

TOWN BOARD MEETING
PORTLAND TOWN HALL
September 14, 2022 – 6:00 P.M.

BOARD MEMBERS PRESENT:

Richard Lewis	Supervisor
Gary Miller	Council
Dave McIntyre	Council
Tammy Thompson	Council

Absent

Patti Farrell	Council
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OTHERS PRESENT:

Kenneth Becker	Highway Superintendent
Gloria McCormick	Dog Control
Barb Smith	Town Clerk

1 member 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 Mr. James Farrell.

MINUTES

RESOLUTION 84-2022

On a motion of Council Miller, seconded by Council McIntyre the following resolution was
ADOPTED Aye 4 Lewis, Miller, McIntyre, Thompson

Nay 0

Absent 1 Farrell

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

DEPARTMENTAL REPORTS

RESOLUTION 85-2022

On a motion of Council McIntyre, seconded by Council Thompson the following resolution was
ADOPTED Aye 4 Lewis, Miller, McIntyre, Thompson

Nay 0

Absent 1 Farrell

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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- Dog Control

TREASURY REPORT:

RESOLUTION 86-2022

On a motion of Council Thompson, seconded by Council Miller the following resolution was ADOPTED Ayes 4 Lewis, Miller, McIntyre, Thompson

Nays 0

Absent 1 Farrell

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

CORRESPONDENCE:

Supervisor Lewis presented and reviewed the following correspondence:

- If anyone is interested in Attending the Annual Training for the Town. Please let Supervisor Lewis know as soon as possible to allow for new budget.
- Chautauqua County IDA regarding Omni Solar. Notice of Proposed Deviation from Uniform Tax Exemption Policy and Guidelines.
- The Food Bank & Meals on Wheels. Letter asking Town of Portland to donate \$1000.00 to feed Portland Residence. It was decided not to participate this year as finances will be tight.
- Ronald Bradley, Portland Board of Fire Commissioners. Submitted a letter asking for help to finance Portland's Fire Departments 20 year old ambulance. It was discussed, if helping Portland, The Town would also need to support the Village of Brocton's Fire Department. At this time there are other projects that need to be addressed financially. Ex: The Museum.
- Agricultural & Farmland Protection Board letter stating the Their Board finds that the project siting would result in minor impacts to farmland in the County.
- Access Chautauqua letter requesting \$1000.00. The Town did not support for 2022 and at this time will not be supporting for 2023.
- A letter from The Western New York Land Conservancy, they are applying for funding to purchase 223 acre property next to the College Lodge Preserve. They would like a letter from the Town to support this purchase. It was decided a letter was not needed to support their purchase.
- Letter from Chautauqua County Real Property Tax Services regarding the property purchased by the Town. They Attached the RP-5217 to be signed and completed with a check payable to Chautauqua County Dept of Finance.

PUBLIC COMMENT:

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No public comments.

OLD BUSINESS

CBI:

Supervisor Lewis provided a spreadsheet showing the payment of debt. CBI have paid 2018 thru 2020 and half of 2021. Supervisor Lewis mention at the North County Water meeting that we have picked the water meter we are going with so we can now move forward. Supervisor Lewis would like to see the debt amount decreased.

DOG CONTROL OFFICER:

Supervisor Lewis asked Dog Control Officer Gloria McCormick to discuss any issues. Gloria is concerned about expanding the Town's current dog kennel. Gloria said the size is a concern that it won't pass inspection from Ag & Market. The kennel needs to house large dogs. Supervisor Lewis measured and provided a scale with sizes. There was a lengthy discussion on how or if we could expand the current kennel. Council Thompson questioned if we could house a large dog in another facility. Gloria stated we would need a contract with NCCR or Sherman. Council Thompson felt this would be a solution if there was an agreement to house our large dogs. Council Thompson would like additional fees for this to go back to the owner. Gloria will contact NCCR and Sherman to see if they can temporary house a large dog for the Town, if needed. If agreed, Gloria will have a contract drawn up with their fees. Supervisor Lewis said the Town employees painted the kennel inside and out and the shed.

