



TOWN OF PORTVILLE, NEW YORK

DATE: January 20, 2010

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

Administrative Process

1. Pledge of Allegiance
2. Introduction of Board Members
3. Determination of Quorum
4. Review of Public Comment Protocol
5. Invitation For Public Comments Not Related To Agenda
6. December 16, 2009 Monthly Town Board Meeting Minutes Review For Board Correction And Approval
7. January 6, 2010 Organizational Meeting Minutes Review For Board Correction And Approval
8. January 14, 2010 Special Town Board Meeting Minutes Review For Board Correction And Approval
9. Monthly Reports
 - a. Town Clerk (Jim Parks)
 - b. Bookkeeper (Ed Bysiek)
 - c. Highway Department (Stuart Frost)
 - d. Assessor (Dan Martonis)
 - e. Building Department (Walt Putt)
 - f. Planning Board (Dave McCoy)
 - g. Dog Control Department (Cindy Nupp)
 - h. Town Justice (Dan Hale)

New Business

1. **Financial Update** (Keeley): Through the first 15 days of January, warrant collection is running about 3% higher than 2009. \$219,281.37 has been issued out to various warrant funds at this time.
2. **Highway Law Section 284 Agreement** (Frost): The town board approved the 2010 agreement to spend town highway funds for the Town of Portville, County of Cattaraugus.
3. **Shared Fuel Facility Update** (Keeley): NYS Grant Contract is in its final preparation steps and should be signed in a couple of weeks. NYS DOS should give us a countersigned contract in roughly a month.
4. **Board of Assessment Review Leadership Appointments** (Keeley): At the recommendation of the members of the Board of Assessment Review, the town board unanimously appointed of Paul Slawiak as Chair and Elizabeth Augostini as Deputy Chair for one year term. Motion made by Stern, seconded by Van Dusen.
5. **Acting Deputy Assessor Training Hours** (Keeley/Martonis): Keeley and Martonis recommended that the acting deputy assessor's hours be increased to 20 hours per week through February, 2010 and then 8 hours per week March through April, fixed scheduled hours are 5P-9P Tuesday and all other hours are flex, seven days a week with no call out pay. Motion made by Batt, seconded by Woodhead. Board approved motion unanimously.

