



Town of Porter

Town Board Meeting

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174

TownofPorter.Net

Gail Zachary

Monday, March, 8, 2010

7:00 PM

Town Hall Auditorium

I. Call to Order

7:00 PM Meeting called to order on March 8, 2010 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Organization	Title	Status	Arrived
Mert Wiepert	Town of Porter	Supervisor	Present	
Thomas Baia	Town of Porter	Deputy Supervisor	Present	
Larry White	Town of Porter	Councilman	Absent	
Jeff Baker	Town of Porter	Councilman	Present	
Joe Fleckenstein	Town of Porter	Councilman	Present	
Scott Hillman	Town of Porter	Highway Superintendent	Present	
Mike Dowd	Town of Porter	Attorney	Present	
Roy Rogers	Town of Porter	Code Enforcement Officer	Present	
Dave Britton	Town of Porter	Engineer	Absent	
Gail Zachary	Town of Porter	Town Clerk	Absent	
Sue Dietz	Town of Porter	Town Historian	Present	
Susan Driscoll	Town of Porter	R. P. Appr Tech - Trainee	Present	
Norm Ault	Town of Porter	Bookkeeper	Present	
Chris Amico	Town of Porter	Engineer	Present	
Bernie Rotella	Town of Porter	Grant Writer	Present	
Barbara DuBell	Town of Porter	Deputy Town Clerk	Present	

II. Public Portion

1. Report 2010-29

Public Comments

Carl Fellows, resident and business owner in Ransomville, questioned why his taxes increased and where that money goes. Supervisor Wiepert stated that the budget public hearing had been held in November and was advised to attend the next budget meeting in the fall.

Sue Dietz, Town Historian, presented a slide show highlighting five new cemetery links on the Town website. Also on the site are census data and a photo gallery. A reference manual of POW's from Fort Niagara is available for purchase.

Joe Fleckenstein, councilman, said the solar RFP-1613 Phase 3 is done in two segments. An energy audit is needed on the Highway Garage as soon as possible in

order to receive four points. C.J. Brown was recommended to audit for NYSERDA.

RESULT:	REPORT ISSUED
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III. Minutes Approval

1. Resolution 2010-41

Minutes Approval

Resolution to approve the February 8, 2010 minutes of the regular Town Board meeting, along with the minutes of the Special Meeting February 11, 2010.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Baker, Councilman
SECONDER:	Thomas Baia, Deputy Supervisor
AYES:	Mert Wiepert, Thomas Baia, Jeff Baker, Joe Fleckenstein
ABSENT:	Larry White

IV. Reports

1. Resolution 2010-42

Audited Vouchers

The following vouchers have been approved for payment:

TOWN OF PORTER

WARRANT: POST AUDIT - FEB, 2010 2/28/10

FUND	01	1,834.00
FUND	02	6,731.15
FUND	04	380.39
FUND	06	351.03
FUND	07	2,319.55
FUND	33	33.28
TOTAL		<u>11,649.40</u>

VOUCHER 'S 13526 THRU 13546

WARRANT: #3 MAR, 2010 3/8/10

FUND 01	23,226.61
FUND 02	32,375.97
FUND 04	69,788.88
FUND 06	999.80
FUND 07	981.42
FUND 10	886.07
FUND 12	6,275.00
FUND 33	6,868.36
FUND 35	325.00
TOTAL	<u>141,727.11</u>

VOUCHER 'S 13547 THRU 13646	
	<u>153,376.51</u>

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jeff Baker, Councilman
SECONDER: Thomas Baia, Deputy Supervisor
AYES: Mert Wiepert, Thomas Baia, Jeff Baker, Joe Fleckenstein
ABSENT: Larry White

2. Report 2010-30

Town Clerk

Received a notice of completion of training for George Spria, Planning Board Chairman, who attended training in master plan updating, planning and zoning for town boards, NYS wind power, basic SEQR, planning and zoning classes at the February Association of Towns Conference in New York City.

