



# Town of Porter

## Organizational Meeting

3265 Creek Road  
Youngstown, NY 14174

[TownofPorter.Net](http://TownofPorter.Net)

### ~ Agenda ~

Barb DuBell  
716-745-3730

Tuesday, January 3, 2017

3:00 PM

Town Hall Auditorium

## I. Call to Order

3:00 PM Meeting called to order on January 3, 2017 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Present	Absent	Late	Arrived
Supervisor Mert Wiepert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Jeff Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Thomas Baia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deputy Supervisor Larry White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman J. Duffy Johnston	<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"/>	

## II. Public Portion

## III. Resolutions/Reports

1. **Resolution 2017-1**  
Appoint Attorney & Engineer for 2017
2. **Resolution 2017-2**  
Planning & Zoning Board Appointments for 2017
3. **Resolution 2017-4**  
Standard Work Days for 2017
4. **Resolution 2017-5**  
2017 Salaries/Hourly
5. **Resolution 2017-3**  
Set Additional Benefits for 2017 as Budgeted
6. **Resolution 2017-6**  
Set Town Board Meetings for 2017
7. **Resolution 2017-7**  
Miscellaneous Appointments for 2017

- 8. Resolution 2017-22**  
Appoint John D Johnston
- 9. Resolution 2017-8**  
Set Water & Sewer Rates for 2017
- 10. Resolution 2017-9**  
Fees for 2017
- 11. Resolution 2017-10**  
2017 Holiday Schedule
- 12. Resolution 2017-11**  
2017 Contracts
- 13. Resolution 2017-12**  
Miscellaneous Authorizations for 2017
- 14. Resolution 2017-15**  
Supervisor's Committees & Liasons for 2017
- 15. Resolution 2017-13**  
Procurement Policy
- 16. Resolution 2017-14**  
Town of Porter Cash Management Policy
- 17. Resolution 2017-17**  
Close Organizational Meeting



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**2017-1**

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## **Appoint Attorney & Engineer for 2017**

**Reappoint Michael J. Dowd as Attorney for the Town for the year 2017 at \$21,930.00, to be distributed as follows: \$10,914 Town Attorney, \$5,508 as Zoning and \$5,508 as Planning Attorney and to authorize the Supervisor to sign the contract.**

**Reappoint Attorney Michael J. Dowd as Town Prosecutor for 2017 at \$8,670.00, and authorize the Town Supervisor to sign the contract.**

**Appoint G.H.D., Inc. as Town Engineer for 2017 at \$9,000.00, and authorize the Town Supervisor to sign the contract.**



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**2017-2**

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## **Planning & Zoning Board Appointments for 2017**

**Reappoint John "Duffy" Johnson to the Zoning Board of Appeals. Term of office is from January 1, 2017 to December 31, 2021**

**Reappoint John "Duffy" Johnston as Chairman of the Town of Porter Zoning Board of Appeals for 2017.**

**Reappoint Nancy Smithson as Secretary of the Town of Porter Zoning Board of Appeals for the year 2017**

**Appoint Peter Jeffery as chairman of the Town of Porter Planning Board for the year 2017.**

**Reappoint J. Anthony Collard to the Planning Board for the term January 1, 2017 thru December 31, 2021.**

**Reappoint Amy Freiermuth as Secretary of the Planning Board for 2017.**

**FINANCIAL IMPACT:**

None



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## Standard Work Days for 2017

**BE IT RESOLVED**, That the Town of Porter hereby establishes the following as standard work day for elected and appointed officials, and will report the following days worked to the New York State & Local Employees' System.

<b>ELLECTED OFFICIALS</b>	<b>STANDARD WORK DAY</b>
Town Board Member	6
Highway Superintendent	8
Tax Collector	6
Supervisor	7
Town Clerk	7
<b>APPOINTED OFFICIALS</b>	
Assessor	7
Assistant Recreation Director pt	6
Budget Officer	7
Building Inspector p/t	8
Clerk p/t - Highway	8
Clerk p/t - Water/Sewer	8
Clerk p/t - Planning Secretary	8
Clerk p/t - Zoning Secretary	8
Clerk p/t - Assessor/Bldg Ins	8
Confidential Secretary-Sprvisor	7
Court Attendant	6
Deputy Superintendent of Highway	8
Deputy Tax Collector	6
Deputy Town Clerk	7
Justice Clerk	7
Motor Equipment Operator	8
Planning Board Member	6
Recreation Director p/t	6
Recreation Leader p/t	6
Registrar of Vital Statistics pt	7
Town Historian p/t	6
Truck Driver p/t	8
Wtr/Wstwr Maintenance Person	8
Zoning Bolard Member	6
Zoning Officer p/t	8



