

PUBLIC HEARING - 2024 BUDGET
TOWN BOARD MEETING
PORTLAND TOWN HALL
December 13, 2023 – 6:00 P.M.

BOARD MEMBERS PRESENT:

Richard Lewis	Supervisor
Dave McIntyre	Council
Tammy Thompson	Council
Patti Farrell	Council

BOARD MEMBER ABSENT:

Gary Miller	Council
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OTHERS PRESENT:

Ken Becker	Highway Superintendent
Joel Seachrist	Town Attorney
Gloria McCormick	Dog Control Officer
Barb Smith	Town Clerk

6 members of the public

Supervisor Lewis opened Board Meeting at 6:00pm with pledge to the flag.

MINUTES:

RESOLUTION 111-2023

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

ADOPTED Aye 4 Lewis, McIntyre, Thompson, Farrell

Nay 0

Absent 1 Miller

RESOLVED The Portland Town Board approves the Minutes from the previous meeting as presented.

DEPARTMENTAL REPORTS:

RESOLUTION 112-2023

On a motion of Council Thompson, seconded by Council McIntyre the following resolution was

ADOPTED Aye 4 Lewis, McIntyre, Thompson, Farrell

Nay 0

Absent 1 Miller

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

Monthly reports received and filed:

- Town Clerk
- Code Office
- Justice
- Dog Control

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ZONING/PLANNING BOARD:

Supervisor Lewis stated Dale Carlson would like to share Planning Board/Zoning Board Session Report. Mr. Carlson provided Board with an outline and spoke about the following topics at the training he attended in November at JCC. In his report Mr. Carlson stated 9 members of Portland (5) and Brocton (4) attended the 4-hour training sponsored by the NY Dept. of State.

Mr. Carlson's report included the following topics that were covered at the training. Planning & Zoning Refresher, Short-term Rentals and Joint Boards. Mr. Carlson gave an overview of the outline he provided with concerns on recruitment and retention of Planning Board and Zoning Board Members as a universal problem. Filling vacancies and getting interest from the public to serve on these Boards. One solution would be to develop a shared services arrangement between Portland and Brocton. Council Thompson ask the question what would be the process if the Town and Village would combine services or merge Zoning Board and Planning Board? Supervisor Lewis and Town Attorney Joel Seachrist said it would be a lengthy process. Discussion continued regarding process and what is legally acceptable. Supervisor Lewis said they will consider all our options. Supervisor Lewis thanked Dale for sharing

DOG CONTROL:

Supervisor Lewis stated Gloria McCormick - Dog Control Officer wanted to discuss getting a law in place for livestock animals for the Town. Gloria gave a copy of Town of Ellery's Law to the Board as a reference. Supervisor Lewis stated the Village has a law regarding no livestock allowed. Supervisor Lewis does not know if the Town has any law in place. Supervisor Lewis stated we need to add to the website that you are strictly dog control!! You do not respond to any other animals other than dogs. Gloria said if there is no law in place nothing can be done by local law enforcement agencies. Supervisor Lewis said they will look into getting something in place. Town Attorney Mr. Seachrist will get involved and be able to help with the process.

TREASURY REPORT:

RESOLUTION 113-2023

On a motion of Council Farrell, seconded by Council Thompson the following resolution was ADOPTED Aye 4 Lewis, McIntyre, Thompson, Farrell

Nay 0

Absent 1 Miller

RESOLVED The Portland Town Board approves the Treasury Report for November 2023 as presented by the Town Clerk.

CORRESPONDENCE:

- Letter from New York State Agriculture and Markets regarding Dog Control Officer Inspection Report. Report stated Dog Kennels were rated "Satisfactory".
- Letter from Charter Communications for payment to the Town.
- Letter from the State of New York Office of the State Comptroller regarding training for newly elected officials in 2024.
- NYCLASS Summary Statement showing additional income from interest.

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PUBLIC COMMENT:

Michelle Patterson is representing the Brocton/Portland Historical Society. Michelle stated she has been working with Rob Pawlak, Town Historian, and have had a couple of meeting and feel they have enough interest to form a Historical Society. Michelle handed out a memo and an overview of what they would like to accomplish. This would include to be incorporated. Michelle wanted to be forthcoming to the Town and keep them informed of what is their goals and vision. There will need to be changes at the museum and this would involve the towns approval. Michelle wanted to partner with the Town and Village and get their blessings. Michelle said if anyone has any questions please contact her at any time. Supervisor Lewis thanked Michelle for taking the reins and getting this up and running as it has been several years since there was a Historical Society.

