|  |  |  |
| --- | --- | --- |
|  | **Town of Porter** | 3265 Creek Road  Youngstown, NY 14174 |
| **Town Board Meeting** | TownofPorter.Net |
| **~ Minutes ~** | Kara Hibbard 716-745-3730 |
| Tuesday, August 9, 2022 | 7:00 PM | Town Hall Auditorium |

### Call to Order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendee Name** | **Organization** | **Title** | **Status** | **Arrived** |
| Jipp Ortiz | Town of Porter | Councilman | Present |  |
| J. Duffy Johnston | Town of Porter | Supervisor | Present |  |
| Jeff Baker | Town of Porter | Deputy Supervisor | Present |  |
| Larry White | Town of Porter | Councilman | Absent |  |
| Tim Adamson | Town of Porter | Councilman | Present |  |
| Kara Hibbard | Town of Porter | Town Clerk | Absent |  |
| Kimberli Boyer | Town of Porter | Bookkeeper | Present |  |
| Elaine Porto | Town of Porter | Deputy Town Clerk | Present |  |
| Dave Burmaster | Town of Porter | Highway Superintendent | Present |  |

1. **Resolutions/Reports**
2. **Resolutions**
   1. **Resolution 2022-54**

**Minutes Approval**

Resolution to approve the minutes from the July 11, 2022 Town Board meeting

**ADOPTED [UNANIMOUS]**

Jeff Baker, Deputy Supervisor Tim Adamson, Councilman

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson

Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-55**

**Audited Vouchers**

|  |  |  |
| --- | --- | --- |
| **TOWN OF PORTER** |  |  |
| **WARRANT** | **POST AUDIT** | **7/31/22** |

|  |  |  |  |
| --- | --- | --- | --- |
| **:** | **#7A** |  |  |
| **FUND** | **01** | 13,149.67 |  |
| **FUND** | **02** | 679.56 |  |
| **FUND** | **04** | 10,686.71 |  |
| **FUND** | **06** | 2,082.42 |  |
| **FUND** | **07** | 1,495.48 |  |
| **FUND** | **10** | 0.00 |  |
| **FUND** | **11** | 29,295.35 |  |
| **FUND** | **35** | 9,385.00 |  |
| **TOTAL** |  | **66,774.19** |  |
| **VOUCHER 'S** | **30471** | **THRU** | **30507** |
| **WARRANT**  **:** |  |  |  |
|  | **POST AUDIT #7-**  **AUG 2022** |  | **8/4/22** |
| **FUND** | **01** | 16,473.58 |  |
| **FUND** | **02** | 33,009.89 |  |
| **FUND** | **04** | 14,348.96 |  |
| **FUND** | **06** | 30,310.14 |  |
| **FUND** | **07** | 128.68 |  |
| **FUND** | **10** | 827.34 |  |
| **FUND** | **11** | 27,591.77 |  |
| **FUND** | **28** | 850.00 |  |
| **FUND** | **35** | 7,152.91 |  |
| **FUND** |  |  |  |
| **TOTAL** |  | **130,693.27** |  |
| **VOUCHER 'S** | **30508** | **THRU** | **30602** |
|  | **TOTAL** | ***197,467.46*** |  |

**ADOPTED [UNANIMOUS]**

Tim Adamson, Councilman Jeff Baker, Deputy Supervisor

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson

Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-56**

**Supervisor's Report**

Resolution to approve the supervisor's report from the July 11, 2022 Town Board meeting.

**ADOPTED [UNANIMOUS]**

Jipp Ortiz, Councilman

Jeff Baker, Deputy Supervisor

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-58**

**SEQRA Resolution.**

**SEQRA RESOLUTION**

At a regular meeting of the Town Board of the Town of Porter, Niagara County, New York, held at Town Hall, in Youngstown, New York, in said Town, on the 9th day of August 2022, at o’clock P.M., Prevailing Time.