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**2017 Salaries/Hourly**

**2017 Salaries/Hourly**

		<b>Hourly Wage</b>	<b>Salary</b>	
<b><u>Elected Officials</u></b>				
Wiepert, Mert	Supervisor		33,424	
Baia, Ton	Councilman		7,165	
Baker, Jeff	Councilman		7,165	
Fleckenstein, Joe	Councilman		7,165	
White, Larry	Councilman		7,165	
Hillman, Scott	Highway Superintendent		40,569	
Pollow, Wayne	Town Justice		18,207	
Truesdale, David	Town Justice		18,207	
Hogan, Sally	Tax Collector		6,425	
DuBell, Barbara	Town Clerk		41,787	
<b><u>Employees</u></b>				
Siegrist, Mary	Confidential Secretary-Supervisor		32,118	
Bills, Steven C	Motor Equipment Operator	24.17		
Burmester, David	Wtr/Wstwtr Maintenance Person	26.04		
			1,025	Longevity
Cranston, Patricia G	Deputy Tax Collector		942	
Cudney, Scott M	Wtr/Wstwtr Maintenance Person	24.17		
	Town Historian p/t		2,395	
Driscoll, Susan	Assessor Planning - Zoning Co-		49,640	
Driscoll, Susan	ordinator		1,500	
DuBell, Barbara L	Registrar of Vital Statistics Water		6,7.68	(\$400.00
Freiermuth, Amy	Collection Sewer Collection Clerk		5,812 3,198	per month
	p/t (Planning)		4,800	with meeting)
Given, Margaret A	Clerk p/t (Assessor/Bldg. Ins.)	17.50		
Gombert, David W	Deputy Superintendent of Highway	26.04		
			1,025	Longevity
Hastings, Lisa R	Justice Clerk	24.17		
Hastings, Lisa R	Clerk p/t (recreation)		4,109	
			175	Longevity
Hibbard, Kara M	Deputy Town Clerk Deputy		36,527	
	Registrar		1,729	
Hillman, Scott B	Wtr/Wstwtr Maintenance Person		33,219	
Lauger, Heidi S	Recreation Leader p/t		4,854	
Lockhart, Ramona	Clerk p/t (water/sewer)	17.50		
Meigs, Nathaniel A	Court Attendant	13.27		
Pollow, Charmayne	Clerk p/t (Hwy supt, water, Sewer)	17.50		

Rogers, Roy W	Building Inspector p/t		21,462	
Rogers, Roy W	Zoning Officer p/t		17,070	
Rugg, Sharon L	Recreation Leader p/t		6,464	
Shackelford, Amanda S	Recreation Leader p/t		4,854	
	Assistant Recreation Director pt		6,000	
Shaw, Wendy F	Motor Equipment Operator	24.17		
Smithson, Nancy D	Clerk p/t(Zoning)		4,191	(\$349.25 per Month with Meetings)
Stone, James D	Motor Equipment Operator	24.17		
Whyte, Russell	Truck Driver p/t	14.86		
Wiepert, Merton K	Budget Officer		1,643	
Wilkesmore, Timothy R	Court Attendant	13.27		
Zasucha, Kathryn W	Recreation Director p/t		10,415	
Summer Help	Recreation Leaders 1st year	10.00		
	Recreation Leaders - Returnees	10.50		
	Laborers (DL) 1st Year	10.00		
	Laborers (DL) - Returnees	10.50		



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## **Set Additional Benefits for 2017 as Budgeted**

**\*\*\*Longevity Schedule for full-time employees:**

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

**Set Health Reimbursement Account: \$1,000 annual, Full time employees, and \$500 annual for Grandfathered employees.**

**Set work boot reimbursement \$175 for 2017 (For full time DPW Employees)**





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**2017-6**

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## **Set Town Board Meetings for 2017**

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 2017, except for October. That meeting will be on Tuesday, October 10<sup>th</sup> due to the Columbus Day holiday.

**January 9, 2017**  
**February 13, 2017**  
**March 13, 2017**  
**April 10, 2017**  
**May 8, 2017**  
**June 12, 2017**

**July 10, 2017**  
**August 14, 2017**  
**September 11, 2017**  
**October 10, 2017**  
**November 13, 2017**  
**December 11, 2017**



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**2017-7**

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## **Miscellaneous Appointments for 2017**

Reappoint Supervisor Merton K. Wiepert as Budget Officer for the year 2017.

Reappoint Glenn M. Caverly as the Stormwater Management Officer for 2017.

Reappoint Rotella Grant Management as the Town's grant writer for 2017, 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.

Resolution to pay retired bookkeeper Norm Ault \$30.00 per hour as a consultant fee on an as needed basis.



