

TOWN BOARD MEETING  
PORTLAND TOWN HALL  
FEBRUARY 08, 2023 – 6:00 P.M.

**BOARD MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Joel Seachrist	Attorney
Ken Becker	Highway Superintendent
Barb Smith	Town Clerk

1 members of the public

Meeting called to Order by Supervisor Lewis at 6:00 p.m. with the Pledge to the flag.

**MINUTES:**

**RESOLUTION 07-2023**

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

Nay 0

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

**DEPARTMENTAL REPORTS:**

**RESOLUTION 08-2023**

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

TOWN BOARD MEETING  
PORTLAND TOWN HALL  
FEBRUARY 08, 2023 – 6:00 P.M.

**TREASURY REPORT:**

**RESOLUTION 09-2023**

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

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

Nay 0

RESOLVED The Portland Town Board approves the Treasury Report for January 2023 as presented by the Town Clerk.

**CORRESPONDENCE:**

- Supervisor Lewis shared First Quarter Sales Tax Distribution Payment.
- Supervisor Lewis shared NYCLASS Summary Statement with Board.

**PUBLIC COMMENT:**

No Public Comment

**OLD BUSINESS**

**CBI:**

Supervisor Lewis stated not a lot to report on.

**WD #2 PROJECT:**

Supervisor Lewis presented a letter for New York State Department of Environmental Conservation (NYDEC) stating they have no jurisdiction over Water District #2 (WD #2).

Supervisor Lewis is working with engineer to keep project on track to start the Bidding process to begin by the end of February.

**GREENCREST/VAN BUREN POINT DRAINAGE:**

Supervisor Lewis - nothing to report.

**WATER EXTENTION - 21 BRIX, ONTHANK ROAD:**

Supervisor Lewis and Council Miller have not had any response from the Owners of 21 Brix to date.

Onthank Road needs final water test, Supervisor Lewis will contact CBI for testing. Water does need to be retested before it is put in service per Supervisor Lewis.

**ARPA FUNDS:**

Supervisor Lewis made a spreadsheet of Allocated ARPA Funding. The spreadsheet indicates what monies have been spent and upcoming projects where the money will be spent.

Supervisor Lewis said there is still monies available for projects. Council Miller would still like \$50,000.00 available for the 21 Brix Project. Supervisor Lewis said monies are available if the owners are willing to pursue.

TOWN BOARD MEETING  
PORTLAND TOWN HALL  
FEBRUARY 08, 2023 – 6:00 P.M.

**NEW BUSINESS:**

**NEW HIRE:**

**RESOLUTION 10-2023**

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

Nays 0

RESOLVED The Portland Town Board agrees to hire Greg Irish as Motor Equipment Operator for Town of Portland Highway Department with a one (1) year probationary period. Pay to follow union contract.

**AUDITS:**

Supervisor Lewis stated Audit dates and time to be set up by Audit Committee. Audits for Town Clerk, Tax Collector, Town Court, and Town Supervisor. Town Court need to be complete by March 1<sup>st</sup>. Supervisor Lewis would like Audit Committee to get started on Audits as soon as possible.

**AG & MARKET REPORT DOG SHELTER:**

Supervisor Lewis shared Inspection Report from New York State Agriculture and Markets for our Municipal Dog Shelter. This inspection relates to Agriculture and Markets laws and Regulations. The report indicates dog shelter services passed.

Supervisor Lewis stated the Dog Control Officer contacted him and asked if it was possible to house a dog from another municipality? Supervisor Lewis was ok with it as long as it did not interfere with any dogs we needed to house from the Town of Portland or Village of Brocton. Town Clerk submitted an invoice to the Town of Ripley for services we provided.

**MUSEUM/ROOF:**

Supervisor Lewis presented three roofing quotes. Bender's Home Improvement LLC, Gene Whitaker's Home Improvements and Eric L. Sprague.

**RESOLUTION 11-2023**

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

Nays 0

RESOLVED The Portland Town Board awards the bid to Bender's Home Improvement LLC, 2667 Clymer Sherman Rd., Sherman, NY, to remove all existing shingles. Install new sheathing and asphalt shingles in the amount of Nine Thousand Six Hundred and 00/100 (\$9,600.00).

TOWN BOARD MEETING  
PORTLAND TOWN HALL  
FEBRUARY 08, 2023 – 6:00 P.M.