February 2010 Revenue

Water	-	\$ 20,587.37
Sewer		\$ 50,220.76
Licenses and Fees		\$ 396.70
S.P.C.A. Contacts		9

RESULT: REPORT ISSUED

3. Report 2010-31**Supervisor's Report**

- Supervisor's Monthly Report for February 2010 was distributed to all Town Board members.
- January Sales Tax \$89,975.74. This is up \$3,159.88 from last January.
- Resolution to accept the Supervisor's Report for February 2010.
- Report on Drainage Committee study.
- Town Insurance - resolution
- Drainage Tractor purchase adjustment

RESULT: REPORT ISSUED

4. Resolution 2010-43**Acceptance of Supervisor's Report**

Resolution accepting the Supervisor's Monthly report for February 2010.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jeff Baker, Councilman
SECONDER: Thomas Baia, Deputy Supervisor
AYES: Mert Wiepert, Thomas Baia, Jeff Baker, Joe Fleckenstein
ABSENT: Larry White

5. Resolution 2010-44**Award of Town Insurance**

Resolution authorizing the renewal of the Town of Porter unallocated insurance with

Selective Insurance Company in the amount of \$34,408.30. Policy term from March 15, 2010 to March 15, 2011.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Thomas Baia, Deputy Supervisor
SECONDER:	Jeff Baker, Councilman
AYES:	Mert Wiepert, Thomas Baia, Jeff Baker, Joe Fleckenstein
ABSENT:	Larry White

6. Resolution 2010-47

Drainage Mower

Resolution to authorize the purchase increase of the tractor mower in the amount of \$2,487.00. The total is now \$68,359.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Baker, Councilman
SECONDER:	Thomas Baia, Deputy Supervisor
AYES:	Mert Wiepert, Thomas Baia, Jeff Baker, Joe Fleckenstein
ABSENT:	Larry White

7. Report 2010-32

Supervisor's Assistant

Monthly Report - **February 2010**

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1. Completed processing all February 2010 Vouchers and Journal Entries.
 2. Prepared Supervisor's Monthly Report for February 2010 and distributed it to the Supervisor and Town Board members.
 3. Completed Bi-weekly and Monthly payrolls.
 4. Completed Check registers for all check payments.
 5. Continued maintenance on the Web Page, www.townofporter.net
 6. Continuing to work with Town Clerk on the Minute Traq program.
 7. Continuing with Suzanne Raby's training
 8. Continued working with auditors on year end audit.

9. Need the following budget adjustments:

01-1330.0004	Tax Collector Contractual	\$300.00
01-1330.0002	Tax Collector Equipment	-300.00
04-5130.0002	Machinery Equipment	\$2,487.00
04-5130.0004	Machinery Contractual	-2,487.00

RESULT:	REPORT ISSUED
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8. Resolution 2010-45

Budget Adjustment

Resolution authorizing the following budget adjustment:

01-1330.0004	Tax Collector Contractual	\$300.00
01-1330.0002	Tax Collector Equipment	-300.00
04-5130.0002	Machinery Equipment	\$2,487.00
04-5130.0004	Machinery Contractual	-2,487.00

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Baker, Councilman
SECONDER:	Thomas Baia, Deputy Supervisor
AYES:	Mert Wiepert, Thomas Baia, Jeff Baker, Joe Fleckenstein
ABSENT:	Larry White

9. Report 2010-33

Assessor

RE: February, 2010

1. Completed monthly inspections for verification of sales and completion of all building projects.

2. Processed monthly sales transfers and splits.
3. Attended monthly NCAA meeting. Topics included state aid, upgrading process of sales reports on-line, implications of current state budget
4. Analyzed current tax roll for accurate exemption information
5. Reviewed and corrected Special Districts if needed
6. Attended "Certiorari preparation" class in Lockport
7. Filed any necessary corrections concerning tax bills.
8. Continued to accept and process exemption applications.
9. Continued to train Susan in all aspects of assessing.

