

Village of Portville

February 17,2026

Minutes

Present:

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

Excused:

Ed Jennings, Code Officer
Brodie Emmons, DPW

Attendees:

Syd Evans
Mike Randolph
Bob Johnstone
Becky Johnstone
John Ensell
Robert Fischer
Zak Linza
Joel Zelko

The Meeting opened at 6:20 p.m. with the pledge of allegiance to the flag.

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

Motion: Mike DeBarbieri 2nd Andy Lee All -Ayes

MOTION: to approve Abstract #009, Vouchers #2278 -#2315, in the amount of \$31,010.77. And to approve Vouchers #86-#88, in the amount of \$182,652.98. Grand Total of \$213,663.75.

Motion: Joe McLarney 2nd Mike DeBarieri All -Ayes

MAYOR'S REPORT

- *Met with PCA.
- *Conferred with Larry Sorokes, Tom Simon and Bob Fischer re. local grant opportunities.
- *Continued contracts, conference calls with engineers and grantors, re. - infrastructure projects.
- *Garden Club meeting.

Codes Report

- *Portville Codes Report for January. 2025 –
- *Reviewing and assisting on the demolition of two structures in Portville
- * Assisting in the construction of a single-family dwelling.
- * Assisting in the construction of a 2-car garage in the Village.
- *Assisting in the construction of another garage in the Village.
- *Followed up on 6-8 S. Main St - L Building Permit issued for construction of a roof overhang.
- *Followed up on open building permits.
- *Performed 3 property maintenance complaints.
- * Starting the 1203 Annual Code report for the Village of Portville.

Police Report

January 13,2026 through February 10,2026

Officers worked a total of seven shifts, accumulating forty-four hours of service. During this period, patrols responded to eleven calls for service—six of these calls occurred within the Town, while five were in the Village.

Patrol officers issued six uniform traffic citations, all of which were issued in the Town. The patrols continue to actively monitor traffic speeds on Elm Street, Main

Street, Temple Street, Maple Street, and Brooklyn Street, using LIDAR and/or radar technology.

I was informed by our accountant, Brian, that there is currently no police budget available for training or equipment. According to New York State regulations, each officer is mandated to complete at least 40 to 50 hours of training annually. This training encompasses firearms and Taser recertification, both of which must be successfully completed each year. Additionally, the state requires all officers to qualify with every firearm issued by our department, including handguns, shotguns, and patrol rifles.

*It is also a requirement that every department has a firearms instructor certified by the State of New York. Due to recent changes in the certification process, all current firearms instructors must now participate in the new State Firearms Instructor Course. The Chautauqua County Sheriff's Office will be offering this updated class during the first two weeks of the upcoming period.

*The cost of ammunition and targets required for annual training and recertification should be included in the police department's yearly budget. Presently, the department is engaged in a five-year contract for body cameras, vehicle cameras, and license plate readers, with approximately three years remaining in the agreement. The annual cost for one body camera is about \$1,200.00. It is important to plan for these equipment expenses in future budgets, and efforts to secure grants for such equipment will continue.

*Currently, the Village receives \$11,000.00 from the Town for police services. It is recommended that these funds be allocated directly into the police department's budget to help defray current and future costs associated with training and equipment.

Justice Report - Full Report on File.

Clerk's Report

*I was able to help our Treasurer Brian McIlroy close out January and get all the W-9's and 1099's in place for filing everything needed for the Village.

*January's Water /Sewer payments came in at a fast pace and kept the office super busy, Bringing in \$48,262.00 in revenue.

*The Easements have also been coming in now at a much healthier pace.

We are well on our way to having them all.

Treasurer's Report

A complete report of the Treasurer was sent to all the Trustees ahead of the meeting and a copy is on file at the Village Office.

DPW REPORT-

Department of Public Works Report February 2026

Water Department

- Responded to multiple incidents of broken water meters and frozen water lines at several residences due to recent cold weather conditions.
- Performed maintenance and repairs on chemical feed pumps at the well houses to ensure proper water treatment operations.
- Repaired a broken water line on Goss Avenue.
- I received a request for the Water Withdrawal Report and am in the process of completing and submitting it by the March 31st deadline.
- Conducted daily checks and testing of both wells to maintain safe water quality and supply.

Sewer Department

- Met with school officials to discuss their upcoming project involving the renovation of a manhole.
- Cleaned and unclogged influent pumps multiple times following snowmelt and increased water flow into the system.
- Jetted the sewer line on South Main Street to ensure proper flow and prevent blockages.
- Performed daily checks and testing of both influent and effluent to monitor system performance.

Parks and Streets

- Plowed and salted roads on multiple occasions in response to several snowstorms to maintain safe driving conditions.

- Acquired the necessary materials to service lawn mowers, preparing them for use in the upcoming summer season.
- Painted and touched up garbage cans throughout the village to improve their appearance and maintain cleanliness.

Old And New Business:

Motions:

Following a discussion and review of the Personnel Policy with Joe McLarney, a decision was made to modify the existing policy. There is an understanding that the Personnel Policy can be further amended or updated whenever necessary in the future.