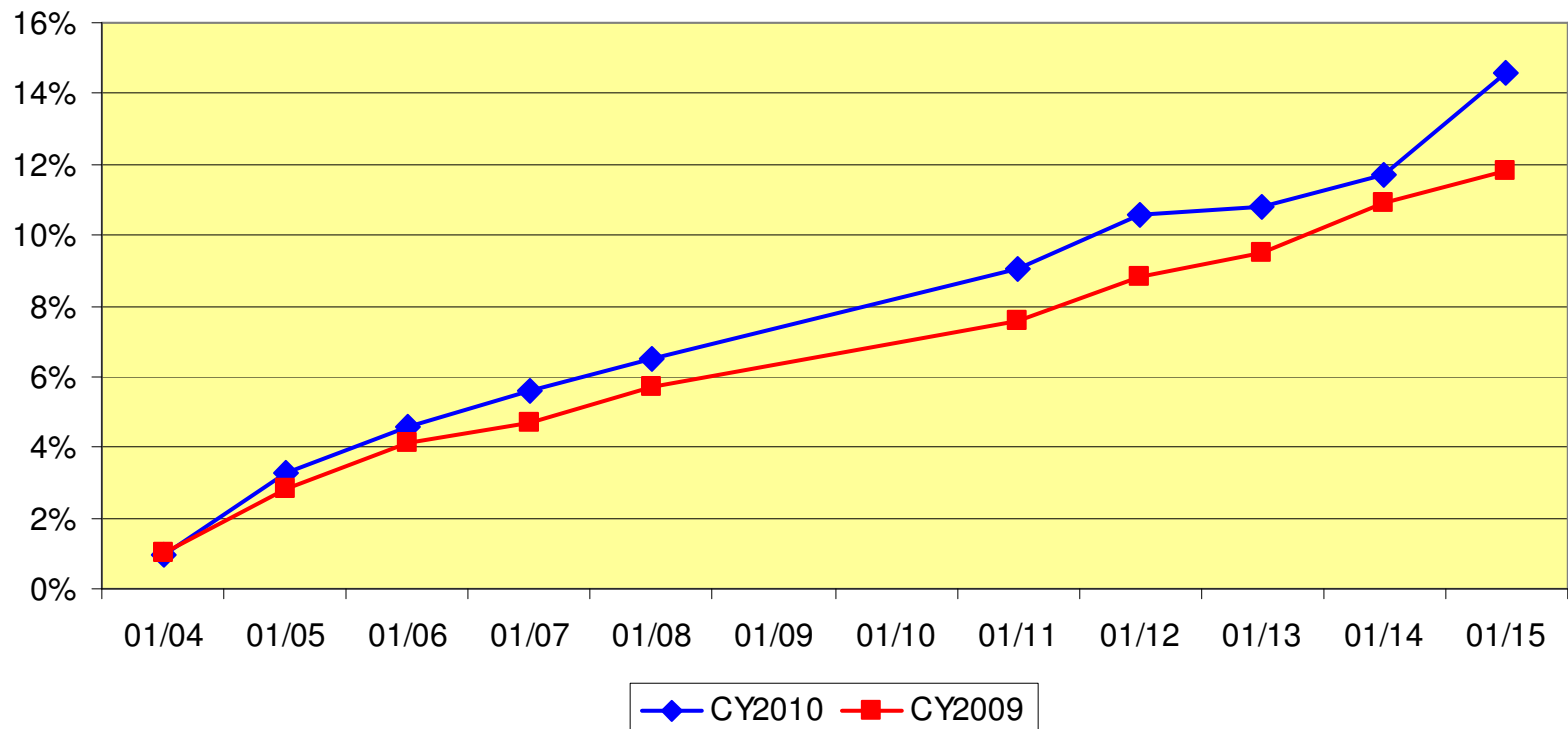


TOWN OF PORTVILLE, NEW YORK

6. **Annual Court Audit** (Keeley): With the concurrence of Justice Hale, Keeley recommended to request 2009 annual court audit for presentation to the town board at the February monthly board meeting. Motion made by Stern, seconded by Batt. Motion passed unanimously by town board.
7. **Expense Review** (Board): Board reviewed filed expenses. Motion to pay made by Woodhead, seconded by Van Dusen. Board unanimously by town board.

TOWN OF PORTVILLE, NEW YORK

2010 vs 2009 COLLECTED TAX WARRANT



TOWN OF PORTVILLE, NEW YORK

2010 Tax Payment Processing Report

Friday, January 15, 2010

Tax Collection Disbursement To Date

| | Warrant Due | Warrant Paid | Remaining Due |
|--|----------------------------|--------------------------|----------------------------|
| A - General, Town-wide | 61,661.00 | 0.00 | 61,661.00 |
| B - General, Town-wide, Excluding Village | 139,184.00 | 0.00 | 139,184.00 |
| DA - Highway, Town-wide | 0.00 | 0.00 | 0.00 |
| DB - Highway, Town-wide, Excluding Village | 309,154.00 | 100,000.00 | 209,154.00 |
| LD740 - Happy Hollowing Lighting | 2,880.00 | 2,880.00 | 0.00 |
| LD741 - Westons Mills Lighting | 4,896.00 | 4,896.00 | 0.00 |
| FD746 - Portville Fire District | 120,490.00 | 50,000.00 | 70,490.00 |
| FD749 - Westons Mills Fire District | 97,112.00 | 50,000.00 | 47,112.00 |
| SD741 - Happy Hollow Sewer Bond | 9,337.88 | 9,337.88 | 0.00 |
| DS740 - HH Sewer Delinquent Maintenance Fees | 2,167.49 | 2,167.49 | 0.00 |
| County Taxes (Collected and Disbursed By Town) | | 0.00 | |
| Taxpayer Direct Payment To County | | 0.00 | |
| Total County Taxes | <u>1,629,426.38</u> | <u>0.00</u> | <u>1,629,426.38</u> |
| Total | <u>2,376,308.75</u> | <u>219,281.37</u> | <u>2,157,027.38</u> |
| Funds Available For Disbursement | | | 124,322.67 |
| Total Penalties To Disburse To Town | | | 0.00 |
| Funds Available Funds To Disburse To County | | | 124,322.67 |
| Remaining Warrant To Be Collected | | | 2,032,704.71 |

