



**Town of Porter**  
**Town Board Meeting**  
 ~ Agenda ~

3265 Creek Road  
 Youngstown, NY 14174  
[TownofPorter.Net](http://TownofPorter.Net)

Barb DuBell  
 716-745-3730

Monday, June 11, 2018

7:00 PM

Town Hall Auditorium

**I. Call to Order**

7:00 PM Meeting called to order on June 11, 2018 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Present	Absent	Late	Arrived
Supervisor J. Duffy Johnston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deputy Supervisor Jeff Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Larry White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Irene Myers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Tim Adamson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Town Clerk Barb DuBell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deputy Town Clerk Kara Hibbard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bookkeeper Mary Siegrist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**II. Resolutions/Reports**

1. **Resolution 2018-37**  
Minutes Approval
2. **Resolution 2018-38**  
Audited Vouchers
3. **Resolution 2018-39**  
Acceptance of Supervisor's Report
4. **Report 2018-66**  
Supervisor's Report
5. **Report 2018-67**  
Town Clerk
6. **Report 2018-68**  
Bookkeeper
7. **Report 2018-69**  
Recreation

**8. Report 2018-70**

Assessor

**9. Report 2018-71**

Building Inspector/Code Enforcement Officer

**10. Report 2018-72**

Highway

**11. Report 2018-73**

Engineer

**12. Report 2018-95**

Attorney

**13. Report 2018-74**

Grant Writer

**14. Report 2018-75**

Calendar of Events

**15. Report 2018-96**

Public Comments

**16. Report 2018-76**

Town Board Comments



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**2018-37**

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## Minutes Approval

Resolution to approve minutes from the May 14, 2018, Town Board meeting.



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## **Audited Vouchers**

Resolution to approve audited vouchers.



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## **Acceptance of Supervisor's Report**

Acceptance of Supervisor's report for the Town Board meeting on May 14, 2018



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## Supervisor's Report

Attended monthly Niagara County Water Board meeting.

Attended NC shared services meeting.

Went to the NYPA street light Led summit in Cheektowaga.

Met with Evans Bank and M&T on changing bank service.

Attended the Memorial Day service at the 1812 cemetery in the fort.

Had a meeting with Modern, our contract is up.

We had a retirement party for Dave Gombert at the highway garage, closed the Town Hall for an hour. We thank Dave for 40 years of service and wish him well.

Assisted building inspector Jeffrey on a drainage issue.

Walked in the Ransomville Flag Day Parade.



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## Town Clerk

Monthly totals for May water/sewer:

Water: \$16,200.49

Sewer: \$13,280.25

Prepared agendas and minutes for monthly meetings and work sessions.

Work on maintaining and updating the town website, adding upcoming events.

Attended meeting with Evans Bank.

Attended meeting with Joe Hickman and supervisor regarding contract.



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## **Bookkeeper**

Payroll completed for the month of May

Completed all monthly reports - supervisor report, May retirement, deposit summary

Attended Association of Town & State Comptroller training

All vouchers paid for May \$





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## Recreation

**DATE:** June 6, 2018

**RE:** Summer Staff

The Town of Porter Recreation Commission has hired the following Recreation Supervisors for the Summer Recreation Program. Employment is from June 25 - August 10, 2018.

### RETURNING EMPLOYEES:

Kevin Bovanizer 831 Lockport Road Youngstown, NY 14174	Tiffany Chandler 1046 Upper Mountain Road Lewiston, NY 14092	Andrew Deutschman 214 Church Street Youngstown, NY 14174
Sean Foley 2136 Swann Road Ransomville, NY 14131	Matthew Gebrosky 2278 Balmer Road Ransomville, NY 14131	Gabrielle Ieraci 1778 Swann Road Ransomville, NY 14131
Brady Martin 429 Dansworth Road Youngstown, NY 14174	Vicki Price 648 Blairville Road Youngstown, NY 14174	Jeremy Saunders 2221 Schoolhouse Road Ransomville, NY 14131
Ashley Thomas 845 Foxwood Dr. Apt 13 Lewiston, NY 14092	Nathan Waterstram 714 Scovell Drive Lewiston, NY 14092	Dylan Zutell 4805 East Eddy Drive Lewiston, NY 14092

