

END OF YEAR MEETING  
DECEMBER 29, 2016 – 3:30 P.M.  
PORTLAND TOWN HALL

**BOARD MEMBERS PRESENT:**

Daniel Schrantz                           Supervisor  
Jerry Boltz                                Council  
Patti Farrell                              Council  
Rick Manzella                             Council

**BOARD MEMBERS ABSENT:**

Gary Miller                                Council

**OTHERS PRESENT:**

Ron Delcamp                             Highway Superintendent  
Roxane Sobecki                         Town Clerk

Supervisor Schrantz opened the End of Year Meeting at 3:30 p.m. with the pledge to the flag.

**TREASURES REPORT**

**12-132-16**

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz  
              Nays 0  
              Absent 1 Miller

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

**BUDGET TRANSERS**

**12-133-16**

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz  
              Nays 0  
              Absent 1 Miller

RESOLVED the Portland Town Board approves the following Budget Transfers.

GENERAL FUND TOWNWIDE

\$2	FROM A1110.15	JUSTICES COURT OFFICER
	TO A1110.15	JUSTICES PERSONAL SERVICES
\$800	FROM A1110.15	JUSTICES COURT OFFICER
	TO A1110.11	JUSTICES COURT CLERK
\$2,000	FROM A1990.4	CONTINGENT ACCOUNT
	TO A1620.4	BUILDINGS CONTRACTUAL
\$200	FROM A1990.4	CONTINGENT ACCOUNT
	TO A5010.1	SUPT. HIGHWAYS-CLERK

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HIGHWAY FUND OUTSIDE VILLAGE

RESERVE TRANSFER:

Transfer \$73,000 from 2016 budget line DB5130.2 Machinery Equipment to the Highway Equipment Reserve.

WATER DISTRICT 1

\$800 FROM SW8320.4 SOURCE SUPPLY CONTRACTUAL  
TO SW8320.1 SOURCE SUPPLY PERSONAL SERVICES

WATER DISTRICT 2

\$200 FROM SW9060.8 EMPLOYEE BENEFITS HOSPITAL & MEDICAL  
TO SW9030.8 EMPLOYEE BENEFITS SOCIAL SECURITY

WATER DISTRICT 3

\$300 FROM SW9060.8 EMPLOYEE BENEFITS HOSPITAL & MEDICAL  
TO SW8310.4 WATER ADMINISTRATION CONTRACTUAL

WATER DISTRICT 6

\$1,020 FROM SW8320.1 SOURCE SUPPLY PERSONAL SERVICES  
TO SW8340.4 TRANSMISSION & DISTRIBUTION CONTRACTUAL  
\$200 FROM SW9060.8 EMPLOYEE BENEFITS HOSPITAL & MEDICAL INS.  
TO SW8340.4 TRANSMISSION & DISTRIBUTION CONTRACTUAL

**12-134-16**

**SEQRA NOTICE OF INTENT TO SERVE AS LEAD AGENCY  
FOR THE TOWN OF PORTLAND WATER DISTRICT NO. 8**

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz

Nays 0

Absent 1 Miller

**Whereas**, the Town has proposed a water project to provide public water to the proposed Water District No. 8 along Webster Road, Highland Avenue, Ellicott Road, and Fay Street, which will include the installation of water main, valves, hydrant, and residential water connections; and

**Whereas**, the proposed project also includes the creation of new water district; and

**Whereas**, in accordance with the provisions of 6 NYCRR Part 617 (SEQRA), the Town intends to serve as Lead Agency for SEQRA review of this Type 1 action and will determine if the proposed action will have a significant effect on the environment; and

**Whereas**, the Lead Agency will undertake a coordinated review of this proposed action.

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**Now Therefore Be It Resolved**, that the Town hereby designates its intention to serve as Lead Agency for the proposed action and will circulate Lead Agency Notice along with Part 1 of the Long Form Environmental Assessment Form and any other supporting documentation to all Involved Agencies. These agencies shall be given 30 days from the mailing of the Lead Agency Notice to consent. Interested Agencies will be given notice, but not required to consent pursuant to 6 NYCRR Part 617.6.