Lockbox Tax Payment Collection To Date

| | |
|---|------------|
| Total Tax Bills Issued: | 1,994 |
| Total Tax Bills Received: | 375 |
| Percent of Tax Bills Received: | 18.8% |
| Total Tax Received: | 343,604.04 |
| Total Penalties Received: | 0.00 |
| Total Payment Dollars Received: | 343,604.04 |
| Percent of Warrant Collected To Date: | 14.4% |
| Average Tax Payment To Date (Excluding Penalties): | 916.28 |

Tax Bill Processing Cost To Date

| | |
|--|----------|
| Town Tax Bill Mailing: | 997.00 |
| Town Tax Bill Preparation: | 554.32 |
| County ORPS & Tax Bill Generation: | 3,400.00 |
| Bank Lock Box Processing To Date: | 93.75 |
| Total Tax Bill Processing Cost To Date: | 5,045.07 |
| Average Processing Cost Per Bill: | 2.53 |

REPORT: ALL TOWN OF PORTVILLE PURCHASE ORDERS EXCLUDING SHARED FUEL FACILITY

| PO/Status | Vendor | Municipality/Requestor | Project/Purpose | Fund/Acct | Earliest Delivery/Expires | PO Issue Value | PO Used Value | PO Net Value |
|---------------|---|---|--|-------------------------|---------------------------|----------------|---------------|--------------|
| 5 Expired | Service Education, Inc. Issued: 10/09/2009 | Town of Portville Ginger Moser | 2008-2009 Court Efficiency Grant Ensure DB Alignment Of Court | 2008 Court Grant N/A | 10/09/2009 10/31/2009 | 1,800.00 | 1,800.00 | 0.00 |
| 6 Expired | Portville Truck & Auto Inc. Issued: 10/13/2009 | Town of Portville Highway Superintendent | Highway Truck Emergency Servicing To enable maximum hwy truck | DB 5130.4 | 10/13/2009 12/31/2009 | 0.00 | 2,658.58 | 0.00 |
| 7 Expired | Portville Truck & Auto Inc. Issued: 10/13/2009 | Town of Portville Highway Superintendent | Single Axle Dump Truck Mandatory To ensure reliable operability and | DB 5130.4 | 10/13/2009 10/31/2009 | 10,810.45 | 10,777.53 | 0.00 |
| 8 Expired | Rinker Oil Company Issued: 10/14/2009 | Town of Portville Highway Superintendent | Highway Department Diesel Fuel Supply | DB 5130.4 | 10/14/2009 12/31/2009 | 0.00 | | 0.00 |
| 9 Expired | Portville Truck & Auto Inc. Issued: 10/14/2009 | Town of Portville Highway Superintendent | Highway Truck Maintenance Vehicle Inspection | DB 5130.4 | 10/14/2009 10/21/2009 | 40.00 | 284.49 | 0.00 |
| 10 Expired | ASA Glass of Olean Issued: 10/14/2009 | Town of Portville Highway Superintendent | Highway Equipment Maintenance Replace Broken Windshield | DB 5130.4 | 10/14/2009 10/21/2009 | 470.00 | 470.00 | 0.00 |
| 11 Expired | Abbott Welding Supply Co Issued: 10/14/2009 | Town of Portville Highway Superintendent | Highway Department Supplies Welding supply replenishment | DB Fund 5130.4 | 10/14/2009 10/21/2009 | 54.00 | 55.50 | 0.00 |
| 12 Expired | Valley Fab & Equipment Issued: 10/14/2009 | Town of Portville Highway Superintendent | Highway Equipment Maintenance Replace salt spreader | DB 5130.4 | 10/14/2009 10/31/2009 | 274.80 | 306.85 | 0.00 |
| 13 Expired | The Paper Factory Issued: 10/15/2009 | Town of Portville Jim Parks, Town Clerk | Office Supply Replenishment of Printer Paper | A 1620.4 | 10/15/2009 10/31/2009 | 45.99 | 45.99 | 0.00 |
| 14 Expired | United States Postal Service Issued: 10/15/2009 | Town of Portville Jim Parks, Town Clerk | Administrative Supplies USPS First Class Stamp Supply | A 1620.4 | 10/15/2009 10/22/2009 | 44.00 | | 0.00 |
| 22 Expired | Worth Smith Company Issued: 10/26/2009 | Town of Portville Highway Superintendent | Highway Department Parts Supply Replenishment of Parts Inventory | DB 5130.4 | 10/26/2009 10/30/2009 | 299.20 | 266.70 | 0.00 |
| 23 Expired | Olean Times Herald Issued: 10/27/2009 | Town of Portville Town Clerk | Town of Portville Public Meetings Public Notice | A 2980.4 | 10/27/2009 12/31/2009 | | | 0.00 |

