



TOWN OF PORTVILLE, NEW YORK

DATE: August 19, 2009

TIME: 7:00PM

MEETING: Town Board Meeting, Town of Portville, New York

LOCATION: Westons Mills Community Center, 1310 Olean Portville Road, Westons Mills, New York

PRESENT: Terry Keeley, Town Supervisor
William Stern, Deputy Supervisor
Gary Woodhead, Councilperson
Charlene Van Dusen Councilperson
Terri Batt, Councilperson
Stuart Frost, (Absent)
James Parks, Town Clerk

Members of the community and media.

Procedural Compliance

The meeting was opened by Supervisor Keeley asking attendees to stand and join him in the "Pledge of Allegiance".

Town Supervisor Keeley welcomed everyone and asked the town board, and town clerk to introduce themselves.

Four board members were present to satisfy a quorum.

Public Comments

Charlene Van Dusen wished to notify the public of a Civil War Reenactment in Angelica, NY September 18th through the 20th throughout their Town. She also made note that there would be a tour of historical homes in Portville September 12, 2009 from 11AM to 5PM.



June 15, 2009 and July 27, 2009 Minutes Review.

The minutes of the July 15, 2009 and July 27, 2009 Town Board meeting minutes were reviewed and a motion to approve was made by Councilperson Batt and seconded by Councilperson Van Dusen and approved by the Town Board.

VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (YES), Batt (YES)
MOTION CARRIED 5-YES 0-NO

Department Reports

The following monthly department reports were given:

- Town Clerk
- Town Justice
- Highway Department
- Building Department
- Planning Board
- Dog Control Department

A motion was made by Councilperson Woodhead, seconded by Councilperson Batt and approved by the Town Board to accept the Department Reports as given. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (YES), Batt (YES) MOTION CARRIED 5-YES 0-NO

New Business

Agenda Item #1 FINANCIAL UPDATE

Supervisor Keeley gave an update regarding the town's balance sheet and expenses.

(Refer to attachment accompanying these minutes)

Agenda Item #2 DEED BOOK BINDING

A historical and legal book needs to be preserved which contains the deeding of property to the Town of Portville from 1887 – 1922. A motion was made by Councilperson Batt, seconded by Councilperson Stern and approved by the Town Board to hire Brown's River Records Preservation Services to conserve the document at \$1,005 and to provide a digital copy not to exceed \$500. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (YES), Batt (YES) MOTION CARRIED 5-YES 0-NO



Agenda Item #3 JCAP GRANT COURTROOM REMODEL BID PROCESS

Town Justice Hale submitted a list of courtroom furniture that will be purchased using JCAP Grant monies for approval of the Town Board. A motion was made by Councilperson Woodhead, seconded by Councilperson Stern and approved by the Town Board to have the Court purchase necessary furniture. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (YES), Batt (YES) MOTION CARRIED 5-YES 0-NO

Agenda Item #4 2009 TOWN COURT AUDIT

A discussion was held regarding process, date range and due date of the Town Court annual audit report and Town Board review and resolution as required by the NYS Unified Court. A report for the calendar year 2008 will be submitted in February 2010 with a continuation of an annually audit report each February thereafter.

Agenda Item #5 WMFD AND PFD RECRUTING AND RETENTION COMMITTEE

Representative of both fire districts presented information on a proposed Volunteer Firefighter Service Award Program that would pay a firefighter at the entitlement age of 65 based on years of service.

Agenda Item #6 TOWN MUNICIPAL BUILDING VOICE/DATA WIRING

The Town Board discussed the replacement of phone lines, cables, and networking wiring infrastructure. With the advent of technology this Municipal Building must be upgraded to conduct the Town's business. A request for quote from Haberly Electric will be reviewed at the September 2009 meeting.

Agenda Item #7 2010 BUDGET PROCESS

The Town Board discussed the budget planning process and methodology for 2010 fiscal year.

