



Town of Porter

Organizational Meeting

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

~ Minutes ~

John MacArthur
(716) 745-3730

Tuesday, January 2, 2007

4:00 PM

Town Hall Auditorium

I. Call to Order

4:00 PM Meeting called to order on January 2, 2007 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Organization	Title	Status	Arrived
Merton Wiepert	Town of Porter	Supervisor	Present	
Thomas Baia	Town of Porter	Deputy Supervisor	Present	
Nancy Orsi	Town of Porter	Councilwoman	Present	
Jeff Baker	Town of Porter	Councilman	Present	
Larry White	Town of Porter	Councilman	Present	
Scott Hillman	Town of Porter	Hwy Supt	Present	
Norm Ault	Town of Porter	Bookkeeper	Present	
John Mac Arthur	Town of Porter	Town Clerk	Present	

2. Report 2007-1

Opening Comments

Supervisor began the meeting by saying, "An organizational meeting is held at the beginning of each year to set salaries, approve contracts, and appoint committees, set fees, and other functions to maintain the Town of Porter."

Supervisor Wiepert feels the Town operated very smoothly in 2006. The Town Board was able to maintain the same tax rate and still provide the necessary services that residents deserve for a good quality of life.

Mr. Wiepert feels there are important issues to come before the Town Board in 2007:

1. Greenway Plan approval & Greenway projects
2. Capital Projects
3. Host agreement funds
4. Shared services, especially with the Village of Youngstown
5. Community events
6. Developments
7. Zoning Manual update

He stated the Town Board, Planning Board, Zoning Board of Review and Master Plan Committee worked together very well in 2006 and is sure these Boards will all work efficiently and smartly in 2007 to move the Town forward.

The Supervisor finalized by saying it is a great pleasure working with such a fine group

of men and women who are willing to serve the Town of Porter.

RESULT:	REPORT ISSUED
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II. Resolutions

1. Resolution 2007-1

Appoint Attorney & Engineer for 2007

Reappoint Michael J. Dowd as Attorney for the Town for the year 2007 at \$20,000.00, to be distributed as follows: 50% town-wide, 25% Zoning and 25% Planning, and authorize the Supervisor to sign the Contract.

Reappoint Attorney Michael J. Dowd as Town Prosecutor for 2007 at \$8,000.00, and authorize the Town Supervisor to sign the contract.

Appoint CRA Infrastructure & Engineering, Inc. as Town Engineer for 2007 at \$7,200.00, and authorize the Town Supervisor to sign the Contract.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Baker, Councilman
SECONDER:	Nancy Orsi, Councilwoman
AYES:	Wiepert, Baia, Orsi, Baker, White

2. Resolution 2007-2

Zoning Board of Appeals Appointments for 2007

Appoint John "Duffy" Johnston to the Zoning Board of Appeals to fill the term of Art King. Term of Office is from January 1, 2007 to December 31, 2011.

Reappoint William "Bill" Tower, Chairman of the Town of Porter Zoning Board of Appeals for 2007.

Reappoint Nancy Smithson as Secretary of the Town of Porter Zoning Board of Appeals for the year 2007.

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

3. Resolution 2007-3

Planning Board Appointments for 2007

Reappoint Pamela Parker as Secretary of the Town of Porter Planning Board for the year 2007.

Reappoint George Spira, Chairman of the Town of Porter Planning Board for the year 2007.

Appoint William Rolland Planning Board Alternate for the period January 1, 2007 thru December 31, 2009

Councilman Baker was concerned about Mr. Rolland's feelings and predisposition toward CWM. Town Board discussion indicated William Rolland, like Chairman George Spira could recuse themselves concerning CWM matters.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Thomas Baia, Deputy Supervisor
SECONDER:	Nancy Orsi, Councilwoman
AYES:	Wiepert, Baia, Orsi, Baker, White

4. Resolution 2007-4

Miscellaneous Appointments for 2007

Reappoint Supervisor Merton K. Wiepert Budget Officer for the year 2007.

Reappoint Sue Borget as Chairman of the Town of Porter Recreation Commission for the year 2007.