OLD BUSINESS:

CBI/NCCWD:

Supervisor Lewis has attached a email from CBI Water Works. This email in short is requesting money from the each municipalities to contribute money to pay the balance owed to the county.

WD #2 PROJECT:

Supervisor Lewis stated contractor is working hard at VBP. The work is moving slow as there is nothing marked and there is no records or records are incorrect. The sewer, gas and water lines are not marked or not where they are supposed to be. They have hit two water lines. Those needed to be repaired. The gas company does not know where their lines are. They are working ahead of construction crew to mark lines. Contractor still plans on working thru winter weather permitting.

ARPA FUNDS:

Supervisor Lewis stated no change.

NEW BUSINESS:

Supervisor Lewis presented resignation letter from Sue Hindman tax collector, effective as of December 31, 2023.

RESIGNATION OF TAX COLLECTOR:

RESOLUTION 114-2023

On a motion of Council McIntyre, seconded by Council Farrell the following resolution was ADOPTED Aye 4 Lewis, McIntyre, Thompson, Farrell

Nay 0

Absent 1 Miller

RESOLVED The Portland Town Board accepts the resignation of Sue Hindman, Tax Collector as of December, 31, 2023.

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APPOINT DEBRA DELCAMP NEW TAX COLLECTOR 2024:

RESOLUTION 115-2023

On a motion of Council Thompson, seconded by Council McIntyre the following resolution was ADOPTED Aye 4 Lewis, McIntyre, Thompson, Farrell

Nay 0

Absent 1 Miller

RESOLVED The Portland Town Board appoints Debra Delcamp as Tax Collector starting 1/1/2024.

BOND COUNCIL AMENDMENT:

RESOLUTION 116-2023

On a motion of Council Farrell, seconded by Council McIntyre the following resolution was ADOPTED by:

ADOPTED by:

Roll Call Vote:

Lewis Aye

McIntyre Aye

Farrell Aye

Thompson Aye

Absent Council Miller

RESOLVED The Portland Town Board approves Supervisor Lewis to sign agreement with Bond Council, Hodgson Russ, for Water District #2 Project Budget Modifications.

TOWN OF PORTLAND

RESOLUTION # 116-2023

WATER DISTRICT #2 PROJECT

PROJECT BUDGET MODIFICATIONS

WHEREAS, the Town of Portland has received funding from Rural Development for their Water District #2 Project ("Project"); and

WHEREAS, the Town Board wishes to adjust project budget items to more accurately reflect actual costs and;

WHEREAS, Rural Development requires the Town Board to authorize all changes to the Administrative Budget as shown on the Form E; NOW, therefore be it

RESOLVED, that the Town Board of the Town of Portland authorizes the following Budget modifications for the Project:

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Bond Council, Hodgson Russ	Increase of	\$18,000
Contingency	Decrease of	\$18,000

I, Barb Smith, Town Clerk of the Town of Portland, do hereby certify that the
aforementioned resolution was adopted by the Town Board of the Town of Portland on
December 13, 2023, by the following vote:

	AYE	NAY
Richard Lewis, Supervisor	_X_	___
Tammy Thompson, Board Member	_X_	___
Gary Miller, Board Member - ABSENT	___	___
Patti Farrell, Board Member	_X_	___
Dave McIntyre, Board Member	_X_	___

_____ Dated: _____

Barb Smith
Town Clerk – Town of Portland

**BUDGET TRANSFERS:
RESOLUTION 117-2023**

On a motion of Council Thompson, seconded by Council Farrell the following resolution was
ADOPTED Aye 4 Lewis, McIntyre, Thompson, Farrell

Nay 0
Absent 1 Miller

RESOLVED The Portland Town Board approves the Budget Transfer and Modifications from the General
Fund Townwide.

