

Village of Portville

August 17, 2026

Meeting Minutes

Present:

Anthony Evans, Mayor
Annette Seybert, Clerk
Joseph McLarney, Deputy Mayor
Brad Camp, DPW Superintendent
Andy Lee, Trustee

Excused:

Ed Jennings, Code Enforcement
Michael DeBarbieri, Trustee
Ronald Lott, Trustee
Mark Crosson, Police Chief

Attendees:

Syd Evans
Zak Linza
Mike Randolph
Chad Caldwell
T.J. Latten
Bob Fischer
Bob Johnstone
Becky Johnstone

Opening of Meeting: The meeting commenced at 6:00 p.m. with the pledge of allegiance to the flag. We had a quorum.

MOTION: was made to approve the minutes of the Board Meeting of July 20, 2026.

Motion: Joe McLarney 2ND Andy Lee All -Ayes

MOTION: to approve Abstract #002, Vouchers #2493-#2528, in the amount of \$40,979.14 and to approve Vouchers #113-#118, in the amount of \$862,296.56 Grand Total of \$ 903,275.70.

Motion: Andy Lee 2ND Joe McLarney All -Ayes

Mayor's Report:

THANK YOU to Joe McLarney for filling in last month.

THANK YOU to Syd Evans for filling in for Clerk Seybert while on vacation.

THANK YOU to Larry Sorokes, Ralph Wilson and CRCF(s), KaBOOM, Parkitechs, PCS (especially Supt. Simon, Cassi Dick and PCS staff, our own DPW and especially to site manager Bob Fischer. **THANK YOUs** too to the over 100 village residents who volunteered for the three-day Build Project July 23-25.

IT WAS A GREAT SUCCESS!!!

Continual meetings with engineers, contractors and DPW.

Police Report:

Reporting Period: July 13, 2026, through August 11, 2026

Calls for Service

- Patrols responded to 4 calls for service.
- Of these calls, 1 was in the Town and 3 were in the Village.

Traffic Enforcement

- Patrols conducted several traffic stops.
- A total of 3 traffic tickets were issued: 2 in the Town and 1 in the Village.

Other Activity

- The Chief spent most of the reporting period in the office working on grants and NYS annual audit reports. These audits are part of a standard five-year audit process.

Pioneer Park Camera Damage

On August 5, a tree fell in Pioneer Park and damaged four recently installed cameras. The cameras still appear to work, but they sustained damage.

The contractor recommended replacing the damaged cameras because the damage may allow water to enter the units and cause additional problems. One camera lens is also scratched.

The installer provided an estimate of \$6,078.49 to replace and reinstall the damaged cameras.

Clerk's Report:

*Thank you to Syd Evans for assisting while I was on vacation in Maine last month. Her help made my return to work smooth and seamless.

*The unusually large National Grid bill for the School Street water well was due to a meter issue. Although the meter was recording usage, it did not transmit readings to National Grid for several months. National Grid missed two scheduled appointments to replace the meter but has since installed a new one. A billing discrepancy notice was submitted, the necessary corrections have been made, and no late fees were assessed. A letter of explanation is available for review upon request.

Justice Report: Complete report is on file.

Treasurer Report: Complete Treasurer report has been e-mailed to all Trustees prior to tonight's meeting.

Codes Report -

July, 2026

- Assisting a demolition of a house on Colwell St.
- Closed out 2 projects
- Assisting sewer project system with a few residential houses
- Inspected three building projects going on.
- Worked on existing building permits
- Filing of building permits

DPW REPORT-

1. Staffing and Recruitment

The review of applications continued as the department works to hire a fourth team member and return to full staffing levels.

A strong candidate has been identified with extensive municipal water distribution experience, heavy equipment operation background, backflow certification, Class D water certification, and a Class A CDL. The candidate appears well qualified to support both daily operations and long-term departmental needs.

2. Library Stormwater Assessment

DPW met with library representatives to review ongoing stormwater runoff concerns affecting the library parking lot.

Because the library has received a grant to repave the lot, corrective work is being planned before paving begins. After reviewing the site, DPW developed a mitigation plan to reduce roadway runoff entering the property and will coordinate implementation with the repaving schedule.

3. Personnel Policy Review

DPW met with Mayor Evans to review the current personnel policy. A revised version is being prepared and will be submitted for approval once final edits are complete.

4. Infrastructure Project Coordination

Throughout July, DPW participated in monthly coordination meetings and planning sessions for several infrastructure projects, including:

- Water distribution project
- Wastewater collection project
- Wastewater treatment plant reconstruction

- Day-to-day planning with LC Whitford and Northrup to align timelines, materials, and operational needs

5. KaBOOM Playground Build Day

The KaBOOM build-day for the new playground at Lyman Baker Park was very successful. Community turnout and engagement were strong, and the park continues to see frequent use.

Restoration work is complete, and Whitford has agreed to hydroseed the surrounding area within the next few weeks.

6. Pioneer Park Lighting Preparations

Preparations have begun for the September 1 cancer awareness event, including addressing lighting needs at the bandstand.

Early planning has also begun for holiday lighting, with significant preparation expected to ensure the park is ready for seasonal celebrations.

7. Leaf Pickup Season Planning

With leaf pickup season approaching, planning has begun to ensure staff are prepared and equipment is ready for smooth and efficient operations.

8. Pioneer Park Tree Removal

After a large oak tree fell in Pioneer Park, DPW worked with the Town to complete cleanup and maintain public safety. Quotes are now being obtained for removal of another large oak showing signs of decline to prevent future damage to park property.

Tree removal quotes for Pioneer Park:

Scutt Tree Service was \$1,850

Busy Beaver was \$2,600

Todd Fries was \$4,000

9. I am gathering quotes for a trailer for the mini excavator. The first quote received is \$17,900, and I will obtain additional quotes over the next few weeks.

Old And New Business:

Contract Payment Applications: Following proper procedure, Square Engineering has prepared three additional contract payment applications

— that require the mayor's signature at tonight's meeting. These were signed during the meeting.

- STC Construction for Water System Improvements
- J.D. Northrup for Water System Improvements
- L.C. Whitford for Sewer System work

Bob Fischer gave a report on the progress of the Main Street Project; Estimates are expected to be coming in very soon to build the deck and stairs in front of Subway and Beauty shop area. Looking for estimates for stamped concrete and a bench for area in front of the Post Office as well. We still have \$18000. Left to spend on this project.

The mayor mentioned that we have an estimate to consider for replacing the downstairs windows in the Post Office building to match the upstairs. This will add an additional amount of appeal to our Main Street Initiative.

— T.J. Latten asked about the upcoming Cattaraugus County Emergency Plan meetings scheduled for New York State municipalities and volunteers. He noted concerns that the Governor's new guidelines may be difficult to meet, especially because the Village relies on volunteers to respond to local emergencies. The mayor is planning on attending these meetings.

Motions:

Motion for Service of the Bobcat mini excavator as needed at a cost of \$1,976.61.

Motion: Andy Lee 2ND Joe McLarney All -Ayes

Motion to approve Scutt Tree Service to remove the additional tree of concern at a cost of \$1,850.

— **Motion:** Andy Lee 2ND Joe McLarney All -Ayes

Motion: Approve the three-year extended warranty for the mini excavator at a cost of \$4,220.

Motion: Joe McLarney 2ND Andy Lee All -Ayes

Motion was made to adjourn the meeting at 6:45 PM.

Motion: Joe McLarney 2ND Andy Lee All -Ayes

The next regular Village Board Meeting is scheduled for September 21, 2026, at 6:00 pm.

Respectfully submitted:
Annette Seybert, Village Clerk