

TOWN OF PORTLAND RE-ORGANIZATIONAL & BOARD MEETING
PORTLAND TOWN HALL
JANUARY 14, 2015 – 7:00 P.M.

BOARD MEMBERS PRESENT:

Daniel Schrantz	Supervisor
Jerry Boltz	Councilman
Al Valentin	Councilman
Rick Manzella	Councilman

BOARD MEMBERS ABSENT:

Gary Miller	Councilman
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OTHERS PRESENT:

Charles Loveland	Attorney
Drew Smith	Water Supervisor
Ron Delcamp	Highway Superintendent
Chuck Krauth	Library
Ann Belcher	Reporter
Roxane Sobecki	Clerk

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

Supervisor Schrantz read his goals for 2015:

1. Completing the Peerless Street Bridge Project.
2. Resolved the Town Highway Garage Floor problem.
3. Work with Chadwick Bay Regional Development Corporation and the North County Regional Water Agency to move the North County Water Project forward, this system will provide adequate water to our residents and business's at the most cost effective way if a regional structure is put in place.
4. Continue to be involved with our assessor and KLW Company to update our property records, data and equalization rate process.
5. Complete the Towns Comprehensive Plan to give the Town Board and future Town Boards a working plan to move the Town forward.

Supervisor Schrantz read the Organizational/Procurement Policy for 2015:

Re-Organizational - 2015

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DESIGNATION OF MEETING NIGHT BY THE SUPERVISOR RESOLVED that the official meeting night for the Town of Portland Board shall be the second Wednesday of each month at 7:00 p.m.

DESIGNATION OF OFFICIAL NEWSPAPER BY THE SUPERVISOR RESOLVED that the Dunkirk Observer shall be the official newspaper for the publication of the Town’s legal notices.

TOWN BOARD SALARIES BY THE BUDGET OFFICER WHEREAS, the Town Board for the Town of Portland set individual town salaries in the town budget, advertised such salaries and held a public hearing on them; THEREFORE BE IT RESOLVED; Pursuant to Section 27(1) of the Town Law, salaries shall be set in the amount of the annual town

SETTING HIGHWAY EMPLOYEES HOURLY RATE OF PAY RESOLVED the hourly rate of pay of all full time highway employees under the CSEA Agreement shall be **\$18.96 per hour**, (Pending union negotiations) employees first year of employment 75% rate, second year of employment 90% rate. Part time seasonal Highway Employees rate of pay shall be **\$13.88 per hour**.

SETTING WATER DEPARTMENT EMPLOYEE RATE OF PAY RESOLVED the hourly rate of pay for the Water Department Employee shall be **\$20.70 per hour**. Allan DeJonghe shall work as needed for **\$25.00 per hour**.

SETTING ALL OTHER SALARIES & HOURLY EMPLOYEES RATE OF PAY

Supervisor	\$7,750/year
BUDGET OFFICER	\$1,350/year
Councilperson (4)	\$3,050/year (each)
Superintendent of Highways	\$52,250
Town Justices (2)	\$10,717/year (each)
Court Clerk	\$14.11 per hour (pending union Negotiations)
Assistant Court Clerk	\$10.92 /per hour
Town Clerk	\$25,055/year
Tax Collector	\$6,659 /year
Deputy Tax Collector	\$10.92 per hour (Not to exceed \$572/year)
Assessor	\$34,170/year

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Dog Control Officer	\$8,900/year
Zoning & Inspection Officer	\$23,519/year
Clerk for Inspection Officer	\$10.92 per hour
Clerk II	\$10.92 per hour
Water Billing Clerk & Collector	\$3,000.00 each
Historian-Museum	\$ 10.19 per hour

DESIGNATION OF BANK DEPOSITORIES AND AUTHORIZING DEPOSIT AND INVESTMENT OF ALL TOWN MONEY BY THE BUDGET OFFICER

WHEREAS, Section 11 of the General Municipal Law provides that the town may authorize the Supervisor to deposit or invest money not for immediate expenditure in a special deposit accounts or certificate of deposit issued by a bank,

THEREFORE BE IT RESOLVED, Community Bank, N.A. New York; Bank of New York, MBIA Class Cooperative of Armonk and M&T Bank, New York be designated as the official depositories for deposits of all money received by the Supervisor and all other Town Officers, and the Supervisor is authorized to invest in the United States Government Securities approved by the State Comptroller,

THEREFORE, BE IT FURTHER RESOLVED; the Supervisor is hereby authorized to determine the rate and time of the payment of interest on the above authorized deposits and investments.

