



Town of Porter
Organizational Meeting
 ~ Minutes ~

3265 Creek Road
 Youngstown, NY 14174
TownofPorter.Net

Gail Zachary

Wednesday, January 2, 2008

4:00 PM

Town Hall Auditorium

I. Call to Order

4:00 PM Meeting called to order on January 2, 2008 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 | Absent | |
| 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 | Highway Supt | Present | |
| Gail Zachary | Town of Porter | Town Clerk | Present | |
| Norm Ault | Town of Porter | Bookkeeper | Present | |

II. Public Portion

1. Report 2008-1

Opening Comments

Supervisor Wiepert congratulated the newly re-elected Town Board members Larry White and Jeff Baker, Highway Superintendent Scott Hillman, and newly elected Town Clerk Gail Zachary. He then opened the Public hearing.

RESULT: REPORT ISSUED

2. Report 2008-2

Public Hearing

PLEASE TAKE NOTICE THAT THE Town of Porter Town Board will hold a Public hearing on January 2, 2008 at 4:00 P.M. at 3265 Creek Road, Youngstown, New York 14174 for the purpose of establishing the 2008 Sewer Rates.

Supervisor Wiepert stated the sewer rates from the Lewiston Treatment plant are being

increased \$ 0.05 per 1,000 gallons used to \$2.70 per 1,000 gallons used. The Town of Porter is passing along that rate increase with an additional \$0.12 per 1,000 gallons used, to a total of \$4.00 per 1,000 gallons used.

The sewer fund is very low and there are a couple of projects that need to be completed. One project is the relining of the concrete wet well at the Swain Road lift station which was built in 1976. This will cost about \$35,000. The second project , which is completed, was the purchase of additional I & I equipment, to close the sewer grant. This is about \$18,000.

In 2005 & 2006 the lift stations were updated at a total cost of \$140,000.

All utilities have gone up and, with continued wear & tear on equipment; rates need to be increased.

With no other comments from the public, Supervisor Wiepert called for a resolution to close the Public Hearing.

RESULT: REPORT ISSUED

3. Resolution 2008-19

Close the Public Hearing

Resolution to close the Public Hearing

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

III. Resolutions

1. Resolution 2008-1

Appoint Attorney & Engineer for 2008

Reappoint Michael J. Dowd as Attorney for the Town for the year 2008 at \$20,000.00, 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 2008 at \$8,000.00, and authorize the Town Supervisor to sign the contract.

Appoint CRA Infrastructure & Engineering, Inc. as Town Engineer for 2008 at \$7,200.00, and authorize the Town Supervisor to sign the contract.

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|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Jeff Baker, Councilman |
| SECONDER: | Nancy Orsi, Councilwoman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

2. Resolution 2008-2

Zoning Board of Appeals Appointments for 2008

Appoint Peter Jeffrey to the Zoning Board of Appeals as the alternate. Term of Office is from January 1, 2008 to December 31, 2010.

Reappoint William “Bill” Tower as Chairman of the Town of Porter Zoning Board of Appeals for 2008.

Reappoint Nancy Smithson as Secretary of the Town of Porter Zoning Board of Appeals for the year 2008.

| | |
|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Larry White, Councilman |
| SECONDER: | Jeff Baker, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

3. Resolution 2008-3

Planning Board Appointments for 2008

Reappoint George Spira as Chairman of the Town of Porter Planning Board for the year 2008.

Reappoint Pamela Parker as Secretary of the Town of Porter Planning Board for the year 2008.

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|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Nancy Orsi, Councilwoman |
| SECONDER: | Larry White, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

4. Resolution 2008-4

Miscellaneous Appointments for 2008

Reappoint Supervisor Merton K. Wiepert as Budget Officer for the year 2008.

Reappoint Sue Borget as Chairman of the Town of Porter Recreation Commission for the year 2008.

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

5. Resolution 2008-5

Set Town Board Meetings for 2008

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 2008, except for October. That meeting will be on Tuesday, October 14th due to the Columbus Day holiday.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Jeff Baker, Councilman |
| SECONDER: | Nancy Orsi, Councilwoman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