Agenda Item # 7 COPY/FAX EQUIPMENT UPGRADE

Acme Business Machines of Olean, New York offered a bid of \$85.97 per month, \$0.014 per copy, a three (3) year lease/purchase agreement, and the service/maintenance agreement to cover everything except paper, and will replace the 1988 equipment. A motion was made by Councilperson Stern, seconded by Councilperson Batt and approved by the Town Board to accept the bid from Acme Business Machines. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (YES), Batt (YES) MOTION CARRIED 5-YES 0-NO

Agenda Item #8 Expense Review

The Town Board reviewed and discussed the filed monthly expense vouchers. A motion was made by Councilperson Batt, seconded by Councilperson Stern and approved by the Town Board to approve for payment the July 2009 monthly bills. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (YES), Batt (YES) MOTION CARRIED 5-YES 0-NO

(Refer to attachment accompanying these minutes)

Adjournment

Being there was no further business a motion to adjourn at 9:00PM was made by Councilperson Stern, seconded by Councilperson Batt and approved by the Town Board. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (YES), Batt (YES) MOTION CARRIED 5-YES 0-NO

Respectfully submitted and signed,

James Parks
Town Clerk
Town of Portville, New York

TOWN OF PORTVILLE

August 18, 2009

MIRA NYCLASS FUND BALANCE	01/31/2009	02/23/2009	03/18/2009	04/13/2009	05/15/2009	06/16/2009	07/14/2009	08/18/2009
A FUND - GENERAL TOWNWIDE	147,051.35	141,784.22	129,557.23	121,366.89	110,837.20	100,019.73	94,498.63	78,578.46
B FUND - GENERAL EXCLUDING VILLAGE	162,112.07	161,361.80	157,326.80	157,119.13	163,439.85	163,164.97	162,057.63	163,449.49
DA FUND - HIGHWAY TOWNWIDE	91,614.33	91,633.15	88,746.55	88,602.02	79,418.84	76,289.53	74,137.89	6,389.47
DB FUND - HIGHWAY EXCLUDING VILLAGE	272,188.41	261,383.26	228,420.07	212,693.84	190,152.98	167,623.84	136,611.30	94,159.98
A FUND - 0911 UFB	75,590.74	75,606.29	75,618.36	75,629.64	75,647.83	75,663.41	75,677.38	75,696.00
B FUND - 0911 UFB	30,847.48	30,853.83	30,858.75	30,863.38	30,870.82	30,877.13	30,882.84	30,890.43
DA FUND - 0911 UFB	5,858.63	5,859.84	5,860.76	5,861.62	5,863.02	5,864.22	5,865.31	5,866.75
DB FUND - 0911 UFB	44,005.48	44,014.54	44,021.54	44,028.07	44,038.69	44,047.77	44,055.96	44,066.53
LD-740 LIGHTING DISTRICT	14.11	2,176.05	2,016.90	1,860.66	1,861.01	1,733.21	1,597.97	1,463.21
LD-741 LIGHTING DISTRICT	428.43	4,966.92	4,648.16	4,369.11	4,370.16	4,143.06	3,902.67	3,662.86
SD-741 SEWER DIST BOND	-	9,339.46	9,340.96	9,342.33	9,344.52	8.01	8.01	8.01
SD-741 SEWER DIST MAINT FEES	6,645.78	6,647.17	6,648.25	6,649.27	8,226.25	8,228.05	8,492.17	9,807.09
LD-740 LIGHT DIST - 0911 UFB	284.76	284.76	284.76	284.76	284.76	284.76	284.76	284.76
LD-741 LIGHT DIST - 0911 UFB	506.33	506.37	506.37	506.37	506.37	506.37	506.37	506.37
SD-741 SEWER DIST MAINT 0911 UFB	9,964.63	11,335.60	11,337.40	11,339.06	11,341.86	11,344.26	11,346.43	11,349.31
	847,112.53	847,753.26	795,192.86	770,516.15	736,204.16	689,798.32	649,925.32	526,179.02

Operating Expenses	January	February	March	April	May	June	July	August	CY2009 YTD
A FUND - GENERAL TOWNWIDE	28,655	15,378	21,082	14,396	15,736	19,995.63	12,822.25	14,608.11	142,672
B FUND - GENERAL EXCLUDING VILLAGE	2,389	4,753	4,853	4,458	5,516	1,790.01	5,159.50	3,008.80	31,928
DA FUND - HIGHWAY TOWNWIDE	420	2,901	158	9,203	3,145	2,165.37	67,753.63	29,591.29	115,337
DB FUND - HIGHWAY EXCLUDING VILLAGE	34,867	31,498	19,079	16,228	20,401	33,562.49	41,597.36	18,617.67	215,851
LD-740 LIGHTING DISTRICT	1,060	-	320	280	266	228.00	241.20	240.84	2,635
LD-741 LIGHTING DISTRICT	549	-	159	157	149	128.10	135.51	135.12	1,412
SD-741 SEWER DIST BOND	-	-	-	-	-	9,338	-	-	9,338
CY2009	67,939	54,530	45,651	44,721	45,213	67,208	127,709	66,202	519,173
CY2008	58,448	49,044	79,051	39,074	58,137	123,374	43,233	88,171	538,532
YEAR OVER YEAR VARIANCE	9,491	5,486	(33,400)	5,647	(12,924)	(56,166)	84,477	(21,969)	(19,358)
	16%	11%	-42%	14%	-22%	-46%	195%	-25%	-4%

