



Town of Porter

Organizational Meeting

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

~ Minutes ~

Barb Dubell
716-745-3730

Monday, January 5, 2015

3:00 PM

Town Hall Auditorium

I. Call to Order

3:00 PM Meeting called to order on January 5, 2015 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	Present	
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	Absent	
Mike Dowd	Town of Porter	Attorney	Present	
Roy Rogers	Town of Porter	Code Enforcement Officer	Present	
Scott Hillman	Town of Porter	Highway Superintendent	Present	
Norm Ault	Town of Porter	Bookkeeper	Present	
Susan Driscoll	Town of Porter	Assessor	Present	

II. Public Hearing

1. Report 2015-1

Water-Sewer Rates - 2015

NOTICE OF PUBLIC HEARING ON A PROPOSED SEWER RATE INCREASE IN THE TOWN OF PORTER

Please take notice that the Town of Porter will hold a public hearing at the Town Hall, 3265 Creek Road, Youngstown, NY on the 5th day of January, 2015, at 3:00 p.m. to hear all interested parties for or against a sewer rate increase.

Publish in Gazette on December 31st, 2014

RESULT: REPORT ISSUED

2. Resolution 2015-1

Close the Public Hearing

Resolution to close the Public Hearing.

The Town Board tabled the vote on the approval of the Proposed Sewer Rates and a motion was made to keep the Public Hearing open until further review.

The Proposed Sewer Rates will be discussed at the Town Board Meeting to be held on January 12th, 2015 at 7:00 PM.

RESULT:	TABLED [UNANIMOUS]	Next: 1/12/2015 7:00 PM
MOVER:	Joe Fleckenstein, Councilman	
SECONDER:	Larry White, Councilman	
AYES:	Thomas Baia, Larry White, Jeff Baker, Joe Fleckenstein	
ABSENT:	Mert Wiepert	

III. Resolutions

1. Resolution 2015-8

Set Water & Sewer Rates for 2015

WATER AND SEWER RATES Effective for January 1, 2015:

Gallons

0-7,000 Gallons	\$15.75 Minimum
7,000 - 20,000 Gallons	\$2.26 per thousand
20,000 - 100,000 Gallons	\$2.00 per thousand
Over 100,000	\$1.50 per thousand (Irrigation Rate)

New York State Parks Minimum charge of:	\$329.61
First 100,000 gallons	\$182.29
Over 100,000 gallons	\$ 1.50 per thousand

All water bills will be charged an additional 10% surcharge to be used to build up the Water Reserve account for anticipated Water Structure

Village of Youngstown \$1.66 per thousand

Existing Tapping

5/8" x 3/4" Meter with Outside Dial (normal house installation)	\$200
5/8" x 3/4" Meter with Outside Dial (meter pit)	625
1" Meter with Outside Dial (normal house installation)	300
1" Meter with Outside Dial (meter pit)	825

New Service

3/4" Direct tap service w/Orion meter (House Installation)	750
--	-----

3/4" Direct tap service w/Orion meter (Meter Pit)	1,100
1" Direct tap service w/Orion meter (House Installation)	925
1" Direct tap service w/Orion meter (Meter Pit)	1,375
1-1/2" Service provided upon application (price to be determined)	
2" Service provided upon application (price to be determined)	
Water / Sewer Inspection for Sale of Property	80
Water Inspection for Sale of Property	40
Sewer Hook-Up Fee	700
After hours turn on/turn off or sewer inspection	100/100
Compliance letter for sale of property	5
Hydrant Meter Deposit	100
Service charge	25(on/off)

Sewer Rates Effective for January 1, 2015:

Village of Youngstown	\$6.00 per thousand
Fort Niagara State Park	6.00 per thousand
Town of Porter	0-7,000 \$42.00
	Over 7,000 \$ 6.00 per thousand

Treatment Rate to Town of Lewiston \$3.40 per thousand gallons.

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

2. Resolution 2015-2

Appoint Attorney & Engineer for 2015

Reappoint Michael J. Dowd as Attorney for the Town for the year 2015 at \$21,200.00, to be distributed as follows: 50% town-wide, 25% Zoning and 25% Planning, and to authorize the Supervisor to sign the contract.