RESULT: REPORT ISSUED

10. Report 2010-34

Tax Collector

2010 TOWN/COUNTY COLLECTIONS - FEBRUARY 2010

Paid Supervisor Wiepert the amount of \$2,253.11. This amount includes \$101.10 interest earned on Tax Collector's account from January 26-February 22, 2010 and \$2,152.01 penalties on tax payments collected thru March 1, 2010.

A payment of \$2,500,000.00 was made to County Treasurer on February 12, 2010 as partial settlement of County monies owed per 2010 warrant.

In accordance with New York State Law #987, I have sent a second notice to 443 homeowners that the taxes on their property have not been paid.

The Tax collector's account has \$480,820.13 as of March 3, 2010. This represents all payments and penalties collected to date.

Respectfully yours,

Sally A. Hogan, Collector
Town of Porter

RESULT: REPORT ISSUED

11. Report 2010-35

Building Inspector/Code Enforcement Officer

TOWN OF PORTER PERMITS ISSUED IN THE MONTH OF FEBRUARY 2010

NAME	PERMIT #	DATE	ADDRESS	CATEGORY	COST	FEE
WRIGHT, Charles	01-10	12-Feb	403 Glengrove Rd, Youngstown	deck/patio	20,000	\$25
HANNAM, Sean	02-10	12-Feb	2582 Lockport Rd, Ransomville	garage	25,000	\$50
				TOTAL	45,000	\$75

CERTIFICATES OF OCCUPANCY ISSUED

Ransomville Free Methodist Church	01-10	01-Feb	3924 Ransomville Rd, Rville	lift shaft & entry alterations
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BUILDING DEPARTMENT REPORT: Month February 2010

- Building permits issued as per the report.
- Periodic progress inspections on ongoing construction projects throughout the Town.
- Prepared materials for the Planning Board and Zoning Board of Appeals.
- Attended Planning Board and Town Board meetings.
- Pursued numerous zoning code violations and issued to the Supervisor "Order of Violations Report" for the month of February 2010.
- Continued review of draft new zoning law and subdivision regulations.

- Preparing for new Building Department software installation.

RESULT: REPORT ISSUED

12. Report 2010-36

Highway

Department of Public Works
Monthly report for February 2010

Highway Department:

1. Called out to plow and salt 14 times. (88 hours of snow removal operations)
2. Received 600 tons of Caliber Salt Mix.
3. Working on servicing summer equipment.
4. Received bids on the Cain Road culvert liner.

Drainage Department:

1. Met with the board to discuss upcoming drainage work.

Water and Sewer Department:

1. Completed monthly meter reading.
2. Completed repairs to 2 fire hydrants on Creek Road.
3. Met with NYS Parks engineering regarding the demolition of the old sewer plant at Ft. Niagara State Park.

Cain Road Culvert Liner Bid:

We received a bid from ISCOIndustries in the amount of \$51723.00.

Respectfully submitted,

Scott B. Hillman
Highway Superintendent

RESULT: REPORT ISSUED

13. Resolution 2010-48**Water Bill Adjustment**

Date: March 2, 2010

Re: Account Adjustments for the month of February

The following adjustments were made to water/sewer accounts this month.

<u>Account #</u>	<u>Amount</u>	<u>Service</u>
20-0487	\$2.48	Water
Reason: Deposit made after due date because of damaged check, late charge removed		
20-0683	\$1.58	Water
Reason: Customer has 2 accounts wrong account number placed on check, transferred payment to correct account and removed late charge.		

Respectfully submitted,

Ramona M. Lockhart
Water/Sewer Bookkeeper

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Baker, Councilman
SECONDER:	Thomas Baia, Deputy Supervisor
AYES:	Mert Wiepert, Thomas Baia, Jeff Baker, Joe Fleckenstein
ABSENT:	Larry White

14. Report 2010-37**Engineer****Engineering Report**

Update - March 8, 2010

1 Cain Road Capital Improvement Project

- Pipe procurement bid received on March 4, 2010 for the Cain Road culvert slip lining project. The Highway Department received One bid from Isco Industries in the amount of \$51,723.