6. Resolution 2008-6

Set Salaries & Appts. for Gen Fund "A" In 2008

| | | |
|--|--|---|
| TOWN BOARD 1-1010 | Town Supervisor Councilman | \$28,535 p/y 7,165 p/y |
| JUSTICES 1-1110 | Town Justice David J. Truesdale Town Justice Walter C. Holmes Justice Clerk Lisa Hastings Court Officer Tim Wilkesmore Court Officer Richard Schmidt | \$15,613 p/y 15,613 p/y 15.16 p/h 10.52 p/h 10.52 p/h |
| SUPERVISOR 1-1220 | Confidential Secretary to the Supervisor Norm Ault Deputy Supervisor Thomas Baia | \$37,141 p/y 515 p/y |
| INDEPENDENT AUDIT 1-1320 | Brown & Company, LLP | \$7,500 p/y |
| TAX COLLECTOR 1-1330 | Tax Collector Sally A. Hogan Deputy Tax Collector Susan Hillman | \$5,100 p/y 804 p/y |
| BUDGET 1-1340 | Budget Officer Merton K. Wiepert Ass't. Budget Officer Norm Ault | \$1,403 p/y 3,665 p/y |
| ASSESSOR 1-1355 | Assessor Karen Wieland-Schmidt Assessor's Clerk Susan Driscoll Board of Review | \$41,067 p/y 10.87 p/h 75.00 Day |
| TOWN CLERK 1-1410 | Town Clerk Gail A. Zachary Deputy Town Clerk Barbara DuBell Deputy Town Clerk Norm Ault | \$35,322 p/y 21,751 p/y 1,000 p/y |
| BUILDING 1-1620 | Town Hall Cleaning Debbie Prohaska: Per Contract | \$38.00p/d (3-Days per week) |
| SUPT. OF HIGHWAYS 1-5010 | Highway Superintendent Scott Hillman | \$33,024 p/y |
| HISTORIAN 1-7510 | Town Historian Sue Diez Deputy Town Historian Rosanne Moje | \$2,127 p/y 619 p/y |

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|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Nancy Orsi, Councilwoman |
| SECONDER: | Jeff Baker, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

7. Resolution 2008-7

Set Salaries & Appts. for Gen Fund "B" for 2008

POLICE AND CONSTABLE

| | | |
|--------|---|------------|
| 2-3120 | Appoint School Crossing Guard Rosanne Moje | \$9.85 p/h |
| | Appoint School Crossing Guard Daidra Hamlin | 9.21 p/h |
| | Appoint (Substitute)School Crossing Guard Eric Hamlin | 9.21 p/h |

| | | |
|------------------|---------------------------------------|--------------|
| SAFETY 2-3620 | Appoint Building Inspector Roy Rogers | \$16,700 p/y |
| | Planning Coordinator Karen Schmidt | 5,565 p/y |

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|---------------------|---|-------------|
| REGISTRAR 2-4020 | Gail A. Zachary, Registrar of Vital Statistics | \$5,722 p/y |
| | Barb DuBell, Deputy Registrar of Vital Statistics | 1,779 p/y |
| | Norm Ault, Deputy Registrar of Vital Statistics | 500 p/y |

| | | |
|--------------------------|--|-------------|
| YOUTH PROGRAMS 2-7310 | YouthProgramDirector Kathryn Zasucha | \$8,727 p/y |
| | Ass't. Director Terry Nyland | 5,128 p/y |
| | Story Hour Director Ramona Lockhart | 5,257 p/y |
| | Ass't StoryHour Director Teresa Bednarczyk | 3,948 p/y |
| | Ass't Story Hour Director Sharon Rugg | 3,948 p/y |
| | Clerk Marie Oblamski | 3,543 p/y |
| | Summer Recreation Leaders P/T | 8.50p/h |

| | | |
|------------------|--|-----------------|
| ZONING 2-8010 | Chairman | \$2,000/Yr Plus |
| | \$ 65 per/Zoning Board Meeting | |
| | Secretary Nancy Smithson | 3,543 p/y |
| | Planning Coordinator Karen Schmidt | 780p/y |
| | Members & Alternate \$65per/Planning Board Meeting (with 15 meeting Cap. \$975 max) | |

| | | | |
|--------------------|--|----|---------------|
| PLANNING 2-8020 | Chairman | \$ | 2,000/Yr Plus |
| | \$ 65 per/Planning Board Meeting | | |
| | Secretary Pamela Parker | | 4,218 p/y |
| | Planning Coordinator Karen Schmidt | | 780 p/y |
| | Members & Alternate \$ 65 per/Zoning Board Meeting (with 15 meeting Cap. \$975 max) | | |

Grant writer Bernie Rotella contract for 2008 @ 800 p/m and 2% commission with a maximum of \$5,000. Commission to be paid when check received.