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|---------------|---|---|---|-------------------------|---------------------------|----------------|---------------|--------------|
| 24 Expired | Portville Truck & Auto Inc. Issued: 10/27/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle Pay Loader Battery Replacement | DB 5130.4 | 10/27/2009 10/30/2009 | 199.24 | 197.80 | 0.00 |
| 25 Active | International Truck & Engine Issued: 10/29/2009 | Town of Portville Highway Superintendent | 10-Wheel 20 Ton Tow/Dump Truck Increased operability and reliability | DB 5130.4 | 04/02/2010 09/01/2010 | 193,878.24 | | 193,878.24 |
| 26 Expired | NorthPro Hardware Issued: 11/04/2009 | Town of Portville Highway Superintendent | Highway Department Parts Supply Replenishment of Parts Inventory | DB 5130.4 | 11/04/2009 11/09/2009 | 171.57 | 143.90 | 0.00 |
| 27 Expired | Worth Smith Company Issued: 11/04/2009 | Town of Portville Highway Superintendent | Highway Department Parts Supply Replenishment of Parts Inventory | DB 5130.4 | 11/04/2009 11/09/2009 | 18.00 | 16.20 | 0.00 |
| 28 Expired | Chemung Supply Corp Issued: 11/04/2009 | Town of Portville Highway Superintendent | Highway Department Parts Supply Replenishment of Parts Inventory | DB 5130.4 | 11/04/2009 11/30/2009 | 710.00 | 710.00 | 0.00 |
| 29 Expired | Portville Truck & Auto Inc. Issued: 11/04/2009 | Town of Portville Highway Superintendent | Highway Department Parts Supply Replenishment of Consumables | DB 5130.4 | 11/04/2009 11/06/2009 | 59.82 | 59.76 | 0.00 |
| 30 Expired | Portville Truck & Auto Inc. Issued: 11/06/2009 | Town of Portville Highway Superintendent | Highway Department Parts Supply Mirror/Light Replacement on Plow | DB 5130.4 | 11/06/2009 11/13/2009 | 177.44 | 132.00 | 0.00 |
| 31 Expired | Milton CAT Issued: 11/10/2009 | Town of Portville Highway Superintendent | Hwy Department Equipment Pay Loader Seat Repair | DB 5130.4 | 11/10/2009 11/30/2009 | 69.82 | 16.40 | 0.00 |
| 32 Expired | Monroe Tractor Issued: 11/10/2009 | Town of Portville Highway Superintendent | Hwy Department Equipment Badger Repair | DB 5130.4 | 11/10/2009 11/30/2009 | 193.96 | 193.96 | 0.00 |
| 33 Expired | Portville Truck & Auto Inc. Issued: 11/12/2009 | Town of Portville Highway Superintendent | Hwy Department Equipment 10-Wheel Truck Oil Filter | DB 5130.4 | 11/12/2009 11/17/2009 | 223.92 | 223.92 | 0.00 |
| 34 Expired | D & D Distributing Co. Issued: 11/16/2009 | Town of Portville Highway Superintendent | Hwy Department Equipment | DB 5130.4 | 11/16/2009 11/30/2009 | 28.00 | 35.84 | 0.00 |
| 35 Expired | RP Construction Issued: 11/17/2009 | Town of Portville Town Justice | Court Bench Reconstruction Enable Better Court Workflow | 2008 Court Grant N/A | 11/17/2009 12/31/2009 | 5,670.00 | | 0.00 |

