to buy the inventory or buy on a as need basis. Supervisor Schrantz asked Mr. Becker to also attend the meeting. Supervisor Schrantz expressed his concern if CBI is keeping track of water loss.

GREENCREST/VAN BUREN POINT DRAINAGE:

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Dave Johnson engineer for Clark Patterson Lee is putting together a proposal regarding drainage of Town Roads. Supervisor Schrantz stated this will help the Highway Department. Supervisor Schrantz told the board the creek by Kirk Maytum's house is blocked after the last windstorm. The water is very close to the Counties Sewer Pump Station which could flood. Supervisor Schrantz has contacted the County, Sewer Plant, Engineer and DEC. Supervisor Schrantz read a response from the Director of Emergency services at the County, the letter said the debris does not merit the use of heavy excavator equipment, believing the best way would be actual hand cutting and removal of the debris. This would not disturb the landscaped areas and maintain the integrity of the ditch. The letter stated this project is on private property and would fall to the property owners to clean out the debris. Superintendent Becker stated unless the water infringes on town roads he cannot go onto private property. Supervisor Schrantz stated he took pictures and notes, stating the County has a pump station that may flood and cause damage to the neighboring areas.

WD2:

No news to report.

WD8:

Clerk Sobecki told the board the Audit(Drescher & Malecki) of the project has been completed. All board members received a copy for their review. Supervisor Schrantz requested to go into Executive Session regarding possible litigation with WD8 project.

NEW BUSINESS:

EMERGENCY PLAN:

Clerk Sobecki told the board she has been putting together this plan and asked for the board input. She stated this is a plan requiring all public employers to create plans to protect employees and contractors in the event of another public health emergency. Plans must be finalized by April 1, 2021, plans must be submitted to unions and labor management committees by February 4, 2021.

OFFICE COMPUTERS:

Supervisor Schrantz reviewed a letter from IT administrator Mark Lucas, which stated due to the age of some of the systems many are out of compliance, operating systems no longer supported, and one is on the verge of complete failure. It was suggested to implement an IT policy as not to run into this sort of problem in the future. An Obsolescence Policy would ensure the integrity of the machine, it's compatibility to software updates/upgrades. Clerk Sobeck told the board by having a policy in place budgets can be prepared in advance knowing the computers need to be upgraded. It was recommended for users that work onsite/no field work a desktop bundle would be the best fit. For users that work a combination of office/field a surface bundle was recommended. The board reviewed quotes for the desktop bundle:

Dell \$1,893.21

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Techsulere \$1,945.53

CDWG \$1,835.51

All include Desktop, mouse, monitor, soundbar, office pro 2019, 3-year ProSupport, Sophos av (3yr)

Quotes for the Laptop Bundle:

Dell \$2,033.75

Techsulere \$2,694.18

CDWG \$2,757.45

All include Laptop, mouse, monitor, soundbar, office pro 2019, docking station, accident coverage, Sophos av (3yr)

Quotes for a Surface Bundle(recommended for Assessor and Code Office):

Microsoft \$2,817.26

Techsulere \$3,440.64

CDWG \$2,757.45

All include Surface, surface KB, surface pen, case, tempered glass, kb/mouse, docking station, monitor, soundbar, office pro 2019, sophas av 3yr.

It was noted that the cost may change slightly, quotes were from Dec. 2020.

04-20

PURCHASE SURFACE BUNDLE FOR CODE OFFICE

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

ADOPTED Aye 5 Schrantz, Boltz, Farrell, Manzella, Miller

Nay 0

RESOLVED The Portland Town Board approves the Code Office to purchase the Microsoft Surface Bundle at an approximate cost of \$2,817.26

05-21

PURCHASE OF COMPUTERS FOR ASSESSOR AND TOWN CLERK'S OFFICE

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

ADOPTED Aye 5 Schrantz, Boltz, Farrell, Manzella, Miller

Nay 0

RESOLVED The Portland Town Board approves the Town Clerk's office purchase the Dell Desktop Bundle at an approximate cost of \$1,893.21 and the Assessors office to purchase the Microsoft Surface Bundle at an approximate cost of \$2,817.26.

BE IT FURTHER RESOLVED the Town Board authorizes the purchase of a Server Cabinet/Rack with Patch panel and Battery Backup at a cost of \$1,207.67.

TOWN AUDITS:

The audit committee will audit the Court Clerk and Town Clerk, Monday January 25th at 8:00 a.m.

TOWN BOARD/CLERK:

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Clerk Sobecki told board members she has a phone conference scheduled January 26 with General Code to review the Codification of Town and Zoning Laws. This meeting will review the Editorial and Legal Analysis. Clerk Sobecki stated she will need help with this project.

Supervisor Schrantz told board members he will be meeting with the Engineer and 21 Brix regarding the water line extension.

He also stated the engineer is looking at funding for sewer districts within the Town.

HIGHWAY DEPARTMENT:

Highway Superintendent told board members the 95 Ford Truck sold at auction for \$6,100, cost to the Town was \$20.00.

POST ROADS

06-21

On a motion of Council Manzella, seconded by Council Boltz the following resolution was ADOPTED Aye 5 Schrantz, Boltz, Farrell, Manzella, Miller

Nay 0

RESOLVED the Portland Town Board has given authority to the Highway Superintendent to Post Town Roads within the Township of Portland from use by vehicles with gross weight over six (6) tons. Such restrictions will take effect upon the erection of signs on such roads.

Superintendent Becker reiterated the work that needs to be done at the Museum and the landscaping at the Town Hall.

BILLS

07-21

On a motion of Council Boltz, seconded by Council Farrell the following resolution was ADOPTED Aye 5 Schrantz, Boltz, Farrell, Manzella, Miller

Nay 0

RESOLVED the Portland Town Board approves the bills be paid for January 2021 as presented.

GENERAL FUND	\$7,326.51
HIGHWAY TOWNWIDE	\$12,428.98
HIGHWAY OUTSIDE VILLAGE	\$4,669.99
LIGHT	\$436.86
CAPITAL PROJECTS	\$156.00

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On a motion of Council Manzella, seconded by Council Boltz the board moved into Executive Session at 8:05 p.m. on request of the Supervisor regarding possible litigation with WD8. Unanimously Carried.

On a motion of Council Farrell, seconded by Council Boltz the board returned to regular session at 8:25 p.m. Unanimously Carried

With no further business, on a motion of Council Manzella, seconded by Council Miller the meeting adjourned at 8:26 p.m. Carried unanimously.

Respectfully Submitted by,

Roxane Sobecki-Town Clerk