2 Annual Retainer - (CRA Project # 630645)

- CRA attended the planning board meeting on March 4, 2010
- Reviewed the revised /proposed subdivision regulations (dated January 2010)

RESULT:	REPORT ISSUED
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15. Resolution 2010-46

Award for Culvert Liner Pipe Bid

Resolution naming ISCO, LLC as the successful bidder for the procurement of culvert liner pipe, in the amount of \$51,723.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Thomas Baia, Deputy Supervisor
SECONDER:	Jeff Baker, Councilman
AYES:	Mert Wiepert, Thomas Baia, Jeff Baker, Joe Fleckenstein
ABSENT:	Larry White

16. Report 2010-38

Recreation

Annual Easter Egg Hunt
Sponsored by the Town of Porter Recreation

Saturday,
March 27th
11:00 a.m. Sharp!
Stevenson Elementary

All Town of Porter children 11 years of age and under are invited!
Special guest appearance by the Easter Bunny

RESULT: REPORT ISSUED

17. Report 2010-39

Attorney

Nothing to report

RESULT: REPORT ISSUED

18. Report 2010-41

Grant Writer

Grants Status Report:

New York State Archives: Grant request for the Building Department. The prevalent problem is that this department is currently using a manual system of recording Building Department Records that are unfortunately not easily accessible. The generation of reports and access to them is very time consuming and can take days to retrieve the information.

The Town has been taking the initiative to electronically update vital records or digitize forms, maps, and various municipal applications including GIS, as well as the Office of Real Property Services (OPRS) RSP V4 On-line property assessment, which will connect Building Department records quickly and efficiently and will make retrieval of these records by all departments much easier and efficient.

The funds requested in this grant will purchase an automated system by the Town's Building Department in order to further advance the Town's records management system into an automated system that will retain, retrieve and preserve town records. Award of \$13, 488

Qualities Communities Grant Program: We are continuing to work on the Qualities Communities Grant Program to comply with NYS Town Law, the Town, to update their Land Use regulations to reflect the recommendations of the recently adopted Comprehensive

Plan. We have continued to work on quarterly and semiannual reports to Albany to date. This includes committee meetings, review with the consultant and reviews with Albany.

Green Innovation Grant Program (GIGP): Request was sent to reline two Town water tanks. The Ransomville Road tank is an elevated steel storage tower constructed from steel plates with riveted joint seams and connections. The tank was constructed in 1936 and has a reported capacity of 150,000 gallons. This elevated storage tank is an important feature in the Town's water system. The water pressure provided by the tank is necessary for both regular and peak water demands of the residents and businesses. The tank also provides emergency and fire flow needs, without which the Town would be vulnerable. Therefore the tank cannot be allowed to fall into disrepair and out of service.

The Balmer Road tank is also constructed of steel plates with riveted joint seams and connections. The tank was built in 1951 and its reported capacity is 50,000 gallons. As an important pressure and supply feature within the Town's water system, the tank consists of a vessel approximately 20 feet in diameter with an overall height of approximately 140 feet. The tank also has a four-foot diameter steel riser pipe column. The interior and exterior of the tank was repainted in 1986. \$504,700 was requested.

WQIP/EFC Drinking Water: Same project description s the GIGP above. Please note that the description was the same the application is different. \$504,700 was requested

Greenway: Grant application was submitted for Recreational Park plan of \$25,000. Due to the multiple levels of the Greenway process, we are finally meeting with Niagara County Greenway commission on March 22nd.

