

TOWN OF PORTLAND BOARD MEETING
PORTLAND TOWN HALL
APRIL 14, 2021 – 7:00 P.M.

BOARD MEMBERS PRESENT:

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

OTHERS PRESENT:

Ken Becker	Highway Superintendent
Joel Seachrist	Attorney
Roxane Sobecki	Town Clerk
Art Miller	Village of Brocton Mayor
Mark Odell	County Legislator
Wendy Spinuzza	Code Office
Harold Smith	Chairman of the Planning Board
3 members of the public	

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

MINUTES

27-21

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 Minutes from the previous meeting as presented.

DEPARTMENTAL REPORTS

28-21

On a motion of Council Miller, 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 Departmental Reports as presented:

Monthly reports received and filed:

- Town Clerk
- Code Office
- Assessor
- Justice

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TREASURY REPORT

29-21

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 Treasury Report for March 2021 as presented by the Supervisor.

CORRESPONDENCE:

- Association of Towns 2021 membership certificate.
- Channel Access 5-Thank you to the Town for 2021 support.
- Letter from resident regarding aggressive dogs, Supervisor Schrantz told the board he has turned the matter over to the Dog Control Officer.
- Retired NYSERDA Unit Leader-regarding Great lakes Offshore Wind, and the consequences for all Great Lake shoreline communities.

PUBLIC COMMENT:

County Legislator Mark Odell gave the board a brief update of County issues. He discussed with the board his opinion regarding the Pilot Program, saying he is against the program unless the company has substantial employment. Mr. Odell told the board the sales tax to municipalities have fluctuated due to COVID.

MOWING BIDS:

Roger Gloss

2616 Route 20

Sheridan, NY 14135

- Community Park \$170.00 per time
- Depot \$65.00 per time
- Pecor Cemetery \$50.00 per time
- Library \$40.00 per time
- Town Hall \$60.00 per time
- Trimming of shrubbery two times for Library and Town Hall \$75.00 per time
- Removal of leaves for Library and Town Hall two times -\$45.00 per time
- Trimming of trees once at Library and Town Hall-\$45.00 each

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Mecelino Hernandez
9035 Mathews Road
Portland, NY 14769

- Community Park \$125.00 per time
- Depot \$50.00 per time
- Pecor Cemetery \$40.00 per time
- Library \$38.00 per time
- Town Hall \$48.00 per time
- Trimming of shrubbery two times for Library \$65.00 per time
- Trimming of shrubbery two times for Town Hall \$65.00 per time
 - Removal of leaves for Library \$35.00 per time, Town Hall two times -\$35.00 per time
 - Trimming of trees once at Library and Town Hall-\$35.00 each
 - Spring Clean-up of Sticks at Park & Cemetery one-time \$63.00 one-time Park
\$35.00 one-time Cemetery

AWARD MOWING BID

30-21

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

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

Nay 0

RESOLVED the Portland Town Board approves the bid from Marcelino Hernandez for mowing of Town properties for the 2021 season.

WIND/SOLAR:

Ongoing litigation regarding Wind. Supervisor Schrantz told the board he has meant with Kevin Powell, and Planning Board Chairman Harold Smith regarding some possible sites for solar farms. He said this is just a rough idea and will report back to the board once he has more information.

CHADWICK BAY:

Supervisor Schrantz attended the Chadwick Bay meeting last week reporting the discussion was a five-year infrastructure plan for the area.

- Central Court for Zoning issues
- Stimulus funding
- Water Lines from Athenex to Town of Sheridan
- Solar

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NORTH COUNTY WATER PROJECT:

Supervisor Schrantz attended the North County Water Meeting April 8th, Awarded bid for Phase 2 of Water Main Improvements. H&K Services for Storage Tank and S. St. George Enterprises for Pump Station with BECC Electric.

GREENCREST/VAN BUREN POINT DRAINAGE:

Supervisor Schrantz told board members there are no funds available at this time to move forward with Clark Patter Lee's proposal. Supervisor Schrantz stated CPL has developed a capital plan that could be implemented by the Town Highway Department for Town Roads in the Greencrest area. The board will review at budget time.

WATER DISTRICT 2 IMPROVEMENT PROJECT:

Supervisor Schrantz stated he has been in contact with the engineers, they have proposed to bid out the project in the Spring of 2022.

WATER DISTRICT 8:

Supervisor Schrantz told the board the clerk has sent letters to all residents in Water District 8 regarding partial reimbursements for meter pits. The board discussed the bill from Lock City to the Town for meter pits that CBI Water ordered. CBI says this is not their bill. Supervisor Schrantz asked the attorney to draft a letter to Lock City and CBI stating this is not the Town's bill and the Town did not authorize this purchase.

WATER DISTRICT 9:

Supervisor Schrantz stated the clerk has sent out a survey to residents within proposed Water District 9. This survey is asking property owners in the area their opinion of obtaining public water. The survey will help the Town to determine if public water should move forward in the proposed area.

