



# Town of Porter

## Town Board Meeting

~ Minutes ~

3265 Creek Road  
Youngstown, NY 14174

[TownofPorter.Net](http://TownofPorter.Net)

Gail Zachary

Monday, December 9, 2013

7:00 PM

Town Hall Auditorium

### I. Call to Order

| 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 |         |
| Mike Dowd        | Town of Porter | Attorney                 | Present |         |
| Roy Rogers       | Town of Porter | Code Enforcement Officer | Present |         |
| Susan Driscoll   | Town of Porter | Assessor                 | Present |         |
| Barb Dubell      | Town of Porter | Deputy Town Clerk        | Present |         |
| Scott Hillman    | Town of Porter | Highway Superintendent   | Present |         |
| Chris Amico      | Town of Porter | Engineer                 | Present |         |
| Kara Hibbard     | Town of Porter | Deputy Town Clerk        | Present |         |
| Norm Ault        | Town of Porter | Bookkeeper               | Present |         |

### II. Public Comments

#### 1. Report 2013-218

#### Public Comments

Irene Putz questioned if there were any new developments on the Harrison Road project. Attorney Dowd remarked that, "Ms. Cantanzaro was on board with the latest design. We are currently waiting for the map plan report. Once the map plan report is done we can notify the homeowners of the actual dollar amount assessment they are going to get."

Superintendent Hillman commented that, " We will get the surveyor and engineer involved and get some actual cost estimates, then we can put some stakes in the ground so the residents can see an actual rendering on paper of what it's going to look like after it's done. We should be able to target for a spring construction."

|                |                      |
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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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### III. Reports/Resolutions

#### 1. Resolution 2013-124

##### Minutes Approval

Resolution to approve the minutes of the November 12, 2013 work session and the minutes of the November 12, 2013 regular meeting of the Porter Town Board.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | Thomas Baia, Deputy Supervisor            |
| <b>SECONDER:</b> | Larry White, Councilman                   |
| <b>AYES:</b>     | Wiepert, Baia, White, Baker, Fleckenstein |

#### 2. Resolution 2013-125

##### Audited Vouchers

Resolution to approve the vouchers as audited by the Porter Town Board.

#### TOWN OF PORTER

**WARRANT:                      POST AUDIT - NOV, 2013                      11/30/13**

|              |           |                         |
|--------------|-----------|-------------------------|
| <b>FUND</b>  | <b>01</b> | 58,571.60               |
| <b>FUND</b>  | <b>02</b> | 68.44                   |
| <b>FUND</b>  | <b>04</b> | 101.99                  |
| <b>FUND</b>  | <b>06</b> | 167.97                  |
| <b>FUND</b>  | <b>07</b> | 775.11                  |
| <b>FUND</b>  | <b>33</b> | 0.00                    |
| <b>TOTAL</b> |           | <b><u>59,685.11</u></b> |

**VOUCHER 'S                      18921                      THRU                      18936**

**WARRANT:                      # 12                      DECEMBER, 2013                      12/9/13**

|              |           |                         |
|--------------|-----------|-------------------------|
| <b>FUND</b>  | <b>01</b> | 13,114.41               |
| <b>FUND</b>  | <b>02</b> | 12,678.06               |
| <b>FUND</b>  | <b>04</b> | 20,194.34               |
| <b>FUND</b>  | <b>06</b> | 471.96                  |
| <b>FUND</b>  | <b>07</b> | 940.65                  |
| <b>FUND</b>  | <b>10</b> | 2,089.58                |
| <b>FUND</b>  | <b>33</b> | 0.00                    |
| <b>TOTAL</b> |           | <b><u>49,489.00</u></b> |

**VOUCHER 'S                      18937                      THRU                      19010**

**TOTAL**    **109,174.11**

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | Jeff Baker, Councilman                    |
| <b>SECONDER:</b> | Larry White, Councilman                   |
| <b>AYES:</b>     | Wiepert, Baia, White, Baker, Fleckenstein |

**3. Report 2013-219**

**Town Clerk**

|            |             |
|------------|-------------|
| Water      | \$26,855.42 |
| Sewer      | \$11,472.50 |
| clerk Fees | \$ 673.89   |

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**4. Resolution 2013-126**

**Deputy Clerk Appointment**

Resolution to appoint Kara Hibbard as deputy town clerk/registrar, grade level one, at \$14.30 per hour, effective December 09, 2013.