APPOINTING DEPUTY SUPERVISOR WHEREAS, from time to time the Supervisor needs the deputy to act for him in making deposits, sign of payroll checks and receiving supplies from the Board of Elections, County Clerk, and other such official acts that he may not be able to do himself; THEREFORE, BE IT RESOLVED, Pursuant to Section 42 of the Town Law, that the Supervisor appoints **Jerry Boltz, Deputy Supervisor**, without salary for a period of one year from January 01, 2015 through December 31, 2015.

APPOINTMENT OF SECRETARY TO SUPERVISOR & TOWN BOARD BY THE SUPERVISOR RESOLVED that **Susan Hindman** is appointed Secretary to the Supervisor and Town Board for a period of one year from January 01, 2015 through December 31, 2015 at a rate of \$10.92 per hour.

APPOINTMENT OF TOWN BOARD COMMITTEES BY THE SUPERVISOR

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APPOINTMENT OF TOWN BOARD COMMITTEES:

2015

HIGHWAY	Al Valentin	Rick Manzella
AUDIT	Gary Miller	Jerry Boltz
YOUTH	Al Valentin	Gary Miller
PARKS & HISTORICAL	Al Valentin	Jerry Boltz
INSURANCE	Rick Manzella	Jerry Boltz
WATER	Gary Miller	Jerry Boltz
BUILDING	Al Valentin	Rick Manzella
DOG CONTROL	Gary Miller	Jerry Boltz
NEGOTIATION	Jerry Boltz	Gary Miller
CABLE	Rick Manzella Al Valentin	Dan Schrantz
PLANNING BOARD	Gary Miller	Jerry Boltz
ZONING BOARD	Rick Manzella	Jerry Boltz
TRASH & RUBBISH	Jerry Boltz	Al Valentin
JUSTICE	Al Valentin	Gary Miller
ASSESSING	Rick Manzella	Al Valentin
JOINT SERVICES	Gary Miller Rick Manella	Dan Schrantz
FIRE DEPARTMENT	Al Valentin	Rick Manzella
FUEL DEPOT	Rick Manzella	Gary Miller

MILEAGE RATE BY THE SUPERVISOR RESOLVED, that the Town of Portland shall pay **55** cents per mile for the use of private vehicles for Town Official, when on town business.

APPOINTMENT OF SUPERINTENDENT OF FIRES AND FIRE WARDENS BY THE TOWN BOARD RESOLVED that Pursuant to Town Law Section 29(12) Jerry Boltz shall be designated to act as Superintendent of

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Fires for the ensuing year in the case of the absents of the Town Supervisor and Pursuant to Section 3-1911 of the Conservation Law, the Town Board appoints the following Fire Wardens from January 02, 2015 through December 31, 2015-**Harold Smith, Tim Farnham, George Riforgiat and Jim Deakin, without salary.**

APPOINTMENT OF DOG CONTROL OFFICER BY THE TOWN BOARD

RESOLVED, that **Clarence Grover** is re-appointed Dog Control Officer for the Town of Portland from January 01, 2015 through December 31, 2015 at a rate of pay of \$8,900/year, with **Diane Grover** acting as Deputy Dog Control Officer with a salary not to exceed \$175.00.

APPOINTMENT OF INSPECTION OFFICER BY THE TOWN BOARD

RESOLVED, that **Signe Rominger** is appointed Code Enforcement and Inspection Officer for the Town of Portland from January 01, 2015 through December 31, 2015.

PROCUREMENT POLICY BY THE TOWN BOARD

RESOLVED the Portland Town Board adopts the Town Procurement Policy for 2015.

PRIOR APPROVAL FOR PURCHASES UP TO \$3,000.00 BY THE HIGHWAY SUPERINTENDENT AND \$500.00 BY THE SUPERVISOR

RESOLVED, that the Superintendent of Highways be authorized to purchase any small piece of hand equipment and parts to replace tools and implements for the Highway Department in the amount no to exceed \$3,000.00 per single item without prior approval of the Town Board; for the purchase of any piece of equipment or supplies in excess of the amount pursuant to the Town Board Procurement Policy; THEREFORE BE IT FURTHER RESOLVED, that the Supervisor be authorized to purchase any necessary equipment and supplies needed for the Town Board in the amount not to exceed \$500.00 per single item for the year beginning January 01, 2015.