The meeting was called to order by , and upon roll being called, the following were PRESENT:

ABSENT:

The following resolution was offered by , who moved its adoption, seconded by

, to-wit:

RESOLUTION DATED AUGUST 9, 2022.

A RESOLUTION OF THE TOWN OF PORTER, NIAGARA COUNTY, NEW YORK AS TO SEQRA DETERMINATION.

BE IT RESOLVED by the Town Board of the Town of Porter, Niagara County, as follows:

Section 1. It is hereby determined that the Board adopting this resolution has declared itself to be the lead agency under the State

Environmental Quality Review Act (“SEQRA”) and pursuant to the regulations promulgated thereunder for purposes of determining the environmental impact of the project described in Section 3 hereof and completed all requisite requirements in connection therewith.

Section 2. It is hereby determined that the project described in Section 3 hereof is a Type II Action, pursuant to 6 NYCRR Part 617.5 (c)

* + 1. and (2) of the Regulations, which, as such it has been determined will not have any significant adverse impact upon the environment.

Section 3. The project which is the subject of this resolution is described as follows:

Increase and improvement of the facilities of the Town of Porter Water District, in the Town of Porter, Niagara County, New York, consisting of reconstruction and replacement of elements of the existing water distribution system, including original furnishings, equipment, machinery, apparatus and appurtenances and incidental improvements and expenses in connection therewith, at a maximum estimated cost of $6,785,000.

Section 4. This resolution shall take effect immediately.

**CERTIFICATION**

STATE OF NEW YORK )

) ss.:

COUNTY OF NIAGARA )

I, the undersigned Town Clerk of the Town of Porter, Niagara County, New York, DO HEREBY CERTIFY: 1.That a meeting of the Issuer was duly called, held and conducted on the 9th day of August 2022.

1. That such meeting was a **special regular** (circle one) meeting.
2. That attached hereto is a proceeding of the Issuer which was duly adopted at such meeting by the Board of the Issuer. 4.That such attachment constitutes a true and correct copy of the entirety of such proceeding as so adopted by said Board. 5.That all members of the Board of the Issuer had due notice of said meeting.
3. That said meeting was open to the general public in accordance with Section 103 of the Public Officers Law, commonly referred to as the “Open Meetings Law”.
4. That notice of said meeting (the meeting at which the proceeding was adopted) was caused to be given **PRIOR THERETO** in the following manner:

**PUBLICATION** (here insert newspaper(s) and date(s) of publication).

**POSTING** (here insert place(s) and date(s) of posting).

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Issuer this 9th day of August 2022.

Town Clerk

(CORPORATE SEAL)

**ADOPTED [UNANIMOUS]**

Jipp Ortiz, Councilman

Tim Adamson, Councilman

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-59**

**Solar Light Post for Youngstown Estates**

SOLAR LIGHT POST FOR YOUNGSTOWN ESTATES SL12

20 Watt Light (3700-LM) - 3000K - Type 11 - 20ft HD Pole - 285 Watt Solar Panel 2 X 92AH AGM Batteries - BE04 Battery Enclosure - 15A Smart MPPT

Charge Controller - Dusk to Dawn Illumination

|  |  |  |
| --- | --- | --- |
| Cost | - | $3,488.00 |
| Tax | - | $ 587.00 |
| Total | - | $4,075.00 |

Town has been made aware that this area in particular of Riverview and Dansworth Drive on the corner is very dark and few accidents have happened on or around this corner. The Town is concerned for the safety of its residents and biclyists. The Town is only paying a portion of this, and the rest is coming from the Youngstown Estates. Highway is projected to do the work of putting in a lightweight sonotube.

Roll Call : Supervisor Johnston, yes: Deputy Supervisor Baker,yes, Councilman Adamson, yes, Councilman Ortiz, yes.

**ADOPTED [UNANIMOUS]**

Tim Adamson, Councilman Jeff Baker, Deputy Supervisor

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson

Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-60**

**Fitness Pad Concrete Pad** One bid was received from Mark Cerrone Inc. for a total of $22,250.00. Resolution needed to award Mark Cerrone Inc. the winner of the bid.

