

TOWN OF PORTLAND BOARD MEETING
PORTLAND TOWN HALL
MAY 11, 2016-7:00 P.M.

BOARD MEMBERS PRESENT:

Daniel Schrantz	Supervisor
Jerry Boltz	Councilman
Gary Miller	Councilman
Patti Farrell	Councilman
Rick Manzella	Councilman

OTHERS PRESENT:

Joel Seachrist	Attorney
Ann Belcher	Reporter
Roxane Sobecki	Town Clerk
Dave McIntyre	Portland Fire Department
Ken Becker	Deputy Highway Superintendent
Richard Frost	Village of Brocton Mayor
5 Residents	

MINUTES

05-46-16

On a motion of Councilman Boltz, seconded by Councilman Miller the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell
Nays 0

RESOLVED the Portland Town Board approves the Minutes for April 13, 2016 as presented by the Clerk.

DEPARTMENTAL REPORTS

05-47-16

On a motion of Councilman Miller, seconded by Councilman Boltz the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell
Nays 0

RESOLVED the Portland Town Board approves the Departmental Reports as presented.

- Justice Department-Richard Delcamp \$8,115.00, Jim Craig 12,423.00.
- Town Clerk's Disbursements-\$881.30
- Dog Control-2 town complaints, 9 village complaints, 1 seized dog in town, 2 in village
- Tax Collector-Taxes Collected-\$2,292,775.87, Corporations pd. to Co.-\$155,802.17, Town Warrant Paid in Full-\$872,491.00, Unpaid-\$519,404.43, Town Paid Penalties-\$4,128.38.

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TREASURY REPORT

05-48-16

On a motion of Councilman Manzella, seconded by Councilwomen Farrell the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

RESOLVED the Portland Town Board approves the Treasury Report as presented by the Supervisor.

PORTLAND FIRE DEPARTMENT:

Portland Fire Chief Dave McIntyre told the board starting around August the Fire Department will be submitting PCR for patient care electronically through a fast fax; this is a mandate from the State. He explained there will be a cost involved that will have to be shared between the Fire Department, Village, and Town.

CORRESPONDENCE:

- Supervisor Schrantz stated he has received 3 different letters regarding the loss of the traffic light on Lake Ave. in Brocton. Mayor Frost spoke that the Village is reviewing this issue and looking into different alternatives.
- Access Channel 5.
- NYS Agriculture and Markets-Municipal Shelter Inspection Report, dog shelter services was rated 'Satisfactory'.
- Supervisor Schrantz will be attending a meeting regarding the Pharmaceutical Manufacturing Project that will be coming to Dunkirk.

PUBLIC COMMENT:

Matt Kelley asked what option the board was going to pick regarding the map plan of proposed Water District 8. He also stated there would be dead ends and residents may not be happy with this. Supervisor Schrantz stated there are 3 different options; this will be discussed later in the meeting.

OLD BUSINESS

VILLAGE/TOWN REPRESENTATIVES:

Supervisor Schrantz gave Board Members a schedule regarding the Town/Village board members and trustee's attending each other's meetings. Village Mayor Frost stated he would like to look at shared services, he will listen to any ideas and pass on to his board. The board discussed with him shared services on the Justice and changing the Village election to November.

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HIGHWAY GARAGE:

The attorney will be scheduling a meeting with Paul Parker of Urban Engineers; he will be reviewing and making a recommendation on what the next step will be.

CHADWICK BAY:

Supervisor Schrantz informed the Board he attended a sub-committee meeting on a Health Ins. consortium. Supervisor Schrantz will be attending a meeting on May 12th with Townships in the North County Water District to review joint water billing and maintenance.

NORTH COUNTY WATER:

May 12th is the deadline for engineer's proposals. The first meeting will be set with the election of a chairman and picking an engineering firm.