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

5. Resolution 2007-5

Set Town Board Meetings for 2007

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 2007, except for October when the meeting will be on Monday, October 15th due to the Columbus Day holiday.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry White, Councilman
SECONDER:	Nancy Orsi, Councilwoman
AYES:	Wiepert, Baia, Orsi, Baker, White

6. Resolution 2007-6

Set Salaries & Appts. for Gen Fund "A" In 2007

TOWN BOARD 1-1010	Town Supervisor	\$28,535 p/y
	Councilman	7,165 p/y
JUSTICES 1-1110	Town Justice David J. Truesdale	\$15,158 p/y
	Town Justice Walter C. Holmes	15,158 p/y
	Justice Clerk Margaret-Ann Hanson	16.43 p/h***
	Court Officer Tim Wilkesmore	10.22 p/h
	Court Officer Richard Schmidt	10.22 p/h
SUPERVISOR 1-1220	Confidential Secretary to the Supervisor	
	Norm Ault	\$35,931 p/y
	Deputy Supervisor Tom Baia	515 p/y
INDEP AUDIT 1-1320	Brown & Company, LLP	\$7,300 p/y
TAX COLLECTOR	Tax Collector Sally A. Hogan	\$4,951 p/y

1-1330	Deputy Tax Collector Susan Hillman	781 p/y
BUDGET	Budget Officer Merton K. Wiepert	\$1,403 p/y
1-1340	Ass't. Budget Officer Norm Ault	3,552 p/y
ASSESSOR	Assessor Karen Wieland-Schmidt	\$39,719 p/y
1-1355	Assessor's Clerk Barbara DuBell	15.19 p/h
	Board of Review	75.00 Day
TOWN CLERK	Town Clerk John H. Mac Arthur	\$34,293 p/y
1-1410	Deputy Town Clerk Gail A. Zachary	30,018 p/y****
BUILDING	Town Hall Cleaning	\$38.00 p/d (3-Days
1-1620	Debbie Prohaska: Per Contract	Per Week)
POLICE AND CONSTABLE		
1-3120	Appoint School Crossing Guard Rosanne Moje	\$9.56 p/h
1-3120	Appoint School Crossing Guard Rhonda Ruble	8.94 p/h
SUPT. OF HIGHWAYS	Highway Superintendent Scott Hillman	\$32,062 p/y
1-5010		
HISTORIAN	Town Historian Sue Diez	\$2,065 p/y
1-7510	Deputy Town Historian Rosanne Moje	601 p/y

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

7. Resolution 2007-7

Set Salaries & Appts. for Gen Fund "B" for 2007

SAFETY	Appoint Building Code Enforcement Officer	
2-3620	Roy Rogers	\$16,700 p/y
	Planning Coordinator Karen Schmidt	5,403 p/y
	Building Inspector Clerk Barbara DuBell	15.19p/h
REGISTRAR	John H. Mac Arthur, Registrar of Vital Statistics	\$5,555 p/y
2-4020	Gail A. Zachary, Deputy Registrar	1,516 p/y
YOUTH PROGRAMS	YouthProgramDirector Kathryn Zasucha	\$8,473 p/y
2-7310	Ass't. Director Terry Nyland	4,979 p/y

Story Hour Director Ramona Lockhart	5,104 p/y
Ass't StoryHour Director Sarah Zimmerman	3,833 p/y
Ass't Story Hour Director Sharon Rugg	3,833 p/y
Clerk Marie Oblamski	3,440 p/y
Summer Recreation Leaders P/T	8.18p/h

ZONING 2-8010	Chairman	\$2,000/Yr Plus
		\$ 65 per/Zoning Board Meeting
	Secretary Nancy Smithson	3,440 p/y
	Planning Coordinator Karen Schmidt	780p/y
	Members	\$ 65 per/Zoning Board Meeting

PLANNING 2-8020	Chairman	\$2,000/Yr Plus
		\$ 65 per/Planning Board Meeting
	Secretary Pamela Parker	4,095 p/y
	Planning Coordinator Karen Schmidt	780 p/y
	Members	\$ 65 per/Planning Board Meeting

Grant writer Bernie Rotella contract for 2007 @ 800 p/m and 2% commission with a maximum of \$5,000. Commission to be paid when check received.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Baker, Councilman
SECONDER:	Nancy Orsi, Councilwoman
AYES:	Wiepert, Baia, Orsi, Baker, White