WD2 Project (Modified Agreement w/ Municipal Solutions)

Supervisor Lewis discussed the application for Water Infrastructure Improvement Grant (WIIA) that Municipal Solutions, Inc. will submit for the Town. Supervisor Lewis provided a letter from Municipal Solutions, Inc. outlining the grant submission information and process. Supervisor Lewis felt this grant would be beneficial because we are working with 2019 figures and would be way under funded for the project so Supervisor approved going forward with Grant. Municipal Solutions will be adding an \$1800.00 fee for processing the grant. That will bring their total to \$39,800.

WATER INFRASTRUCTURE IMPROVEMENT GRANT

WATER DISTRICT NO. 2 PROJECT

RESOLUTION 87-2022

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

ADOPTED Ayes 4 Lewis, Miller, McIntyre, Thompson

Nays 0

Absent 1 Farrell

RESOLVED The Portland Town Board approves the execution of an Application for Water Infrastructure Improvement Grant (WIIA), submitted by Municipal Solutions, Inc.

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WHEREAS, the Town of Portland engaged Clark Patterson Lee Engineers to complete an engineering report for the Town's Water District No. 2 distribution system identifying the current system shortcomings, the proposed infrastructure improvements necessary to improve performance, and the projected costs for residents of the district: and

WHEREAS, affordability for Town residents and property owners is a significant concern in advancement of the proposed project: and

WHEREAS, the Town is eligible for Water Infrastructure Improvement Act (WIIA) funding and must now submit a competitive application to obtain WIIA funding.

NOW, THEREFORE, be it RESOLVED as follows:

1. The Town Board authorizes Municipal Solutions, Inc. to prepare an application for Water Infrastructure Improvement Act grant funds from the NYS Environmental Facilities Corporation (EFC).
2. The Town of Portland agrees to fund its portion of the cost of the Project, a 40% minimum match with USDA RD loan funds.
3. The Town Board authorizes Supervisor Richard Lewis and Barb Smith in her role as Town Clerk to execute the application for Water Infrastructure Improvement Act grant funds from the NYS Environmental Facilities Corporation (EFC).
4. This resolution shall take effect immediately.

Dated: _____

GREENCREST/VAN BUREN POINT DRAINAGE:

Supervisor Lewis - there is nothing to report.

WATER EXTENTION - 21 BRIX, ONTHANK ROAD:

Supervisor Lewis presented correspondence with a chart from Eric Wies from CPLteam. The correspondence and chart are showing three (3) options for ARPA Contributions for 21 Brix. Council Miller asked if the options meant this was contracted out. Supervisor Lewis responded yes. There was a lengthy discussion on 21 Brix water project. Supervisor Lewis and Board would like to meet with Mr. Jordan from 21 Brix to discuss this project.

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Onthank Road is completed per Superintendent Becker. Superintendent Becker stated there needs to be a licensed water operator to complete the final testing and have the health Department sign off. Council Miller suggested we may want to hire someone to complete the Onthank Road project.

NEW BUSINESS:

ARPA FUNDS:

HEATING/COOLING SYSTEM

RESOLUTION 88-2022

On a motion of Council McIntyre, seconded by Council Miller the following resolution was ADOPTED Aye 4 Lewis, McIntyre, Miller, Thompson

Nay 0

Absent 1 Farrell

RESOLVED The Portland Town Board approves to pay \$34,900.00 for the heating/cooling system for the Town Hall.

Supervisors Lewis provided a list of projects that Town could potentially use the ARPA Funds.

- Water Meter at the Town Line
- GreenCrest Drainage
- 21 Brix
- Haywood Heights

Council Thompson questioned what the project is at Haywood Heights and who is responsible?

Discussions continued regarding Haywood Heights. Council Miller would like to see what funds are available from the Village for this project.

Council Thompson stated it was brought to her attention the bathroom facilities at Community Park need to be updated. Discussion ensued regarding updating bathroom facilities. Superintendent Becker stated there is a lot of vandalism, and sometimes there are overnight guest. Superintendent Becker said the park is beautiful and should be gated and locked at night. This is not feasible.