7 RFP's were given out and one bid received back from Cerrone for the Fitness Pad at Porter on the Lake.

###### Roll call: Supervisor Johnston, yes; Deputy Supervisor Baker, yes; Councilman White, absent; Councilman Adamson, yes; Councilman Ortiz, yes

**ADOPTED [UNANIMOUS]**

Jeff Baker, Deputy Supervisor Tim Adamson, Councilman

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson

Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-61**

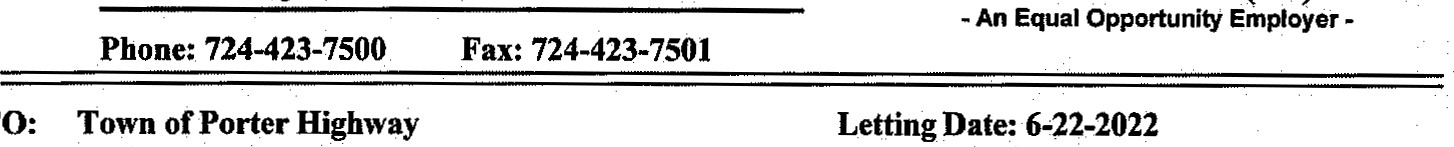
**Milling and Paving of Various Town Roads**

# Donegal Construction Corporation

PO Box 450 NY Operations Manager Contact Info.

##### New Stanton, Pennsylvania 15672 Todd Hartman (315)521-5256

Pavement Profilers Local Fax Number: (585) 332-2001



- An Equal OpportuniW Employer

##### Town of Porter Highway Letting Date: 6-22-2022 1800 Braley Rd

Road Project: Various Roads

Youngstown, NY 14174 Location: Porter, NY

##### Attn: Dave Burmaster

WE APPRECIATE THE OPPORTUNITY TO PROVIDE YOU THE FOLLOWING QUOTATION:

|  |  |  |  |
| --- | --- | --- | --- |
|  | APPROXIMATE |  | ESTIMATED |
| ITEM & DESCRIPTION | OUANTITY: | UNIT PRICE: | SHIFTS |

Mill as directed @ 1.5" 52158 sq yds See Below

Streets less than 3000 sq yds = $1.07/ sq yd Streets greater than 3000 sq yds = $0.44/ sq yd

Parker = 2300 sq yds, Little Dead end = 255 sq yds, Reece Ct. = 1353 sq yds, Lutts Rd. = 30417 sq yds Cain Rd = 17733 sq yds

**Total cost $25,367.56**

SPECIAL CONDITIONS:

This quote is based on the work being performed Monday thru Friday. The price quoted includes mobilization.

The Town is responsible for supplying water to the mill at no charge to Donegal Construction Corp.

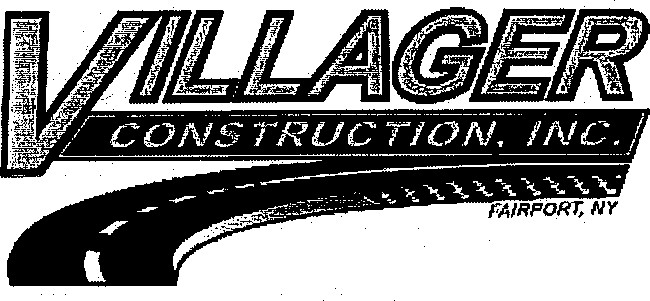
The Town is responsible for the clean up, tramac control and trucking.

The Town must supply enough trucks to keep the mill continuously working.

The Town is responsible for supplying' individuals to guide and control the trucks.

This Quotation must be accepted and returned within 45 days of letting date and is subject to the conditions above and on page 2. This Quotation shall be made an attachment to any ensuing Subcontract and it supersedes any conflicting provisions of the Subcontract.

