



Town of Porter

Town Board Meeting

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

~ Minutes ~

Gail Zachary

Monday, January 9, 2012

7:00 PM

Town Hall Auditorium

I. Call to Order

7:00 PM Meeting called to order on January 9, 2012 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	Absent	
Larry White	Town of Porter	Councilman	Present	
Jeff Baker	Town of Porter	Councilman	Present	
Joe Fleckenstein	Town of Porter	Councilman	Present	
Gail Zachary	Town of Porter	Town Clerk	Present	
Mike Dowd	Town of Porter	Attorney	Present	
Roy Rogers	Town of Porter	Code Enforcement Officer	Present	
Scott Hillman	Town of Porter	Highway Superintendent	Present	
Dave Britton	Town of Porter	Engineer	Present	
Norm Ault	Town of Porter	Bookkeeper	Present	

II. Public Comments

1. Report 2012-18

Public Hearing/Zoning Amendment

The Town of Porter Board will hold a public hearing at the Town Hall, 3265 Creek Road, 14174, to hear all interested parties and citizens for or against the adoption of Local Law #1-2012. This proposed law would amend the current zoning law to provide that the consideration, and issuance, of special permits will no longer be considered by the Town of Porter Planning Board and will, instead, be considered by the Town of Porter Zoning Board of Appeals.

By order of the Town of Porter Town Board

12/30/2011

RESULT: REPORT ISSUED

2. Resolution 2012-29

Public Hearing Closure

Resolution to close the public hearing

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

3. **Resolution 2012-28**

Local Law #1- Amend Zoning Law

Local Law #1-2012 - a resolution was made to amend the Town of Porter Zoning Law which will turn over the issuance and consideration of special permits, from the Planning Board, to the Zoning Board of Appeals.

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

III. Reports/Resolutionsa

1. **Resolution 2012-22**

Minutes Approval

December 12 Regular, December 29 Work Session, January 03 Organizational

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

2. Resolution 2012-23**Payment of Audited Vouchers**

Resolution to approve the vouchers below, as audited:

TOWN OF PORTER

WARRANT: # 1 JANUARY, 2012

1/9/12

FUND	01	66,808.05
FUND	02	38,098.66
FUND	04	37,595.11
FUND	06	37,992.25
FUND	07	6,228.62
FUND	10	958.58

TOTAL **187,681.27**

VOUCHER 'S 16259 THRU 16304

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

3. Report 2012-5**Town Clerk**

December 2011 Revenue

Water	\$35,491.11
Sewer	\$ 5,589.49
Licenses and Fees	\$ 942.93

RESULT:	REPORT ISSUED
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4. Resolution 2012-24**Acceptance of Supervisor's Report**

Resolution to accept the Supervisor's report for December 2011.

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

5. Report 2012-15**Supervisor**

- Supervisor's Monthly (Cash) Report for December, 2011 was distributed to all Town Board members.
- Resolution to accept the Supervisor's Monthly (Cash) Report for December, 2011.
- November Sales Tax \$86,286.58. We are up \$29,243.20 over 2011.

RESULT:	REPORT ISSUED
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6. Resolution 2012-25**Court Officer Appointment**

Resolution to hire Thomas J. Lisman as a court officer, effective immediately, at an hourly rate of \$11.17 per hour.

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

7. Resolution 2012-26**Nia. Co. Multi-Jurisdictional Hazard Mitigation**

Whereas; The Niagara County Multi-Jurisdictional Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

Whereas; The Town of Porter is a local unit of government and has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

Now, Therefore be it resolved by the Town of Porter that the Town Board adopts the Niagara County Multi-Jurisdictional Hazard Mitigation Plan as the Jurisdiction's Natural and Manmade Hazard Mitigation Plan, and plans to execute the actions of the Plan.

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

8. Report 2012-6**Supervisor's Assistant**

Completed processing all December 2011 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for December 2011 and distributed it to the Supervisor & Town Board members.

Completed bi-weekly & monthly payrolls.

Completed check registers for all check payments.

Continued maintaining the town web page.

Worked on update to Employee Manual

Worked on the 2011 year-end meeting and the 2012 organizational meeting.

Working on year-end closing and annual audit.