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|---------------|--|---|---|--------------|---------------------------|----------------|---------------|--------------|
| 36 Expired | The Paper Factory Issued: 11/17/2009 | Town of Portville Town Clerk | Administrative Office Supplies Replenishment of File Folder Supply | A 1620.4 | 11/17/2009 11/30/2009 | 6.99 | 6.99 | 0.00 |
| 37 Expired | Kellner LLC Issued: 11/18/2009 | Town of Portville Town Clerk | Well Water Test Determine water quality and safety | A 1620.4 | 11/18/2009 11/30/2009 | 100.00 | 100.00 | 0.00 |
| 38 Expired | D & D Distributing Co. Issued: 11/20/2009 | Town of Portville Highway Superintendent | Highway Equipment Readiness Portable Metal Saw Readiness | DB 5130.4 | 11/20/2009 11/30/2009 | 34.75 | 34.75 | 0.00 |
| 39 Expired | Worth Smith Company Issued: 11/21/2009 | Town of Portville Highway Superintendent | Highway Equipment Maintenance Service Equipment | DB 5130.4 | 11/21/2009 11/30/2009 | 14.49 | 14.99 | 0.00 |
| 40 Expired | Portville Truck & Auto Inc. Issued: 11/24/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle Vehicle Safety Repair | DB 5130.4 | 11/24/2009 12/10/2009 | 400.00 | 382.77 | 0.00 |
| 41 Expired | Worth Smith Company Issued: 11/24/2009 | Town of Portville Highway Superintendent | Highway Maintenance Supplies Tool and parts replacement | DB 5130.4 | 11/24/2009 12/10/2009 | 100.56 | 66.84 | 0.00 |
| 42 Expired | Portville Truck & Auto Inc. Issued: 11/24/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle Defective Wiper Blade Replacement | DB 5130.4 | 11/24/2009 12/10/2009 | 24.60 | 24.60 | 0.00 |
| 43 Expired | The Paper Factory Issued: 11/25/2009 | Town of Portville Town Clerk | Office Supply Replenishment of Printer Paper | A 1620.4 | 11/25/2009 12/10/2009 | 45.00 | 45.99 | 0.00 |
| 44 Expired | Monroe Tractor & Implement Issued: 12/04/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle Badger Brake Pad & Axle Seal | DB 5130.4 | 12/04/2009 12/11/2009 | 827.72 | 857.72 | 0.00 |
| 45 Expired | Portville Truck & Auto Inc. Issued: 12/07/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle Worn Front Tire Tire Replacement | DB 5130.4 | 12/07/2009 12/11/2009 | 1,044.00 | 1,049.00 | 0.00 |
| 46 Expired | Portville Truck & Auto Inc. Issued: 12/08/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle P3 Plow Truck Maintenance | DB 5130.4 | 12/08/2009 12/11/2009 | 38.50 | 38.50 | 0.00 |
| 47 Expired | Copy Connection Issued: 12/08/2009 | Town of Portville Town Clerk | Tax Reduction Workshop Property Owner Letter Production | A 1620.4 | 12/08/2009 12/11/2009 | 143.15 | 143.15 | 0.00 |