Page 1 of 2



425 Old Macedon Center Road Fairport, New York 14450

Phone: (585) 223-7697 Fax: (585) 223-7787 Email: [vci@villagerci.com](mailto:vci@villagerci.com)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To: Address: | | Porter, Town Of 1800 Braley Road Youngstown, NY 14174 | | | Contact: 716  791-3831 | | David P. Burmaster 716-791- 3831 | |
| Project Name:  Project Location: | | Porter, Tow2022 Milling & Paving Program Lutts Road, Cain Road, Parker Road & Reece Court, Town Of Porter, NY | | | Bid Number:  Bid Date: | | P22-010 6/2712022 | |
| Item # | Item Description | | Estimated | uan8 | Unit | Unit Price | | Total Price |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cain Rd. | COLD MILLING OF CONCRETE - | 15,975.00 SY | $0.45 | $7,188.75 |
| Lutts Road | PRODUCTION COLD MILLING OF BITUMINOUS | 29,650.00 SY |  | $13,342.50 |
|  | CONCRETE |  |  |  |
| Parker | PRODUCTION COLD MILLING BITUMINOUS | 2,685.00 SY | $0.45 | $1,208.25 |
| Road | CONCRETE |  |  |  |
| Reece | PRODUCTION COLD MILLING OF BITUMINOUS CONCRETE | 1,250.00 sy |  | $552.50 |
| Road |  |  |  |  |
|  |  | Total Bid Price: |  | $22,302.00 |
| Notes:   * unit price I | S based on the 2022 Niagara County Bid No. 2022-23 |  |  |  |

* Note: The unit price of $0.45 per square yard Parker Rd and Reece Court is based on performing the work at the same time as Cain Rd. and Lutts Rd.
* Mobilization is included in the unit bid price.
* Number of Shifts to Complete the Work: Four (4) Shifts

2 bids were received from Superintendent Burmaster regarding the milling of various roads (Cain rd., Lutts rd., Parker rd., Reece rd.) in the Town of Porter. This was not authorized by Town Board resolution to put this out to bid. Notification was not advertised in the paper. .

|  |  |  |
| --- | --- | --- |
| 1) Villager Construction | - | $22,302.00 |
| 2) Donegal Construction Corp. | - | $25,367.56 |

\*\*Highway Supervisor Burmaster requested a resolution to go with Donegal Construction to proceed with the milling project Donegal is more in line with what the town needs to proceed with the job. Work can start on 08-15-22 Villager could not start until 08-31-22. Burmaster came to town meeting with 2 revised bids, he removed 2 roads in the previous specs (Balmer @ 93)-the new amount with the roads taken out of the bid are: Donegal - $16,115.68 and Villager -

$16,990.00.

###### Motion was made by Deputy Supervisor Baker and Seconded by Councilman Adamson to award the bid to Donegal for the amount of 16,115.68

**Roll call: Supervisor Johnston, yes; Deputy Supervisor Baker, yes; Councilman White, absent; Councilman Adamson, yes; Councilman Ortiz, yes**

**ADOPTED [UNANIMOUS]**

Jeff Baker, Deputy Supervisor Tim Adamson, Councilman

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson

Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-62**

**Dickersonville Road Culvert Project Bid**

Bids were opened at 10:00 am on August 3, 2022. The following bids were received:

|  |  |  |
| --- | --- | --- |
| 1) Pinto | - | $445,725.00 |
| 2) 4th Generation | - | $442,228.00 |
| 3) Cerrone inc. | - | $674,700.00 |
| 4) Ed Bauer Const. | - | $433,406.00 |
| 5) Occhino | - | $494,475.00 |

Resolution needed to award the bid

Ed Bauer Construction was awarded the bid for $ 433,406.00 . GHD reviewed the bids . The Town accepted a proposal to the bid to go with Advanced Engineering to proceed with this project before school season is in session and is more in line with what town needs to go forward.

