

TOWN BOARD MEETING
PORTLAND TOWN HALL
April 13, 2022 – 6:00 P.M.

BOARD MEMBERS PRESENT:

| | |
|----------------|------------|
| Richard Lewis | Supervisor |
| Patti Farrell | Council |
| Dave McIntyre | Council |
| Gary Miller | Council |
| Tammy Thompson | Council |

OTHERS PRESENT:

| | |
|-------------------|------------------------|
| Joel Seachrist | Attorney |
| Ken Becker | Highway Superintendent |
| County Legislator | John Penhollow |
| Gloria McCormick | Dog Control |
| Barb Smith | Town Clerk |

3 members of the public

Meeting called to Order by Supervisor Lewis at 6:00 p.m. with the Pledge to the flag.
Supervisor Lewis Requested a moment of silence for former Town employee Ray Franklin who passed away.

MINUTES

RESOLUTION 33-2022

On a motion of Council Miller, seconded by Council Farrell the following resolution was
ADOPTED Aye 5 Lewis, Farrell, McIntyre, Miller, Thompson
Nay 0

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

DEPARTMENTAL REPORTS

RESOLUTION 34-2022

On a motion of Council McIntyre, seconded by Council Farrell the following resolution was
ADOPTED Aye 5 Lewis, Farrell, McIntyre, Miller, Thompson
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:

RESOLUTION 35-2022

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

ADOPTED Ayes 5 Lewis, Farrell, McIntyre, Miller, Thompson

Nays 0

RESOLVED The Portland Town Board approves the Treasury Report for March 2022 as presented by the Town Clerk.

CORRESPONDENCE:

Supervisor Lewis read letter from the City of Dunkirk regarding Summer Activities for 2022. City of Dunkirk was looking for contributions to offset cost of fireworks. Council Miller said in past practice we did not make any donations.

PUBLIC COMMENT:

No public comments

OLD BUSINESS

WD2:

Supervisor Lewis stated the easement are completed. Mr. Seachrist will meet with Town Clerk on Thursday, April 14, 2022 to complete and get easements mailed out. Supervisor Lewis stated he would like project to go out for bid in the Fall. Mr. Seachrist stated there might be a delay on materials, possibly six to nine months.

GREENCREST/VAN BUREN POINT DRAINAGE:

Supervisor Lewis questioned easement for Vergotz? Mr. Seachrist will call Eric White on 4/14/22 to check on easement status or will Completed easement himself. Supervisor Lewis would like this completed for Highway Superintendent Ken Becker to be able to install line before lawn contractor is there.

WATER EXTENTION - 21 BRIX, ONTHANK ROAD

Supervisor Lewis said Highway Superintendent Becker is all set to proceed with Onthank Road project. Materials are here. Supervisor Lewis spoke with Eric White and he agreed it is more of a water district now and he is going to put together map line report.

MUSEUM:

Supervisor Lewis stated we are waiting on report from Clark, Patterson, Lee (Engineers)

LAWN MOWING BIDS:

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Roger Gloss

**2616 Route 20, PO Box 55
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 \$ 150.00 per time
- Removal of leaves for Library and Town Hall two times - \$ 65.00 per time
- Trimming of trees once at Library and Town Hall- \$ 85.00 each per time

Marcelino Hernandez

**9035 Mathews Road
Portland, NY 14769**

- Community Park \$ 180.00 per time
- Spring Clean-up of Sticks at Park & Museum one-time \$ 70.00 one-time Park
- Depot \$ 70.00 per time
- Pecor Cemetery \$ 75.00 per time
- Pecor Cemetery Picking up Sticks (one time) \$ 40.00 per time
- Library \$ 45.00 per time
- Town Hall \$ 57.00 per time
- Trimming of shrubbery two times for Library two time, May, Oct \$ 65.00 per time
- Removal of leaves from shrubbery for Library two times, May, Oct. \$ 35.00 per time
- Trimming of shrubbery two times for Town Hall two times, May, Oct. \$ 65.00 per time
- Removal of leaves from shrubbery for Town Hall two times, May, Oct. \$ 40.00 per time
- Trimming of trees once at Town Hall-\$ 45.00 each

AWARD MOWING BID

RESOLUTION 36-22

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

ADOPTED Aye 5 Lewis, McIntyre, Farrell, Miller, Thompson

Nay 0

RESOLVED the Portland Town Board approves the bid from Marcelino Hernandez for mowing of Town properties for the 2022 season.

