

TOWN OF PORTLAND BOARD MEETING
MARCH 15, 2017 - 7:00 P.M.
PORTLAND TOWN HALL

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Gary Miller	Council
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OTHERS PRESENT:

Ken Becker	Deputy Highway Superintendent
Drew Smith	Water Supervisor
Ann Belcher	Reporter
Roxane Sobecki	Town Clerk
One resident	

Supervisor Schrantz opened the Board Meeting at 7:00pm with the pledge to the flag.

MINUTES

03-15-17

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED the minutes of the previous meeting on February 8, 2017 are approved as submitted.

DEPARTMENTAL REPORTS

03-16-17

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

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

Monthly reports received and filed:

- Code Enforcement
- Justice
- Town Clerk

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- Assessor
- Water
- Tax Collector

TREASURY REPORT

03-17-17

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

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:

- Chautauqua County Budget
- Chautauqua County Emergency Service-workshop 3-23
- Mayor/Supervisor Meeting-3-23, 6:00 at the Caesar House.
- 72% of Town/State/County Taxes have been collected.
- Southern Tier West-Annual Government Conference, May 10th at Houghton College.
- NYMER spring training.
- Annual Town Finance School-Buffalo Marriott, May 4-5, Supervisor Schrantz told the Board he may be attending.

OLD BUSINESS:

VILLAGE/TOWN REPRESENTATIVE:

Supervisor Schrantz informed the board the Village has a budget meeting tonight, so no one from the Village will be attending. Supervisor Schrantz stated that he meant with Mayor Frost and both town and village code officers regarding shared services. The discussion was about possibly starting to combine both offices. The Village Code Officer would work out of the Town Hall. The offices would be kept separate for now but eventually could be combined. Discussion followed, showing the board in favor of the idea. Supervisor Schrantz stated Mayor Frost will be presenting this concept to his Board for their review.

TOWN HIGHWAY GARAGE:

Supervisor Schrantz reiterated that an arbitrator has been selected, he currently is in Florida. When he returns, he will review the documents and make his decision. Supervisor Schrantz told the Board his word in final.

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CHADWICK BAY/NORTH COUNTY WATER PROJECTS:

Supervisor Schrantz told the board the regional water project is moving ahead. Still working on a few outstanding easements.

WATER DISTRICT 8:

Supervisor Schrantz told the board he will be meeting with Tom Becker from Rural Development on March 29th to review financials regarding the water account and negative cash flow. The Town must show how this issue will be rectified before moving forward with new projects. Supervisor Schrantz stated some of the deficit is contributed to some large leaks, the water department has been working with Rural Water checking fire hydrants, water lines, and gravel areas. Also, working on a water bill for the Town of Pomfret's water usage. Engineers Clark, Patterson and Lee will also be looking at the Town's water usage and loss.

GREENCREST DRAINAGE/WD2 IMPROVEMENT PROJECT:

No news to report.

CONSOLIDATING FUND GRANT:

Supervisor Schrantz updated the Board regarding the consolidating fund grant of \$270,000 received for joint water billing, water maintenance and equipment, currently reviewing the draft work plan and budget with the engineer. Once these are finalized a full contract package will be ready to execute.

COMPREHENSIVE PLAN:

Supervisor Schrantz noted the Town is still looking for committee members to review and make recommendation on how to start implementing the Comprehensive Plan. The first committee meeting is scheduled for April 3rd, 7:00pm at the Town Hall.

WATER AGREEMENT WITH POMFRET:

The Town's attorney will be contacting Pomfret's attorney to review the contract.

NEW BUSINESS:

MOWING BIDS:

Sealed Bids for mowing of town property will be received until 4:00pm, April 11, 2017 at the Town Clerk's office.

EQUALIZATION RATE:

The tentative rate is 57%, same as last year.