RESULT:	REPORT ISSUED
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9. Report 2012-3**Highway****1/9/2012****Department of Public Works
Monthly Report for December 2011****Highway Department:**

1. Called out to plow and salt two times.
2. Installed all-way supplemental signs on Stop signs at Riverview Dr. and Dansworth Roads.
3. Removed Christmas Wreaths in Ransomville.
4. Collected discarded Christmas trees for recycling.

Water and Sewer Department:

1. Completed monthly meter reading.
2. Continuing data collection for GIS program.

I would like permission to attend the WNYWW Training Seminar in Batavia on February 1st. The cost will be \$20.00 [This will complete the 5-hour update of accreditation].

Councilman White made the motion to approve Hillman's training, with Councilman Baker seconding. Motion carried unanimously.

Respectfully submitted,

Scott B. Hillman
Superintendent of Highways

RESULT:	REPORT ISSUED
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10. Report 2012-19**Account Adjustment**

Date: 1/3/2012

Re: Account Adjustments for the month of December

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

<u>Account #</u>	<u>Amount</u>	<u>Service</u>
20-0151	-20.00	Water

Reason: Payment should have been for dog license

30-0244	-17.33	Water
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Reason: Refund of overpayment

Respectfully submitted,

Ramona M. Lockhart

RESULT:	REPORT ISSUED
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11. Report 2012-7

Assessor

Date: December 29th, 2011
To: Town of Porter Town Board
Cc: Town Clerk
From: Barbara J. Oaks, Acting Assessor
Re: December 2011

1. Completed monthly field inspections for verification of sales and completion of all building projects.
2. Processed monthly sales transfers and splits.
3. Further review of sales to aid in determining equalization rate.
4. Attended ECAA meeting and Christmas luncheon in Lancaster. Discussion included further possible joint meetings.
5. Attended NCAA meeting and Christmas luncheon.

6. Susan prepared renewal applications to be mailed for 2012 exemption renewals.
7. Final correction of info on 2011 tax roll for processing Town and County tax bills.
8. Researched "waterfront" home sales in the county (as well as other areas) to determine if subjects are still equitable.
9. Continued to train Susan in all aspects of assessing.

RESULT:	REPORT ISSUED
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12. Report 2012-4

Building Inspector/Code Enforcement Officer

DECEMBER, 2011

Building Permit Report

<u>No.</u>	<u>Date</u>	<u>Name</u>	<u>Type</u>	<u>Address</u>	<u>Const Amount</u>	<u>Permit Amount</u>	
075-11	12/5	Michael Costello	Addition	623 Lake Rd	25,000	100	
076-11	12/7	Gerald Stevens	Shed	3692 Creek Rd	1,000	25	
					Month	26,000	125
					Y-T-D	2,187,615	6,450

BUILDING DEPARTMENT REPORT: Month December 2011

- 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 Town Board and Planning Board meetings.
- Pursued numerous Zoning code violations and issued to the Supervisor "Complaints Report" for the month of December 2011.

In response to questions about the Zastrow property on the southwest corner of Ransomville Road and Route 18, west of the Ozzimo/Hasely property, Attorney Dowd explained that any individual owner can request a zoning change. Code Enforcement Officer Rogers said he will put together an informational package for the Planning Board

which will then go to the Town Board for a decision.

RESULT:	REPORT ISSUED
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13. Report 2012-13

Engineer

Engineering (December)

For the month of December:

- 1 CRA completed one site drainage review
- 2 Lake Road Pump station site inspection
- 3 Town Wind Turbine Project -Project siting and environmental quality review underway.
 - ü Waste Management plan submitted
 - ü Request for Time Extension submitted
 - ü Environmental review - Waiting clearance from US Army aviation
 - ü Project siting - US Army real property review ongoingstill...waiting

Engineering Support (future)

Porter Pump Station Upgrades: Pump station needs assessment.

Cast iron pipe waterline replacement project: prepared conceptual drawings and cost estimate to replace the balance of the 6-inch cast iron pipe in the system and restore condition of 12 inch along River Road. Estimate and drawings have been submitted to the Town Board, Scott Hillman, and Rotella Grant Management. Next Step is to proceed with SEQR determination and preliminary design.

Hydraulic Water Model: Developed and submitted a scope of work and engineering estimate (10k) to prepare a town-wide water model for purposes of capital planning and determining the need/ sizing of a new water tank(s).

