

Village of Portville

October 19, 2026

Agenda

Present:

Anthony Evans, Mayor
Annette Seybert, Clerk
Joseph McLarney, Deputy Mayor
Michael DeBarbieri, Trustee
Ronald Lott, Trustee
Mark Crosson, Police Chief
Brad Camp, DPW Superintendent
Andy Lee, Trustee

Excused:

Ed Jennings, Code Enforcement

Attendees:

Opening of Meeting: The public hearing was called to order at 5:45 p.m.
The Board meeting was then called to order at _____ p.m. with the Pledge
of Allegiance. A quorum was present.

MOTION: was made to approve the minutes of the Board Meeting of
September 21, 2026.

Motion:

2ND

-Ayes

MOTION: to approve Abstract #005, Vouchers #2571 -#2612, in total amount of \$46,531.46. And to approve Vouchers # 124-# 129 in the amount of \$2,935,915.38, Grand Total of \$2,982,446.84.

Motion:

2ND

-Ayes

Infrastructure Progress Report: Matt Zarbo, Chief Engineer at Square Engineering, will give an update of the progress on the village projects.

October Mayor's Report:

Meetings with...

Portville Community Association, Downtown Development Coalition and contractors, DPW interviews and hire, County Republican Committee, Christmas in the Park/ Parade Committee, Infrastructure Project Engineers, Contractors and residents.

HALLOWEEN HOURS 6:00 PM-8:00 PM.

Awaiting future funding and grant announcements

POLICE REPORT

Reporting Period: September 15–October 13, 2026

Calls for Service and Enforcement

Patrols responded to six calls for service: five in the Town and one in the Village.

Patrols conducted several traffic stops and issued five traffic tickets: four in the Town and one in the Village.

Construction Traffic Assistance

During the Goss and School Street closures, officers directed traffic at the intersection of Elm and South Main Streets. CCSO and Deputy Lott agreed to assist with morning traffic. After also helping in the afternoon, officers determined that coverage was not needed then because morning traffic was considerably heavier.

LE-Tech Grant: The department is still awaiting notification of the New York State LE-Tech grant awards. No update has been received since the anticipated September 30 notification date.

Pioneer Park Cameras: On August 5, a fallen tree damaged four new cameras in Pioneer Park. The Village's insurer issued a prorated payment for the damage. With the Mayor's approval, a \$6,078.48 replacement contract was signed on September 8. Reinstallation by the contractor is still pending.

School Events: Officers were present at the October 9 varsity football game, and an officer was scheduled for the October 16 homecoming game. The school-planned parade was scheduled to begin at 4:00 p.m. at the youth football field and travel to school via Main Street.

Justice Report: Complete report is on file.

Clerk's Report:

We have received several inquiries about setting a standard vacancy rate for water and sewer connections at properties that are not using either service.

The vacant property at 38–40 S. Main is one example. Its charge is \$91.00, the same amount paid by a homeowner using the minimum of 4,000 gallons.

The E-Bike Law has been filed with the State and is in effect, I have not received the file copy back from the state but it is active now and can be used for enforcement.

Treasurer Report: Complete report was sent out to the board.

Codes Report – September

- **Staff availability:** Ed Jennings is out of town this week.
- **Building projects:** Four projects are currently underway.
- **Demolition:** One demolition project has been completed.
- **Property maintenance:** A maintenance complaint remains under review.

DPW REPORT:

During September, the Department of Public Works maintained and improved the Village's water, sewer, parks, and public works infrastructure while preparing for seasonal operations.

Water Department

- **Sanitary survey:** The Cattaraugus County Department of Health inspected the Village water system. The final report is pending, but the inspection identified three follow-up items: issue the annual public notice on lead service-line materials by year-end; update the backflow-prevention and cross-connection-control program; and complete an ANSI fire-hydrant flow-rating assessment.
- **Service-line repairs:** Staff repaired two water service-line breaks. Because the water service could not be isolated at either location, the work required additional effort to complete safely and efficiently.

- **Meter readings:** Quarterly readings were completed. Staff identified readings that require correction and continued installing remote-reading antennas to improve the system.
- **Inventory:** The department replenished water-distribution repair materials to maintain adequate supplies for routine maintenance and emergencies.
- **Reporting:** All required monthly reports were submitted to the New York State Department of Health on time.

Sewer Department

- Completed daily sewer-system monitoring, testing, and operational checks throughout the month. Submitted all required monthly reports to the New York State Department of Environmental Conservation on time.
- Repaired plugged sewer on Brooklyn Street.
- **Parks and Grounds**
- Performed routine mowing and maintenance at Village parks and other municipal properties throughout September.
- Two new grills at Lyman Baker Park were installed to replace units that were rusted and damaged beyond repair.
- Prepared for leaf collection by inspecting and servicing equipment and installing a new battery in the leaf vacuum. Collection began in Pioneer Park and will continue throughout the Village in the coming weeks.
- **Public Works Operations**
- Completed several construction projects and provided support to contractors and engineers working in the Village.

- Began planning for the annual Christmas in the Park event and holding two meetings to coordinate preparations.
- Obtained a quote to replace the Village's oldest dump truck. Replacement is a priority if the vehicle remains reliable for snow removal.
- **Personnel**

Chris Galusha joined the department on October 5 and has integrated well with the team, contributing positively to daily operations.

DPW Superintendent Brad Camp will be on vacation in Ohio this week for a hunting trip but will remain available by cell phone if needed.

Old And New Business:

****Personnel Policy Revision:**

DPW Superintendent Brad Camp and the Mayor are finalizing the new policy. We are expecting to have this ready for review at the November meeting, other seasonal priorities and ongoing Village projects have delayed its completion. An update will be provided next month.

****Payment Applications for Mayor's Signature, four project payment applications will be signed by the mayor tonight:**

App.1, M.W.Controls,Inc. \$41,525.45

App.12, L.C.Whitford Inc. \$1,173,409.71

App.2B, STC Construction,Inc . \$86,640.00

App. 1A, J.D. Northrup Construction, Inc.\$233,668.03

Motion to adjourn was made at pm.

Motion:

2ND

-Ayes

The next Village Board Meeting will be held on November
16,2026 at :00pm.

Respectfully submitted:

Annette Seybert, Village Clerk