Reappoint Attorney Michael J. Dowd as Town Prosecutor for 2015 at \$8,484.00, and authorize the Town Supervisor to sign the contract.

Appoint CRA Infrastructure & Engineering, Inc. as Town Engineer for 2015 at \$9,000.00, and authorize the Town Supervisor to sign the contract.

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

3. Resolution 2015-3**Planning & Zoning Board Appointments for 2015**

Reappoint Irene Preisch to the Zoning Board of Appeals. Term of office is from January 1, 2015 to December 31, 2019

Appoint Brian Meigs to the Zoning Board of Appeals to fill the vacant term ending December 31, 2015.

Reappoint John "Duffy" Johnston as Chairman of the Town of Porter Zoning Board of Appeals for 2015.

Reappoint Nancy Smithson as Secretary of the Town of Porter Zoning Board of Appeals for the year 2015

Appoint G. Edward Ortiz as chairman of the Town of Porter Planning Board for the year 2015.

Appoint Mark Fox to the Planning Board for the term 1/1/2015 thru 12/31/2019.

Appoint John Bis to the planning Board to fill the vacant term ending December 31, 2015.

Reappoint Pamela Parker as Secretary of the Town of Porter Planning Board for the year 2015.

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

4. Resolution 2015-4**2015 Salaries****2015 Salaries/Hourly**

		Hourly Wage	Salary
	<u>Elected Officials</u>		
Wiepert, Mert	Supervisor		32,126
Baia, Ton	Councilman		7,165
Baker, Jeff	Councilman		7,165
Fleckenstein, Joe	Councilman		7,165
White, Larry	Councilman		7,165
Hillman, Scott	Highway Superintendent		39,052
Pollow, Wayne	Town Justice		17,500

Truesdale, David	Town Justice		17,500	
Hogan, Sally	Tax Collector		6,175	
DuBell, Barbara	Town Clerk		48,824	

Employees

Ault, Norman H	Confidential Secretary-Supervisor		48,936	
			175	Longevity
Bills, Steven C	Motor Equipment Operator	23.24		
Burmester, David	Wtr/Wstwrtr Maintenance Person	25.03		
			1,025	Longevity
Cranston, Patricia G	Deputy Tax Collector		906	
Cudney, Scott M	Wtr/Wstwrtr Maintenance Person	23.24		
Dietz, Suzanne M	Town Historian p/t		2,302	
Driscoll, Susan	Assessor		47,285	
DuBell, Barbara L	Registrar of Vital Statistics pt		6,505	
Given, Margaret A	Clerk p/t (Assessor/Bldg. Ins.)	15.89		
Gombert, David W	Deputy Superintendent of Highway	25.03		
			1,025	Longevity
Hastings, Lisa R	Justice Clerk	23.24		
Hastings, Lisa R	Clerk p/t (recreation)		3,949	
			175	Longevity
Hibbard, Kara M	Deputy Town Clerk		30,711	
Hillman, Scott B	Wtr/Wstwrtr Maintenance Person		31,929	
Lauger, Heidi S	Recreation Leader p/t		4,489	
Lockhart, Ramona	Clerk p/t (water/sewer)	16.82		
Meigs, Nathaniel A	Court Attendant	12.75		
Moje, Rosanne L	Deputy Historian		704	
Parker, Pamela F	Clerk p/t (Planning)		4,797	(\$399.75 per Month with Meetings)
Pollow, Charmayne	Clerk p/t (Hwy supt, water, Sewer)	16.56		
Rogers, Roy W	Building Inspector p/t		20,629	
Rogers, Roy W	Zoning Officer p/t		16,407	
Rugg, Sharon L	Recreation Leader p/t		5,979	
Shackelford, Amanda S	Recreation Leader p/t		4,489	
Sharpe, Andrew R	Assistant Recreation Director pt		5,549	
Shaw, Wendy F	Motor Equipment Operator	21.20		
Smithson, Nancy D	Clerk p/t(Zoning)		4,028	(\$335.67 per Month with Meetings)
Stone, James D	Motor Equipment Operator	23.24		
Whyte, Russell	Truck Driver p/t	14.28		
Wiepert, Merton K	Budget Officer		1,579	
Wilkesmore, Timothy R	Court Attendant	12.75		
Zasucha, Kathryn W	Recreation Director p/t		9,633	

