



Town of Porter

Town Board Meeting

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

~ Minutes ~

Gail Zachary

Tuesday, November 12, 2013

7:00 PM

Town Hall Auditorium

I. Call to Order

7:00 PM Meeting called to order on November 12, 2013 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	Present	
Scott Hillman	Town of Porter	Highway Superintendent	Present	
Barb Dubell	Town of Porter	Deputy Town Clerk	Present	
Mike Dowd	Town of Porter	Attorney	Present	
Norm Ault	Town of Porter	Bookkeeper	Present	
Susan Driscoll	Town of Porter	Assessor	Present	
Roy Rogers	Town of Porter	Code Enforcement Officer	Absent	
Gail Zachary	Town of Porter	Town Clerk	Present	

II. Public Hearing / Public Comments

1. Report 2013-215

Adoption of Local Law #2-2013

NOTICE OF PUBLIC HEARING

ON PROPOSED LOCAL LAW

PLEASE TAKE NOTICE that, for the purpose of adopting a codification of the local laws, ordinances and certain resolutions of the Town of Porter, said codification to be known as the "Code of the Town of Porter," a public hearing will be held by the Town Board at the Porter Town Hall, 3265 Creek Road, Youngstown, NY, on Tuesday, the 12th day of November, 2013, at 7:00 p.m., to consider the enactment of the proposed local law described and summarized below:

PROPOSED LOCAL LAW NO. L. L. #2 -2013

A LOCAL LAW TO PROVIDE FOR THE CODIFICATION OF THE LOCAL LAWS, ORDINANCES AND CERTAIN RESOLUTIONS OF THE TOWN OF PORTER INTO A MUNICIPAL CODE TO BE DESIGNATED THE "CODE OF THE TOWN OF PORTER "

Gail Zachary, Town Clerk

Town Attorney Dowd explained the process and purpose of codification of all local laws. During the process, the new Town of Porter Code Book was reviewed by, Town Clerk Gail Zachary, Town Assessor Susan Driscoll, Building Inspector/Code Enforcement Officer Roy Rogers, Deputy Town Clerk Barbara DuBell, and Town Attorney Mike Dowd.

With no questions or input from the public, the Public Hearing was closed.

RESULT:	REPORT ISSUED
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2. Resolution 2013-119

Adoption of Local Law #2-2013

Adoption of Local Law #2-2013

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

3. Report 2013-216

Public Comments

Irene Putz addressed the Board regarding the Harrison Road Project. Attorney Dowd commented that Highway Superintendent Hillman will work with the surveyors to decide exactly where the road will go.

All owners of the actual bed of the road have consented.

RESULT:	REPORT ISSUED
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III. Reports/Resolutions

1. Resolution 2013-108

Minutes Approval

Resolution to approve the October 7, 2013 minutes of the regular Town Board Meeting and the minutes of the work session on October 18, 2013, work session on October 29, 2013, and Budget Public Hearing on November 4, 2013..

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

2. Resolution 2013-109

Payment of Audited Vouchers

Resolution to approve the Vouchers as audited.

TOWN OF PORTER

WARRANT: POST AUDIT - OCT, 2013 10/31/13

FUND	01	18,647.44
FUND	02	11,625.94
FUND	04	6,963.01
FUND	06	2,126.65
FUND	07	1,680.80
FUND	33	55.03
TOTAL		<u>41,098.87</u>

VOUCHER 'S 18796 THRU 18825

WARRANT: # 11 NOVEMBER, 2013 11/12/13

FUND	01	22,890.96
FUND	02	38,808.60
FUND	04	26,933.84
FUND	06	2,269.74
FUND	07	82,498.91
FUND	10	906.25
FUND	33	22,382.93
TOTAL		<u>196,691.23</u>

VOUCHER 'S 18826 THRU 18908

TOTAL 237,790.10

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

3. Report 2013-198

Town Clerk

Revenue for October 2013

Water	\$75,417.40
Sewer	\$99,165.18
Licenses/Fees	\$ 717.52

Terri Nyland resignation

RESULT:	REPORT ISSUED
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4. Report 2013-199

Supervisor's Report

- Supervisor's Monthly Report for October, 2013 was distributed to all Town Board members.
- Resolution to accept the Supervisor's Monthly Report for October, 2013
- September Sales Tax: \$110,900.04. The total for September, 2013, is down \$31,918.11 from 2012. We are still up year to date \$55,417.99 this year over last.

RESULT:	REPORT ISSUED
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5. Resolution 2013-110

Acceptance of Supervisor's Report

Resolution to accept the Supervisor's Report for October 7, 2013.

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

6. Report 2013-200

Bookkeeper

Bookkeeper's Monthly Report - **October, 2013**

Completed processing all October, 2013 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for October, 2013, 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.

Working on year end and organizational meetings.

Would like Board authorization to pay the playground equipment voucher for \$55,222.81 prior to the next Town Board meeting.

RESULT:	REPORT ISSUED
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7. Resolution 2013-123

Playground Equipment Voucher

Authorization to pay the playground equipment voucher to GameTime in the amount of \$55,222.81.

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

8. Report 2013-202

Assessor

ASSESSOR'S MONTHLY REPORT - October 2013

- Began process of renewing Star Enhanced exemptions on the 2014 roll.
- Reviewed new build with Building Inspector
- Continued to assist homeowners with Star Basic registration. Received statistics that within the State, Niagara County residents are doing well in this regard.

RESULT:	REPORT ISSUED
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9. Report 2013-203

Building Inspector/Code Enforcement Officer

Building Inspector Report for October 2013.

