



DATE: January 21, 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: William Stern, Deputy Supervisor
Gary Woodhead, Councilperson
Charlene Van Dusen Councilperson
Absent: Terry Keeley, Supervisor
Absent: Terri Batt, Councilperson
Stuart Frost, Highway Superintendent
James Parks, Town Clerk

Members of the community and media

Procedural Compliance

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

Deputy Supervisor Stern welcomed everyone and asked the town board, and town clerk to introduce themselves. Three board members were present to satisfy a quorum.

Public Comments

Reverend Bob from the New Beginnings Church in Westons Mills asked if the Town and Church could renew their leasing agreement of the park grounds. A motion was made by Councilperson Van Dusen and seconded by Councilperson Woodhead and approved by the Town Board to renew the lease agreement. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (Absent), Batt (Absent) MOTION CARRIED 3-YES 0-NO

December 17, 2008 Minutes Review, January 5, 2009 Minutes Review

The minutes of the December 17, 2008 Town Board meeting and the January 5, 2009 Organizational minutes were reviewed and a motion to approve was made by Councilperson Woodhead and seconded by Councilperson Van Dusen and approved by



the Town Board. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (Absent), Batt (Absent) MOTION CARRIED 3-YES 0-NO

Department Reports

The following monthly department reports were given:

- Town Clerk
- Town Justice
- Highway Department
- Assessor
- Dog Control Officer
- Planning Board

A motion was made by Councilperson Van Dusen, seconded by Councilperson Woodhead and approved by the Town Board to accept the Department Reports as given. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (Absent), Batt (Absent) MOTION CARRIED 3-YES 0-NO

New Business

Agenda Item #1: FINACIAL UPDATE

Deputy Supervisor Stern gave an update regarding the Town’s balance sheet, expenses, and earned interest.

(Refer to attachment accompanying these minutes)

Agenda Item #2 HIGHWAY DEPARTMENT INVENTORY

Highway Superintendent Frost submitted an inventory of highway road equipment and history and an inventory report of shop equipment and tools.

Agenda Item #3: SECTION 284 AGREEMENT

Superintendent Frost submitted the annual “Section 284 Agreement To Spend Town Highway Funds” for the review and signatures of all Councilpersons, Town Supervisor, Town Highway Superintendent, and the County Superintendent of Highways.

Agenda Item #4: BOND FOR TOWN EMPLOYEES WHO HANDLE RISK ASSETS

A motion was made by Councilperson Woodhead, seconded by Councilperson Van Dusen and approved by the Town Board to bond Town Supervisor Keeley and Deputy Supervisor Stern for \$500,000 each person and the Town Clerk and Deputy Town Clerk for \$20,000 each person with a total cost of \$2600. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (Absent), Batt (Absent) MOTION CARRIED 3-YES 0-NO

Agenda Item #5 EXPENSE REVIEW

The Town Board reviewed and discussed the filed monthly expense vouchers. A motion was made by Councilperson Woodhead, seconded by Councilperson Van Dusen and approved by the Town Board to approve for payment the December 2008 monthly bills. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (Absent), Batt (Absent) MOTION CARRIED 3-YES 0-NO

(Refer to attachment accompanying these minutes)

