

TOWN OF PORTLAND PUBLIC HEARING BUDGET 2023 6:00PM
TOWN OF PORTLAND PUBLIC HEARING FIRE CONTRACTS 6:15PM
TOWN BOARD MEETING FOLLOWING
PORTLAND TOWN HALL
December 14, 2022

BOARD MEMBERS PRESENT:

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

BOARD MEMBER ABSENT:

Patti Farrell	Council
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OTHERS PRESENT:

Kenneth Becker	Highway Superintendent
Joel Seachrist	Town Attorney
Barb Smith	Town Clerk

3 members of the public

MINUTES:

RESOLUTION 111-2022

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 112-2022

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

Monthly reports received and filed:

- Town Clerk
- Code Office
- Assessor
- Justice
- Dog Control

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TREASURY REPORT:

RESOLUTION 113-2022

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

Nay 0

Absent 1 Farrell

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

CORRESPONDENCE:

Supervisor Lewis presented and reviewed the following correspondence:

- Email from Warren Rammacher regarding Chautauqua Rails to Trails (CR2T). Mr. Rammacher was wondering if the Town would be interested in using ARPA Funds for CR2T. After a discussion it was decided the Town has more pressing issues at this time for the use of ARPA Funds.
- New York State Department of Health letter of denial of NYS Water Infrastructure Improvement (WIIA) grant, WD #2. Lack of funding at this time.
- Charter Communication - Quarterly Franchise Fee Payment.
- Chautauqua County ACH Invoice Payment - Mortgage Tax 2022 - Portland.
- NYClass Summary Statement as November 30, 2022, monies that were transferred.

PUBLIC COMMENT:

No public comment.

OLD BUSINESS

CBI:

Supervisor Lewis stated not a lot to report on. Supervisor Lewis stated they are trying to make payments to the county. Water rates will increase in January.

WD2 Project

Supervisor Lewis stated an email from engineer, we need to obtain about six easements before bidding process. Supervisor Lewis discussed placement of water meter location in Portland. Supervisor Lewis will contact engineer Seth Krull to obtain correct information on the easements. Final drawings are being submitted to Rural Development for final approval. Final approval will not be complete until the final easements are received.

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GREENCREST/VAN BUREN POINT DRAINAGE:

Supervisor Lewis - nothing to report.

WATER EXTENTION - 21 BRIX, ONTHANK ROAD:

Supervisor Lewis and Council Miller met with the owners of 21 Brix. The Owners were going to think over and get back to Supervisor Lewis and Council Miller. To date, there has no response from Owner of 21 Brix.

Onthank Road needs final water test and install flusher. Discussion on water pit meter. Town has already purchased meter so Town will need to be reimbursed.

ARPA FUNDS:

Supervisor Lewis received a call from Woodbury Pietro Surveyors and they would like to start Patterson Lane project in the Spring as markers may be moved etc. with winter weather.

Supervisor Lewis agreed to hold off until Spring.

NEW BUSINESS:

There will be a Public Hearing on December 29, 2022, at 6:00pm for Local Law #1 of 2022.

Council McIntyre asked where this law originated from? Town Attorney Mr. Seachrist explained the Local Law #1 of 2022. A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code. There is already a Law in place so Mr. Seachrist made a few changes for the Town of Portland. The State every so often changes the Building Code. This is the new or updated version from the State for municipalities to update their local law.

RESIGNATION OF PLANNING BOARD:

RESOLUTION 114-2022

On a motion of Council McIntyre, 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 resignation of Daniel E. Larish from the Planning Board effective December 31, 2022.

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APPOINT NEW PLANNING BOARD MEMBER:

RESOLUTION 115-2022

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 accept letter of interest in the vacancy of Planning Board member from David E. Travis to the appointment of the Planning Board effective January 1, 2023.

MUSEUM:

Supervisor Lewis has contacted three (3) Amish Builders/Contractors that have current insurance and paperwork to work in the Town. Bender's Home Improvements LLC met with Supervisor Lewis and provided a price for the roof work at the Museum. This work is contingent that the town will provide an operator and loader to haul away material. This was previously discussed between Supervisor Lewis and Superintendent Ken Becker. Supervisor Lewis will reach out to one other contractor for quote. This will be tabled until final board meeting in December.

Supervisor Lewis discussed the money in the HUD Account. Dan Laurito, Accountant would like to close out the account. Supervisor Lewis Supervisor Lewis will reach out to accountant to transfer monies to museum account.