Summer Help	Recreation Leaders 1st year	8.75
	Recreation Leaders - Returnees	9.50
	Laborers (DL) 1st Year	8.75
	Laborers (DL) - Returnees	9.50

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

5. Resolution 2015-5

Set Additional Benefits for 2015 as Budgeted

***Longevity Schedule for full-time employees:

10 Years Service: Additional	\$175.00
15 Years Service: Additional	\$425.00
20 Years Service: Additional	\$725.00
25 Years Service: Additional	\$1,025.00

Set Health Reimbursement Account: \$700 annual, Full time employees, and \$500 annual for Grandfathered employees.

Set work boot reimbursement \$150 for 2015 (For full time DPW Employees)

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

6. Resolution 2015-6

Set Town Board Meetings for 2015

Set the regular Town of Porter, Town Board meetings on the second Monday of each month at 7:00 P.M. in the Porter Town Hall, 3265 Creek Road, Youngstown, NY, throughout the year of 2015, except for October. That meeting will be on Tuesday, October 13th due to the Columbus Day holiday.

January 12, 2015
 February 9, 2015
 March 9, 2015
 April 13, 2015
 May 11, 2015
 June 8, 2015

July 13, 2015
 August 10, 2015
 September 14, 2015
 October 13, 2015
 November 9, 2015
 December 14, 2015

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

7. Resolution 2015-7

Miscellaneous Appointments for 2015

Reappoint Supervisor Merton K. Wiepert as Budget Officer for the year 2015.

Appoint _____ as the Stormwater Management Officer for 2015.

Reappoint Rotella Grant Management as the Town's grant writer for 2015, on a month -to-month basis on a monthly retainer of \$500.00 per month and 2% commission, with a maximum of \$5,000.00. Commission to be paid when grant check is received.

Reappoint Trudy Sanderson to the Recreation Commission. Term of Office 1/1/2015 thru 12/31/2021.

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

8. Resolution 2015-9

Fees for 2015

Building /Zoning/Planning Fees - 2015

One (1) family house	\$ 300 for up to 3,000 sq/ft then \$0.25 per sq/ft
Two (2) family house	\$400 for up to 3,000 sq/ft

then \$0.25 per sq/ft

Fireworks		50
Addition to house/trailer		100
Garage addition/New garage/Pole barn, carport		50
Shed, Porch, Deck, ramp		25
Commercial building, Condo (3 or more units) (plus engineering cost recovery)		500 plus 100 Per Unit
Commercial telephone tower		500
Addition to commercial building (non-residential)	125	
Demolish building		25
Alterations		50
Public Hearing Fee - Zoning Board	100	
Public Hearing Fee - Planning Board	100	
Fences		25
Pool - above ground		25
Pool - in ground		50
Wind energy conversion system (per tower)		100
Temporary use permit		50
Change of use permit		50
Certificate of legal non-conformity		50
Outdoor wood-burning furnace		50
Solar Panels		50
Ponds		100

ANY project, requiring a building permit, started prior to having received the permit, shall be subject to a \$250.00 per day fine.

Engineering Cost Recovery Fees:

Residential: \$500 plus \$50 per lot or living unit

Commercial: \$2,000 per structure

Excavation - Mining:

<u>Acres</u>	<u>Deposit</u>
50 acres or less	\$5,000.00 plus \$200.00 per acre
Over 50 acres	\$10,000.00 plus \$100.00 per acre Over 50 acres

Excavation Fee: \$1.00 per cubic yard

STORMWATER FEES:

For Single-Phase Residential & Commercial Development Projects ("Scheme A"):

2 - 5 Acres: \$500.00

5 - 10 Acres: \$500.00 + \$350.00 = \$850.00

10 + Acres: \$850.00 + \$300.00 for each additional 5 acres

For Multi-Phase Residential & Commercial Development Projects ("Scheme B"):

1. When the entire project is first being reviewed and approved by the municipality, use Scheme A above to determine an initial fee based on the entire acreage of the project to be developed in several phases.

