



Town of Porter

Town Board Meeting

3265 Creek Road
Youngstown, NY 14174

TownofPorter.Net

~ Minutes ~

Barb Dubell
716-745-3730

Monday, March 10, 2014

7:00 PM

Town Hall Auditorium

I. Call to Order

7:00 PM Meeting called to order on March 10, 2014 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Organization	Title	Status	Arrived
Mert Wiepert	Town of Porter	Supervisor	Absent	
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	
Barb Dubell	Town of Porter	Town Clerk	Present	
Kara Hibbard	Town of Porter	Deputy Town Clerk	Present	
Dave Britton	Town of Porter	Engineer	Present	
Mike Dowd	Town of Porter	Attorney	Present	
Roy Rogers	Town of Porter	Code Enforcement Officer	Present	
Norm Ault	Town of Porter	Bookkeeper	Present	
Susan Driscoll	Town of Porter	Assessor	Present	
Scott Hillman	Town of Porter	Highway Superintendent	Present	

II. Public Comments

1. Report 2014-54

Public Comments

Debbie Parker, owner of Knead-the-Dough, updated the Board concerning her attempts to have all Town of Porter children currently attending Stevenson Elementary transferred to Lewiston-Porter. Stevenson is closing at the end of this school year. She stated both schools are O.K. with this transfer, but she has nothing in writing, and it involves about \$1.4 M in tax revenue. She also stated our summer recreation program will be able to use the school this summer.

She also asked if it was possible to pay one of the returning summer help employee an additional \$95.00 for the summer to be the designated arts and crafts leader. Since there are extra funds in their salary line, the board thought it would be O.K.

Debbie also commented on the recent water line break at the Town Hall. She asked about the insurance adjustment concerning the Recreation Department computers, keyboards, monitors, etc. which were destroyed by the water damage. The computers will be picked up this week by the insurance company. Replacements or funds will be turned around quickly. Councilman Fleckenstein offered to donate four brand new monitors. Additional donations of used equipment will be greatly appreciated by the Summer Recreation Program.

Ron Peters, is concerned about his mother's property at 2133 Lake Road. She is having trouble with her neighbor who has dug a basement under his house and spread the dirt, so as to eliminate some drainage. The problem has been referred to Building Inspector/Code Enforcement Officer Roy Rogers.

The neighbor also has dug a hole to bury debris, which is now full of water. Councilman Fleckenstein would like this safety hazard filled in as soon as possible.

RESULT:	REPORT ISSUED
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III. Reports/Resolutions

1. Resolution 2014-32

Minutes Approval

Resolution to approve the minutes of the February 10, 2014 regular meeting of the Porter Town Board.

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

2. Resolution 2014-33

Audited Vouchers

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

TOWN OF PORTER

WARRANT: POST AUDIT - FEB, 2014 2/28/14

FUND	01	13,620.51
FUND	02	80.15
FUND	04	7,059.44
FUND	06	1,948.66
FUND	07	2,691.88
FUND	33	0.00
TOTAL		<u>25,400.64</u>

VOUCHER 'S 19292 THRU 19311

WARRANT: # 3 MARCH, 2014 3/10/14

FUND	01	18,083.83
FUND	02	24,052.84

FUND	04	31,508.24
FUND	06	1,204.97
FUND	07	1,441.14
FUND	10	1,292.54
FUND	12	6,750.00
TOTAL		<u>84,333.56</u>

VOUCHER 'S **19312** **THRU** **19391**

TOTAL **109,734.20**

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

3. Report 2014-39

Town Clerk

Collections for February;

Water	\$20,947.43
Sewer	13,320.43
Clerk Fees	793.88

A letter was received from Clyde Burmaster formally requesting that action be taken regarding the parking lot lights at Ransomville Free Methodist Church. The intensity of the lights have caused him to close blinds and rearrange furniture in order to block the light coming in the rear windows of his residence. He would like to know if the candlelight power from those lights is in compliance with the existing town laws.

I would like board approval for my deputy, Kara, and myself to attend the New York State Town Clerks Conference that is being held in Saratoga Springs, NY from April 27 thru April 30, 2014. This conference is sponsored by the New York State Town Clerk's Association. Training will be provided by New York State Department of Health, New York State Archives, General Code, Ag and Markets and many other classes that will assist us in running the clerks' office. Norm Ault, deputy, will cover the clerks' office in our absence.

RESULT:	REPORT ISSUED
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4. Resolution 2014-40**Town Clerk's Conference**

Resolution authorizing both Town Clerk Barbara DuBell and Deputy Town Clerk Kara Hibbard to attend the Town Clerk's Conference in Saratoga Springs, NY, April 27-30, 2014.

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

5. Report 2014-40**Supervisor's Report**

Supervisor's Monthly Report for February, 2014 was distributed to all Town Board members.

Resolution to accept the Supervisor's Monthly Report for February, 2014.

January Sales Tax: \$99,419.84.