MARMADUKE MONUMENT:

Supervisor Lewis stated prior to his taking office there was a Marmaduke committee and funds that were raised for the monument. At this time there is no monies left in an account for the monument expenses. There was an invoice paid earlier in the year for advertisements. Currently there is a bill from Forge Ahead Promotions to pay for Brochure placement three times a year to several locations. Supervisor Lewis is concerned where the money is going to come from to pay this invoice? Council Thompson questioned could it be possible the Marmaduke Monument be under the Museum as being Historical. That being said the museum would be able to oversee the monument and funds would be able to come out of the museum budget. Further discussion on a go forward basis to pay invoice that would come to the Town Clerk. Also, as suggested by Mr. Seachrist look into other options as Chautauqua County Visiting Bureau for the future.

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December 14, 2022

RESOLUTION 116-2022

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 payment of invoice to Forge Ahead Promotions for \$785.00 for services in 2023, to be paid from Museum Contractual Expense Account.

TOWN OF PORTLAND LAWNMOWING FOR 2023:

Supervisor Lewis and Superintendent Becker had a meeting with Village of Brocton Mayor Craig Miller. The meeting was to discuss mowing between Village and Town for 2023. The Village was receptive to sharing mowing services. There was a discussion on the Town purchasing a zero turn lawn mower. If mower was purchased by the Town it would be used in the Village as well as Town. Superintendent Becker shared this is working toward a consolidation between Village and Town. Superintendent Becker said this would be financially beneficial for both entities. Superintendent Becker feels quality would be better. Council Miller questioned the cost of mower as 2023 budget was already complete. Supervisor Lewis priced mowers for zero turn is approximately \$10,000. Discussion for funds could use out of Building funds or ARPA funds. Supervisor Lewis will work with Village and will report back. Supervisor Lewis thanks Superintendent Becker for his assistance.

BUDGET TRANSFER:

RESOLUTION 117-2022

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 Budget Transfers and Modifications from the General Fund Townwide. General Fund Outside Village, Highway Fund Townwide and Highway fund Outside Village.

General Fund Townwide

Budget Transfers

\$144	FROM	A1410.11	Town Clerk Deputy
	TO	A1920.4	Municipal Dues
\$390	FROM	A1410.11	Town Clerk Deputy
	TO	A4020.4	Registrar of Vital Stats
\$2,233	FROM	A9030.8	Employee Benefits Social Security
	TO	A9010.8	Employee Benefits State Retirement
\$2,000	FROM	A1620.2	Building Equipment
	TO	A1620.4	Building Contractual

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December 14, 2022

\$5,000 FROM A1110.13 Justices Court Clerk
 TO A1620.4 Building Contractual

General Fund Outside Village

Budget Transfers

\$400 FROM B9010.8 Employee Benefits State Retirement
 TO B9030.8 Employee Benefits Social Security
\$2,000 FROM B8010.4 Zoning Contractual
 TO B8010.1 Zoning Personal Services

Highway Fund Townwide

Budget Transfers

\$1,000 FROM DA9055.8 Employee Benefits Disability
 TO DA9030.8 Employee Benefits Social Security
\$6,140 FROM DA5120.4 Bridges Contractual
 TO DA9010.8 Employee Benefits State Retirement

Highway Fund Outside Village

Budget Transfers

\$855 FROM DB9050.8 Employee Benefits Unemployment
 TO DB9010.8 Employee Benefits State Retirement

TOWN BOARD MEMBERS/TOWN CLERK:

Nothing to report from Board Members or Town Clerk.

HIGHWAY DEPARTMENT:

Superintendent Becker commented the snow storm a few weeks ago went really well. Did shared services with the Village with a broke off pole. There was a lot of tree branches and debris to clean up. They are ready for the next event.

The septic tank was pumped at the Highway Barns. It had been 25 years since the last pumped. Did sign up for regular services with Farnham Services to pump every five (5) years. Supervisor Lewis thanks Superintendent Becker and crew for their services during snow storms.

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BILLS:

RESOLUTION 118-2022

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

Nay 0

Absent 1 Farrell

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

GENERAL FUND	\$ 20,814.80
TOWN OUTSIDE VILLAGE	\$ 3,315.67
HIGHWAY TOWNWIDE	\$ 358.99
HIGHWAY OUTSIDE VILLAGE	\$ 15,097.78
STREET LIGHTING	\$ 437.82
WATER	\$ 457.03
<u>CAPITAL PROJECTS</u>	<u>\$ 9,450.00</u>
TOTAL	\$ 49,932.09

EXECUTIVE SESSION:

No executive session needed.

With no further business, on a motion of Council Miller, seconded by Council McIntyre the meeting
adjourned at 7:02pm.

Respectfully Submitted by,

Barb Smith-Town Clerk