TOWN OF PORTVILLE
Bills for Approval
As of August 19, 2009

	<u>Split</u>	<u>Amount</u>
Buffalo Crushed Stone		
	5110.4 Road Repair Expenses	3,083.50
Total Buffalo Crushed Stone		<u>3,083.50</u>
Cattaraugus Co Health Dept		
	4068.4 Mosquito control	4,295.83
Total Cattaraugus Co Health Dept		<u>4,295.83</u>
Cynthia Nupp		
	1710.4 Misc Expenses	278.40
Total Cynthia Nupp		<u>278.40</u>
Edward J. Bysiek, CPA		
	1315.4 Personnel, Contractual	840.00
Total Edward J. Bysiek, CPA		<u>840.00</u>
Haberly Electric		
	1620.4 Bldg, Contractual	90.00
Total Haberly Electric		<u>90.00</u>
IA Construction Corporation		
	5110.4 Road Repair Expenses	344.42
	5110.4 Road Repair Expenses	82.78
Total IA Construction Corporation		<u>427.20</u>
Larry Romance & Son Inc.		
	5130.4 Maintenance Expenses	766.82
Total Larry Romance & Son Inc.		<u>766.82</u>
Maynards Electric Supply Inc		
	5130.21 Office Equipment	50.60
Total Maynards Electric Supply Inc		<u>50.60</u>
Midland Asphalt Materials Inc		
	5110.4 Road Repair Expenses	26,080.59
Total Midland Asphalt Materials Inc		<u>26,080.59</u>
Moran, Jean		
	1989.4 Cleaning Custodian	150.00
Total Moran, Jean		<u>150.00</u>
Portville Concrete Products Inc		
	5130.4 Maintenance Expenses	91.67
Total Portville Concrete Products Inc		<u>91.67</u>

TOWN OF PORTVILLE
Bills for Approval
As of August 19, 2009

	<u>Split</u>	<u>Amount</u>
Portville Service Stores Park & Shop		
	1620.4 Bldg, Contractual	36.64
Total Portville Service Stores Park & Shop		<u>36.64</u>
Portville Truck & Auto Repair Inc		
	5130.4 Maintenance Expenses	58.31
Total Portville Truck & Auto Repair Inc		<u>58.31</u>
Rinker Oil Corp		
	5130.4 Maintenance Expenses	867.30
Total Rinker Oil Corp		<u>867.30</u>
Subcon Industries		
	1620.4 Bldg, Contractual	26.25
Total Subcon Industries		<u>26.25</u>
The Paper Factory		
	1620.4 Bldg, Contractual	3.94
	1620.4 Bldg, Contractual	45.99
Total The Paper Factory		<u>49.93</u>
The Times Herald		
	2980.4 Training, Safety & Comm	27.01
Total The Times Herald		<u>27.01</u>
Twin Tiers Overhead Door, Inc.		
	5130.4 Maintenance Expenses	244.40
Total Twin Tiers Overhead Door, Inc.		<u>244.40</u>
united Alloys Research and Development Co		
	5130.4 Maintenance Expenses	449.09
Total united Alloys Research and Development Co		<u>449.09</u>
Valley Tire Co Inc		
	5130.4 Maintenance Expenses	263.25
Total Valley Tire Co Inc		<u>263.25</u>
Verizon		
	1710.4 Misc Expenses	6.20
	-SPLIT-	123.74
Total Verizon		<u>129.94</u>
Worth W Smith Co Surplus		

TOWN OF PORTVILLE
Bills for Approval
As of August 19, 2009

	<u>Split</u>	<u>Amount</u>
	5130.4 Maintenance Expenses	<u>62.54</u>
Total Worth W Smith Co Surplus		<u>62.54</u>
TOTAL		<u><u>38,369.27</u></u>