

TOWN OF PORTLAND BOARD MEETING
PORTLAND TOWN HALL
MARCH 11, 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:

Ron Delcamp	Highway Superintendent
Ann Belcher	Reporter
Gary Planty	Village of Brocton Trustee
Josh Patsch	
Roxane Sobecki	Town Clerk

Supervisor Schrantz opened the meeting at 7:00 p.m. with the pledge to the flag, followed by a moment of silence in memory of deceased Charles Loveland (Town Attorney). Supervisor Schrantz stated he had been the Attorney for the Town for many years and will be sincerely missed.

MINUTES

Councilman Valentin stated a correction in the February Minutes as follows-under Board Members Present Councilman Valentin entered the meeting at 7:26 p.m. not Councilman Manzella as stated.

03-16-15

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 approves the Minutes for February 2015 with the above correction.

DEPARTMENTAL REPORTS

03-17-15

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

Nays 0

Absent 1 Miller

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

- Dog Control
- Tax Collector

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- Justice
- Town Clerk
- Code Enforcement

TREASURY REPORT

03-18-15

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 Treasury Report as presented by the Supervisor.

CORRESPONDENCE:

Supervisor Schrantz read the following correspondence:

- Thank you from Congressman Reed for the use of the Town Hall for his Town Hall Meetings.
- NYS Division of Homeland Security and Emergency Services-Payment received \$6,653.56 for storm July 8, 2014.
- 2nd Annual Darren Manzella- Lapeira Memorial Run-Saturday, August 1, 2015. Attached form for donations.
- Chautauqua County Department of Planning & Economic Development-meeting April 7th, Chautauqua Lake School. Discussion on the workforce in the county.
- Access channel 5-Annual report for 2014.

PUBLIC COMMENT:

NONE

OLD BUSINESS

VILLAGE/TOWN REPRESENTATIVES:

Village Trustee Planty stated the Village will be holding a workshop to discuss Village Justice and Village Election date. He also stated he would like the Village and Town Code officers to meet to discuss the needs within our township. Possibly they could attend a Town/Village Board Meeting. Trustee Planty said the hours for the Village Code Officer is posted on the Village website. Supervisor Schrantz stated there may be grant money available for joint services such as zoning, justice and joint water billing.

Supervisor Schrantz said the new Credit Union had their ribbon cutting; he encouraged everyone to use this new facility.

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TOWN HIGHWAY GARAGE:

Supervisor Schrantz stated at the time of Attorney Loveland's passing the Town was going to arbitration regarding the Garage Floor. He said he has talked with Attorney Passafaro for direction regarding legal issues. Attorney Passafaro recommended Brautigam & Brautigam LLP, who is familiar with litigation. Supervisor Schrantz has been in contact with Attorney Brautigam, the fee would be \$150.00 per hour. Attorney Brautigam will be contacting Attorneys Hodgson Russ LLP to see where the project is at this time. Supervisor Schrantz stated the legal work with Attorney Brautigam will be specifically for the garage floor if the board decided to proceed forward.

CHADWICK BAY/NORTH COUNTY WATER PROJECTS:

Supervisor Schrantz updated the Board on the last Chautauqua County Water Agency Meeting which was held on February 24th. Discussion was on the projects goals. The two sources of water the agency is looking at is the City of Dunkirk and Fredonia. Dunkirk's water treatment plant is rated at 6.5 million gallons per day; it's permitted to draw 10 million gallons per day for the Lake. Fredonia is rated at 2.5 million gallons per day. A tentative water rate of \$4.53 per 1,000 gallons is being reviewed, each municipality would tack on their need cost. The next steps would be preparing a map plan and report, establishing district bounties and descriptions, estimated cost proposed infrastructure of the district, the max-amount to be expended and the cost per typical house. Inter-municipal agreements will be required. Supervisor Schrantz stated since the Town currently is without an attorney he would like to ask Attorney Jeff Passafaro too possibly due the Town's agreement. He said Attorney Passafaro will be doing Pomfret's, Town of Dunkirk, Sheridan and possibly the Village of Brocton's agreements.

ATTORNEY FOR INTER-MUNICIPAL AGREEMENTS

03-19-15

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 authorizes the Supervisor to contact and hire Attorney Jeff Passafaro to prepare the Town of Portland's inter-municipal agreement with the North Chautauqua County Regional Water Supply System.

PEERLESS STREET BRIDGE:

Supervisor Schrantz informed the Board the bridge is being made, and will be stored on their site until the Town is ready. However, the county may not be able to do the footer work this year. Supervisor Schrantz said the County told the Town they would be able to do this work. He stated he will be scheduling a meeting with the County Executive to see what kind of help they can offer. Supervisor Schrantz stated the Town may have to bid the concrete work out.

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COMPREHENSIVE PLAN:

No news to report.

SUB DIVISIONS:

Supervisor Schrantz stated this issue regarding Sub Divisions was in the hands of Attorney Loveland at the time of his passing. Supervisor Schrantz told the Board Attorney Passafaro had written Pomfret's sub division law which the Town of Portland has mirrored. The Board agreed to have the Supervisor contact Attorney Jeff Passafaro too see if he would be interested in reviewing this.