NEW BUSINESS:

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CARPET/FLOOR CLEANING:

RESOLUTION 37-2022

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

ADOPTED Aye 5 Lewis, Farrell, McIntyre, Miller, Thompson

Nay 0

RESOLVED The Portland Town Board approves Chadwick Bay Property Management's Quote for cleaning floor/carpets at Town Offices.

Supervisor Lewis obtained a quote for cleaning Town Office floors/carpet from Chadwick Bay Property Management. The quote was to include Strip all VCT floors of current wax coats and install 3 new Coats of wax on all. Clean carpets in Courtroom/Offices, Court Clerk, Town Clerk, Tax Collector, Assessor, Supervisor, Code Enforcement for \$1000. Supervisor Lewis stated last year the cost of \$650 just to clean the Town Offices carpets.

NEW MILEAGE/EXPENSE FORM:

RESOLUTION 38-2022

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

ADOPTED Aye 5 Lewis, Farrell, McIntyre, Miller, Thompson

Nay 0

RESOLVED The Portland Town Board approves new Mileage Log and Expense Report for Town Employees.

Council Thompson presented new mileage log and expense report for our DOC and it was agreed that all employees shall start using new form to all be consistent with reporting mileage and expenses.

CODE ENFORCER CLERK NEW HIRE:

RESOLUTION 39-2022

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

ADOPTED Aye 5 Lewis, Farrell, McIntyre, Miller, Thompson

Nay 0

RESOLVED The Portland Town Board approves new hire Amber McIntyre as the Code Enforcement Assistant.

DOG CONTROL OFFICER NEW HIRE:

RESOLUTION 40-2022

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On a motion of Council Farrell, seconded by Council Thompson the following resolution was ADOPTED Aye 5 Lewis, Farrell, McIntyre, Miller, Thompson

Nay 0

RESOLVED The Portland Town Board approves new hire Gloria McCormick as the Dog Control Officer for the Town of Portland and Village of Brocton.

Supervisor Lewis wanted to thank and appreciated Council Farrell and Thompson for their hard work in the interviewing process to hire our new Dog Control Officer. Supervisor Lewis introduced Gloria McCormick to Board and public. Supervisor Lewis asked Council Thompson and Council Farrell to comment. Council Farrell was very impressed with Gloria McCormick's experience as a Dog Control Officer for the Town of Chautauqua, Village of Mayville and Ripley and her love of dogs. Council Farrell said we are lucky to have her. Council Thompson was equally impressed and felt with Gloria's experience and knowledge we will get good feedback. Gloria will be coming to the board meeting on April 14th to meet the Village of Brocton's board. Council Miller had a question on mileage. Gloria stated she will start mileage at Town of Portland not from her residence.

ELECTRICAL PERMIT:

RESOLUTION 41-2022

On a motion of Council Miller, seconded by Council McIntyre the following resolution was ADOPTED Aye 5 Lewis, Farrell, McIntyre, Miller, Thompson

Nay 0

RESOLVED The Portland Town Board approves to Instate a \$20 fee for Electrical Permits.

The Planning Board held their meeting on March 22, 2022, and made a motion to instate a \$20 fee for the Electrical Permit of the Town of Portland. Dale Carlson, Chairman of the Planning Board stated the Village of Brocton has already implemented the \$20 fee.