AUDITS:

Audit committee will be auditing the Tax Collector next week.

NYS PUBLIC EMPLOYER HEALTH EMERGENCY PLAN

31-21

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

ADOPTED Aye 5 Schrantz, Boltz, Farrell, Miller

Nay 1 Manzella

RESOLVED The Town of Portland board approves and places in full effect the Public Health Emergency Plan.

CODE OFFICE:

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Mayor of Brocton Art Miller, Planning Board Chairman Smith, and the Town Board discussed with Code Enforcement Officer Wendy Spinuzza having a part-time secretary. The cost of this position would be shared with the Town and Village, with the Village paying one third. Mayor Miller said he is confident his board will agree to this.

CLERK/SECRETARY

32-21

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

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

Nay 0

RESOLVED The Town of Portland Board approves the hiring of a part-time clerk/secretary to the Code and Zoning Officer for 17 ½ hours per week at \$15.30 per hour.

The board discussed taking applications until May 11th and will discuss interview dates at the May 12th board meeting. The board asked the clerk to advertise in the newspaper and on the Town's website. Supervisor Schrantz said this can be reviewed at budget time to see if more hours are needed.

Planning Board Chairman Harold Smith told the board he has received complaints of Airbnb's in the Portland/Brocton area. He said a lot of people are not happy. He has had complaints of noise, garbage, parking, etc. The County does have a list of some Airbnb's, but not all have registered. Planning Board member Dale Carlson told the Board he called the Office of Real Property they have no advise regarding assessments, no regulations. The Board discussed how the Town could have more control, possibly a special use permit. Attorney Seachrist stated the Town can have some regulations but need someone to enforce them. After more discussion Supervisor Schrantz stated research needs to be done.

TOWN/VILLAGE:

Supervisor Schrantz asked the town highway committee to meet with the Village of Brocton to discuss the joint highway department.

SHREDDER FOR TOWN HALL:

Clerk Sobecki informed the board the shredder is broken. She has been in contact with other Townships who use The Shred Center and are very happy with the service. The company is insured and bonded, and there is no contract. The Town can cancel service whenever they want. The board reviewed the pricing guide.

33-21

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

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

Nay 0

RESOLVED the Town Board approved the Town to use The Shred Center, the Town Clerk can use discretion on services offered.

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CBI WATER:

Supervisor Schrantz said he will try to schedule a meeting with the Town and CBI Board in May. Some of the concerns discussed was calculating water loss, flushing hydrants, the hydrant on Fuller Road that has been out of service for some time. Supervisor Schrantz asked board members to have their questions ready for the meeting.

HIGHWAY RESERVE ACCOUNT:

34-21

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

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

Nay 0

**Resolution Establishing a Capital Reserve Fund to
Finance Highway Equipment**

RESOLVED, that pursuant to section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Highway Equipment Reserve Fund” to be funded with the \$175,662.68 balance remaining in the previously established capital reserve fund for highway equipment, the creation of which is hereby re-affirmed.

The purpose of this new Reserve Fund is to accumulate moneys to finance the cost of equipment used by the Town Highway Department.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Busti. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner, which maintains the separate identity of the cash and investments of the Reserve Fund.

Except as otherwise provided by section 6-c of the General Municipal Law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and without such additional actions or proceedings as may be required by section 6-c of the General Municipal Law, including a permissive referendum if required by subdivision 4 of section 6-c.

HIGHWAY DEPARTMENT:

Highway Superintendent Becker presented two quoted for mulch for the playground at Community Park:

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Bears Play- \$2,920 \$100 to deliver
Willow Creek Farms- \$2,500 \$150 to deliver

35-21

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

Nay 0

RESOLVED the Town Board authorizes the Highway Superintendent to purchase mulch from Willow Creek Farms at a cost of \$2,500 with a delivery fee of \$150.00.

Superintendent Becker told the board he is having a hard time finding contractors to put in a quote to replace the back half of the roof at the Museum. He said there are four layers on the roof that must be removed. One quote was over \$25,000. He told the board there is a lot of work that needs to be done. The board discussed the budget.

Superintendent Becker said he is back to full staff, COVID has affected 50% of his workers. He told the board he has changed all locks at the Highway Garage.

PAY BILLS

36-21

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

Nay 0

RESOLVED the Portland Board approves the Bills for April 2021 as presented.

GENERAL FUND	\$58,521.29
TOWN OUTSIDE VILLAGE	\$2,904.65
HIGHWAY TOWNWIDE	\$5,793.24
HIGHWAY OUTSIDE VILLAGE	\$5,887.78
LIGHT	\$415.77

With no further business, on a motion of Council Manzella, seconded by Council Miller the meeting adjourned at 9:07 p.m. Carried unanimously.

Respectfully Submitted by,

Roxane Sobecki-Town Clerk

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