APPOINTMENT TO THE PLANNING BOARD BY THE TOWN BOARD

RESOLVED, that **Robert Patterson Sr.** is re-appointed to the Planning Board for a five year term beginning January 01, 2015 through December 31, 2019.

RE-APPOINTMENT OF CHAIRMAN TO THE PLANNING BOARD BY THE TOWN BOARD

RESOLVED, that **Samuel Ricotta** is re-appointed as Chairman of the Planning Board for a one year term beginning January 01, 2015 through December 31, 2015.

RE-APPOINTMENT OF THE ZONING BOARD OF APPEALS BY THE TOWN BOARD

RESOLVED, that **Michael Felsman** is re-appointed to the Zoning Board of Appeals for a Five year term beginning January 01, 2015 through December 31, 2019.

RE-APPOINTMENT OF CHAIRMAN OF THE ZONING BOARD OF APPEALS BY THE TOWN BOARD

RESOLVED, that **Lowell Reynolds** is re-appointed as Chairman of the Zoning Board of Appeals for a one year term beginning January 01, 2015 through December 31, 2015.

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DESIGNATION OF LEGAL COUNSEL BY THE TOWN BOARD RESOLVED that **Charles R. Loveland, P.C.** is appointed Attorney for the Town of Portland at an annual retainer of \$23,080.00 and the Supervisor is authorized to enter into a retainer agreement for a period of January 01, 2015 through December 31, 2015. BE IT FURTHER RESOLVED, that should a conflict of interest arise, the Town Council Board will retain another attorney of choice.

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT BY THE HIGHWAY SUPERINTENDENT RESOLVED, that **Kenneth Becker** is appointed Highway Deputy Superintendent for a one year term beginning January 01, 2015 through December 31, 2015 with a \$1,150.00 annual salary.

APPOINTMENT OF LOCAL HISTORIAN BY THE SUPERVISOR RESOLVED, that **Jim Boltz** is appointed as INTERIM TOWN HISTORIAN beginning January 01, 2015 until the position is filled. BE IT FURTHER RESOLVED, that _____ be appointed Assistant to the Local Historian for a one year term beginning January 01, 2015 through December 31, 2015.

RE-APPOINTMENT OF REGISTRAR OF VITAL STATISTICS BY THE SUPERVISOR RESOLVED, that **Roxane Sobecki**, Town Clerk, be appointed the Registrar of Vital Statistics beginning January 01, 2015 through December 31, 2015.

APPOINTMENT OF DEPUTY TOWN CLERK AND REGISTRAR OF VITAL STATISTICS BY THE TOWN CLERK RESOLVED, that **Susan Hindman** be appointed to a one year term as Deputy Town Clerk beginning January 01, 2015 through December 31, 2015, with an hourly rate of \$10.92 per hour, not to exceed \$3,570.00 and BE IT FURTHER RESOLVED, that **Susan Hindman** be appointed to a one year term, beginning January 01, 2015 through December 31, 2015, as Deputy of Registrar of Vital Statistics, without salary.

APPOINTMENT OF DELEGATE TO THE LAKE ERIE CONCORD GRAPE BELT HERITAGE ASSOCIATION, INC. BY THE TOWN BOARD RESOLVED, that **Robert Patterson Sr.**, be appointed as delegate from the Town of Portland to the Lake Erie Concord Grape Belt Heritage Association beginning January 01, 2015 through December 31, 2015.

AUTHORIZING TOWN SUPERVISOR TO SIGN SHARED SERVICE AGREEMENT WITH THE COUNTY RESOLVED, that the TOWN SUPERVISOR FOR THE TOWN OF PORTLAND be authorized to sign the Shared Service Agreement for the year 2015.

APPROVING THE TOWN BOARD TO PAY ASSOCIATION OF TOWNS DUES that the Town Board for the Town of Portland pay the Annual Town Association Membership Dues for the year beginning January 01, 2015 as authorized by Article 8 of the Town Law. These dues are computed from the latest complete information of the Town's "Total Town Revenue" as reported to the Office of the State Comptroller.