Porter on the Lake Maziarz Request:

Grant application was submitted for Recreational Park plan of \$55,000 and for infrastructure repair. This plan is needed to develop safe recreational space, to provide residents with the various park amenities, and opportunities to enjoy the natural resources of the area. At this time, ballparks, playgrounds, recreational support structures (restrooms, pavilions, first aid stations, etc.), walking trails, tennis courts, waterfront access and activities, r/c airplane fields, fishing piers, free concerts, and many other amenities are all being considered for inclusion

NYS Parks / EPA Grant: We have submitted a 50/50 matching grant request for our Town of Porter on The Lake; the request amount was \$400,000 and is still pending. Please note that the 2008 survey and recreational needs was part of this application as well as any future application that is to be submitted for parks grants (example the Greenway)

Submitted by: Rotella Grant Management

	Requested	Awarded
Porter		
NYS Archives	\$44,300	\$44,300.00
NYS Archives Vital Records	\$6,670	\$6,670.00
NYS Archives GIS Study	\$37,790	\$37,790.00

Justice Grant	\$3,813	
Justice Grant	\$2,363	\$2,363.00
Qualities Community	\$85,600	
Senior Van	\$3,750	\$3,750.00
SMSI Vacuum Track	\$157,000	
SMSI HWY Consolidation	\$47,650	\$41,626.00
SMSI Roller	\$75,000	
NYS Archives GIS	\$12,636	\$12,636.00
Chamber Project	\$80,505	
Sidewalk	\$150,000	
Coastal Resources	\$77,011	\$77,011.00
Playground	\$20,000	\$20,000.00
Ransomville Fire 2006	\$161,750	
Ransomville Fire 2007	\$161,750	
Youngstown Fire 2006	\$270,655	
Youngstown Fire 2007	\$22,000	
Youngstown Fire 2007	\$270,655	
Cemeteries TBD		
NYS Parks Land Acquisition 2008	\$400,000	
NYS EPF Land Acquisition 2009	\$400,000	
NYS Archives Software	\$13,488	\$13,488.00
WQIP	\$504,700	
GIGP	\$504,700	
Greenway Park Plan	\$25,000	
Maziarz Porter on the Lake	\$55,000	
Total Submitted	3,593,786	2,596,340.00
Total Submitted 2009	\$1,502,888	\$13,488.00

RESULT: REPORT ISSUED

19. Resolution 2010-49

NYSERDA - RFP 1613

Resolution authorizing grant writer Bernie Rotella to apply for NYSERDA funding through the 3rd round of RFP 1613 grants due April 7, 2010.

RESULT: WITHDRAWN

20. Report 2010-42**Correspondence**

Received a phone call from Darcie Seider, 2505 Parker Road, concerning the lack of Flashing Yellow Lights for the school zone on Ransomville Road for Stevenson Elementary

RESULT: REPORT ISSUED

21. Resolution 2010-50**Yellow Flashing School Lights**

Resolution authorizing Highway Superintendent Scott Hillman to go to the proper authorities to see if flashing yellow school zone lights can be installed in front of Stevenson Elementary school on Ransomville Road

RESULT: WITHDRAWN

22. Report 2010-43**Calendar of Events**

Zoning Board Mtg	March 18, 2010 - 7:30 p.m. @ Town Hall
Easter Egg Hunt	March 27, 2010 - 11 am SHARP - Stevenson Elementary School
Offices CLOSED	April 2, 2010, Good Friday
Planning Board Mtg	CHANGED TO April 8, 2010 - 7:00 p.m. @ Town Hall

Regular Town Board Mtg.

April 12, 2010 - 7:00 p.m. @ Town Hall

RESULT: REPORT ISSUED

23. Report 2010-44**Town Board Comments**

Councilman Fleckenstein also talked about stimulus money for town-wide cable service and also perhaps cost sharing for energy-compliant lighting at the highway garage.

With no further business to conduct, the regular meeting of the Porter Town Board was adjourned at 8:05 PM.

Submitted by Barbara DuBell, Deputy Town Clerk

RESULT: REPORT ISSUED