Adjournment

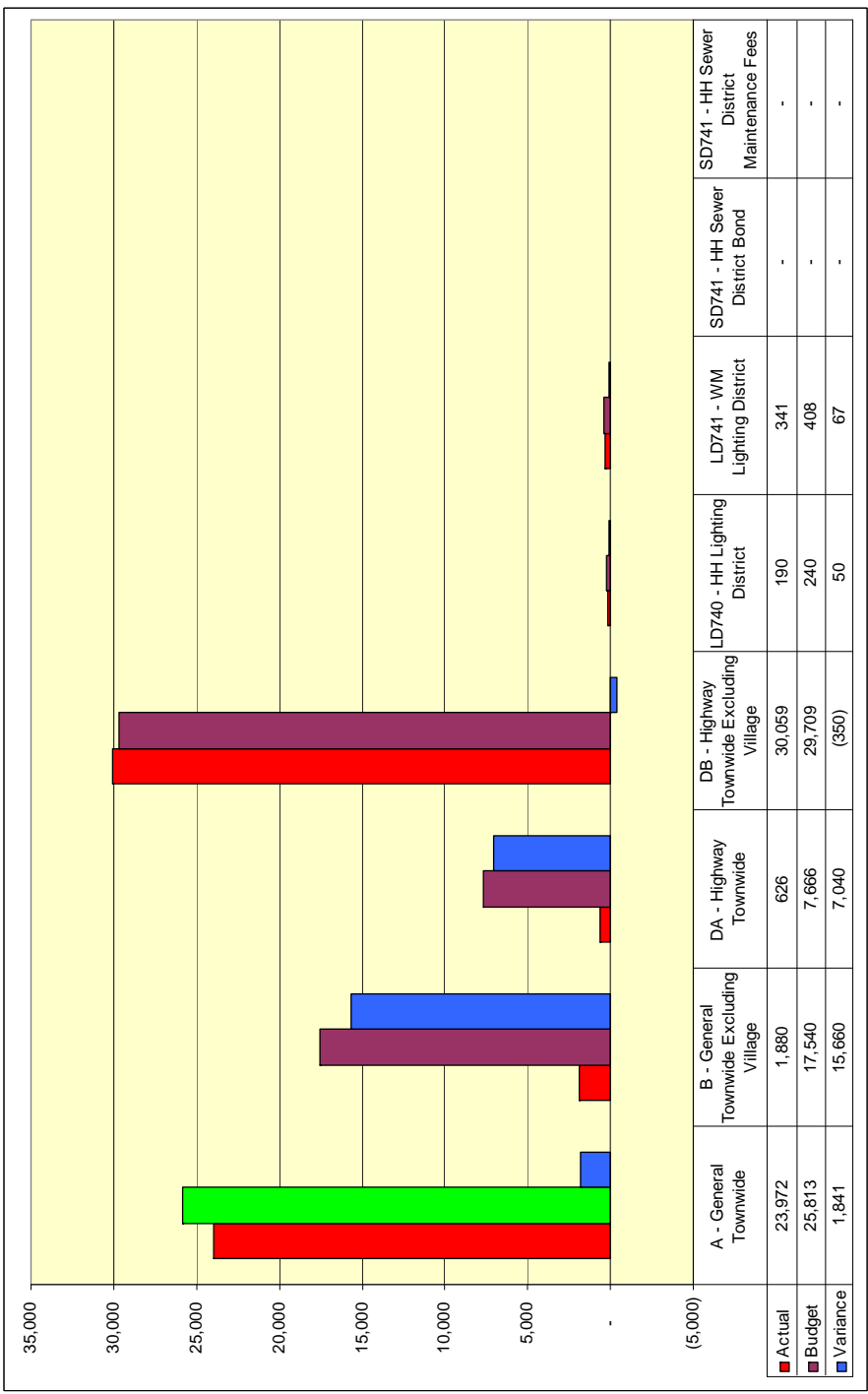
Being there was no further business a motion to adjourn at 7:50PM was made by Councilperson Van Dusen, seconded by Councilperson Woodhead and approved by the Town Board. VOTE: Stern (YES), Woodhead (YES), Van Dusen (YES), Keeley (Absent), Batt (Absent) MOTION CARRIED 3-YES 0-NO