8. Resolution 2007-8

Set Salaries & Appts Hwy Dept for 2007

HIGHWAY DEPARTMENT

Deputy Highway Supt. Steven Hillman	20.77 p/h***
MEO (Motor Equipment Operator)	\$13.11 p/h to \$19.26 p/h***
Laborer (I) P/T	11.39 p/h
Laborer (II) Summer Help	9.36 p/h
Truck Driver P/T (I)	12.31 p/h
Truck Driver P/T (II)	9.36 p/h
Clerk Karen Cristiano	13.94 p/h

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 prior approval by the Town Board.

WATER AND SEWER DEPARTMENT

Superintendent (Water) Scott Hillman	\$14,037 p/y
Superintendent (Sewer) Scott Hillman	13,224 p/y
Water/Sewer Billing Clerk Ramona Lockhart	13.94 p/h
Water Collection Clerk John H. Mac Arthur	4,770 p/y
Sewer Collection Clerk John H. Mac Arthur	2,625 p/y
WSMM (Water/Sewer Maint. Person #1)	19.97 p/h***
WSMM (Water/Sewer Maint. Person #2)	19.26 p/h***

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

9. Resolution 2007-9

Set Additional Benefits for 2007 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 2007

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

10. Resolution 2007-10

Set Water & Sewer Rates for 2007

WATER AND SEWER RATES Effective for January 1, 2007:

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

Village of Youngstown **\$1.66 per thousand**

Existing Tapping

5/8" x 3/4" Meter with Outside Dial (normal house installation)	\$175
5/8" x 3/4" Meter with Outside Dial (meter pit)	600
1" Meter with Outside Dial (normal house installation)	275
1" Meter with Outside Dial (meter pit)	800

New Service

3/4" Service with 5/8" Meter/Dial	725
3/4" Service with 5/8" x 3/4" Meter/Dial (Meter Pit)	1,025
1" Service with Meter/Dial	850
1" Service with Meter/Dial (Meter Pit)	1,300
1-1/2" Service provided upon application (price to be determined)	
2" Service provided upon application (price to be determined)	
Service Charge	25 (on/off)
Water Inspection for Sale of Property	25
Sewer Inspection for Sale of Property	25
Sewer Hook-Up Fee	700
After hours turn on/off (each water/sewer)	100
Compliance letter for sale of property	5
Hydrant Meter Deposit	100

Sewer Rates Effective for January 1, 2007:

Village of Youngstown	\$3.86 per thousand
Fort Niagara State Park	3.86 per thousand
Town of Porter	
Summer 4/1 - 9/30	0-7,000 \$23.75
	Over 7,000 3.53 per thousand
Winter 10/1 - 3/31	0-7,000 \$24.75
	Over 7,000 3.83 per thousand

Treatment Rate to Town of Lewiston \$2.65 per thousand gallons.

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

11. Resolution 2007-11

Building/Planning/Zoning Fees for 2007

Building /Zoning/Planning Fees for 2007:	
One (1) Family House	\$275
Two (2) Family House	350
Addition to House/Trailer	50
Garage Addition/New Garage	35
Out Building-Barn, Porches, and Deck	25
Commercial Buildings, Condo's (3 or more units) (Plus Engineering Cost Recovery)	500 plus 75 Per Unit
Addition to Commercial Building (Non-Residential)	125
Demolish Building	25
Alterations	50
Public Hearing Fees-Zoning Board	100*
Public Hearing Fees-Planning Board	100
*Fence Fee Variance.	80

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

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

12. Resolution 2007-12

2007 Holiday Schedule

New Year's Day	January 1, 2007	Monday
Martin Luther King, Jr Day *	January 15, 2007	Monday
President's Day **	February 19, 2007	Monday

Good Friday		April 6, 2007	Friday
Memorial Day (Observed)		May 28, 2007	Monday
Independence Day		July 4, 2007	Wednesday
Labor Day		September 3, 2007	Monday
Columbus Day (Observed)		October 8, 2007	Monday
Veteran's Day		November 12, 2007	Monday
Thanksgiving Day		November 22, 2007	Thursday
Day After Thanksgiving		November 23, 2007	Friday
Floating Holiday ***	1/2 day	December 24, 2007	Monday
Christmas Day		December 25, 2007	Tuesday
Floating Holiday ***	1/2 day	December 31, 2007	Monday
New Year's Day		January 1, 2008	Tuesday

* The Highway Department will receive the FIRST DAY OF SMALL GAME SEASON IN PLACE OF M.L.K. JR. DAY.