COMPREHENSIVE PLAN

05-49-16

On a motion of Councilman Boltz, seconded by Councilwomen Farrell the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

WHEREAS, the Town of Portland Town Board is responsible for the preparation and adoption of the Town of Portland Comprehensive Plan, pursuant to Section 272-a of the New York State Town Law; and

WHEREAS, the Town's existing comprehensive plan had not been updated since 1967 and did not reflect the community's current vision and nor contain specific initiatives to help achieve that vision; and

WHEREAS, the Town desired to have a comprehensive plan that states the community's goals, provides a conceptual road map for how to achieve them, and serves as a guidance document for municipal leaders to help ensure the community's needs are met; and

WHEREAS, the Portland Town Board, Comprehensive Plan Committee and its planning consultants undertook a comprehensive two-year study of the historic and existing conditions in the Town; identified issues and opportunities; analyzed numerous topics and potential options; and developed goals, objectives, policy recommendations and implementation strategies which resulted in the Town of Portland Comprehensive Plan; and

WHEREAS, the Town of Portland Comprehensive Plan is a vision document which identifies the important positive attributes and components which

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define the Town of Portland and which provides a blueprint for the future; and

WHEREAS, there has been public participation throughout the process, including outreach meetings, a public hearing held on April 9, 2016, a public opinion survey, and review of background documents and drafts of the Town of Portland Comprehensive Plan; and

WHEREAS, the Town Board referred the proposed Plan to the Chautauqua County Planning Board in accordance with Sections 239-l and m of the New York State General Municipal Law and its agent, the Chautauqua County Department of Planning and Economic Development responded by letter dated May 11, 2016, to advise that the adoption of the plan is of local option;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby adopts the Negative Declaration dated April 13, 2016, regarding the Town of Portland Comprehensive Plan for the extensive reasoning contained therein, and thereby completes the SEQRA review of the proposed action pursuant to the criteria contained in Section 617 of 6 NYCRR; and

BE IT FURTHER RESOLVED, that the Town of Portland Town Board hereby adopts the proposed Town of Portland Comprehensive Plan dated November 2015, as an important planning tool that identifies a wide range of issues, goals, initiatives, and projects which can be undertaken by various entities in the short-, medium, and long-term.

Supervisor Schrantz thanked everyone who was involved in this project.

AUDITS:

Councilman Manzella informed the Board the Tax Collector has been audited and everything was in order.

PROPOSED WATER DISTRICT 8:

Supervisor Schrantz informed the Board that the Town's portion of paperwork has been submitted to Municipal Solutions, once the Engineer sends in his portion the pre-application can be submitted to USDA. Supervisor Schrantz told residents in attendance the pre-application does not define what option the Board has to chose. It is a requirement that all dead end lines have a blow-off valve installed. Once USDA sends the Town a commitment letter with the cost/grant money, if favorable the proposed district would go out to public vote for residents in the proposed district.

O.A.G. DEMOLITION FUNDS:

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Attorney Seachrist confirmed the Pecor Street property has been pulled from the County's tax foreclosure list, the Town will move forward to acquire a title to the property. Documents have been set to the asbestos inspector.

GREENCREST DRAINAGE:

Engineer is still working on the creation of the district.

HIGHLAND AVE. SPEED REDUCTION:

New York State DOT has completed a traffic engineering investigation related for a reduced speed limit on Highland Avenue. Based on the data collected the DOT has determined a 35 MPH speed limit for Highland Avenue from the Brocton Village Line to Ellicott Road. Once this is legally established a copy from the Director of Traffic and Safety Division in Albany will be forwarded to the Town and new speed limit signs can be posted.

WATER DISTRICT 2:

Supervisor Schrantz explained to the Board the pre-application process for Water District No. 2 Improvement Project. The engineer fees would be about \$2,500-\$3,000, Municipal Solutions fees would be \$2,500 for the pre-application to USDA Rural Development. Before moving forward the Board decided to gather more information.

NEW BUSINESS:

RABIES CLINIC:

The Town of Portland will sponsor a Rabies Clinic on June 30th from 4:30-7 at the Brocton Fire Hall.

RESIGNATION FROM PLANNING BOARD

05-50-16

On a motion of Councilman Miller, seconded by Councilman Boltz the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

RESOLVED the Portland Town Board accepts the resignation of Joseph Carappella from the Planning Board effective immediately.