Respectfully submitted and signed,

James Parks
Town Clerk
Town of Portville, New York

Expenses vs. Budget – January, 2009

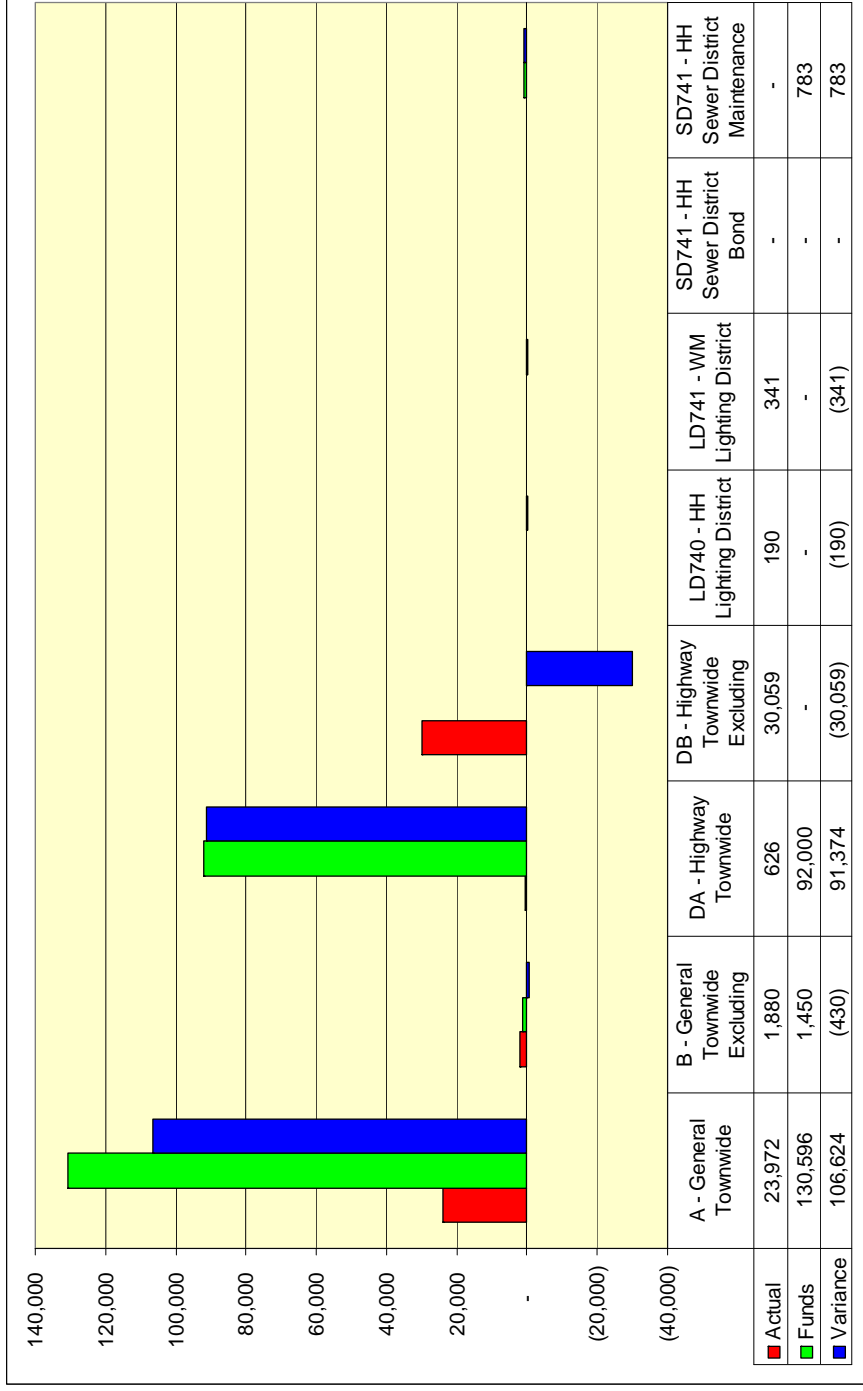
(includes Salaries MTD & Requested Expense Approvals)



- Inclusive of expenses being considered for approval at this meeting, Operating Costs are below budget for the month and year to date.
- Funding for B and DB at the current time comes from loans from B 0911 Unallocated Fund Balance and DB Unallocated Fund Balance because Tax Revenue from those funds have not yet been sufficiently collected.
- RISKS: None

Expenses vs. Collected Revenue – January, 2009

- Inclusive of expenses being considered for approval at this meeting, Operating Costs are below budget for the month and year to date
- B 0911 Unallocated Fund Balance has loaned \$430 to offset Operating Expense pending receipt of Tax Revenue
- DB 0911 Unallocated Fund Balance has loaned \$30,059 to offset Operating Expense pending receipt of Tax Revenue
- LD740 Happy Hollow Lighting District Unallocated Fund Balance has loaned \$190 to offset Operating Expense pending receipt of Tax Revenue
- LD741 Westons Mills Lighting District Unallocated Fund Balance has loaned \$341 to offset Operating Expense pending receipt of Tax Revenue
- RISKS: None



Pending Revenue Loans

Date	From	To	Amount
01/07/2009	DB 0911 Unallocated Fund Balance	DB Fund Expenses	3,257.26
01/13/2009	DB 0911 Unallocated Fund Balance	DB Fund Expenses	4,307.00
01/15/2009	DB 0911 Unallocated Fund Balance	DB Fund Expenses	651.76
01/20/2009	DB 0911 Unallocated Fund Balance	DB Fund Expenses	3,434.84
01/24/2009	DB Fund	DB 0911 Unallocated Fund Balance	<u>11,650.86</u>

The DB 0911 Unallocated Fund Balance account funded pending revenue loans to the DB Fund to cover operating costs in January. On January 24, 2009, \$200,000 will be transferred from the taxes collected to the DB Fund. At that time, the \$11,650.86 in DB "pending revenue loans" from the DB 0911 Unallocated Fund Balance will be paid off.