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General Fund Townwide

Budget Modification

Modify 2023 Adopted Budget by increasing Revenue line A4089 Federal Aid (ARPA) by \$15,000 and increasing Expenditure line A1620.4 Building Contractual by \$15,000

To reflect use of ARPA funds for approved project (Land clearing behind Town Hall)

Budget Transfers

\$ 1,000	FROM TO	A1330.4 A1330.1	Tax Collection Contractual Tax Collection Personal Services
\$ 1,000	FROM TO	A1990.4 A4020.1	Contingent Account Registrar of Vital Stats
\$ 100	FROM TO	A7450.4 A7450.1	Museum Contractual Museum Personal Services
\$ 831	FROM TO	A9055.8 A9010.8	Employee Benefits Disability Employee Benefits State Retirement

General Fund Outside Village

Budget Transfers

\$ 1,000	FROM TO	B7140.4 B9030.8	Playgrounds & Recreation Contractual Employee Benefits Social Security
\$ 495	FROM TO	B9010.8 B9060.8	Employee Benefits State Retirement Employee Benefits Hospital & Medical

Highway Fund Townwide

Budget Transfers

\$ 1,028	FROM TO	DA9060.8 DA9010.8	Employee Benefits Hospital & Medical Employee Benefits State Retirement
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Highway Fund Outside Village

Budget Modifications

Modify 2023 Adopted Budget by increasing Revenue line DB3501 CHIPS funding by \$64,833 and increasing expenditure line DB5112.2 Improvements Capital Outlay by \$64,833 for actual 2023 CHIPS, EWR, & Pave-NY allocations

Modify 2023 Adopted Budget by increasing Revenue line DB1120 Non Property Tax by \$38,000 and increasing expenditure line DB5130.2 Machinery Equipment by \$38,000

Modify 2023 Adopted Budget by increasing Revenue line DB2401 Interest & Earnings by \$32,000 and increasing expenditure line DB5130.2 Machinery Equipment by \$32,000

Budget Transfers

\$ 1,124	FROM TO	DB9050.8 DB9010.8	Employee Benefits Unemployment Employee Benefits State Retirement
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WATER DISTRICT #2 PAY APPLICATION #2:

RESOLUTION 118-2023

On a motion of Council Thompson, seconded by Council McIntyre the following resolution was ADOPTED Aye 4 Lewis, McIntyre, Thompson, Farrell

Nay 0

Absent 1 Miller

RESOLVED The Portland Town Board approves the payment of \$175,118.25 to S. St. George Enterprises Inc., General Contractor for Water District No. 2.

TOWN BOARD MEMBERS/TOWN CLERK:

Nothing to report.

Supervisor Lewis stated there was a letter from NYMIR the town's insurance carrier regarding the Battery Disconnects on all our equipment. Ken Becker Highway Superintendent and his crew completed Installation on all the vehicles except the three (3) Kenworth's. Kenworth required you go thru them to get the battery disconnects. Supervisor Lewis and Superintendent Becker decided against getting them installed on the Kenworth's. The Price was too expensive.

HIGHWAY DEPARTMENT:

Superintendent Becker said new truck is here and in service. Everything is going good. Superintendent Becker said F550 International Truck sold thru Auction International for \$26,800.00. He received a call and the money is going to be transferred. Council Thompson ask if he was happy with that price? Superintendent Becker stated it was fair.

Superintendent Becker and crew are still mowing roadsides said plows are ready to go for snow season. Also, doing shared services with the Village on their trucks and everything is running smoothly.

BILLS:

RESOLUTION 119-2023

On a motion of Council McIntyre, seconded by Council Farrell the following resolution was ADOPTED Aye 4 Lewis, McIntyre, Thompson, Farrell

Nay 0

Absent 1 Miller

RESOLVED the Portland Town Board approves the bills be paid December 2023 as presented.

GENERAL FUND	\$ 15,607.44
TOWN OUTSIDE VILLAGE	\$ 14,893.18
HIGHWAY TOWNWIDE	\$ 1,227.25
HIGHWAY OUTSIDE VILLAGE	\$124,887.30
ST. LIGHT	\$ 475.77

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WATER	\$ 2,774.00
<u>CAPITAL PROJECTS</u>	<u>\$196,078.25</u>
TOTAL	<u>\$355,943.19</u>

EXECUTIVE SESSION:

No executive session needed.

OATH OF OFFICE:

Judge Daniel Thompson gave the Oath of Office to the following elected and appointed officials.

- Patti Farrell Town Board
- Debra Delcamp Tax Collector
- Gary Travis Town Board

With no further business, on a motion of Council McIntyre, seconded by Council Farrell the meeting adjourned at 6:41pm. Carried unanimously.

Respectfully Submitted by,



Barb Smith-Town Clerk