APPOINTMENT TO PORTLAND ZONING BOARD OF APPEALS

05-51-16

On a motion of Councilman Boltz, seconded by Councilwomen Farrell the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

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RESOLVED the Portland Town Board appoints Joseph Carapella to the Portland Zoning Board of Appeals with a term to expire December 31, 2020.

TOWN HALL PARKING LOT:

Supervisor Schrantz reviewed two proposals with the board to pave the Town Hall Parking Lot.

Lake Shore Paving, Inc. \$12,500

H. Olsen & Sons \$10,900

Councilman Manzella asked if the price quoted included the black top. Supervisor Schrantz recommended putting this on hold and will have more information at the next board meeting.

MARMADUKE COMMITTEE:

Councilman Boltz told the board the statue is just about completed; the unveiling is scheduled for July 2nd. The committee has received a \$5,000 grant from the Northern Chautauqua Foundation. The committee is selling engraved bricks that will cover the walkway around the statue, residents can place their order on line or at the Town Clerk's office.

HIGHWAY:

Deputy Highway Superintendent Becker told the Board the new highway department's pickup truck is in, he suggested handing down the old truck to the water department, since the current water department truck needs a lot of work.

PICKUP TRUCK

05-52-16

On a motion of Councilman Boltz, seconded by Councilwomen Farrell the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

RESOLVED the Portland Town Board approves the Highway Department's pickup to go to the Water Department and declare the Water Department's pickup surplus.

EXCAVATOR/GRANT:

Supervisor Schrantz updated the Board on the grant/loan the town clerk has been working on for a new excavator for the highway department. The grant portion could be as much as \$35,000.

APPLY TO USDA RURAL DEVELOPMENT

05-53-16

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On a motion of Councilman Boltz, seconded by Councilman Miller the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

RESOLVED The Town of Portland Board agrees to apply for the Community Facility Program loan/grant to the United States Department of Agriculture Rural Development for financial assistants for the purchase of Excavator.

AUTHORIZATION FOR SUPERVISOR/CLERK

05-54-16

On a motion of Councilman Boltz, seconded by Councilwomen Farrell the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

RESOLVED the Portland Town Board authorizes the Town Supervisor and Town Clerk to sign any document pertaining to the USDA Community Facility Program loan/grant application.

EXCAVATOR

05-55-16

On a motion of Councilman Boltz, seconded by Councilman Manzella the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

RESOLVED subject to variable funding from USDA Rural Development the Portland Town Board agrees to the purchase of a John Deere 190G W Excavator (NYS OGS Contract PC67075) at a cost of \$206,299.52.

PUBLIC INFORMATIONAL MEETING

05-56-16

On a motion of Councilman Miller, seconded by Councilman Boltz the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

RESOLVED the Portland Town Board will hold a public informational meeting before the June 8, 2016 board meeting at 7:00pm. The purpose of this meeting is to review with the public the Town's application for a Loan/Grant with UDSA Rural Development for the purchase of an Excavator at a cost of \$206,299.52.

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Deputy Highway Superintendent Becker wanted the board to be aware that Ellicott Road has had some damage due to the Village water line project.

PAY BILLS

05-57-16

On a motion of Councilman Manzella, seconded by Councilwomen Farrell the following resolution was

ADOPTED Ayes 5 Schrantz, Boltz, Miller, Manzella, Farrell

Nays 0

RESOLVED the Portland Town Board approves the bills for May 2016.

GENERAL FUND	\$8,474.83
TOWN OUTSIDE VILLAGE	\$360.25
HIGHWAY TOWNWIDE	\$3,696.78
HIGHWAY OUTSIDE VILLAGE	\$612.27
LIGHT	\$612.27
WATER	\$1,734.39

EXECUTIVE SESSION

On a motion of Councilman Manzella, seconded by Councilwomen Farrell on request of the Supervisor the Board moved into Executive Session at 8:26pm to discuss Signe Rominger and the Code Enforcement position.

On a motion of Councilman Boltz, seconded by Councilwomen Farrell the Board returned to regular session at 9:10 p.m.

With no further business, on a motion of Councilman Miller, seconded by Councilwomen Farrell the meeting adjourned at 9:11 p.m. Carried unanimously.

Respectfully Submitted by,

Roxane Sobecki-Town Clerk