2. Add \$500.00 for each subsequent phase after the first initial phase, to be collected at the beginning of each subsequent phase.

TOWN CLERK FEES:

2015 Dog Fees:

Spayed/Neutered	Total Fee:	\$ 10.00
Not spayed/neutered	Total Fee:	\$ 18.00
Purebred	Total Fee:	\$ 25.00

Set \$20.00 fee on each check tendered as payment and returned for INSUFFICIENT FUNDS.

Subdivision Regulations	\$10.00 + postage
Zoning Book	30.00 + postage
Master Plan	25.00 + postage
Zoning Maps	10.00 + postage
Genealogy Search (Certified)	10.00
F.O.I.L. & Minutes Copies	.25 per page
Copy of:	
Marriage Certificate	10.00
Birth Certificate	10.00
Death Certificate	10.00

Set Fax Charges as follows: \$2.00/fax.

Set Photocopy charges as follows:	Letter Size	.15 each
	Legal Size	.25 each
	11" x 17"	.30 each

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

9. Resolution 2015-10

2015 Holiday Schedule

Approve the Holiday Schedule for 2015 as follows:

Holiday Schedule	2015
New Years Day	Thursday, January 01, 2015
Floating Holiday **	Friday, January 02, 2015
Martin Luther King, Jr Day *	Monday, January 19, 2015
President's Day *	Monday, February 16, 2015
Good Friday	Friday, April 03, 2015
Memorial Day (Observed)	Monday, May 25, 2015
Independence Day	Friday, July 03, 2015
Labor Day	Monday, September 07, 2015
Columbus Day (Observed)	Monday, October 12, 2015
Veteran's Day	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015
Day After Thanksgiving	Friday, November 27, 2015

Christmas Day Friday, December 25, 2015
 New Years's Day Friday, January 01, 2016

* HPW works these holidays and receive 2 floating holidays in their place.

** Floating Holiday in lieu of Election Day

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

10. Resolution 2015-11

2015 Contracts

Approve the following Contracts as budgeted and authorize the Town Supervisor to sign the Contracts as they come due in 2015.

<u>2015</u>	<u>Annual Contracts</u>	<u>Amount</u>
01-6460.0004	Industrial Dev (NICAP)	4,000
01-6510.0004	American Legion O Leo Curtis Post 830 (Maint) Ransomville	2,000
01-6510.0004	Veterans of Foreign Wars Post 813 Youngstown	2,000
01-6772.0004	Ransomville Rural Retirees (Services)	1,750
02-6989.0004	LNRRCOC Annual Contract	10,000
02-6989.0004	LNRRCOC Annual Contract	7,500
01-7410.0004	Youngstown Free Library	75,593
01-7410.0004	William J McLaughlin Free Library	75,593
01-7520.0004	Ransomville Historical Project	1,400
01-7520.0004	Old Fort Niagara Association	20,000
01-7520.0004	Town of Porter Historical Society (Program Maintenance)	2,000
01-7550.0004	Ransomville Country Faire (Ransomville Historical Project)	1,100
01-7550.0004	Youngstown Field Days Fire Works	1,500
01-7550.0004	Lighting of the Wreaths (Ransomville Historical Project)	2,000
01-7550.0004	VFW Post 313 - HUEY 369 Project	2,500
01-8510.0004	Ransomville Business Professional Assn.	2,000
01-8510.0004	Ransomville Flowers	700
02-7310.0004	Niagara Pioneer Soccer League	500
02-7310.0004	Wilson Youth Baseball (Baseball Program)	500
02-7310.0004	Ransomville Rural Retirees (Activity Programs)	1,700

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

11. Resolution 2015-12

Miscellaneous Authorizations for 2015

Authorize the Highway Superintendent to use Town forces and/or town equipment for shared services and to aid municipalities that declare a STATE OF EMERGENCY.