Motion made to accept the amended Personnel Policy:

Motion: Joe McLarney 2nd Ron Lott All -**Ayes**

Motion to approve rental of Pioneer Park on June 20,2026 to Sydney Colligan for her wedding of approximately 175 people. Starting at 4:00. A deposit of \$200.00 has been received.

Motion: Mike DeBarbieri 2nd Ron Lott All -**Ayes**

Motion to Approve and sign Contractors Application #4 submitted by Square Engineering for payment in connection with L.C. Whitford Co.,Inc. per work on Portville Sewer Collection System, General Construction.

Motion: Andy Lee 2nd Mike DeBarieri All -**Ayes**

Resolutions:

Resolution 03-2026

VILLAGE OF PORTVILLE RESOLUTION NO.03 OF 2026 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF PORTVILLE SUPPORTING AN APPLICATION TO THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION, TRANSPORTATION ALTERNATIVES PROGRAM (TAP) AND COMMITTING TO THE OPERATION, MAINTENANCE, AND WINTER MAINTENANCE OF PROJECT IMPROVEMENTS.

WHEREAS the Village of Portville (the “Village”) is a municipal corporation duly organized and existing under the laws of the State of New York; and

WHEREAS, the New York State Department of Transportation (“NYSDOT”) administers the **Transportation Alternatives Program (“TAP”)**, which provides funding assistance for eligible bicycle and pedestrian projects and related community improvements; and

WHEREAS the Village desires to submit a TAP grant application for the **[Project Name]** (the “Project”), generally described as **[brief description, e.g., construction/rehabilitation of sidewalks, boardwalk, pedestrian bridge, and multi-use pathway]**, located **[general location/limits]** within the Village; and

WHEREAS, the Project is intended to enhance pedestrian accessibility, safety, connectivity, and recreational opportunity for residents and visitors, and to support community development objectives within the Village; and

WHEREAS the Village Board of Trustees finds it to be in the public interest to support the submission of the TAP application and, if awarded, to proceed with the Project in accordance with applicable NYSDOT requirements, including project administration, procurement, and compliance obligations; and

WHEREAS, as part of the TAP application requirements and to ensure the long-term public benefit of the Project, the Village must affirm that it will assume responsibility for the ongoing operation and maintenance of the Project improvements, including routine and winter maintenance; and

WHEREAS, the Village is prepared to accept said responsibilities and to provide for the continued safe condition and usability of the Project improvements for the public.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Portville, as follows:

- 1. Support of TAP Application.**

The Village Board of Trustees hereby **supports and authorizes** the submission of an application to NYSDOT’s Transportation Alternatives Program (TAP) for funding assistance for the **[Project Name]**.

- 2. Authorization of Village Officials.**

The Mayor and/or Village Clerk, and any other officer(s) of the Village as may be appropriate, are hereby **authorized and directed** to execute and submit all applications,

certifications, assurances, agreements, and other documents necessary or desirable to carry out the intent of this Resolution and to pursue TAP funding on behalf of the Village.

3. **Commitment to Operate and Maintain Improvements.**

Upon completion and acceptance of the Project improvements, the Village hereby **agrees to own (if applicable), operate, and maintain** the Project improvements in a safe and serviceable condition for their intended public use, including **all routine maintenance and repairs** necessary to preserve the function and integrity of the improvements.

4. **Winter Maintenance Commitment (Snow and Ice).**

The Village hereby **expressly agrees** that it shall provide **all required winter maintenance** for the Project improvements, including, but not limited to, **snow plowing, snow removal, shoveling, sanding, salting, de-icing, and other measures as necessary**, to maintain safe pedestrian passage and accessibility for the public, as appropriate and in accordance with Village policies and applicable standards. This winter maintenance commitment applies specifically to the **sidewalks, boardwalk, pedestrian bridge, and pathway** constructed, improved, or otherwise included within the Project limits.

5. **Financial and Administrative Responsibility.**

The Village acknowledges that it is responsible for ongoing maintenance costs and obligations and agrees to plan for such costs within its operational budgets, subject to annual appropriations as required by law.

6. **Severability.**

If any clause, sentence, paragraph, subdivision, section, or part of this Resolution shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part directly involved in the controversy in which such judgment shall have been rendered.

7. **Effective Date.**

This Resolution shall take effect immediately upon adoption.

ADOPTED by the Board of Trustees of the Village of Portville on the _17 day of _February 2026, by the following vote:

- **AYES:** _ALL_____
- **NAYS:** _no_____
- **ABSTAIN:** __no_____

VILLAGE OF PORTVILLE

By Order of the Board of Trustees

Attests by Mayor Anthony Evans

Portville Village Clerk

Annette Seybert

Resolution 04-2026

Budget Modifications Request

The following budget modification request has been submitted by Brian McIlroy, Treasurer.