### NEW EMPLOYEES:

Brianna Barbiero 4115 Calkins Road Youngstown, NY 14174	Sherri Barbiero 4115 Calkins Road Youngstown, NY 14174	Kerstin Crum 335 Brentwood Drive Youngstown, NY 14174
Samantha Karp 4541 Simmons Road Ransomville, NY 14131	Madison Marchetti 4335 Nelson Road Wilson, NY 14172	Dylan Morrissette 1460 Youngstown-Lockport Road Youngstown, NY 14174
Destinee Norman 5109 Dana Drive Lewiston, NY 14092	Nina Trank 4206 Ide Road Wilson, NY 14172	

The Commission also requests the appointment of **Stephanie Kowalski, 1399 Youngstown-Lockport Road, Youngstown, NY 14174**, as Recreation Supervisor. Her duties would be to assist the Director during the 7 week Summer Recreation Program, at the budgeted salary of \$4000.

The Town of Porter Summer Recreation Program will be held at Stevenson School from Monday, July 2nd to Thursday, August 9th, 2018, with no program on Wednesday, July 4th.



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## Assessor

One on-site inspection East Avenue.

Compiled data at State request on Balmer Road mobile home park.

Prepared for and participated in, Town of Porter annual Board of Assessment Review. Four files considered.

Attended monthly Town Board, Planning Board, Zoning Board of Appeals and Niagara County Assessor's meetings.

Continued working on 2020 Census data preparation.

Processed April deed transfers.

Just one April sale of note, which will affect our equalization rate going forward:

SBL#61.00-1-67.2      3652 Porter Center      TAV \$85,700      Sales Price \$138,900



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## Building Inspector/Code Enforcement Officer

- ◆ Reviewed and issued permits as per Permit Report - forwarded to the Board via email & paper copy in mail boxes. Seventeen (17) permits issued; Twelve (12) Field Inspections.
- ◆ Received, inspected, and issued complaint/violations as per "Complaint by date" report - forwarded to the Board via email & paper copy in mail boxes. Twelve (12) Logged; twenty (20) Field Inspections.
- ◆ Accepted and reviewed applications for Variance, Special Use Permits, and Subdivisions.
- ◆ Prepared information and attended Planning Board Regular Meeting 5/3/18.
- ◆ Prepared information and attended Zoning Board of Appeals Regular Meeting 5/24/18.
- ◆ Attended Justice/Court proceedings for issued violations; Settled/resolved one (1) court proceeding outside of courtroom.
- ◆ Reviewed and coordinated Runaway Bay - major Subdivision - "Preliminary Plat" submittal.
- ◆ Enrolled in "Enforcing the Energy Code - Residential & Commercial" Training sessions; NSERDA - Clean Energy Communities program sponsored event.
- ◆ On a positive note: In October of 2017 Twenty-two (22) known - Zombie/Abandoned or wholly Unmaintained properties existed in the Town; To date; five(5) have been sold/purchased and are being put back into good condition and an additional Four (4) are currently up for sale and have been made compliant. Totaling 9of 22 are back on the Tax role and have been significantly improved.
- ◆ On the down side Thirteen (13) Zombie/Abandoned or wholly unmaintained properties exist in the Town. Of the thirteen there are Four (4) that, in my opinion are unsafe conditions. Supervisor Johnston and I have had a number of discussions about these conditions and we are pursuing any and all options for "abatement/relief!"

*Peter T Jeffery*

Building Inspector/Code Enforcement Officer



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## Highway

6/11/2018

### Highway Department:

1. Completed monthly brush pickup.
2. Completed first round of roadside mowing.
3. Completed a culvert installation on Lake Rd. (18F).
4. Completed APWA Work Safety training.
5. Provided trucks to the Town of Cambria hauling blacktop for their paving project.
6. Provided trucks to the Town of Wheatfield hauling stone for their oil sealing project.

### Drainage Department:

1. The off road mowing program has begun.

### Water and Sewer Department:

1. Completed monthly meter reading.
2. We have started the trimming of fire hydrants and valves.
3. We are installing new check valves in the Lake Road meter pit and the Church Street meter pit.
4. Completed and published the annual water quality report.