**FIREFIGHTER TAX EXEMPTION:**

Supervisor Lewis provided information from New York State for new statewide exemption for volunteer firefighters and ambulance workers. Supervisor Lewis spoke with Town Attorney Mr. Seachrist. Mr. Seachrist provided Local Law example for property tax exemption for Volunteer Firefighters and Ambulance workers pursuant to Section 466-a of the Real Property Tax Law from another municipality. There was a lengthy discussion on stipulations that should be in place for this exemption. Mr. Seachrist will need to review the laws for the Town for these stipulations. Council Miller questioned where the rules and regulations would fall to for exemptions. The Town or the Fire Departments? Mr. Seachrist will review and get back to Supervisor and the Board. The tax exemption will be implemented in 2024.

**TOWN BOARD MEMBERS/TOWN CLERK:**

Nothing to report from Board Members or Town Clerk.

**HIGHWAY DEPARTMENT:**

Superintendent Becker stated the man-lift is supposed to be delivered to Lockport in two weeks or less. We may have possession of man-lift in three to four weeks.

Superintendent Becker asked Mr. Seachrist the process about posting the roads? The weather we are having he may need to post within the next month.

**POST ROADS:**

**RESOLUTION 12-2023**

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

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

Nays 0

RESOLVED The Portland Town Board authorizes Superintendent Becker to Post Roads to notify public for weight restrictions.

Superintendent Becker stated the 1986 road grater needs the shifter repaired. Superintendent Becker said they no longer make the parts for the shifter. He has spoken to a couple of vendors regarding parts and repairs. Superintendent Becker wanted the board to be informed of the cost of repairs. This grater is used and needed. Discussion on repairs and purchase of a new grater. Superintendent Becker wanted input from the Board on how to proceed. Superintendent Lewis stated it definitely needs to be repaired. Supervisor Lewis would like vendor to give a better quote once it is shipped for repair. Superintendent Becker will report back with cost of repairs.

TOWN BOARD MEETING  
PORTLAND TOWN HALL  
FEBRUARY 08, 2023 – 6:00 P.M.

Superintendent Becker would like to move the office at the Highway Department. Superintendent Becker would like two desk and the move would provide a larger space with more storage. Superintendent Becker did get prices. He also would like the wall extended out to make a foyer. The wall being extended out would secure deliveries to be set inside instead outside. Supervisor Lewis said there is monies in the General Building fund. Council Miller asked if money could be used out of the ARPA Fund? Supervisor Lewis agreed ARPA money would be good to use.

**OFFICE PROJECT AT HIGHWAY DEPARTMENT:**

**RESOLUTION 13-2023**

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

Nays 0

RESOLVED The Portland Town Board authorizes five thousand Dollars and 00/100 (\$5,000.00) from the ARPA Fund to pay for the Office Project at Highway Department.

**BILLS:**

**RESOLUTION 14-2023**

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

Nay 0

RESOLVED the Portland Town Board approves the bills be paid February 2023 as presented.

GENERAL FUND	\$ 9,361.98
TOWN OUTSIDE VILLAGE	\$ 330.88
HIGHWAY TOWNWIDE	\$ 26,944.97
HIGHWAY OUTSIDE VILLAGE	\$ 2,621.78
ST. LIGHT	\$ 502.87
TOTAL	\$ 39,762.48

**SUGGESTIONS FROM PUBLIC:**

Dave Hazelton suggested the Town look into getting a generator. Supervisor Lewis agreed it was on his list to get pricing. Also, Mr. Hazelton suggested a Helicopter pad, as a long-term possibility for land owned by the Town, located next to the Town Office Building. Mr. Hazelton is concerned with safety of Helicopters landing at the school. There have been several helicopter crashes, he would hate for one to crash into or near Brocton Central School. It would be nice to have a designated landing pad. Discussion continued on access to landing pad. Supervisor Lewis and Superintendent Becker to look at property lines.

**EXECUTIVE SESSION:**

On a motion of Council Thompson, seconded by Council Miller the Board moved into Executive Session at 6:50 p.m. regarding personnel issue.

TOWN BOARD MEETING  
PORTLAND TOWN HALL  
FEBRUARY 08, 2023 – 6:00 P.M.

On a motion of Council Miller, seconded by Council McIntyre the Board returned to regular Session at 7:05 p.m.

With no further business, on a motion of Council Farrell, seconded by Council Thompson the meeting adjourned at 7:06pm. Carried unanimously.

Respectfully Submitted by,

Barb Smith-Town Clerk