



Town of Porter

Year End Meeting

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174

TownofPorter.Net

Gail Zachary

Wednesday, December 29, 2010

3:00 PM

Town Hall Auditorium

I. Call to Order

3:00 PM Meeting called to order on December 29, 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	Present	
Jeff Baker	Town of Porter	Councilman	Present	
Joe Fleckenstein	Town of Porter	Councilman	Absent	
Norm Ault	Town of Porter	Bookkeeper	Present	
Gail Zachary	Town of Porter	Town Clerk	Present	

II. Public Portion

1. Report 2010-183

Public Comments

No comments from the public

RESULT: REPORT ISSUED

III. Resolutions/Reports

1. Resolution 2010-155

Minutes Approval

Resolution to approve the December 13, 2010 Town Board minutes as presented.

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

2. Resolution 2010-156

Payment of Audited Vouchers

Resolution to approve the Vouchers as audited

TOWN OF PORTER

WARRANT: # 13 DECEMBER, 2010 12/29/10

FUND	01	26,648.97
FUND	02	6,505.12
FUND	04	21,770.52
FUND	06	751.95
FUND	07	2,598.44
FUND	33	125.17
FUND	35	37.88

TOTAL 58,438.05

VOUCHER 'S 14768 THRU 14829

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

3. Resolution 2010-158

Year End Budget Adjustments

Authorize the following Budget adjustments:

01-0822.0000	PRIOR YEARS EXPENSES	100.00
01-7550.0004	CELEBRATIONS CONTRACTUAL	(100.00)
01-1410.0004	TOWN CLERK CONTRACTUAL	400.00
01-1620.0004	BUILDING CONTRACTUAL	(400.00)
01-9060.0008	HOSPITAL/MED	12,040.00
01-1990.0004	CONTINGENCY	(12,040.00)
01-5010.0001	HIGHWAY SUPT PERSONAL SERVICE	1,725.00
01-1620.0001	BUILDINGS PERSONAL SERVICE	(1,725.00)
02-3620.0004	SAFETY INS. CONTRACTUAL	734.00
02-3620.0002	SAFETY INS. EQUIPMENT	(734.00)
02-7310.0001	YOUTH PROG PERSONAL SERVICE	1,101.00
02-7310.0004	YOUTH PROG CONTRACTUAL	(1,101.00)
02-5182.0004	STREET LIGHTING	1,000.00
02-5750.0004	SIDEWALKS CONTRACTUAL	(1,000.00)
02-8540.0004	DRAINAGE CONTRACTUAL	2,500.00
02-8540.0001	DRAINAGE PERSONAL SERVICES	(2,500.00)
04-5110.0004	GENERAL REPAIRS CONTRACTUAL	8,000.00
04-5110.0001	GENERAL REPAIRS PERS SERVICES	(265.00)
04-5140.0002	BRUSH & WEEDS EQUIPMENT	(1,200.00)
04-5140.0004	BRUSH & WEEDS CONTRACTUAL	(2,200.00)
04-9060.0008	HOSP/MED	(4,335.00)
04-5130.0004	MACHINERY CONTRACTUAL	10,000.00
04-5130.0001	MACHINERY PERSONAL SERVICES	(624.00)
04-5142.0004	SNOW REMOVAL CONTRACTUAL	(4,688.00)
04-5148.0004	SERVICES OTHER GOV-CONTRACTUAL	(4,688.00)

Authorize the transfer of \$30,000.00 to the Water Fund reserve account.

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

4. Resolution 2010-159**Amend 2010 Form 284**

Resolution authorizing an increase in spending of \$8,000.00 and amend the 2010 Form 284, Highway Superintendent authorization to spend for highway repairs, to reflect this authorization. The authorization will be \$379,759.00, up from \$371,759.00.

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

5. Resolution 2010-157**Authorization to Spend Highway Funds**

Authorize the Highway Superintendent Scott Hillman to spend \$376,258.00 in 2011 for General Repairs to Town of Porter Highways.

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

6. Report 2010-184**Grant Writer**

December 28, 2010

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 2011.

We have been the grant writers for the Town since 2005. During this time, we have written over 32 grant applications and have been able to secure over \$382,298 in awarded grant monies with over \$4,000,000 in grant requests.