ACCESS CHAUTAUQUA:

Supervisor Lewis said the Town Clerk Barb Smith received an invoice for \$1000.00. There wasn't any explanation on the invoice what the \$1000 would include or the purpose of the invoice. Town Clerk called Access Chautauqua and no one answered. This will be tabled until next Board Meeting.

CHADWICK BAY REGIONAL COMMISSION:

Supervisor Lewis present an invoice from the Chautauqua Region Economic Development Corporation. This invoice is for 2022 Annual Membership Dues for \$1600.00. Supervisor Lewis would like Board to review agreement and vote on at next board meeting. The agreement between CREDC and CBRC. Council Thompson posed the question what are we getting for this membership?

BUDGET TRANSFERS:

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RESOLUTION 42-2022

On a motion of Council McIntyre, seconded by Council Farrell the following resolution was
ADOPTED Ayes 5 Lewis, Farrell, McIntyre, Miller, Thompson

Nays 0

RESOLVED The Portland Town Board approves the Budget Transfers dated 4/13/2022 from General Fund
Townwide. Transfer from Contingent Account to Supervisor Equipment and Contingent Account to
Engineer Contractual.

TOWN BOARD/CLERK:

Town Board: Council Thompson presented an idea regarding banners/hardware on flagpoles to
recognize our Community Senior High School graduates. Council Thompson said this is a nice way
To recognize our graduates with banners, also people will notice banners in place of our vacant
and empty storefronts. Council Thompson stated there are other organization that would be able
to use the hardware with their banners, such as our local veterans. Council Thompson will get more
pricing and availability on hardware/banners. Discussion on placing hardware on poles. Superintendent
Becker stated we do have an agreement with National Grid for some attachments.

COUNTY LEGISLATOR:

County Legislator John Penhollow stated there has been a lot of resignations and they are looking for
new employees at the County.

TOWN CLERK:

- nothing to report.

HIGHWAY DEPARTMENT:

Ken Becker Highway Superintendent said they started Spring cleanup.
Superintendent Becker had a complaint in Greencrest. Resident Mark Pindle complained roads are bad.
Paper Road has trees leaning on Camper. Council Farrell inquired about Paper Roads. It was explained
The roads are on paper and the developer specifically claims the road. The owners on either side are
responsible. Superintendent referred resident to assessor Darlene Fox.
Superintendent was getting quotes on replacing the F550 truck. Superintendent Becker will need to bid
on truck. Mr. Seachrist said it will need to be legally bid and publicly in the newspaper for one day.

BID ON VEHICLE:

RESOLUTION 43-2022

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On a motion of Council Miller, seconded by Council Thompson the following resolution was ADOPTED Aye 5 Lewis, Farrell, McIntyre, Miller, Thompson

Nay 0

RESOLVED The Portland Town Board approves to start the bidding process to replace the F550 Highway Work truck with new 6500 Series Chevrolet truck.

BILLS

RESOLUTION 44-2022

On a motion of Council McIntyre, seconded by Council Farrell the following resolution was ADOPTED Aye 5 Lewis, Farrell, McIntyre, Miller, Thompson

Nay 0

RESOLVED the Portland Town Board approves the bills be paid for March 2022 as presented.

| | |
|-------------------------|-------------|
| GENERAL FUND | \$14,890.63 |
| TOWN OUTSIDE VILLAGE | \$ 413.51 |
| HIGHWAY TOWNWIDE | \$ 7,517.50 |
| HIGHWAY OUTSIDE VILLAGE | \$ 6,893.69 |
| LIGHT | \$ 980.33 |
| CAPITAL PROJECTS | \$ 688.98 |
| TOTAL | \$31,384.64 |

Executive Session. No session needed per Supervisor Lewis.

With no further business, on a motion to close meeting by Council Miller, seconded by Council Farrell the meeting adjourned at 7:24 p.m. Carried unanimously.

Respectfully Submitted by,

Barb Smith-Town Clerk