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DESIGNATION OF REPRESENTATIVES AT THE ASSOCIATION OF TOWN MEETING RESOLVED, that Supervisor Schrantz, Councilman Boltz, Councilman Manzella and Attorney Loveland are hereby authorized to attend the annual meeting of the Association of Towns in New York City. **Supervisor Schrantz** is authorized to represent the Town at the Annual Business Meeting of the Association of Towns and that the Town Clerk will furnish him with the letters of appointment to be presented to the Association Rules Committee:

THEREFORE BE IT FURTHER RESOLVED that **Jerry Boltz** is named as alternate of the Annual Business Meeting of the Association. AND BE IT FURTHER RESOLVED that the expenses of the Town Delegates for rooms, meals and telephone service be billed to the Town. The Town will pay up to three night's accommodations at single room rates and four days of meal allowance at \$100.000 per day.

APPOINTMENT OF DEPUTY TAX COLLECTOR BY THE TAX COLLECTOR RESOLVED, that **Judy Mawhir and Fredora Manzella** is appointed as Deputy Tax Collector for a one year term beginning January 01, 2015 through December 31, 2015 with a salary not to exceed \$572.00.

CHADWICK BAY REPRESENTATIVE RESOLVED, that Portland Town Supervisor **Daniel F. Schrantz and Al Valentin** be appointed to Chadwick Bay as the Town of Portland's representatives beginning January 01, 2015 through December 31, 2015.

ORGANIZATOINAL/PROCUREMENT POLICY 2015

01-01-15

On a motion of Councilman Boltz, seconded by Councilman Valentin the following resolution was ADOPTED Ayes 4 Schrantz, Boltz, Valentin, Manzella

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board adopts the Organizational/Procurement Policy for 2015.

MINUTES

Councilman Valentin stated a correction needs to be done for the End of Year Meeting minutes; Councilman Valentin seconded the motion to return to Regular Session after Executive Session.

01-02-15

On a motion of Councilman Boltz, seconded by Councilman Manzella the following resolution was ADOPTED Ayes 4 Schrantz, Boltz, Valentin, Manzella

Nays 0

Absent 1 Miller

RESLOVED the Portland Town Board approves the Minutes with correction as presented.

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DEPARTMENTAL REPORTS

01-03-15

On a motion of Councilman Boltz, seconded by Councilman Valentin the following resolution was ADOPTED Ayes 4 Schrantz, Boltz, Valentin, Manzella

Nays 0

Absent 1 Miller

RESOLVED The Portland Town Board approves the Departmental Reports as presented:

Portland Town Court- Total Submitted \$34,966.00

Assessor's Office

Town Clerk's Report:

Paid to Supervisor for General Fund-\$541.98

Decals-\$56.68

NYS Animal Population Fund-\$43.00

NYS Health Dept.-\$67.50

Code Enforcement:

6 Building/Zoning permits processed

Reviewed 7 sets of plans

11-Inspections

4-Inspections of violations

2-Violation notice

Water Report

CORRESPONDENCE

Supervisor Schrantz read the following correspondence:

- Brocton-Portland Food Pantry-Thank-you letter for the Town Employees Christmas Donations.
- STW Records Management Class-January 29th
- Lakeland Concrete Contact signed for the Peerless Street Bridge Project, Supervisor Schrantz stated they are starting to construct the Bridge.
- NYS Municipal Insurance Reciprocal-Performed an underwriting survey for the Town, there are no recommendations at this time.

ACCESS CHANNEL 5

01-04-15

On a motion of Councilman Boltz, seconded by Councilman Valentin the following resolution was ADOPTED Ayes 4 Schrantz, Boltz, Valentin, Manzella

Nays 0

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Absent 1 Miller

RESOLVED the Portland Town Board approves funding in the amount of \$1,000 to Access Channel 5 for 2015.

PORTLAND BICENTENNIAL 2013

The Bicentennial Committee has made the following recommendations regarding the surplus of funds in the amount of \$9,332.00:

\$2,000-Town of Portland General Fund

\$2,000-Brad Anderson and Marmaduke statue

\$5,332-Ahira Hall Memorial Library

01-05-15

On a motion of Councilman Manzella, seconded by Councilman Boltz the following resolution was ADOPTED Ayes 4 Schrantz, Manzella, Boltz, Valentin

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board accepts the recommendation of the Bicentennial Committee for the distribution of excess funds.