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|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | Thomas Baia, Deputy Supervisor            |
| <b>SECONDER:</b> | Jeff Baker, Councilman                    |
| <b>AYES:</b>     | Wiepert, Baia, White, Baker, Fleckenstein |

**5. Report 2013-220**

**Supervisor's Report**

- Supervisor's Monthly Report for November, 2013 was distributed to all Town Board members.
- Resolution to accept the Supervisor's Monthly Report for November, 2013
- October Sales Tax: \$99,836.22. The total for October, 2013, is up \$8,497.71 from 2012.

We are up year to date \$63,915.70 this year over last.

Per Attorney Dowd, Ag & Markets has required the Town to have a separate contract between the Town and the Lewiston Village Vet., a Resolution was made to authorize the Supervisor to sign the appropriate paperwork. Councilman Baia made the motion and it was seconded by Councilman Baker. All were in agreement and motion was carried.

Supervisor Wiepert requested a Resolution to sign a contract, in the amount of \$4000, with BP Green, a cable television company with Broadband of Niagara County, to do a cable study and mapping to see what areas of the town don't have cable. Councilman Fleckenstein made a motion and Councilman White seconded the motion. All were in agreement and the motion was carried.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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#### 6. Resolution 2013-127

##### Acceptance of Supervisor's Report

Resolution to accept the Supervisor's Report for November 12, 2013.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | Larry White, Councilman                   |
| <b>SECONDER:</b> | Joe Fleckenstein, Councilman              |
| <b>AYES:</b>     | Wiepert, Baia, White, Baker, Fleckenstein |

#### 7. Report 2013-221

##### Bookkeeper

Bookkeeper's Monthly Report - November, 2013

Completed processing all November, 2013 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for November, 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.

Need a resolution to set the Y-E & Organizational meetings.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**8. Resolution 2013-128**

**Set Year-End & Organizational Meetings**

Resolution to set the Year-End Town Board meeting for Monday, December 30, 2013 at 3:00 PM and the 2014 Organizational meeting for Thursday, January 2, 2014 at 3:00 PM. Both meetings to be at the Porter Town Hall.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | Joe Fleckenstein, Councilman              |
| <b>SECONDER:</b> | Larry White, Councilman                   |
| <b>AYES:</b>     | Wiepert, Baia, White, Baker, Fleckenstein |

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**9. Report 2013-222**

**Recreation**

Supervisor Wiepert reported that Summer Recreation will be able to use Stevenson School for their Program for the coming year.

Bill Leggett does not want to be reappointed, his term is up at the end of the year, There will be two vacancies that need to be filled at the end of the year.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**10. Report 2013-223**

**Assessor**

TOWN OF PORTER  
ASSESSOR'S OFFICE  
MONTHLY REPORT - November 2013

- The State sent postcards to STAR Basic recipients who have NOT registered to date.

We continue to assist residents with this process.

- Reviewed new build with Building Inspector
- The State IVP program for registered STAR Enhanced recipients re-opened on November 20. We began processing our IVP files for the 2014 roll.
- Responded to the new owners of the mobile home park at 999 Balmer Rd, who requested instruction on administering STAR.

