



# Town of Porter

## Town Board Meeting

~ Agenda ~

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

Barb DuBell  
716-745-3730

Monday, May 8, 2017

7:00 PM

Town Hall Auditorium

### I. Call to Order

7:00 PM Meeting called to order on May 8, 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"/>	
Deputy Supervisor Jeff Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Thomas Baia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman 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. Resolutions/Reports

### III. Resolutions

- Resolution 2017-43**  
Minutes Approval
- Resolution 2017-44**  
Payment of Audited Vouchers
- Resolution (ID # 5016)**  
Acceptance of Supervisor's Report

### IV. Reports

- Report 2017-89**  
Supervisor's Report
- Report 2017-101**  
Town Clerk
- Report 2017-90**  
Bookkeeper

**4. Report 2017-102**

Tax Collector

**5. Report 2017-91**

Recreation

**6. Report 2017-92**

Assessor

**7. Report 2017-93**

Building Inspector/Code Enforcement Officer

**8. Report 2017-94**

Highway

**9. Report 2017-95**

Attorney

**10. Report 2017-96**

Grant Writer

**11. Report 2017-97**

Correspondance

**12. Report 2017-98**

Calendar of Events

**13. Report 2017-99**

Public Comments

**14. Report 2017-100**

Town Board Comments



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**2017-43**

Meeting: 05/08/17 07:00 PM

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## Minutes Approval

Resolution to approve the minutes of the April 10 Work Session and Porter Town Board meeting.



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**2017-44**

Meeting: 05/08/17 07:00 PM

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## **Payment of Audited Vouchers**

Resolution to approve the Vouchers as audited by the Porter Town Board.



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**(ID # 5016)**

Meeting: 05/08/17 07:00 PM

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

Resolution to accept the Supervisors Report for April 10, 2017.



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**2017-89**

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Meeting: 05/08/17 07:00 PM

4.1

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## Supervisor's Report

### SUPERVISOR

Sally Hogan Tax collector will be retiring in December.

Roy Rogers will also be retiring on May 31 2017.

Steps are being taken to fill these job titles.

Checks and warrants to be paid for the month of April \$124,626.91

New Water meters have been getting updated.



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**2017-101**

Meeting: 05/08/17 07:00 PM

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## **Town Clerk**

Clerk Fees for April 2017   \$   825.16

Water                               \$36,612.27

Sewer                               \$19,369.32

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Received the following on April 25, 2017:

Office of Tax Collector

I, Sally Hogan will not be seeking re-election to the office of Tax Collector.

I will be stepping down at the end of my term, December 31, 2017, after having served in the position since being elected in 1987. I wish to thank the Republican committee and the Town of Porter Board members for the continued support I have always received. It has been a pleasure to have served and helped (answered many questions or tried to tell them who might have an answer for them) the taxpayers of the Town of Porter.

Respectfully Yours,  
Sally Hogan

\*\*\*\*\*

Received May 1, 2017:

I will be retiring from the Code Enforcement Officer position effective May 31, 2017.

I thank you for the opportunity to serve the community for the past eleven years.

Sincerely,  
Roy Rogers



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**2017-90**

Meeting: 05/08/17 07:00 PM

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## **Bookkeeper**

### Bookkeeper

Payroll completed for the month of April

Worked with NYS auditor

Trained with Harris computer system to familiarize day to day duties

Would like to go over with town board about new backup system for Micro Fund.

Will be attending training May 18, 2017 in Batavia for NYS retirement

Have contracted Public sector HR for handbook and just waiting for date and time to go over new copy.

Completed all monthly reports - supervisor report , April retirement. Deposit summary.



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**2017-102**

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## Tax Collector

Supervisor Merton Wiepert

Town of Porter

3265 Creek Rd

Youngstown, NY 14174

RE: TOWN /COUNTY TAX COLLECTIONS FOR 2017

Dear Supervisor Wiepert and Town Board Members:

Paid to Supervisor Wiepert the sum of \$4,542.37 This amount included the following:

Penalties collected in March	\$4274.33
Return of Petty Cash	100.00
\$1.00 surcharge on unpaids returned	167.00
Over payments	1.04

Paid to County Treasurer on April 12, 2017 the sum of \$485,833.50 as final remittance to the County.

The following figures reflect the final results of my collection for the 2017 Town/County Tax Roll in and for the Town of Porter:

Paid to Supervisor	1,316,876.83
Paid to County in February	3,200,000.00
Collected by County Treasurer	
(Utilities County Owned)	105,462.33
April remittance due County	486,000.50
Total Collected	5,108,339.66
Total Uncollected (167 bills)	395,019.41
	5,503,359.07

### ADJUSTMENTS-CORRECTED BILLS

Time Warner-No Town Tax	517.76
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Total Warrant	5,503,876.83
April remittance	486,000.50
\$1.00 unpaids surcharge	-167.00
Paid to County Treasurer	485,833.50

There was no interest credited this year to this account.

Total of \$6,197.99 in penalties was collected this year. Town Tax Collector's account now reflects a balance of \$108.01-\$2.00 to keep the account open and \$106.01 for overpayment refunds that still have not been cashed.