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|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Jeff Baker, Councilman |
| SECONDER: | Larry White, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

8. Resolution 2008-8

Set Salaries & Appts Hwy Dept for 2008

HIGHWAY DEPARTMENT

| | |
|-------------------------------------|-------------------------------|
| Deputy Highway Supt. Steven Hillman | 21.40 p/h*** |
| MEO (Motor Equipment Operator) | \$13.50 p/h to \$19.84 p/h*** |
| Laborer (I) P/T | 11.73 p/h |
| Laborer (II) Summer Help | 9.36 p/h |
| Laborer Substitute P/t | 9.93p/h |
| Truck Driver P/T (I) | 12.68 p/h |
| Truck Driver P/T (II) | 9.36 p/h |
| Clerk Karen Cristiano | 14.36 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 | \$14,458 p/y |
| Superintendent (Sewer) Scott Hillman | 13,621 p/y |
| Water/Sewer Billing Clerk Ramona Lockhart | 14.36 p/h |
| Water Collection Clerk Gail A. Zachary | 4,913 p/y |
| Sewer Collection Clerk Gail A. Zachary | 2,704 p/y |
| WSMM (Water/Sewer Maint. Person #1) | 20.57 p/h*** |
| WSMM (Water/Sewer Maint. Person #2) | 19.84 p/h*** |

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|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Larry White, Councilman |
| SECONDER: | Jeff Baker, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

9. Resolution 2008-9

Set Additional Benefits for 2008 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 2008 (For full time DPW Employees)

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|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Jeff Baker, Councilman |
| SECONDER: | Larry White, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

10. Resolution 2008-10

Set Water & Sewer Rates for 2008

WATER AND SEWER RATES Effective for January 1, 2008:

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) | \$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) | |
| Service Charge | 25 (on/off) |
| 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 |

Sewer Rates Effective for January 1, 2008:

| | |
|-------------------------|-----------------------------------|
| Village of Youngstown | \$4.00 per thousand |
| Fort Niagara State Park | 4.00 per thousand |
| Town of Porter | |
| | 0-7,000 \$28.00 |
| | Over 7,000 4.00 per thousand |

Treatment Rate to Town of Lewiston \$2.70 per thousand gallons.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Larry White, Councilman |
| SECONDER: | Nancy Orsi, Councilwoman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

11. Resolution 2008-11**Fees for 2008****Building /Zoning/Planning Fees for 2008:**

| | |
|---|----------------------|
| One (1) Family House | \$275 |
| Two (2) Family House | 350 |
| Addition to House/Trailer | 100 |
| Garage Addition/New Garage/Pole Barn | 50 |
| 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.

Engineering Cost Recovery Fees:

| Type of Zoning Class | Fee Required | Engineering Reimbursement Fee Deposit |
|--|--------------|--|
| Agricultural & Rural Residential (AAR-100) | All cases | \$500, plus \$50 per lot or living unit |
| Agricultural & Rural (AAR-100-A) | All cases | \$500, plus \$50 per lot or living unit |
| Lake Shore Residential (LSR 100) | All cases | \$500, plus \$50 per lot or living unit |
| Urban Residential (UR 100) | All cases | \$500, plus \$50 per lot or living unit |
| Urban Residential (UR 80) | All cases | \$500, plus \$50 per lot or living unit |
| Urban Residential (UR 60) | All cases | \$500, plus \$50 per lot or living unit |
| Multi-Family Residential (MF-80) | All cases | \$500, plus \$50 per lot or living unit |
| Multi-Family Residential (MF-100) | All cases | \$500, plus \$50 per lot or living unit |
| Rural Highway Commercial (RHC 360) | All cases | \$2,000 per structure |
| Urban Highway Commercial UHC 240) | All cases | \$2,000 per structure |
| Urban Neighborhood Commercial (UNC 100) | All cases | \$2,000 per structure |
| Urban Central Commercial (UCC 60) | All cases | \$2,000 per structure |
| Rural Waterfront Commercial (WC 240) | All cases | \$2,000 per structure |
| Restricted Industrial (M-1) | All cases | \$5,000 per structure |
| General Industrial (M-2) | All cases | \$5,000 per structure |
| Heavy Industrial (M-3) | All cases | \$5,000 per structure |
| General Industrial - Service Related (M-4) | All cases | \$5,000 per structure |
| Waste Landfills | All cases | \$25,000 or \$5,000 per acre, whichever is greater |
| Niagara River Environmental | All cases | \$250 |

STORMWATER FEES:

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

0 - 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:

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) | 5.00 |
| 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 |

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Nancy Orsi, Councilwoman |
| SECONDER: | Jeff Baker, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

12. Resolution 2008-12**2008 Holiday Schedule**

Approve the Holiday Schedule for 2008 as follows:

New Year's Day

Tuesday, January 01, 2008

| | |
|------------------------------|-----------------------------|
| Martin Luther King, Jr Day * | Monday, January 21, 2008 |
| President's Day ** | Monday, February 18, 2008 |
| Good Friday | Friday, March 21, 2008 |
| Memorial Day (Observed) | Monday, May 26, 2008 |
| Independence Day | Friday, July 04, 2008 |
| Labor Day | Monday, September 01, 2008 |
| Columbus Day (Observed) | Monday, October 13, 2008 |
| Veteran's Day | Tuesday, November 11, 2008 |
| Thanksgiving Day | Thursday, November 27, 2008 |
| Day After Thanksgiving | Friday, November 28, 2008 |
| Christmas Day | Thursday, December 25, 2008 |
| Floating Holiday *** | Friday, December 26, 2008 |
| New Year's Day | Thursday, January 01, 2009 |

* The Highway Department will receive the FIRST DAY OF SMALL GAME SEASON IN PLACE OF MARTIN LUTHER KING 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

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|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Larry White, Councilman |
| SECONDER: | Jeff Baker, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

13. Resolution 2008-13

2008 Contracts

Approve the following Contracts as budgeted and authorize the Town Supervisor to sign the Contracts as they come due in 2008.

| | | |
|--------------|--|--------|
| 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 | 67,145 |
| 01-7410.0004 | William J McLaughlin Free Library | 67,145 |

| | | |
|--------------|---|--------|
| 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) | 2,500 |
| 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 | Youngstown Business Professional Assn. (Comm Beautification) | 2,000 |
| 01-8510.0004 | Ransomville Garden Club (Flowers) | 700 |
| 02-7310.0004 | Niagara Pioneer Soccer League | 1,500 |
| 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 |

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

14. Resolution 2008-14

Miscellaneous Authorizations for 2008

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 50 Cents/Mile.

Set the Town Hall Hours:

Monday - Friday 8:00 AM until 4:00 PM

**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 17-20, 2008: Town Board, Town Clerk, Town Justices, Tax Collector, Town Assessor, Building Inspector, Highway Superintendent, Town Supervisor, Supervisor's Bookkeeper, TWO Zoning Board Members, TWO 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 17-20, 2008 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: 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 2008, and NYS-GFAO Association Dues for 2008.

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, time sensitive payments and payment on Medical Reimbursement Accounts.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Nancy Orsi, Councilwoman |
| SECONDER: | Larry White, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

15. Resolution 2008-15

Storm Water Management

Adopt the State Pollutant Discharge Elimination System (SPDES) MS4 Stormwater Management Plan.

Appoint Scott Hillman as the Stormwater Management Officer

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|------------------|---|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Jeff Baker, Councilman |
| SECONDER: | Larry White, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

16. Resolution 2008-17**Supervisor's Committees & Liasons for 2008****SUPERVISOR'S COMMITTEES:**

Deputy Supervisor-Thomas Baia
Insurance- Gail Zachary, 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. - Karen Schmidt (Coordinator), Scott Hillman, Norm Ault
Employee Compensation - Nancy Orsi, Larry White, Gail Zachary, Norm Ault

LIAISONS:

CWM- (Citizens Advisory Committee)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 Larry White
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. (Restoration Advisory Board) - William Choboy
Greenway (Power Authority) - Councilwoman Nancy Orsi

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Nancy Orsi, Councilwoman |
| SECONDER: | Larry White, Councilman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

17. Resolution 2008-16

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 \$3,000 require a written request for a proposal (RFP) and written/fax quotes from three vendors.
- Less than \$3,000 but greater than \$1,000 requires an oral request for the goods and oral/fax quotes from two vendors.
- Less than \$1,000 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 \$3,000 requires a written RFP and fax/proposals from two contractors.
- Less than \$3,000 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.

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

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Larry White, Councilman |
| SECONDER: | Nancy Orsi, Councilwoman |
| AYES: | Mert Wiepert, Nancy Orsi, Jeff Baker, Larry White |
| ABSENT: | Thomas Baia |

18. Resolution 2008-18

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 2, 2008 BY A UNANIMOUS VOTE OF THE TOWN OF PORTER TOWN BOARD.

_____ **TOWN CLERK**

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

19. Resolution 2008-20

Close Organizational Meeting

The Town Board discussed the closing on the purchase of the "Oxy-on-the-Lake" property. It should close on January 4 or January 7, 2008.

The Zoning Book update will continue when the Grant funds are released by the state.

With no further business before the Board, the meeting was closed at 4:35 PM

Gail A. Zachary
Town Clerk

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