**RESULT:           REPORT ISSUED**

**11. Report 2013-224**

**Building Inspector/Code Enforcement Officer**

**TOWN OF PORTER           NOV. PERMITS**

| <u>No.</u>           | <u>Date</u> | <u>Owner</u> | <u>Type</u> | <u>Address</u>  | <u>Value</u>     | <u>Amount</u> |
|----------------------|-------------|--------------|-------------|-----------------|------------------|---------------|
| 089-13               | 11/4        | M McCabe     | P.B.        | 2384 Lake Rd    | 18,000           | 50            |
| 090-13               | 11/4        | E Funk       | Misc        | 1483 Sunrise Ln | 500              | 25            |
| 091-13               | 11/13       | R Zahno      | P.B.        | 3424 Ransvle Rd | 15,000           | 50            |
| 092-13               | 11/18       | M Sloma      | Porch       | 458 Riverview   | 2,000            | 25            |
| 093-13               | 11/22       | T Schofield  | Add.        | 443 Powell Dr   | 150,000          | 100           |
| <b>Monthly Total</b> |             |              |             |                 | <b>185,000</b>   | <b>250</b>    |
| <b>T.Y.D. Total</b>  |             |              |             |                 | <b>1,916,754</b> | <b>6,076</b>  |

**BUILDING DEPARTMENT REPORT: Month November 2013**

- 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 November 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.
- Attended meeting with DEC & FEMA regarding remapping of the Ontario shoreline.
- Attended mandatory NY State Training.

**RESULT:           REPORT ISSUED**

## 12. Report 2013-225

## Justice Revenue

## JUSTICE FINES 2013

01-1000.2610

|           | <u>GROSS<br/>REVENUE</u> | <u>DISTRIBUTION</u> | <u>NET<br/>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   | 5,371.00                 | (2,251.00)          | 3,120.00               |
| NOVEMBER  |                          |                     | 0.00                   |
| DECEMBER  |                          |                     | 0.00                   |
|           | <u>45,719.00</u>         | <u>(22,434.50)</u>  | <u>23,284.50</u>       |

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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## 13. Report 2013-226

## Highway

Department of Public Works

*Monthly Report for November 2013*

Highway Department:

1. Called out to plow and salt 3 times.
2. Received and stockpiled 300 tons of mixed salt.
3. Installed plow markers.
4. Installed Christmas Wreaths and Banners in Ransomville.
5. Installed School Zone Warning Beacons on Balmer Rd and Ransomville Rd.
6. Completed repairs to drainage structures on Ransomville Rd.
7. Winter Parking Rules are in effect from now until April 1<sup>st</sup>.

**Water and Sewer Department:**

1. Completed monthly meter reading.
2. Completed 1<sup>st</sup> round of water sampling for EPA/DOH Stage 2 compliance.
3. Completed inspection and winterization of fire hydrants.

Scott B. Hillman

Superintendent of Highways

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**14. Report 2013-227**

**Engineer**

No report

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**15. Report 2013-228**

**Attorney**

none

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**16. Report 2013-229**

**Grant Writer**

**Grants Status Report:**

**Projects we are currently working on:**

- POTL Greenway Project reimbursement request has been started.
- Working on the CMOM project for the sewer analysis matching possible funding with DEC
- NYS Archives, record room project and the ECMS project.
- Traffic sign need to setup a press release
- CFA awards should be announcement before year’s end:
  - A new LWRP and POTL improvements through NYS Coastal Resources.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**17. Report 2013-230**

**Correspondence**

No correspondence at this time.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**18. Report 2013-231**

**Calendar of Events**

|                            |   |
|----------------------------|---|
| Zoning Board Meeting       | Canceled                                  |
| Christmas Day              | Wednesday, December 25 - Town Hall Closed |
| End-of-Year Meeting        | Monday, December 30 - 3:00 pm             |
| New Year's Day             | Wednesday, January 1 - Town Hall Closed   |
| Organizational Meeting     | Thursday, January 2, 2014 - 3:00 pm       |
| Planning Board Meeting     | Thursday, January 2, 2013 - 7:00 pm       |
| Regular Town Board Meeting | Monday, January 13 - 7:00 pm              |

**RESULT:           REPORT ISSUED**

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**19. Report 2013-232**

**Town Board Comments**

With no other business before the Board, the meeting was adjourned at 7:50 PM.

Barbara DuBell  
Deputy Town Clerk

**RESULT:           REPORT ISSUED**

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