** The Highway Department will receive the FIRST WORK DAY OF BIG GAME SEASON IN PLACE OF PRESIDENT'S DAY.

*** Work Election Day-Take floating holiday

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Thomas Baia, Deputy Supervisor
SECONDER:	Nancy Orsi, Councilwoman
AYES:	Wiepert, Baia, Orsi, Baker, White

13. Resolution 2007-13

2007 Contracts

Approve the following Contracts as budgeted and authorize the Town Supervisor to sign the Contracts as they come due in 2007.

01-1989.0004	Village of Youngstown (Village Center Recreation, Senior Citizens)	17,500
01-1989.0004	Village of Youngstown	17,500
01-6460.0004	Industrial Dev (NICAP)	5,000
01-6510.0004	American Legion O Leo Curtis Post 830 (Maintenance) Ransomville	2,000
01-6510.0004	Veterans of Foreign Wars Post 813 Youngstown	2,000
01-6772.0004	Youngstown Senior Citizens (Services)	1,500
01-6772.0004	Ransomville Rural Retirees (Services)	1,500
02-6989.0004	LNRRCOC Annual Contract	10,000
02-6989.0004	LNRRCOC Annual Contract	10,000
01-7410.0004	Youngstown Free Library	65,190
01-7410.0004	William J McLaughlin Free Library	65,190
01-7520.0004	Ransomville Historical Project	1,500
01-7520.0004	Old Fort Niagara Association	20,000
01-7520.0004	Town of Porter Historical Society (Program Maintenance)	1,500
01-7550.0004	Ransomville Country Faire (Ransomville Historical Project)	1,000
01-7550.0004	Village of Lewiston Fireworks	1,000

01-7550.0004	Lighting of the Wreaths (Ransomville Historical Project)	1,500
01-8510.0004	Ransomville Business Professional Assn. (Comm Beautification)	2,000
01-8510.0004	Ransomville Flowers	700
02-7310.0004	Niagara Pioneer Soccer League	1,500
02-7310.0004	Wilson Recreation Dept (Basketball Program)	800
02-7310.0004	Wilson Youth Baseball (Baseball Program)	1,500
02-7310.0004	Youngstown Senior Citizens (Activity Programs)	1,700
02-7310.0004	Ransomville Rural Retirees (Activity Programs)	1,700

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Nancy Orsi, Councilwoman
SECONDER:	Thomas Baia, Deputy Supervisor
AYES:	Wiepert, Baia, Orsi, Baker, White

14. Resolution 2007-14**Miscellaneous Authorizations for 2007**

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.

Set Mileage Rate at 48 Cents/Mile.

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

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

**Designate Official Banks: HSBC, Youngstown, New York
First Niagara Commercial Bank, Troy NY**

Designate Official Newspaper: Niagara Gazette, Niagara Falls, NY

Authorize the following to attend the Association of Towns Convention in New York City from February 18-21, 2007: Town Board, Town Clerk, Town Justices, Tax Collector, Town Assessor, Building Inspector, Highway Superintendent, Town Supervisor, Supervisor's Bookkeeper, THREE Zoning Board Members, THREE Planning Board Members, Deputy Town Clerk, and Court Clerk.

Appoint George Spira as the Town Delegate to the Association of Towns Convention in New York City and appoint David Truesdale as the Town Alternate to the Association of

Towns Convention February 18-21, 2007 in New York City.

Authorize and set the following: PETTY CASH: Town Justices \$50.00 each, Water Clerk \$50.00, Town Clerk \$50.00, 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: \$5.00 if called and reported, \$10.00 if seated.