Resolution to accept Selective Insurance bid for the Towns insurance effective March 15, 2014. First Niagara Risk Management sent bids to seven (7) different companies, and received two (2) proposals back. NY Municipal Insurance Reciprocal bid \$47,265.00, and Selective Insurance bid \$37,444.16. Selective's bid is about \$2,000.00 lower than last year.

RESULT:	REPORT ISSUED
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6. Resolution 2014-34**Acceptance of Supervisor's Report**

Resolution to accept the Supervisor's Report for February, 2014.

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

7. Resolution 2014-35

Selective Insurance

Resolution to accept Selective Insurance bid of \$37,444.16 effective March 15, 2014 and authorize the Supervisor to sign all necessary paperwork.

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

8. Report 2014-41

Bookkeeper

Bookkeeper's Monthly Report - February, 2014

Completed processing all February, 2014 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for February, 2014, 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.

RESULT:	REPORT ISSUED
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9. Report 2014-42**Recreation**

The Town of Porter Recreation Commission recommends the appointment of Andrew Sharpe to the position of Assistant Recreation Director Part-Time effective March 15, 2014, at the budgeted salary (prorated).

Thank you for your consideration.

Kathy Zasucha wanted to thank Terry Nyland, who served as her assistant for 13 years. She was an asset to the program.

RESULT:	REPORT ISSUED
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10. Resolution 2014-36**Appointment**

Resolution to appoint Andrew Sharpe to the position of Assistant Recreation Director Part-Time, effective March 15, 2014. The salary for the balance of the year is \$4,181.62.

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

11. Report 2014-43**Tax Collector**

RE: 2014 TOWN/COUNTY COLLECTIONS

Dear Supervisor Wiepert and Town Board Members:

Paid Supervisor Wiepert the amount of \$2150.49 this was the amount of February penalties collected.

A payment of \$2,800,000.00 was made to the Niagara County Treasurer on February 13, 2014 as partial settlement of County monies owed per 2014 Warrant.

In accordance with New York State Law #987, I have sent a second notice to 326 homeowners that the taxes on their property have not been paid.

The Tax Collector's account has \$ 296,426.14 as of March 5, 2014. This represents all payments collected to date.

Respectfully yours,

Sally A. Hogan, Collector
Town of Porter

RESULT:	REPORT ISSUED
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12. Report 2014-44

Assessor

Assessor Report
February 2014

- Finalized exemption applications for the 2014 roll
- Continued building permit valuation for 2014 roll
- Owner requested on-site inspection of two properties

RESULT:	REPORT ISSUED
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13. Report 2014-45

Building Inspector/Code Enforcement Officer

BUILDING DEPARTMENT REPORT: February 2014

- 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 February 2014

TOWN OF PORTER

FEBRUARY 2014

MONTHLY PERMIT REPORT

<u>DOC #</u>	<u>DATE</u>	<u>OWNER</u>	<u>TYPE</u>	<u>LOCATION</u>	<u>VALUE</u>	<u>AMT</u>
004-14	1/29	S Diez	P. B.	2115 Balmer	23,000	50
005-14	2/27	F Carter	Alt.	1799 Braley	<u>40,000</u>	<u>50</u>
MTD Total					63,000	100
YTD Total					563,000	700

RESULT:	REPORT ISSUED
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14. Report 2014-47

Highway

Department of Public Works - Monthly Report for February 2014

1. Called out to plow and salt 10 times.

Highway Department:

2. Received 270 tons of road salt.
3. Working on repair and maintenance of snow removal equipment.

Drainage Department:

1. Investigated drainage problem on Ransomville Rd from Hardison Funeral Home south. Water was being retained due to construction at KiPo Chevrolet. We met with the contractor and he has re-routed the storm culvert to alleviate the problem.
2. Called out to investigate numerous drainage problems resulting from snow melt run-off . Most abated when colder temperatures returned.

Water and Sewer Department:

1. Completed monthly meter reading.
2. Completed repairs to a water main leak on Manor Drive.

Electronics Recycling:

We have been contacted by Niagara County Bottle Redemption Center about establishing an electronics recycle drop off site. It would be necessary for us to have a container to hold the electronics for recycling pickup. I would like permission to check on the availability of a storage container.

Electrical System and Generator:

I have received a request from St Johnsburg Fire Co. asking to use the generator and electrical distribution equipment on July 23-26 for the Western New York Volunteer Fireman's Convention.

Highway Garage Telephone System:

I would like board approval to issue and RFP for replacement of the current telephone system at the highway garage. The current system is an analog type and replacement equipment is no longer available.

Respectfully submitted,
 Scott B. Hillman
 Superintendent of Highways

RESULT:	REPORT ISSUED
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15. Resolution 2014-37**Equipment Usage**

Resolution authorizing the Highway Superintendent to allow the St. Johnsburg Fire Co. To use the towns generator and electrical distribution equipment on July 23-26 for the Western New York Volunteer Fireman's Convention.