**WATER DISTRICT 2 ENVIRONMENTAL ASSESSMENT FORM  
12-135-16**

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz

Nays 0

Absent 1 Miller

**WHEREAS**, the Town Board of the Town of Portland is considering the installation of improvements to the Town of Portland Water District No. 2, including the installation of approximately 23,000 linear feet of water main, and

**WHEREAS**, the proposed improvements have been subject to environmental review pursuant to Article 8 of the New York State Environmental Conservation Law (State Environmental Quality Review Act), including the preparation and review of a short Environmental Assessment Form, and

**WHEREAS**, Part 617 of the implementing regulations pertaining to the State Environmental Quality Review Act requires this Board to determine and give notice of the environmental impact of the proposed improvements, and

**WHEREAS**, the Board has determined that the proposed improvements will not have a significant environmental impact,

**NOW THEREFORE BE IT RESOLVED**, that the Town Board hereby approves the Environmental Assessment Form, issues the attached Notice of Determination of Non-Significance, also known as a Negative Declaration, for the proposed improvements to the Town of Portland Water District No. 2, and authorizes the Supervisor to complete and sign Part III of the EAF.

**WATER CONTRACT WITH POMFRET:**

Supervisor Schrantz and the Board reviewed the Inter-Municipal Agreement for water sales between the Town and the Town of Pomfret. Supervisor Schrantz told the Board there are some areas in the contract that need to be clarified. The Board discussed the water meter charge from the City of Dunkirk, Supervisor Schrantz stated this should be split with Pomfret. He told the Board once the agreement is in place the Town will be billing Pomfret for their water use. He also informed the Board that Pomfret had a large leak the last billing cycle.

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**SIGH INTER-MUNICIPAL AGREEMENT**

**12-136-16**

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz

Nays 0

Absent 1 Miller

RESOLVED the Town of Portland Board authorizes the Supervisor to make any changes he and the Town Attorney deems necessary regarding the Inter-Municipal Agreement for Water Sale between the Town of Portland and the Town of Pomfret. BE IT FURTHER RESOLVED the Portland Town Board authorizes the Supervisor to sign the Inter-Municipal Agreement for Water Sale Between the Town of Portland and the Town of Pomfret.

**COMPUTER MONTHLY SERVICE AGREEMENT 2017**

**12-137-16**

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board approves the Monthly Service and Maintenance Agreement for 2017 at \$100.00 per month from Brocton PC Technologies.

**WATER RATE INCREASE**

**12-138-16**

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board approves the increase of 20 cents per 1,000 gallons for Water Districts 1, 2, 3, 4, 5, 6, and 7, making the new rate \$6.80 per 1,000 gallons. The minimum of \$63.00 for the first 5,000 gallons will stay the same. This new rate will take effect with the January 10, 2017 water billing.

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**PAY BILLS**

**12-139-16**

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board approves the end of year bills for December 2016.

GENERAL FUND	\$4,076.99
TOWN OUTSIDE VILLAGE	\$6,356.95
HIGHWAY TOWNWIDE	\$10,283.91
HIGHWAY OUTSIDE VILLAGE	\$11,032.22
WATER	\$780.48
CAPITAL PROJECTS	\$227,361.00

**EXECUTIVE SESSION**

On a motion of Council Farrell, seconded by Council Manzella by request of the Supervisor the Board moved into Executive Session at 4:08 p.m. to discuss personal issues regarding the Code/Zoning Office.

On a motion of Council Boltz, seconded by Council Manzella the Board returned to regular session at 4:25 p.m.

**SALARY FOR CODE ENFORCEMENT/INSPECTOR OFFICER**

**12-140-16**

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

ADOPTED Ayes 4 Schrantz, Manzella, Farrell, Boltz

Nays 0

Absent 1 Miller

**RESOLVED** the Town of Portland Zoning and Code Enforcement Officer will be paid an hourly rate of \$25.56, not to exceed eighteen (18) hours per week. The Zoning/Code Officer will punch in on a Time Clock to document hours. This is a part-time position with no benefits. This will take effect January 01, 2017.

With no further business, on a motion of Council Boltz, seconded by Council Farrell the meeting adjourned at 4:30 p.m. Carried unanimously.

Respectfully Submitted by,

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Roxane Sobecki-Town Clerk