Authorize the Highway Superintendent to purchase pipe, stone, asphalt, etc., at County Bid Prices. Salt, tires, etc., at State Bid Prices. Tools at prices not to exceed \$1,500.00 without approval by the Town Board.

Set Mileage Rate at 50 Cents/Mile.

Set the Town Hall Hours:

Monday	8:00 AM until 4:00 PM
Tuesday	8:00 AM until 6:00 PM (Town Clerks Office ONLY)
Wednesday	8:00 AM until 4:00 PM
Thursday	8:00 AM until 4:00 PM
Friday	8:00 AM until 1:00 PM

Designate Official Banks: First Niagara Bank

Designate Official Newspaper: Niagara Gazette, Niagara Falls, NY

Authorize and set the following: PETTY CASH: Town Justices \$50.00 each, Water Clerk \$100.00, Town Clerk \$100.00, Tax Collector \$100.00 and Highway Department \$40.00.

Authorize the Town Justices to hire a Court Stenographer when needed, and set Jury Fees as follows: \$10.00 if called and reported, \$40.00 if seated.

Authorize the following: For the betterment of Town Government, authorize the payment of the following dues: Supervisors' and County Legislators' Association, New York State Association of Town Magistrates (for both Justices), New York State Assessors' Association, Niagara County Assessors' Association, New York State Association of Tax Collectors and Receivers, Niagara County Water Supervisors' Association, New York State Association of Town Highway Superintendents, American Waterworks Association, Environmental Association, New York State Association of Town Clerks, Niagara County Town Clerks Association, International Construction Expo, Niagara County Magistrates (for both Justices), New York State Planning Board Association, New York State Association of Town's Dues for 2015, and NYS-GFAO Association Dues for 2015.

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

12. Resolution 2015-13**Supervisor's Committees & Liasons for 2015****SUPERVISOR'S COMMITTEES:**

Motion made by Councilman White to appoint Councilman Fleckenstein as Deputy Supervisor, seconded by Councilman Baker. Motion carried.

Deputy Supervisor- Joe Fleckenstein
 Insurance- Barb DuBell, Norm Ault, Tom Baia, and Lisa Hastings.
 Water-Merton Wiepert, Scott Hillman, Jeff Baker.
 Sewer- Joe Fleckenstein, Scott Hillman, and Larry White.
 Land-ALL TOWN BOARD MEMBERS and Roy Rogers
 Cable TV-Tom Baia, Joe Fleckenstein
 Refuse- Tom Baia, Norm Ault and Jeff Baker.
 Audit Committee- Tom Baia, and Larry White
 Drainage - Joe Fleckenstein and Jeff Baker
 G.I.S. - Susan Driscoll (Coordinator), Scott Hillman, Norm Ault
 Employee Compensation -Larry White, Barb DuBell, and Norm Ault.

LIAISONS:

CWM- (Citizens Advisory Committee) Merton Wiepert, William Choboy, Peter Diachun, and J. Anthony Collard.
 Village of Youngstown-Tom Baia
 Recreation Department-Merton Wiepert
 Niagara Falls Area Chamber of Commerce-Tom Baia
 Libraries-Larry White
 Fire Companies-Dave Truesdale, Youngstown and Jeff Baker, Ransomville.
 Human Relations- Joe Fleckenstein, Merton Wiepert and Norm Ault
 Highways-Joe Fleckenstein, Scott Hillman, and Larry White
 Buildings-David Truesdale, Merton Wiepert, Roy Rogers and Scott Hillman
 Planning Board- Joe Fleckenstein and Tom Baia
 Zoning Board- Jeff Baker and Larry White
 Historical Societies-Merton Wiepert
 Lower Niagara River Chamber of Commerce - Merton Wiepert & Jeff Baker
 L.O.O.W. (Restoration Advisory Board) - William Choboy
 Greenway (Power Authority) - Larry White

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

13. Resolution 2015-14**Procurement Policy****Town of Porter Procurement Policy**

WHEREAS, General Municipal Law (GML) § 104-b requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML § 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement;
NOW THEREFORE, be it

RESOLVED: That the Town of Porter does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML § 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML § 103.