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**2017-22**

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## **Appoint John D Johnston**

The town clerk reads the following letter to the town board:

Dear Mert, Jeff, Larry and Tom:

I would like you to consider me for the opening on the Town of Porter board position. I believe that I have shown the leadership on the Town Zoning board and the Republican committee as chairman. With the election coming up November 1, I would be a strong Candidate for election. The holidays have detained the committee from having a meeting, but of the twelve members, nine have sent emails, acknowledging myself as the most qualified person for the position.

Thank You. J. Duffy Johnston

Motion made to appoint John Duffy Johnston to the Porter Town Board as a replacement for Joe Fleckenstein.



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## Set Water & Sewer Rates for 2017

WATER AND SEWER RATES Effective for January 1, 2017:

**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, 2016:

Village of Youngstown	\$5.15 per thousand
Fort Niagara State Park	5.15 per thousand
Town of Porter	0-7,000 \$42.35
	Over 7,000 \$ 6.05 per thousand

Treatment Rate to Town of Lewiston \$3.45 per thousand gallons.



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## Fees for 2017

### Building /Zoning/Planning Fees - 2017

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:**

**2017 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



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**2017-10**

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## 2017 Holiday Schedule

**Approve the Holiday Schedule for 20 as follows:**

Holiday Schedule	2017
New Year's Day	Monday, January 2, 2017
Martin Luther King, Jr Day *	Monday, January 16, 2017
President's Day *	Monday, February 20, 2017
Good Friday	Friday, April 14, 2017
Memorial Day (Observed)	Monday, May 29, 2017
Floating Holiday **	Monday, July 3, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Columbus Day (Observed)	Monday, October 9, 2017
Veterans Day (Observed)	Friday, November 10, 2017
Thanksgiving Day	Thursday, November 23, 2017
Day After Thanksgiving	Friday, November 24, 2017
Christmas Day	Monday, December 25, 2017
New Year's Day	Monday, January 1, 2018

\* DPW works these holiday's and receive 2 floating holidays in their place

\*\* Floating Holiday in lieu of Election Day



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## 2017 Contracts

**Approve the following Contracts as budgeted and authorize the Town Supervisor to sign the Contracts as they come due in 2017.**

<u>2017</u>	<u>Annual Contracts</u>	<u>Amount</u>
01-6410.0004	Publicity	1,000
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)	2,500
02-6989.0004	LNRRCOC Annual Contract	10,000
02-6989.0004	LNRRCOC Annual Contract	7,500
01-7410.0004	Youngstown Free Library	78,646
01-7410.0004	William J McLaughlin Free Library	78,646
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	Lighting of the Wreaths (Ransomville Historical Project)	2,000
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
02-7610.0004	Programs for the Aging (Ransomville Rural Retirees)	1,700





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## Miscellaneous Authorizations for 2017

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 4:00 PM
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: **Key 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 2017, and NYS-GFAO Association Dues for 2017.



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## **Supervisor's Committees & Liasons for 2017**

Supervisor Wiepert appointed Councilman Baker as his Deputy Supervisor. Councilman Baker accepted the appointment.

### **SUPERVISOR'S COMMITTEES:**

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

**MOTION TO APPOINT made by Councilman Baker and seconded by Councilman White. Motion carried.**

### **LIAISONS:**

Village of Youngstown-Tom Baia  
Recreation Department-Larry White  
Niagara Falls Area Chamber of Commerce-Jeff Baker  
Libraries-Larry White  
Fire Companies-Dave Truesdale, Youngstown and Jeff Baker, Ransomville.  
Human Relations- Mike Dowd, Merton Wiepert and Mary Siegrist  
Highways-Jeff Baker, Scott Hillman, and Larry White  
Buildings-David Truesdale, Merton Wiepert, Roy Rogers and Scott Hillman  
Planning Board- Mert Wiepert 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) - Porter Town Board  
Greenway (Power Authority) - Larry White

**MOTION TO APPOINT made by Councilman Baker and seconded by Councilman White. Motion carried.**



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## 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
Mary Siegrist	Bookkeeper

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



**Town of Porter**  
3265 Creek Road  
Youngstown, NY 14174

**Barb DuBell**  
Town Clerk  
716-745-3730  
[TownofPorter.Net](http://TownofPorter.Net)

**2017-14**

Meeting: 01/03/17 03:00 PM

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## **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 3, 2017 BY A UNANIMOUS VOTE OF THE TOWN OF PORTER TOWN BOARD.**

\_\_\_\_\_  
TOWN CLERK



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**2017-17**

Meeting: 01/03/17 03:00 PM

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## **Close Organizational Meeting**

The Town Board needs to designate a delegate and an alternate to attend the Association's of Towns Annual Business Meeting being held at the Marriott Marquis in New York City on February 19-22, 2017. Certificate of Designation must be returned to the Association of Towns no later than February 6, 2017.