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| 48 Expired | Portville Truck & Auto Inc. Issued: 12/09/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle Replace broken hydraulic hose | DB 5130.4 | 12/09/2009 12/11/2009 | 111.90 | 111.90 | 0.00 |
| 49 Expired | Olean Standard Equipment Issued: 12/09/2009 | Town of Portville Court Clerk | 2008-2009 Court Efficiency Grant Improve courtroom workflow | 2008 Court Grant N/A | 08/13/2009 12/11/2009 | 874.00 | | 0.00 |
| 50 Expired | Sanburg Oil Company Issued: 12/09/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle Hydraulic Fluid Replenishment | DB 5130.4 | 12/09/2009 12/18/2009 | 518.00 | 569.80 | 0.00 |
| 51 Expired | Portville Truck & Auto Inc. Issued: 12/14/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle Head/Fog Lamp Replacement | DB 5130.4 | 12/14/2009 12/18/2009 | 125.28 | 125.28 | 0.00 |
| 52 Expired | The Paper Factory Issued: 12/17/2009 | Town of Portville Town Clerk | Administrative Office Supplies Tax Forms | A 1620.4 | 12/17/2009 12/31/2009 | 31.31 | 31.31 | 0.00 |
| 53 Expired | Worth Smith Company Issued: 12/21/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle P5 Sander Bearing Replacement | DB 5130.4 | 12/21/2009 12/31/2009 | 29.98 | 29.98 | 0.00 |
| 54 Active | Portville Truck & Auto Inc. Issued: 12/29/2009 | Town of Portville Highway Superintendent | Highway Truck Emergency Servicing To enable maximum hwy truck | DB 5130.4 | 01/01/2010 12/31/2010 | 0.00 | | 0.00 |
| 55 Active | Olean Times Herald Issued: 12/29/2009 | Town of Portville Town Clerk | Town of Portville Public Meetings Public Notice | A 2980.4 | 01/01/2010 12/31/2010 | 0.00 | | 0.00 |
| 56 Active | Rinker Oil Company Issued: 12/29/2009 | Town of Portville Highway Superintendent | Highway Department Vehicle Diesel Fuel Supply | DB 5130.4 | 01/01/2010 12/31/2010 | 0.00 | | 0.00 |
| 57 Expired | American Rock Salt Issued: 01/07/2010 | Town of Portville Highway Superintendent | Winter Road Use and Safety Ice and Snow Melting | DB 5142.4 | 01/07/2010 01/14/2010 | 1,413.30 | 1,430.80 | 0.00 |
| 58 Expired | Rick Bokman Inc Issued: 01/07/2010 | Town of Portville Highway Superintendent | Highway Vehicle Maintenance Repair One Ton Truck Light & | DB 5130.4 | 01/07/2010 01/14/2010 | 86.00 | 84.40 | 0.00 |
| 59 Active | Lester's Shoe Fly Issued: 01/14/2010 | Town of Portville Highway Superintendent | Annual Safety/Work Boot Griffin Work Boots | DB 5110.4 | 01/14/2010 01/21/2010 | 179.99 | | 179.99 |

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| PO/Status | Vendor | Municipality/Requestor | Project/Purpose | Fund/Acct | Earliest Delivery/Expires | PO Issue Value | PO Used Value | PO Net Value |
|------------------------|---|---|--|-------------------------|---------------------------|-------------------|------------------|-------------------|
| 60 Active | Blue Collar Workwear Issued: 01/14/2010 | Town of Portville Highway Superintendent | Annual Safety/Work Boot Hatch Work Boots | DB 5110.4 | 01/14/2010 01/21/2010 | 155.00 | | 155.00 |
| 61 Active | RP Construction Issued: 01/14/2010 | Town of Portville Town Justice | Court Bench Reconstruction Enable Better Court Workflow | 2008 Court Grant N/A | 01/14/2010 01/21/2010 | 3,247.07 | 3,247.07 | 0.00 |
| 62 Active | Blue Collar Workwear Issued: 01/15/2010 | Town of Portville Highway Superintendent | Annual Safety/Work Boot Walden Work Boots | DB 5110.4 | 01/15/2010 01/22/2010 | 100.00 | | 100.00 |
| 63 Active | Blue Collar Workwear Issued: 01/15/2010 | Town of Portville Highway Superintendent | Annual Safety/Work Boot Freeney Work Boots | DB 5110.4 | 01/15/2010 01/22/2010 | 100.00 | | 100.00 |
| SUMMARY TOTALS: | | | | | | 224,990.04 | 26,791.26 | 194,413.23 |