Please allow me to clarify that the grant process that we have provided to the Town goes beyond just writing the application. In most cases, several hours are spent doing 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.

Once all of the preliminary research and data collection has been completed, we begin the process of writing the grant application. This phase includes all of the formatting of the grant application and working with the Town of Porter staff to ensure that the information written within the application is accurate and represents the project properly. This also includes requesting Town resolutions, SEQR's, etc. for the submittal of projects. In this phase, my staff is also requesting and securing support letters from our area's political leaders, which often requires preparing drafts of the letters of support and providing a thorough project description so that the support letters and documentation are accurately conveyed to the granting agency.

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.

Another important part of the services that we have provided the Town of Porter has been the preparation of the Town's status for future grant applications. For example: the Local Waterfront Revitalization Plan (LWRP) award that will develop a plan for our coastal boundaries in which this plan will open the door for future grants from the New York State Department of Coastal Resources, and initiated the process for the Town of Porter become a local Certified Government which will entitle the Town to new grant avenues that were not available without this process.

Another example has been the Zoning Law Updates; as the grant administrator we have

spent over 400 hours (we stop counting in 2009) to make sure we have met each task, provided documentation for that task and reported this accordingly.

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 are applying to the NYS DEC Recycling for Highway Department Equipment and working with Scott Hillman as well as the NYS Archives grant with Gail Zachary for climate control equipment for the records storage area.

We would appreciate the opportunity to continue our services with the Town of Porter. I would also like to suggest that a way to improve the grant process is to work closer with the Town Board on reviewing potential projects that may qualify for grant assistance. These projects can range from small Town enhancement projects (such as playground equipment, park amenities, etc.) to expanding our trail system within the Town to any capital improvement projects. Should you have a project in mind, we can discuss this at your convenience.

Thank you for your time and consideration.

Respectfully,

Bernie

Bernie Rotella

Grants

Porter	Requested	Awarded	
NYS Archives (Water Meters)	\$44,300	\$44,300.00	
NYS Archives Vital Records	\$6,670	\$6,670.00	
NYS Archives GIS Needs Assessment	\$12,636	\$12,636.00	
NYS Archives (Software)	\$18,500	\$18,500.00	
NYS Archives (Court Rec.)	\$6,689	\$6,689.00	
NYS Archives (assessor's project)	\$2,527	\$2,527.00	
Justice Grant 2005	\$3,813	\$3,813.00	
Justice Grant 2007	\$3,026	\$3,026.00	
Justice Court 2008	\$20,075		
Justice Court 2009	\$2,563	\$2,563.00	
GIGP 2009 (Water Towers)	\$504,700		
NYS Parks Land Acq. 2007	\$475,000		
NYS Parks Land Acq. 2008	\$475,000		
NYS Parks POL Improvements	\$366,362		

Porte on the Lake	\$20,000	\$20,000.00	
Senior Van	\$3,750	\$3,750.00	
SMSI Vacuum Track	\$157,000	\$157,000.00	
SMSI HWY Consolidation Study (Youngstown)	\$46,000	\$46,000	
SMSI Conveyer	\$100,000		
SMSI Roller	\$75,000		
Greenway (Upgrades to POL)	\$20,000		
Greenway Rec. Plan	\$20,000	\$20,000	
Chamber (Joint Application)	\$80,505		
USDA Sidewalk	\$162,400		
Coastal Resources	\$77,011	\$77,011.00	
Playground (Maziarz)	\$20,000	\$20,000.00	
Recreational Improvements (Maziarz)	\$55,000		
Ransomville Fire	\$161,750		
Youngstown Fire	\$22,000		
Youngstown Fire	\$270,655		
NYSERDA RFP 10	\$416,185		
NYS DEC Recycling Truck and Misc Equip	\$147,000		Pending
War of 1812 Grant	\$10,000		
Total Submitted	\$4,173,469	\$382,298.00	

RESULT: REPORT ISSUED

7. Report 2010-185

Town Board Comments

With no further business before the Board the meeting was adjourned at 3:30 PM.

Gail Zachary
Town Clerk

RESULT: REPORT ISSUED