Sally A. Hogan, Collector

Town of Porter



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**2017-91**

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## Recreation

### RE: Recreation Report

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- The Story Hour Program continues in the Youngstown Library on Tuesdays and in the Ransomville Library on Wednesdays at 9:30 and 11:00am. The Summer Programs will begin in July.
- The Saturday Story Hour Program will be held on Saturday, May 13th. This will be the final program for the Spring; it will resume in the Fall.
- Yoga continues on Wednesdays at 6:30pm in the Cora Gushee Room at the Youngstown Village Center.
- Tai Chi will begin again on Tuesday, June 13<sup>th</sup> at 9:30am. This will continue every Tuesday at Porter on the Lake Park.
- The Summer Recreation Program will be held at Stevenson Elementary from Monday, July 3<sup>rd</sup> - Thursday, August 10<sup>th</sup>. There will not be a program on Tuesday, July 4<sup>th</sup>.
- We are accepting resumes until May 25<sup>th</sup> for our Summer Recreation Leaders; interviews will be held on Monday, June 5<sup>th</sup>.
- Our next meeting will be on Monday, June 5th, 2017 at 6:00pm.



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**2017-92**

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## Assessor

### ASSESSOR'S REPORT

April 2017

Made five on-site field inspections.

Provided tentative school tax values to Lewiston Porter School Tax Collector, and provided equalization rate information on request of the School Board.

Attended Institute of Assessing Officers Income and Expenses workshop in Batavia.

Met with Ransomville Road resident to discuss new property improvements.

Finalized processing building permits and exemption applications for the 2017 roll.

Finalized 2017 Tentative roll and provided Niagara County Office of Real Property Services with File Transfer Protocol copy of same.

Attended 2017 Board of Assessment Review training with new Porter Board member at the Niagara County Legislature in Lockport.

Attended monthly meeting of Niagara County Assessor Association, which included a presentation by New York State Archives on records retention.

Began review of records retention in the Assessor's office.

Processed March deed transfers.

Collected April deed transfers; bank code changes; 2017 Tentative Roll; new tax maps from Niagara County ORPTS.

Prepared and distributed 129 change of assessment notices.



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**2017-93**

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## **Building Inspector/Code Enforcement Officer**

### **BUILDING DEPARTMENT REPORT - April 2017**

Building permits issued as per the report

Periodic progress inspections on ongoing construction projects throughout the Town

Prepared materials for the Planning and Zoning meetings

Attended Niagara Frontier Building Officials meeting



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**2017-94**

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## Highway

### Highway Department:

1. Completed Town-Wide and first scheduled brush pick up.
2. Completed conversion of all trucks to summer operation status.
3. We are mowing cemeteries, lift station and water towers as weather permits.
4. Provided assistance with a truck hauling blacktop for the Town of Cambria.

### Drainage Department:

1. Received numerous complaints of drainage problems due to recent rain events; we have investigated and taken measures to correct some of the issues.
2. We have cleared blockages in several streams trying to alleviate flow restrictions.
3. We are currently working to resolve drainage issues in the Youngstown Estates subdivision.
- 4.

### Water and Sewer Department:

1. Completed monthly meter readings.
2. Completed installation of 48 new Orion transponders.
3. Completed second quarter DBP Stage 2 water testing.
4. Completed and published the Annual Water Quality Statement.
5. We continue to monitor for I&I during the recent heavy rain events.

### POTL:

1. The bathrooms are now open for the season.
2. We are working on mowing when the weather permits as well as clearing debris from the beach area.

### Beaver Island Breakout:

I would like board permission to allow all highway and water/ sewer employees to attend the Work Safety Class being put on by the WNYAPWA at Beaver Island SP on Thursday May 25<sup>th</sup>. The registration cost will be \$220.00.

### CHIPS Funding:

I have been advised that the town will receive the following in CHIPS funding for 2017.

CHIPS- \$60843.64

EWR - \$11161.45

PaveNY \$13888.17

**Total funding - \$85893.26**

This is an increase of \$12005.26 over the last years funding level.

Scott B. Hillman, Superintendent of Highways



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**2017-95**

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## Attorney

none



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**2017-96**

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## Grant Writer

**RESOLUTION:** Support of the Consolidated Funding Application and under the category the Department of State's Local Waterfront Revitalization Program in the development of an ADA accessible Kayak Launch at Porter On The Lake.

**RESOLVED** that the Supervisor of the Town of Porter is hereby authorized and directed to file an application with the State of New York, Consolidated Funding Application, Department of State to request grant funding for the development of an ADA accessible Kayak Launch at Porter On The Lake.

**Further RESOLVED** the Town of Porter will provide 50% matching funds up to \$150,000 required to complete the project

**DATED:** May 8, 2017

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

List of Councilpersons:

1. Merton K Wiepert, Superior	Aye_____	Nay_____
2. Thomas Baia, Councilman	Aye_____	Nay_____
3. Jeffery Baker Councilman	Aye_____	Nay_____
4. Larry White, Councilman	Aye_____	Nay_____

Certified to be a true copy of the approved resolution and a record on file in the Town Clerk's office for the Town of Porter.

\_\_\_\_\_  
Barbara DuBell Town Clerk

Town of Porter



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**2017-97**

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## Correspondance

report



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**2017-98**

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## Calendar of Events

Zoning Board Meeting                      Thursday, May 25<sup>th</sup> @ 7:00 PM

**MEMORIAL DAY - MONDAY MAY 29<sup>TH</sup> - TOWN OFFICES CLOSED**

Planning Board Meeting                      Thursday, June 1<sup>st</sup> @ 7:00 PM

Town Board Meeting                          Monday, June 12<sup>th</sup> @ 7:00 PM



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**2017-99**

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4.13

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## Public Comments

comments



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**2017-100**

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## Town Board Comments

Report