LARGE TRASH DAY:

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The Town and Village will be hosting a Large Trash Day on May 6 and September 9th from 8-2 at the Village of Brocton Tool House. The board discussed ways to advertise this better. Clerk Sobecki stated it's on the towns website. Clerk Sobecki discussed possibly mailing a newsletter once or twice a year to all town residents, updating them on current activities of the town, discussion followed.

DIRECT DEPOSIT

03-18-17

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED the Town of Portland will offer direct deposit to all Town Employees. The Supervisor is authorized to sign all the necessary paperwork.

PLANNING BOARD:

Supervisor Schrantz informed the Board the Planning Board currently has a vacancy, they have asked for the board's approval to postpone an appointment to this vacancy until March 24th allowing other potential candidates to apply from the Van Buren Point/Route 5 area. Supervisor Schrantz stated one Village of Brocton resident has submitted a letter of interest so far.

MARMADUKE COMMITTEE:

Council Boltz told the Board the committee is working on signs for the statue, brochures, and benches.

AUDIT'S

Council Manzella told the Board that the Court Clerk and Town Clerk have been audited for 2016 with everything in order. The audit committee will conduct an audit of the Tax Collector when she closes out her books the 1st of April.

COURT AUDIT

03-19-17

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED that an audit of the Portland Town Court was conducted on February 27, 2017 by the Portland Town Audit Committee, all records were in order.

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WATER SCHOOL

03-20-17

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board approves Water Supervisor Drew Smith and Alan Dejonghe to attend training sponsor by American Water Works at Saratoga Springs, NY, April 24th-27th.

WATER SHUT OFFS

03-21-17

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board reviewed the late list of unpaid water bills and authorized the Water Supervisor to shut off water.

HIGHWAY:

Deputy Highway Superintendent Becker reviewed with the Board information on a Gilder Kit to replace truck 10. The 2018 Kit only requires an engine, transmission and back axels from truck 10. The cost is \$68,451.18 plus tax, this is based on the division of minority and women business development "Discretionary Spending Clause" Mr. Becker told the board this is a large savings for the Town and feels very confident the highway department can do the work. Discussion followed, the board decided not to take any action until this can be reviewed further.

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

03-22-17

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

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Absent 1 Miller

RESOLVED Pursuant to the provisions of Section 284 of the Highway Law, Superintendent Delcamp gave a list of roads that will be oil & stoned or paved this year for their review and signatures.

- Onthank Road
- Cemetery Road
- Prospect Station Road
- Bliss Road
- Ellicott road

This agreement shall take effect when it is approved by the County Superintendent of Highways.

BILLS

03-23-17

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

ADOPTED Ayes 4 Schrantz, Boltz, Farrell, Manzella

Nays 0

Absent 1 Miller

RESOLVED the Portland Town Board authorizes the bills for March 2017 be paid.

Abstract # 003

Summary by Fund

TOWN OF PORTLAND

Code Fund	Prepays	Unpays	Totals
• A GENERAL FUND	3,705.26	9,301.35	13,006.61
• B TOWN OUTSIDE VILLAGE	86.28	335.02	421.30
• DA HIGHWAY TOWNWIDE		7,987.07	7,987.07
• DB HIGHWAY OUTSIDE VILLAGE		8,392.52	8,392.52
• SL LIGHT/	1,272.47		1,272.47
• SW WATER	185.29	4,582.49	4,767.78
• <u>H CAPITAL PROJECTS</u>		<u>352.00</u>	<u>352.00</u>
Total:	5,249.30	30,950.45	36,199.75

EXECUTIVE SESSION:

On a motion of Council Manzella, seconded by Council Farrell the Board moved into Executive Session at 8:55 pm by request of the Supervisor to discuss possible litigation with a property on Route 5.

On a motion of Council Farrell, seconded by Council Boltz the Board returned to Regular Session at 9:15 p.m.

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With no further business, on a motion of Council Farrell, seconded by Council Boltz the meeting adjourned at 9:16 p.m. Carried unanimously.

Respectfully Submitted by,

Roxane Sobecki-Town Clerk