Budget Lines to be Modified (Each modification request must list the line to be increased AND what account the Prior Approved Budget Amount funds are coming from)			Amount of Requested Increase / Decrease	Revised Budget Amount	Reason for Budget Revision: Attach additional documentation if necessary
From:	A599	\$51,758.00	\$ 45,887.00	\$ 97,645.00	Appropriated Fund Balance Court grant windows recd. PY
To:	A1620.2	\$ -	\$ 33,887.00	\$ 33,887.00	Street Lighting Equipment
To:	A8666.401	\$ -	\$ 12,000.00	\$ 12,000.00	Demo building
From:	A5132.401	\$20,000.00	\$ (7,500.00)	\$ 12,500.00	
To:	A5132.400	\$ 18,000.00	\$ 7,500.00	\$ 25,500.00	
From:	A5680.1	\$66,500.00	\$ (50,000.00)	\$ 16,500.00	
To:	A7140.100	\$ 13,300.00	\$ 50,000.00	\$ 63,300.00	
From:	A1990.400	\$10,000.00	\$ 10,000.00	\$ 20,000.00	
From:	A1090	\$2,200.00	\$ 2,300.00	\$ 4,500.00	
From:	A2705	\$6,000.00	\$ 5,583.91	\$ 11,583.91	
From:	A599	\$97,645.00	\$ 13,112.37	\$ 110,757.37	
To:	A1362.400	\$ 600.00	\$ 200.00	\$ 800.00	
To:	A1420.400	\$ 1,000.00	\$ 4,000.00	\$ 5,000.00	
To:	A1680.400		\$ 2,500.00	\$ 2,500.00	
To:	A1910.400	\$ 50,500.00	\$ 3,100.00	\$ 53,600.00	
To:	A1920.400	\$ 1,500.00	\$ 50.00	\$ 1,550.00	
To:	A3120.200		\$ 5,500.00	\$ 5,500.00	
To:	A7140.400	\$ 23,000.00	\$ 1,000.00	\$ 24,000.00	
To:	A9010.800	\$ 7,000.00	\$ 10,901.28	\$ 17,901.28	
To:	A9015.800	\$ 750.00	\$ 745.00	\$ 1,495.00	
To:	A9040.800	\$ 6,500.00	\$ 3,000.00	\$ 9,500.00	
From:	F8320.400	\$40,000.00	\$ (12,977.86)	\$ 27,022.14	Pump Station
To:	F8340.400	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00	Distribution
To:	F9010.800	\$ 3,750.00	\$ 2,977.86	\$ 6,727.86	Retirement
From:	G9730.6	\$16,000.00	\$ (16,000.00)	\$ -	BAN Interest
From:	G9010.800	\$3,750.00	\$ 2,977.86	\$ 6,727.86	Retirement
To:	G9730.6	\$ -	\$ 13,022.14	\$ 13,022.14	BAN Principal

Motion: Joe McLarney 2nd Ron Lott All -Ayes

Give to Village Clerk for Resolution # 04-2026 Once approval is granted, this form shall be returned to the Treasurer to make the appropriate entries. Date Modification entered: February 17, 2026. Signature: _____
 A copy of this form is to be returned to the department head once completed for budget tracking purposes. Budget Lines to be modified (each modification request must list the line to be increased AND what account the funds are coming from)
 Review and Decision (Accounting Only) Village of Portville.

Resolution 05-2026

Be it Resolved that the Village of Portville Trustees Approve Local Law 01 of 2026 for Water, Sewer and Sewer Debt increase.

After consultation with Treasurer Brian McIlroy, the following water and sewer rate adjustments are recommended. These new rates will take effect with the next Water/Sewer billing cycle on April 1, 2026.

Water Base rate from \$30.00 to \$33.00=\$12.00 increase per year.

Sewer Base rate from \$18.00 to \$21.00=\$12.00 increase per year.

Sewer Dept Service Fee went from \$34.00 to \$37.00=\$12.00 increase per year.

Water Base charge includes 4,000 gallons and an additional \$5.25 per thousand gallons the charge after the minimum.

Sewer Base Charge includes 4,000 gallons and an additional \$5.75 charge after the minimum.

Outside Village Water Base charge of \$42.66 and includes 4,000 gallons and an additional \$9.90 per thousand gallons charged after the minimum.

Outside Village Sewer Base charge of \$18.00 includes 4,000 gallons and an additional \$6. Per thousand gallons is charged after the minimum.

Motion: Mike DeBarbieri 2nd Ron Lott All -Ayes

Resolution 06-2026

Be it Resolved that the Village of Portville Trustees Approve Local Law 06 of 2026 Establishing E-Bike regulation and enforcement in Portville Village under the Municipal Home Rule Law.

Motion: Andy Lee 2nd Ron Lott All -Ayes

Resolution 07-2026

Resolution on Proposed Local Law #7 of 2026 Keeping Farm Animals in the Village of Portville and Enforcement under Section 10 of the Municipal Home Rule Law.

Motion to Table this resolution for further investigation.

Motion: Mike DeBarbieri 2nd Andy Lee All -**Ayes**

Motion to Adjourn was made at 6:53 pm.

Motion: Joe McLarney 2nd Mike DeBarbieri All -**Ayes**

The next Village Board Meeting will be held on March 16,2026

At 6:00 pm.

Respectfully submitted:

Annette Seybert, Village Clerk