WATER METER PIT

RESOLUTION 89-2022

On a motion of Council Miller, seconded by Council Thompson the following resolution was ADOPTED Ayes 4 Lewis, Miller, McIntyre, Thompson

Nays 0

Absent 1 Farrell

RESOLVED The Portland Town Board approves spending \$100,000.00 (ARPA Funds) for the engineering and installation of a new water meter pit at town line Route 5 .

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Supervisor Lewis gave a total amount of ARPA funds of \$193,265.67 left to allocate. This total is minus Resolution passed.

Council McIntyre would like to review Haywood Heights to see if any funds can be allocated to that project. There was a discussion on materials and quotes for this project.

Supervisor Lewis stated we made progress with ARPA funds with the Resolutions for projects. We can revisit 21 Brix project and any additional recommendations for ARPA Funds.

ROLLER PURCHASE

RESOLUTION 90-2022

On a motion of Council Miller, seconded by Council McIntyre the following resolution was ADOPTED Ayes 4 Lewis, Miller, McIntyre, Thompson

Nays 0

Absent 1 Farrell

RESOLVED The Portland Town Board authorizes the Highway Superintendent to spend an excess of \$5,00.00 per Town Procurement policy to purchase Roller for Highway use at \$13,125.00.

Supervisor Lewis reviewed Intermunicipal Agreement with the four (4) towns to purchase a Roller from Caledonia Diesel, LLC. The cost of the 2018 SAKAI 84” Roller is \$52,500 to be split between The Town of Chautauqua, Town of Portland, Town of Ripley and Town of Westfield. This is the latest agreement, there will be a few adjustments. Supervisor Lewis stated the only missing is where the Roller will be housed and who is responsible for the maintenance. Superintendent Becker will be using his Budget money for this purchase. Superintendent Becker stated Roller is only be used by the Towns and the villages in the four (4) towns.

TO SIGN INTERMUNICIPAL AGREEMENT

RESOLUTION 91-2022

On a motion of Council McIntyre, seconded by Council Thompson the following resolution was ADOPTED Ayes 4 Lewis, Miller, McIntyre, Thompson

Nays 0

Absent 1 Farrell

RESOLVED The Portland Town Board approves the Town Supervisor to sign Intermunicipal Agreement for the purchase of Roller for Town.

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HEALTH INSURANCE BROKER:

RESOLUTION 92-2022

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

ADOPTED Ayes 4 Lewis, Miller, McIntyre, Thompson

Nays 0

Absent 1 Farrell

RESOLVED The Portland Town Board approves the Town Supervisor to work with Sheridan Benefits as our Insurance Broker.

TOWN BOARD MEMBERS/TOWN CLERK:

Nothing to report.

HIGHWAY DEPARTMENT:

Highway Superintendent Ken Becker stated blacktop is almost completed. There are a few driveway that need to be touched up. Getting ready to haul sand for snow months. The dog kennel painting is complete.

Council Miller questioned if there was any word on our equipment? Superintendent Becker has no received any word. Previous conversation with Superintendent and Truck vendor will be at least March for truck.

Superintendent has been discussing budget with Supervisor.

BILLS:

RESOLUTION 93-2022

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

ADOPTED Aye Lewis, McIntyre, Miller, Thompson

Nay 0

Absent 1 Farrell

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

GENERAL FUND	\$ 19,428.53
TOWN OUTSIDE VILLAGE	\$ 174.18
HIGHWAY TOWNWIDE	\$ 1,250.96
HIGHWAY OUTSIDE VILLAGE	\$120,989.77
<u>STREET LIGHTING</u>	<u>\$ 447.43</u>
TOTAL	\$ 75,108.38

EXECUTIVE SESSION:

No executive session needed.

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With no further business, on a motion of Council Thompson, seconded by Council McIntyre the meeting adjourned at 7:29pm.

Respectfully Submitted by,

Barb Smith-Town Clerk