Guideline 3. All estimated purchases of:

- Less than \$10,000 but greater than \$5,000 require a written request for a proposal (RFP) and written/fax quotes from three vendors.
- Less than \$5,000 but greater than \$2,500 requires an oral request for the goods and oral/fax quotes from two vendors.
- Less than \$2,500 but greater than \$250 is left to discretion of the Purchaser.

All estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 requires a written RFP and fax/proposals from three contractors.
- Less than \$10,000 but greater than \$5,000 requires a written RFP and fax/proposals from two contractors.
- Less than \$5,000 but greater than \$500 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. [For example, the second low bidder is a business in town, paying town property taxes, and their quote was within 5% of the low bidder which is an out-of-state business or supplier.] If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;
- (c) Sole-source situations;

- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another governmental agency;
- (g) Goods purchased at auction;
- (h) Goods purchased for less than \$250;
- (i) Public works contracts for less than \$500.
- (j) Goods purchased under NY State Contract
- (k) Goods purchased under Standardization Policy

Guideline 7. This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

The following employees are authorized to make purchasing decisions:

Merton K. Wiepert	Supervisor
Barbara DuBell	Town Clerk
Scott Hillman	Highway Superintendent *
David Truesdale	Town Justice
Norman Ault	Bookkeeper

* If Highway Superintendent is incapacitated then this authorization goes to Dave Gombert and/or Dave Burmaster

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

14. Resolution 2015-15

Town of Porter Cash Management Policy

The objectives of the Investment Policy of the Town of Porter are to minimize risk, to insure the investments mature when the cash is required to finance operations, and to insure a competitive rate of return. In accordance with this policy, the chief fiscal officer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in: **REPURCHASE AGREEMENTS.**

Certificates of Deposit issued by a bank or trust company authorized to do business in New York State.

Time Deposit Accounts in a bank or trust company authorized to do business in New York State.

All other Town of Porter Officials receiving money in the official capacity must deposit such funds in negotiable order of withdrawal accounts.

Repurchase agreements shall be authorized subject to the following restrictions:

***All repurchase agreements must be entered into subject to a Master Repurchase Agreement.**

***Trading Partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.**

***Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are**

guaranteed by the United States of America.

*No substitution of securities will be allowed.

*The Custodian shall be a party other than the trading partner.

COLLATERAL

Certificates of Deposit shall be secured by insurance of FDIC. All deposits in excess of FDIC limits shall be collateralized.

WRITTEN CONTRACT

Written Contracts shall be required for the purchase of all Certificates of Deposit.

REPORTING AND AUDIT

The Chief Fiscal Officer shall include, in the Supervisor's Monthly Report, the monies invested in Certificates of Deposit, Time Accounts, and Checking Accounts.

The Town Board of the Town of Porter shall review and approve an annual investment policy and amend if necessary these guidelines at the Organizational Meeting held the first week in January of each fiscal year.

THE CASH MANAGEMENT POLICY WAS ADOPTED ON JANUARY 5, 2015 BY A UNANIMOUS VOTE OF THE TOWN OF PORTER TOWN BOARD.

Barbara DuBell, Town Clerk

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

15. Resolution 2015-16

Close Organizational Meeting

Councilman Fleckenstein commented that due to misinformation about KiPo that he received last week, a vote was made to pay them \$5000. They (KiPo) are looking for a total of \$9,224.71 per a Mawhiney Trucking bill. Councilman Fleckenstein does not have a problem with that amount because they did our work. This has removed the water from behind the houses. The piping does nothing for KiPo itself.

At the December 30th meeting the town board passed a motion to pay KiPo \$5,000.

The Town Board decided to resind the motion to pay KiPo the \$5,000. Motion was made by Councilman Fleckenstein and seconded by Councilman Baker. Motion carried.

A motion was made by Councilman Fleckenstein to pay KiPo \$9,224.71 for the work Mawhiney Trucking did for the town for drainage. Motion was seconded by Councilman

White. Motion carried.

With no further business before the Board, the meeting was adjourned at 3:42 pm. **Motion to adjourn was made by Councilman White and seconded by Councilman Baker. Motion carried.**

Barb DuBell, Town Clerk

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