Water Tank rehabilitation: Developed a budgetary cost estimate to replace the existing water tank in Ransomville. The estimate was based upon replacement in kind. Water tank literature and estimate have been submitted to the Town Board, Scott Hillman, and Rotella Grant Management.

RESULT:	REPORT ISSUED
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14. Resolution 2012-27**Grant Writer Appointment**

January 6th, 2012

Town of Porter: Town Board:

"I would like take this opportunity to formally request consideration to continue our grant work for the Town of Porter in 2012.

We have been the grant writers for the Town since 2005. During this time, we have written over 40 grant applications and have been able to secure almost \$500,000 in awarded grant monies with over \$4,000,000 in grant requests.

We have continued to provide the Town thorough background research by gathering data, information, project specifications, cost estimates, as well as working with the Town's engineers for projects requiring engineering reports, permits, etc.

Another important phase of preparing a grant application is the meetings with the prospective granting agencies to review the Town's project and to ensure that the project meets the criteria of the grant application. For example: We had invited New York State Parks Regional Director to tour Porter-on-the-Lake and to give them a firsthand look at the needs of the project and to review the criteria that they are looking for with any grant application, as well as the Greenway AD HOC Committee for Porter-On-The-Lake.

After the grant application has been submitted, we continue to monitor the status of the grant application. This phase includes monthly follow-ups with the granting agencies, securing additional support letters, and working with any potential vendor that would be involved in the project.

Also during this time, we have acted as the grant administrator for the all grant projects. Our administration handles every part of the grant process, which includes the reimbursement of monies spent in order to close out the grant application and collect the money from the granting agency. As some of the Board may know, we have participated in many committees as members to keep the grant on track.

A further example: We have submitted several grant applications to the New York State Department of Archives, which is a granting agency for our Town's records management and record retention resource. This has converted many of our paper documents into digital images, as well as paid for the Graphic Information System (GIS), which has upgraded record retention and retrieval process for many departments within the Town of Porter. During this process, we were instrumental in securing bids, vendors, grant administration, assisted as the grant project manager and again prepared all the closeout documents in order for us to secure future grant opportunities and ensure reimbursement to

the Town.

Currently, we have to the NYS DEC Recycling for Highway Department Equipment and working with Scott Hillman for recycling truck that needs monitoring as our grant award gets closer to funding. The NYS Archives grant for Gail Zachary for climate control equipment for the records storage area is open and is 100% funded.

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Rotella Grant Request

We would appreciate the opportunity to continue our services with the Town of Porter as we have dedicated our services to benefit the town.

Thank you for your time and consideration.”

Respectfully,

Bernie

Bernie Rotella

The Town Board approved continued service with Rotella Management on a month-to-month basis.

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

15. Report 2012-17

Tax Collector

Town of Porter
PO Box 430
Youngstown, NY 14174

January 6, 2012

Supervisor Merton Wiepert
3265 Creek Road
Youngstown, NY 14174

RE: 2012 TOWN/COUNTY COLLECTIONS

Dear Supervisor Wiepert and Town Board Members:

Taxes collected from January 4, 2012 to January 6, 2012 totaled \$248,369.51. This represents all payments collected to date.

Respectfully yours,

Sally A. Hogan, Collector
Town of Porter

RESULT:	REPORT ISSUED
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16. Report 2012-8

Attorney

Completed the wording of the amendment to the zoning law, LL#1-2012.

RESULT:	REPORT ISSUED
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17. Report 2012-9

Grant Writer

Grants Status Report:

The spreadsheet below outlines the number of projects submitted for grant funding. Once again, the grant process from inception, to data gathering to submission of a project is a long process and could potentially carry over from year to year.

With the new Consolidated Funding Application as well other cyclical grant that are available, this process continues.