UNION:

Supervisor Schrantz stated the original contract has been agreed upon, with health insurance contributions by employees of 6%-2015, 7%-2016 and 8%-2017.

WATER PUMP STATION:

Supervisor Schrantz stated he has received a quote of \$40,346.00 for repairs at the pump station in water district 1. Supervisor Schrantz stated this project has been put on hold until the board has direction regarding regional water.

ASSOCIATION OF TOWNS MEETINGS:

Supervisor Schrantz, Councilman Boltz and Manzella updated the board on their recent attendants at the Association of Towns Meeting. Councilman Manzella stated he attended meetings about the Town Boards fiscal accountably, investment policies and ethic policies. Councilman Boltz thanked the board stating the meetings he attended where very informative. Supervisor Schrantz stated he attended meetings regarding grants, vacant and abandon buildings. He reviewed with the board the resolutions that were voted on at the business meeting.

AUDITS:

Councilman Manzella stated they are waiting for the Tax Collector to wrap up.

NEW BUSINESS

MOWING BID-2015

03-20-15

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 that the Town of Portland will accept sealed bids for mowing & trimming of Portland's Community Park, Fuel Depot, Pecor Cemetery, Library and Town Hall. Sealed Bids will be received at the

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Town Clerk's Office until 4:00p.m. until April 7, 2015 and opened at the Regular Board Meeting on April 08, 2015 at 7:00p.m.

ROAD MATERIAL BID-2015

03-21-15

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

Nays 0

Absent 1 Miller

RESOLVED That the Town of Portland will accept sealed bids for Highway Material. Sealed Bids will be received at the Town Clerk's Office until 4:00 p.m. on April 07, 2015 and opened at the Regular Board Meeting on April 08, 2015 at 7:00 p.m.

TOWN ATTORNEY

03-22-15

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 approves to advertize for a Town Attorney.

Supervisor Schrantz stated he will call the Association of Towns for direction.

MARMADUKE COMMITTEE:

Councilman Valentin told the Board everything is going well; the committee will be launching a new project soon to raise money. The committee will be meeting next week.

BOARD MEMBERS:

Councilman Manzella updated the Board stating Councilman Valentin and himself has meant with Code Enforcement Officer Signe Rominger and Josh and Jack Patsch regarding issues with the Patsch's roof permit process and the stop work order. Councilman Manzella stated the Patsch's need stamped plans for the tersest. Josh Patsch stated he would like to look into this further, saying other people also have had problems. Councilman Valentin told him to move forward with their issue the Town would have to have complaints in writing, telling them there is a complaint form on the Town Website. Josh Patsch suggested the Code Office have readymade packets for everyday permits such as porches, roofs etc., that would explain the process needed. Supervisor Schrantz told him he would review this with the Code Office.

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WATER DISTRICT AUDIT

03-23-15

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 Town of Portland has obtained Rural Development Loans for completed construction of water districts within the Town. In order to fulfill the terms of commitment to Rural Development, the Town must contact an independent, licensed CPA to perform auditing services for the Town of Portland Water Districts.

BE IT FURTHER RESOLVED The Town of Portland will obtain quotes for an audit of Water Districts for 2014.

HIGHWAY:

Highway Superintendent Delcamp asked the Board to review the possibility of the Highway and Water Departments purchasing a mini 6 ton excavator. After some discussion it was decided to review this at budget time.

PAY BILLS

03-24-15

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 Town of Portland Board authorizes the bills be paid for March 2015.

GENERAL FUND	\$45,965.56
TOWN OUTSIDE VILLAGE	\$ 274.00
HIGHWAY TOWNWIDE	\$18,954.08
HIGHWAY OUTSIDE VILLAGE	\$ 3,186.87
LIGHT	\$ 767.64
LIBRARY	\$ 1,637.97
WATER	\$60,107.49

Supervisor Schrantz stated he has received reports from Portland Post Office officials concerning vehicles being parked all day long in front of the building. Supervisor Schrantz stated he would like to send a letter to the DEC asking for 30 minute parking permitted signs.

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LETTER TO DEC

03-25-15

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 authorizes the Supervisor to send a letter to the DEC regarding parking in front of the Portland Post Office.

JCAP GRANT

The board reviewed two quotes to install a keypad access control for the Court office door. Supervisor Schrantz stated this will be under the JCAP grant the court office has obtained.

A Village Locksmith-Materials and Labor-\$685.94

DFT Security-Materials and Labor-\$1,195.00

03-26-15

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 quote of \$685.94, A Village Locksmith, 6926 Erie Road, Derby, NY.

JCAP has approved \$500 for the electrical for Automatic Door Openers. After some discussion the Board stated they would need two quotes to review. It was decided if the board moved forward with this project the East door in the building would have the automatic door openers.

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

Respectfully Submitted by,

Roxane Sobecki
Town Clerk