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

16. Resolution 2014-38**Recycling Container**

Resolution authorizing the Highway Superintendent to look into the availability of a storage container.

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

17. Resolution 2014-39**RFP for DPW Telephone System**

Resolution authorizing the Highway Superintendent to issue an RFP to replace the DPW phone system with a digital telephone system.

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

18. Report 2014-46

Justice Revenue			
JUSTICE FINES 2014	01-1000.2610		
	<u>GROSS REVENUE</u>	<u>DISTRIBUTION</u>	<u>NET REVENUE</u>
JANUARY	3,058.00	(1,348.00)	1,710.00
FEBRUARY			0.00
MARCH			0.00
APRIL			0.00
MAY			0.00
JUNE			0.00
JULY			0.00
AUGUST			0.00
SEPTEMBER			0.00
OCTOBER			0.00
NOVEMBER			0.00
DECEMBER			0.00
	<u>3,058.00</u>	<u>(1,348.00)</u>	<u>1,710.00</u>

RESULT:	REPORT ISSUED
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19. Report 2014-48

Engineer

Engineering Report

March 2014

Engineering

Harrison Lane - Private to Public Roadway evaluation and Map Plan & Report

- Deed, mapping, and preliminary site investigation/ research completed
- Preliminary site investigation and boundary survey completed
- Preliminary survey overlay map completed and issued to the Town Board for review

Swain Road Pump Station

- Prepared record plan and photo log showing recent construction improvements; dated February 20, 2014

Engineering Support (future)

Water Tank rehabilitation: (March 2013) Developed a budgetary cost estimate to replace the existing water tanks (Ransomville, Balmer) with a single tank at the Balmer Road site. 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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20. Report 2014-49

Attorney

Report

RESULT:	REPORT ISSUED
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21. Report 2014-50

Grant Writer

Grants Status Report

Projects we are currently working on:

- **NYS Archives, record room project and the ECMS project. \$54,370**

The Town of Porter will use LGRMIF funds to make improvements to its inactive records storage program. The Town will purchase NYS Archives-complaint 19-gauge, no-bolt steel shelving and acid-free archival record and map storage boxes for its inactive records room. The Town will also purchase NYSA-compliant fire-rated, secure lateral file cabinets and archival map storage boxes for its inactive records in the Town Clerk's office, and the Assessor's office/building Department.

In addition, the Town will purchase and install an HVAC system in the records storage room. The Town has an inactive records storage room that was built within the garage at Town Hall. While the Town has a well-organized system for managing and disposing of unneeded records, the records room requires several upgrades in order to be compliant with NYSA recommendations for archival shelving. The current shelving places records at risk and is also unsafe. Storage boxes are also non-compliant. Grant funds will be used to purchase and utilize the proper storage equipment in accordance with NYSA guidelines for inactive records storage facilities, including the allowance for future growth of record volume. The Clerk's Office, Assessor's Office, and Building Department have active and inactive records stored in non-fire proof lateral file cabinets and rolled maps that are also improperly stored and unprotected from possible damage or loss.

Through this grant, the Town will purchase 11 secure and fireproof file cabinets as well as map boxes for over 15,000 maps to protect 115.5 cubic feet of these records and 236 cubic feet of maps. Finally, the Town will provide the necessary environmental controls in its records storage room to meet NYSA recommendations and to eliminate the risk to 483 cubic feet of records from various municipal departments.

- **Traffic sign reimburse has been submitted.** We have a balance of over \$7,000 to re purpose. Will meet with the Supervisor office to review.
- **LWRP:** Committee needs to discuss the LWRP and we will meet with the supervisor to begin that process.

RESULT:	REPORT ISSUED
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22. Report 2014-51**Correspondance**

Town Historian Suzanne Simon Dietz received an answer to her 2013 Annual Report, from Robert Weible, State Historian, praising her report. Also, in a hand written note on the letter, he stated that he was impressed with her book on the early Town of Porter residents.

RESULT:	REPORT ISSUED
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23. Report 2014-52**Calendar of Events**

NC Veterans Benefit Counseling	Tuesday, March 11 starting @ 9:00 am- Town Hall
Zoning Board Meeting	Thursday, March 20 @ 7:30 pm - Town Hall (Cancelled)
Planning Board Meeting - Cancelled	Thursday: April 3, 2014
Regular Town Board Work Session	Monday, April 7 @ 6:00 pm - Town Hall
Planning Board Meeting	Thursday, April 10, 2014
Regular Town Board Work Session	Monday, April 14 @ 6:00pm - Town Hall
Regular Town Board Meeting	Monday, April 14 @ 7:00 pm - Town Hall

RESULT:	REPORT ISSUED
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24. Report 2014-53**Town Board Comments**

There were no Town Board comments. With no further business before the Board, the meeting was adjourned at 8:00 pm.

Barbara DuBell

Town Clerk

RESULT: REPORT ISSUED