Fund Balances As Of 01/20/2009

Fund	Allocated	Unallocated	Total
A - General Townwide	125,428.43	75,580.52	201,008.95
B - General Townwide, Excluding Village	17,410.36	13,048.01	30,458.37
DA - Highway Townwide	92,021.90	5,857.85	97,879.75
DB - Highway Townwide, Excluding Village	-	39,042.60	39,042.60
LD740 - Happy Hollow Lighting District	14.11	284.76	298.87
LD741 - Westons Mills Lighting District	428.37	506.21	934.58
SD741 - Happy Hollow Sewer Bond	-	-	-
SD741 - Happy Hollow Sewer District Maintenance Fees	6,644.88	9,897.16	16,542.04
	<u>241,948.05</u>	<u>144,217.11</u>	<u>386,165.16</u>

Tax Collection As Of 01/16/2009

Date	Payments	Taxes	Penalties	Total
01/05/2009	17	24,247.99	-	24,247.99
01/06/2009	55	43,735.98	-	43,735.98
01/07/2009	38	29,141.26	-	29,141.26
01/08/2009	21	16,441.37	-	16,441.37
01/09/2009	25	22,718.44	-	22,718.44
01/13/2009	27	28,413.39	-	28,413.39
01/12/2009	49	46,692.26	-	46,692.26
01/14/2009	22	17,264.39	-	17,264.39
01/15/2009	35	32,878.75	-	32,878.75
01/16/2009	20	21,626.72	-	21,626.72
	<u>309</u>	<u>283,160.55</u>	<u>-</u>	<u>283,160.55</u>

11.8% of Tax Warrant Collected So Far

Fund	Acct	NYS Accounting & Reporting Description	Actual	Budget	Variance
A-Fund Revenue					
	1001	Real Property Taxes	-	44,876.00	(44,876.00)
	1090	Interest & Penalties on Real Property Taxes	-	5,102.00	(5,102.00)
	1170	Franchises	13.12	4,000.00	(3,986.88)
	2401	Interest & Earnings	-	7,479.00	(7,479.00)
	2545	Licenses Other	-	15,600.00	(15,600.00)
	3005	State Aid, Mortgage Tax	-	13,600.00	(13,600.00)
			13.12	90,657.00	(90,643.88)
A-Fund Appropriation					
	0599	Appropriated Fund Balance	130,563.00	130,563.00	-
			130,576.12	221,220.00	(90,643.88)
A- Fund Expense					
	1010.1	Legislative Board	-	5,424.00	(5,424.00)
	1110.1	Municipal Court	499.20	9,000.00	(8,500.80)
	1220.1	Supervisor	-	9,434.00	(9,434.00)
	1315.4	Comptroller	1,400.00	15,360.00	(13,960.00)
	1330.4	Tax Collection	-	3,900.00	(3,900.00)
	1355.1	Assessment	1,250.00	30,000.00	(28,750.00)
	1040.4	District Clerk	-	1,000.00	(1,000.00)
	1460.4	Records Management	295.50	1,200.00	(904.50)
	1410.1	Clerk	1,339.78	20,448.00	(19,108.22)
	1420.4	Law	1,942.50	15,360.00	(13,417.50)
	1620.4	Operation of Plant	911.64	10,311.00	(9,399.36)
	1710.4	Administration	724.17	7,200.00	(6,475.83)
	1910.4	Unallocated Insurance	10,104.50	10,500.00	(395.50)
	1920.4	Municipal Association Dues	-	810.00	(810.00)
	1989.4	Other General Government Support	-	2,000.00	(2,000.00)
	2980.4	Other Education Activities	80.93	3,740.00	(3,659.07)
	3510.1	Control of Dogs	-	4,272.00	(4,272.00)
	3510.4	Control of Dogs	18.80	70.00	(51.20)
	3620.1	Safety Inspection	-	7,992.00	(7,992.00)
	4068.4	Insect Control	-	4,300.00	(4,300.00)
	5010.1	Highway & Street Administration	1,800.33	43,208.00	(41,407.67)
	5182.4	Street Lighting	170.33	2,160.00	(1,989.67)
	7510.1	Historian	-	286.00	(286.00)
	9010.8	State Retirement, Employee Benefits	-	1,245.00	(1,245.00)
	9030.8	Social Security	257.91	-	257.91
	9060.8	Hospital & Medical (Dental) Insurance Employee Benefits	1,114.33	12,000.00	(10,885.67)
			21,909.92	221,220.00	(199,310.08)
B-Fund Revenue					
	1001	Real Property Taxes	-	164,390.00	(164,390.00)
	2610	Fines and Forfeited Bail	1,450.00	51,600.00	(50,150.00)
			1,450.00	215,990.00	(214,540.00)
B-Fund Expense					
	1110.1	Municipal Court	-	12,072.00	(12,072.00)
	1110.4	Municipal Court	1,195.00	41,000.00	(39,805.00)
	1460.4	Records Management	-	300.00	(300.00)
	1620.4	Operations of Plant	-	900.00	(900.00)
	1920.4	Municipal Association Dues	95.00	65.00	30.00
	1989.4	Other General Government Support	-	156,653.00	(156,653.00)
	8810.4	Cemeteries	-	5,000.00	(5,000.00)
			1,290.00	215,990.00	(214,700.00)

Note: A-9060.8 pending receipt of check from Conrad Linn (\$365.36) to reimburse town.