Porter	Grant Amount Requested	Awarded
NYS Archives Water Meters	\$44,300	\$44,300.00
NYS Archives Vital Records	\$6,670	\$6,670.00
NYS Archives Assessor	\$2,527	\$2,527.00
NYS Archives Vital Records	\$6,689	\$6,689.00
NYS Archives GIS Assessment	\$12,636	\$12,636.00
NYS Archives GIS Impl	\$37,790	\$37,790.00
NYS Archives Building Inp Software	\$13,488	\$13,488.00
Justice Grant 06	\$3,813	\$6,689.00
Justice Grant 08	\$19,850	\$2,563.00
Qualities	\$85,600	\$0.00
GIGP Water Storgae Rehab 09	\$504,700	\$0.00
Senior Van	\$3,750	\$3,750.00
SMSI Vacuum Truck	\$157,000	\$39,250.00
SMSI HWY Consolidation	\$50,000	\$3,813.00
SMSI Roller	\$75,000	
NYS Archives GIS	\$12,636	\$12,636.00
Chamber	\$80,505	
War 18212 Grant	\$20,000	
Sidewalk	\$150,000	
Coastal Resources	\$77,011	\$77,011.00
Playground	\$20,000	\$20,000.00
Ransomville Fire	\$161,750	
Youngstown Fire	\$22,000	
Youngstown Fire	\$270,655	
Porter HVAC	\$4,500	\$4,500.00
Recycling Truck	\$177,000	\$88,500.00
NYS Park Land Acq. 08	\$400,000	
NYSERDA Solar Panels	\$319,388	
Greenway Playground	\$297,752	
Greenway Master Plan	\$20,000	\$20,000.00
Maziarz POL	\$55,000	
Maziarz Playground 07	\$25,000	\$25,000.00
Maziarz Playground 05	\$15,000	\$15,000.00
POL Land Acq. 09	\$400,000	
POL CFA 2011	\$400,000	
Total Submitted	\$3,952,010	\$442,812.00

This totals almost \$4,000,000 in requests and a \$500,000 in awards. The spreadsheet above clearly outlines the grant awards, but please keep in mind of the grant administration associated with these projects

Projects we are currently working on:

- New CFA grants will be available in 3-4 months and a meeting should be schedule on which Town projects should be made on determining which projects should be submitted for the next grant round.
- Greenway Ad Hoc Committee POL \$350,000
- POL Coastal Resources \$400,000
- POL Seaway Trail \$400,000
- Porter Infrastructure Sewer Projects (\$ amount to be determined).
- Records Room Upgrades
- Court Room addition \$1,000,000

RESULT:	REPORT ISSUED
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18. Report 2012-10

Justice Department

JUSTICE FINES 2011

01-1000.2610

	<u>GROSS REVENUE</u>	<u>DISTRIBUTION</u>	<u>NET REVENUE</u>
JANUARY	5,049.50	(3,607.50)	1,442.00
FEBRUARY	5,755.00	(3,345.00)	2,410.00
MARCH	3,915.00	(1,775.00)	2,140.00
APRIL	5,817.25	(1,838.50)	3,978.75
MAY	4,928.00	(2,231.00)	2,697.00
JUNE	4,955.00	(1,970.00)	2,985.00
JULY	5,988.50	(2,694.50)	3,294.00
AUGUST	6,325.00	(2,370.00)	3,955.00
SEPTEMBER	6,105.00	(2,705.00)	3,400.00
OCTOBER	4,127.50	(1,287.50)	2,840.00
NOVEMBER	8,405.00	(3,310.00)	5,095.00
DECEMBER	<u> </u>	<u> </u>	<u>0.00</u>
	61,370.75	(27,134.00)	34,236.75

RESULT:	REPORT ISSUED
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19. Report 2012-11

Correspondance

No communications this month.

RESULT:	REPORT ISSUED
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20. Report 2012-12**Porter-On-The-Lake**

report

RESULT:	REPORT ISSUED
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21. Report 2012-16**Calendar of Events**

Town Hall Closed - Highway Open	Monday, January 16, 2012 - Martin Luther King, Jr. Day
Zoning Board Meeting (Tentative Date)	Thursday, January 19, 2012 @7:30 pm - Town Hall
Planning Board Meeting	Thursday, February 3, 2012 @ 7:00 pm - Town Hall
Regular Town Board Meeting	Monday, February 13, 2012 @ 7:00 pm - Town Hall

Councilman Baker commended Bill and Louie Black for their generous donation of the use of their crane and ball for the New Year's Eve celebration outside of Johnston's Restaurant on Academy Street in Ransomville.

With no more business to discuss, Councilman Baker moved and Councilman White seconded to adjourn the regular meeting of the Porter Town Board at 7:35 p.m

The motion was carried unanimously.

Gail Zachary
Town Clerk

RESULT:	REPORT ISSUED
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