### POTL:

1. Completed the assembly of the new picnic tables.
2. We are working on regrading the parking lot and driveways, both are scheduled to be repaved later this month.

### CHIPS/ PaveNY/Extreme Winter Recovery funding:

Due to the increase in funding it is necessary to amend the adopted budget and the 284 Agreement to reflect the increased funding. The adopted NYS Budget includes the following amounts:

CHIPS- 61140.72

PAVE NY- 13955.79

EWR - 11161.45

86257.96

The current budget amount for Improvements is \$75000.00 that amount should be increased to the \$86257.96 amount.

**Shared Services Grant:**

The Town of Wheatfield has received notification from Senator Ort's office that they will be receiving a \$400,000.00 grant to purchase a new paver to be shared by the Towns of Wheatfield, Lewiston, Niagara, Porter, Pendleton and Cambria.

Respectfully submitted,

Scott B. Hillman



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## Engineer

### General Engineering Support

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- New generator at Town Hall
  - Final Plans and Contract Documents have been completed and Cost Estimate provided.

Future Action Items: Advertise for construction subject to availability of funds
- Runaway Bay Subdivision
  - Received plans June 4<sup>th</sup>
  - GHD will provide initial comments to the Planning Board
- Water Tank Replacement Project.
  - EFC Grant Application submitted June 2017
    - SEQR Lead Agency coordination completed
    - 30 day comment period over and regulatory agency comments received (SHPO - No impact)
    - Town Board to authorize the Supervisor to sign a Negative Declaration
- Porter - Bank Stabilization Grant
  - Environmental Due Diligence requirements (NEPA, SEQRA, SHPO/THPO, Floodplain)
  - SHPO - No impact Letter received
  - 30 Day SEQR lead agency / coordination complete (January 8<sup>th</sup>)
  - Part 2/3 SEQR completed
  - Grant Application Filed by Rotella Management (12/27/2017)
  - Town signed Negative Declaration



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## Attorney

No report.



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## Grant Writer

### Grants Status Report: Projects we are currently working on:

**CBDG Grant AWARDED:** Fort Niagara Beach: A \$350,000 grant request has been AWARDED to Community Block Development Grant Program for a shoreline stabilization project. We need to begin an RFP for engineering services. RFP requirements are in the contract and will review and develop an RPF.

**CFA's Are Open:** The consolidated funding Applications are open and here is link to all the categories:  
<https://apps.cio.ny.gov/apps/cfa/help.cfm?section=programquestions>

Some examples are:

- Recreation/Park (Improvements)
- Infrastructure Improvements
- Energy Programs (NYSERDA)
- HUD/ Community Renewal
- WQIP/GIGP: Water Quality Improvements
- Tree Inventory/DEC
- Trails Development and Improvements
- LWRP Project Improvements

**Greenway:** 3<sup>rd</sup> reimbursement requested will be re-submitted for the sign today for \$6,802.60. Balance of our greenway funding is \$41,812.15

**I believe Scott and Wendy are working on the trail outline, waiting for either cost estimates or cancelled checks and invoices if this has been completed.**

**EFC Drinking Water Grant:** This grant has not opened, but should be opening soon (Last month's notes: The Water Tower and water distribution grant was denied and EFC has request a resubmitted. They are requesting additional SEQR and SHPO letters. This will be completed and resubmitted this spring. Town Board needs to review project and determine if the project is still a priority. Project will include GHD's engineering model. Listing will include the entire project area. Project cost submitted for \$5,800,000.

**LWRP:** Pending: Working on the reimbursement. We are finally registered under NYS Contractor Reporter System. Letter of extension has been submitted until May 2019 to finalize the LWRP.





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## Calendar of Events

- |                        |   |
|------------------------|---|
| Zoning Board Meeting   | Thursday, June 28, 2018 @ 7:00 PM                 |
| <b>Fourth of July</b>  | <b>Wednesday, July 4, 2018 - TOWN HALL CLOSED</b> |
| Planning Board Meeting | Thursday, July 5, 2018 @ 7:00 PM                  |
| Town Board Meeting     | Monday, July 9, 2018 @ 7:00 PM                    |



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## Public Comments

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## Town Board Comments

report