Fund	Acct	NYS Accounting & Reporting Description	Actual	Budget	Variance
DA-Fund Revenue					
	0599	Appropriated Fund Balance	92,000.00	92,000.00	-
			<u>92,000.00</u>	<u>92,000.00</u>	<u>-</u>
DA-Fund Expenses					
	5110.4	Maintenance of Roads	420.00	92,000.00	(91,580.00)
			<u>420.00</u>	<u>92,000.00</u>	<u>(91,580.00)</u>
DB-Fund Revenue					
	1001	Real Property Taxes	200,000.00	300,733.00	(100,733.00)
	3501	State Aid, Consolidated Highway Aid	-	52,500.00	(52,500.00)
			<u>200,000.00</u>	<u>353,233.00</u>	<u>(153,233.00)</u>
DB-Fund Expenses					
	1910.4	Unallocated Insurance	10,104.50	10,500.00	(395.50)
	1920.4	Municipal Association Dues	-	75.00	(75.00)
	5010.4	Highway & Street Administration	30.54	500.00	(469.46)
	5110.1	Maintenance of Roads	12,272.15	146,657.00	(134,384.85)
	5110.4	Maintenance of Roads	688.51	58,900.00	(58,211.49)
	5130.4	Machinery	4,817.48	76,732.00	(71,914.52)
	5132.4	Garage	-	6,345.00	(6,345.00)
	5142.4	Snow Removal	625.60	16,500.00	(15,874.40)
	9010.8	State Retirement, Employee Benefits	-	4,264.00	(4,264.00)
	9089.4	Employee Benefits	(82.36)	-	(82.36)
	9060.8	Hospital & Medical (Dental) Insurance Employee Benefits	2,228.66	32,760.00	(30,531.34)
			<u>30,685.08</u>	<u>353,233.00</u>	<u>(322,547.92)</u>
LD-740 Revenue					
	1001	Real Property Taxes	-	2,880.00	(2,880.00)
			<u>-</u>	<u>2,880.00</u>	<u>(2,880.00)</u>
LD-740 Expenses					
	5182.4	Street Lighting	190.46	2,880.00	(2,689.54)
			<u>190.46</u>	<u>2,880.00</u>	<u>(2,689.54)</u>
LD-741 Revenue					
	1001	Real Property Taxes	-	4,896.00	(4,896.00)
			<u>-</u>	<u>4,896.00</u>	<u>(4,896.00)</u>
LD-741 Expenses					
	5182.4	Street Lighting	341.11	4,896.00	(4,554.89)
			<u>341.11</u>	<u>4,896.00</u>	<u>(4,554.89)</u>
SD-741 Revenue					
	1001	Real Property Taxes	-	9,338.00	(9,338.00)
	1028	Special Assessment Ad Velorum	-	1,434.86	(1,434.86)
	2122	Sewer Charges (Quarterly Fees)	782.50	9,240.00	(8,457.50)
			<u>782.50</u>	<u>20,012.86</u>	<u>(19,230.36)</u>
SD-741 Expenses					
	360	Sewer Delinquencies Accounts Receivable	1,434.86	1,434.86	-
	8120.4	Sewage Collection System	-	9,240.00	(9,240.00)
	9720.4	Statutory Install Bonds	-	9,338.00	(9,338.00)
			<u>1,434.86</u>	<u>20,012.86</u>	<u>(18,578.00)</u>
FD-746 Revenue (Portville Fire 1)					
	1001	Real Property Taxes	-	116,975.00	(116,975.00)
			<u>-</u>	<u>116,975.00</u>	<u>(116,975.00)</u>
FD-749 Revenue (Westons Fire 2)					
	1001	Real Property Taxes	-	93,871.00	(93,871.00)
			<u>-</u>	<u>93,871.00</u>	<u>(93,871.00)</u>

Note: DA-5110.4 is for 5 Volleyball Team State Champion Signs & 4 Municipal Yard Storage Area STOP Signs
 DB-1001 Real Property Taxes receiving \$200,000 disbursement on January 24, 2009
 \$11,650.86 will be transferred from DB Fund to pay back "pending revenue loans" from DB 0911 UFB account on January 24, 2009