Authorize the following: For the betterment of Town Government, authorize the payment of the following dues: Supervisor's and County Legislator's Association, New York State Association of Town Magistrates, (for both Justices), New York State Assessor's Association, Niagara County Assessor's Association, New York State Association of Tax Collectors and Receivers, Niagara County Water Supervisor's 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 2007, and NYS-GFAO Association Dues for 2007.

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

15. Resolution 2007-17

Procurement Policy

Town of Porter Procurement Policy

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt policies and procedures governing all procurement of goods and services not subject to 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 documentation supporting the purchase activity.

Guideline 2. All purchase of a) supplies or equipment which will exceed \$10,000.00 in the fiscal year or b) public works contracts over \$20,000.00 shall be *formally bid* pursuant to GML #103.

Guideline 3. All estimated purchases of:

- Less than \$10,000.00, but greater than \$3,000.00, require a *written request for a proposal (RFP)* and *written/fax quotes* from three (3) vendors.
- Less than \$3,000, but greater than \$1,000.00, require an *oral request* for the goods and *oral/fax quotes* from two (2) vendors.
- Less than \$1,000, but greater than \$250.00, are left to the discretion of the Purchaser.

All Estimated public works contracts of:

- Less than \$20,000.00, but greater than \$10,000.00 require a *written RFP and fax/proposals* from two (2) contractors.
- Less than \$10,000.00, but greater than \$3,000.00, require a *written RFP and fax/proposals* from two (2) contractors.
- Less than \$3,000.00, but greater than \$500.00 are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of deliver. The Purchaser shall compile a list of 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 of 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. 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 proposal, 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:

- Acquisition of professional services
- Emergencies
- Sole source situations
- Goods purchased from agencies for the blind or severely handicapped;
- Goods purchased from correctional facilities

- Goods purchased from another governmental agency
- Goods purchased at auction
- Goods purchased for less than \$250.00
- Public works contracts for less than \$500.00

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

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

16. Resolution 2007-15

Supervisor's Committees & Liaisons for 2007

Approve the Supervisor's Committees and Liaisons, for the year 2007 as follows:

SUPERVISOR'S COMMITTEES:

Deputy Supervisor-Thomas Baia
Insurance- John Mac Arthur, Norm Ault, and Tom Baia.
Water-Merton Wiepert, Scott Hillman, Jeff Baker.
Sewer- Nancy Orsi, Scott Hillman, and Larry White.
Land-ALL TOWN BOARD MEMBERS and Roy Rogers
Cable TV-Tom Baia
Refuse- Tom Baia, Norm Ault and Nancy Orsi.
Audit Committee- Norm Ault, Tom Baia, and Larry White
Drainage - Tom Baia and Jeff Baker
G.I.S. - Coordinator Karen Schmidt, Norm Ault and Scott Hillman

LIAISONS:

CWM- (CAC) Merton Wiepert, William Choboy, Peter Diachun, and William Rolland.
Village of Youngstown-Tom Baia
Recreation Department-Merton Wiepert
Niagara Falls Area Chamber of Commerce-Tom Baia
Libraries-Larry White
Fire Companies-Tom Baia, Youngstown and Jeff Baker, Ransomville.
Human Relations- Nancy Orsi, Merton Wiepert and Norm Ault
Highways-Jeff Baker, Scott Hillman, and Larry White
Buildings-David Truesdale, Merton Wiepert and Scott Hillman
Planning Board- Nancy Orsi and Tom Baia

Zoning Board- Jeff Baker and Tom Baia
Historical Societies-Merton Wiepert
Master Plan Committee-Nancy Orsi and Tom Baia
Lower Niagara River Chamber of Commerce - Merton Wiepert & Nancy Orsi
L.O.O.W. (RAB Board) - William Choboy
Greenway (Power Authority) - Nancy Orsi

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

17. Resolution 2007-16

Town of Porter Cash Management Policy

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 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 2, 2007 BY A UNANIMOUS VOTE OF THE TOWN OF PORTER TOWN BOARD.

TOWN CLERK

Authorize the payment in advance of audit of claims for public utility services such as gas, electric, water, sewer, fuel oil, telephone services, as well as for postage, freight, and express charges, and payment on Medical Reimbursement Accounts.

With no further business before the Board, the meeting was adjourned at 4:45PM.

John MacArthur
Town Clerk

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