<u>No.</u>	<u>Date</u>	<u>Owner</u>	<u>Type</u>	<u>Address</u>	<u>Value</u>	<u>Amount</u>
083-13	10/2	F. Sowicki	Porch	521 Lake Rd		25
					500	
084-13	10/4	Justin Miller	Shed	380 Hawthorne Pl		25
					3,800	
085-13	10/4	David Denny	S F R	2280 Lake Rd		300
					220,000	
086-13	10/15	Michael Pardee	Shed	1400 Lockport Rd		25
					1,300	
087-13	10/17	Francis Rooney	Shed	3795 River Rd		25
					7,500	
088-13	10/21	Chester Stepien	Garage	3829 Creek Rd		50
					25,000	
				Monthly Total		450
					258,100	
				T.Y.D. Total		5826
					1,731,254	

- 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.
- Pursued Zoning code violations and issued to the Supervisor "Complaints Report" for the month of October 2013.
- Reviewed several portions of the Town Codification portfolio final draft.
- Attended Zoning Board of Appeals & Planning Board meetings.
- Provided close-out documents for re-roofing project.
- Participated in Web Conference with DEC & FEMA regarding remapping of the Ontario shoreline.
- Attended mandatory NY State Training.

RESULT:	REPORT ISSUED
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10. Report 2013-201**Recreation****To:** Town of Porter Town Board**From:** Town of Porter Recreation Commission**Date:** November 7, 2013

The Town of Porter Recreation Commission recommended the appointment of Sharon Rugg as Story Hour Director, effective January 1, 2014, at the budgeted salary. The Commission also recommended the hiring of Heidi Lauger for the position of part/time Story Hour Assistant, at a budgeted annual salary of \$4273 (\$356.08 for December), to begin December 1, 2013.

RESULT:	REPORT ISSUED
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11. Resolution 2013-121**Story Hour Director**

The Town Board recommends, the Town of Porter Recreation Commission's appointment of Sharon Rugg as Story Hour Director, effective January 1, 2014, at the budgeted salary.

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

12. Resolution 2013-122

New Hire

The Town Board also recommends the hiring of Heidi Lauger for the position of part/time Story Hour Assistant, at a budgeted annual salary of \$4273 (\$356.08 for December), to begin December 1, 2013.

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

13. Report 2013-204

Justice

JUSTICE FINES 2013

01-1000.2610

	<u>GROSS REVENUE</u>	<u>DISTRIBUTION</u>	<u>NET REVENUE</u>
JANUARY	4,515.00	(2,415.00)	2,100.00
FEBRUARY	3,860.00	(1,670.00)	2,190.00
MARCH	4,807.00	(3,437.50)	1,369.50
APRIL	3,990.00	(1,795.00)	2,195.00
MAY	3,507.50	(1,252.50)	2,255.00
JUNE	3,952.50	(1,877.50)	2,075.00
JULY	5,005.00	(1,975.00)	3,030.00
AUGUST	5,111.50	(2,651.50)	2,460.00
SEPTEMBER	5,599.50	(3,109.50)	2,490.00
OCTOBER			0.00
NOVEMBER			0.00

DECEMBER			0.00
	40,348.00	(20,183.50)	20,164.50

RESULT:	REPORT ISSUED
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14. Report 2013-205

Highway

Department of Public Works

Monthly Report for October

Highway Department:

1. Completed final brush pickup.
2. Completed 3 culvert installations, 2 on Howard Drive and 1 on Cain Rd.
3. We are currently prepping trucks for winter maintenance.

Drainage Department:

1. The off road mowing is completed.
2. Working on maintenance and repairs of drainage mowers.

Water and Sewer Department:

1. Completed monthly meter reading.
2. Working on winterizing fire hydrants.
3. Completed first round of Stage 2 water testing for NYSHD and EPA.
4. Completed installation of a replacement bypass valve at Swain Rd Pump Station.

POTL:

1. The new tractor has been delivered and put in service.
2. The new picnic tables have arrived and will be assembled over the winter months.
3. The park water system has been winterized and the restrooms are closed for the season.

State Snow and Ice Contract Extension:

1. The DOT has forwarded the contract and maps for extending our S&I program on state highways thru the 2015/2016 Season. A board resolution is needed to authorize the Supervisor to sign the maps and agreement for execution.

RESULT:	REPORT ISSUED
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15. Resolution 2013-120

DOT Ice & Snow Contract

Resolution to accept the contract extension and authorize the Supervisor to sign the maps and agreement for extension.

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

16. Report 2013-206

Engineer

No report received.

RESULT:	REPORT ISSUED
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17. Report 2013-207

Attorney

none

RESULT:	REPORT ISSUED
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18. Report 2013-208

Grant Writer

No report received

RESULT:	REPORT ISSUED
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19. Report 2013-209

Correspondance

none

RESULT: REPORT ISSUED

20. Report 2013-210

Calendar of Events

Planning Board Meeting	Town Hall	Thursday, November 14 - 7:00 pm
Thanksgiving	Town Offices Closed	Thursday November 28 & Friday, Nov. 29
Planning Board Meeting	Town Hall	Thursday December 5 - 7:00 pm
Town Board Meeting	Town Hall	Monday, December 9 - 7:00 pm

Zoning Board Meeting for November was cancelled

RESULT: REPORT ISSUED

21. Report 2013-211

Town Board Comments

An advertisement for position of Deputy Town Clerk will be placed in the Niagara Gazette.

Mr. Baker moved to adjourn the regular Town of Porter town board meeting at 7:35pm. Mr. Fleckenstein seconded. Baia- aye; White - aye; Wiepert - aye - all in agreement. Motion carried.

Submitted by Barb DuBell

RESULT: REPORT ISSUED