OLD BUSINESS

VILLAGE/TOWN REPRESENTATIVES:

Supervisor Schrantz told the Board regarding Town/Village Board members alternating board meeting he has been in contact with Village Trustee Planty who will be obtaining an updated list of who will be attending the Town's meetings.

GARGAGE FLOOR:

Supervisor Schrantz stated Attorney Loveland recommends arbitration regarding the garage floor, he asked Attorney Loveland to explain the difference between going to arbitration or trial.

Attorney Loveland stated an arbitrator would know construction as opposed to a jury trial. Attorney Loveland said an arbitrator will hear both sides and then make a decision, both parties have to agree to arbitration or this will go to a trial. Attorney Loveland was not sure of the cost, possibly \$2,500 or more per day. After an extended discussion the board decided the following:

GARGAGE FLOOR ARBITRATION

01-06-15

On a motion of Councilman Manzella, seconded by Councilman Boltz the following resolution was ADOPTED Ayes 4 Schrantz, Manzella, Boltz, Valentin

Nays 0

Absent 1 Miller

RESOLVED The Portland Town Board approved the arbitration process for the Garage Floor.

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CHADWICK BAY/NORTH COUNTY WATER PROJECTS:

Supervisor Schrantz updated the Board on the following:

- County Executive Vince Horrigan and Rick Henry (engineer Clark Patterson) are working on the proposed rate structure for the Regional Water District. Meeting will be held with each individual municipality to review these rates.
- County Attorney Abdella has met with Rick Henry and Attorney Yaw to discuss inter-municipal agreements.
- After all municipalities have reviewed the proposed water rates with Dr. Peter Reinelt, Rick Henry and County Executive Horrigan, a water agency meeting will be called to review and take action on the proposed water rate structure.

Supervisor Schrantz stated if regional water does not go forward the Town will have to sit down with Brocton and discuss upgrading Brocton's reservoir.

The next Chadwick Bay meeting will be January 15th, 5:30 at the Brocton Legion.

PEERLESS STREET BRIDGE:

Bridge is in the process of being built.

COMPREHENSIVE PLAN:

The planning board is putting the final plan regarding Land Subdivision Regulations together for the Board to review.

UNION:

Supervisor Schrantz told the Board the union would like to sit down with the Town to further discuss and explain proceedings with the Court Clerk, the date to be determined.

WATER/DISTRICT 2 PUMP STATION/ TOWER:

Plans have been submitted to the Health Department for their review regarding tying into the emergency line from the Village of Brocton to the tower so it could be automatically filled and metered. Also the Town is waiting on an estimate from the Insurance Company to rebuild the damaged pump station in Water District 2.

AUDITS:

Audits of the Town Clerk and Court Clerk are scheduled for January 26 at 8:00 a.m.

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MARMADUKE COMMITTEE:

The next meeting is scheduled for January 27th, 6:00pm at the Town Hall.

Committee chairmen Jerry Boltz and Al Valentin explained to the Board a new proposal the committee will be using to generate donations for the Brad Anderson monument. The site is called kickstarter.com, which gives the committee fundraising tools, this will allow the committee to receive pledges from all over the world. To date, the site has had 1.5 million successful projects; 7.5 million backers of funded projects; 1.5 million repeat backers; and 19 million total pledges.

ATTORNEY:

Attorney Loveland told the Board he has a client interested in the Bowling Alley in West Portland; which is zoned residential. This would have to be changed to light manufacturing for a business. This will have to be referred to the Planning Board and County.

BILLS

01-07-15

On a motion of Councilman Boltz, seconded by Councilman Manzella the following resolution was ADOPTED Ayes 4 Schrantz, Boltz, Manzella, Valentin

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board approves the Bills for January 2015.

GENERAL FUND	\$8,736.94
TOWN OUTSIDE VILLAGE	\$101.96
HIGHWAY TOWNWIDE	\$2,728.67
HIGHWAY OUTSIDE VILLAGE	\$249.55
LIBRARY	\$82.15
WATER	\$5,519.71

With no further business, on a motion of Councilman Manzella, seconded by Councilman Valentin the meeting adjourned at 8:25 p.m. Carried unanimously.

Respectfully Submitted by,

Roxane Sobecki
Town Clerk

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