REPORT: SHARED FUEL FACILITY C-088879 PURCHASE ORDERS ONLY

| PO/Status | Vendor | Municipality/Requestor | Project/Purpose | Fund/Acct | Earliest Delivery/Expires | PO Issue Value | PO Used Value | PO Net Value |
|---------------|--|---|---|------------|---------------------------|----------------|---------------|--------------|
| 1 Expired | IA Construction Issued: 10/07/2009 | Town of Portville Stuart Frost | Shared Fuel Facility C-088879 Surface preparation | N/A N/A | 10/07/2009 10/31/2009 | 3,750.00 | 2,153.77 | 0.00 |
| 2 Active | Clark Patterson Lee Issued: 09/01/2009 | Town of Portville H.W. Keeley | Shared Fuel Facility C-088879 Architecture, Design, Project | N/A N/A | 09/01/2009 12/31/2010 | 23,521.68 | 8,891.99 | 14,629.69 |
| 3 Expired | Mike Canada Land Issued: 10/07/2009 | Town of Portville H.W. Keeley | Shared Fuel Facility C-088879 Surveying | N/A N/A | 09/01/2009 12/31/2009 | 650.00 | 650.00 | 0.00 |
| 4 Expired | IA Construction Issued: 10/08/2009 | Town of Portville Stuart Frost | Shared Fuel Facility C-088879 Surface preparation | N/A N/A | 10/08/2009 10/31/2009 | 5,965.00 | 4,235.49 | 0.00 |
| 15 Expired | Grainger Issued: 10/18/2009 | Village of Portville TJ Shaw, DPW | Shared Fuel Facility C-088879 Fuel Transfer To Auxiliary Equipment | N/A N/A | 10/18/2009 12/10/2009 | 2,846.68 | 1,655.82 | 0.00 |
| 16 Expired | Grainger Issued: 10/18/2009 | Portville Central School Tom Costa, Bldg/Grnds | Shared Fuel Facility C-088879 Fuel Transfer To Auxiliary Equipment | N/A N/A | 10/18/2009 12/10/2009 | 2,059.44 | 1,746.14 | 0.00 |
| 17 Expired | Buffalo Crushed Stone, Inc. Issued: 10/19/2009 | Town of Portville Highway Superintendent | Shared Fuel Facility C-088879 Paving | N/A N/A | 10/19/2009 10/23/2009 | 43,400.00 | 27,368.31 | 0.00 |
| 18 Expired | Midland Asphalt Materials Issued: 10/21/2009 | Town of Portville Highway Superintendent | Shared Fuel Facility C-088879 Coating Binder | N/A N/A | 10/21/2009 10/21/2009 | 138.00 | 138.00 | 0.00 |
| 19 Expired | Wayne Concrete Issued: 09/23/2009 | Town of Portville Highway Superintendent | Shared Fuel Facility C-088879 Site Draining Preparation | N/A N/A | 09/23/2009 09/23/2009 | 683.00 | 683.00 | 0.00 |
| 20 Expired | Wayne Concrete Issued: 10/06/2009 | Town of Portville Highway Superintendent | Shared Fuel Facility C-088879 Site Draining Preparation | N/A N/A | 10/06/2009 10/06/2009 | 97.85 | 97.85 | 0.00 |
| 21 Expired | Midland Asphalt Materials Issued: 10/23/2009 | Town of Portville Highway Superintendent | Shared Fuel Facility C-088879 Coating Binder | N/A N/A | 10/23/2009 10/30/2009 | 138.00 | 138.00 | 0.00 |

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|------------------------|------------------|------------------|------------------|
| SUMMARY TOTALS: | 83,249.65 | 47,758.37 | 14,629.69 |
|------------------------|------------------|------------------|------------------|