###### Roll call: Supervisor Johnston, yes; Deputy Supervisor Baker, yes; Councilman White, absent; Councilman Adamson, yes; Councilman Ortiz, yes

**ADOPTED [UNANIMOUS]**

Tim Adamson, Councilman Jipp Ortiz, Councilman

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson

Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-63**

**Declare Surplus Material(Plastic Underlayment, Road Paper and Clips)**

Resolution needed to declare the surplus material (Plastic Underlayment, Road Paper & Clips )surplus material.

The Town has surplus material that is being held at Porter on the Lake . The Village of Youngstown reached out and is interested in the excess material for their trail along Veterans Park and was allotted to them.

**Roll call: Supervisor Johnston, yes; Deputy Supervisor Baker,yes; Councilman White, yes; Councilman Adamson, yes; Councilman Ortiz, yes**

**ADOPTED [UNANIMOUS]**

Tim Adamson, Councilman Jeff Baker, Deputy Supervisor

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson

Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-65**

**LWRP Porter on the Lake Improvements Bid**

WHEREAS, the Town of Porter is committed to implementing their Local Waterfront Revitalization Program by completing improvements at the Porter on the Lake Park; and

WHEREAS, a Work Plan for the improvements has been prepared and the Town intends to complete a portion of the work with Town staff, while the remaining portion must be publicly bid per NYS law; and

WHEREAS, the Town’s Engineer, GHD Consulting Services Inc., has prepared Contract Documents for the improvements and the Department of State has reviewed and accepted the proposed documents.

NOW THEREFORE BE IT RESOLVED, the Town of Porter Town Board authorize the release of the Contract Documents for public bid on August 10, 2022, and bids shall be opened and publicly read at the Town Clerk’s office on September 2, 2022, at 10 am.

## Resolution needed to declare Town of Porter Lead Agency .

**Motion was made by: Councilman Ortiz and seconded by Councilman Adamson to declare Lead Agency.**

### Roll call: Supervisor Johnston, yes; Deputy Supervisor Baker,yes; Councilman White, absent; Councilman Adamson, yes; Councilman Ortiz, yes

**ADOPTED [UNANIMOUS]**

Jipp Ortiz, Councilman

Tim Adamson, Councilman

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-66**

**Resolution Ordering Public Hearing for Waterline Project.**

|  |  |
| --- | --- |
| In the Matter of The Increase and Improvement of the Facilities of the Town of Porter Water District, in the Town of Porter,  Niagara County, New York | ORDER CALLING PUBLIC HEARING |

WHEREAS, the Town Board of the Town of Porter, Niagara County, New York, has

caused to be prepared a map, plan and report, including an estimate of cost, pursuant to

Section 202-b of the Town Law, relating to the increase and improvement of the facilities of the Town of Porter Water District, in the Town of Porter, Niagara County, New York (the "Town of Porter Water District"), consisting of reconstruction and replacement of elements of the existing water distribution system, including original furnishings, equipment, machinery, apparatus and

appurtenances and incidental improvements and expenses in connection therewith, at a maximum

estimated cost of $6,785,000; and

WHEREAS, said project has been determined to be an "Type Il Action" pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act ("SEQRA"), the implementation of which as proposed, as such it has been determined will not result in any significant adverse environmental impact; and

WHEREAS, it is now desired to call a public hearing on the question of the increase and improvement of the facilities of said Town of Porter Water District, in the matter described above, and to hear all persons interested in the subject thereof, concerning the same, in accordance with the provisions of Section 202-b of the Town Law, NOW, THEREFORE, IT IS HEREBY

ORDERED, by the Town Board of the Town of Porter, Niagara County, New York, as follows:

Section 1. A public hearing will be held at the Town Hall, in Youngstown, New York, in

said Town, on August 29, 2022, at 7:00 0'clock P.M., Prevailing Time, on the question of the increase and improvement of the facilities of the Town of Porter Water District, in the Town of Porter, Niagara County, New York, in the manner described in the preambles hereof, and to hear all persons interested in the subject thereof, concerning the same, and to take such action thereon

as is required or authorized by law.

Section 2. The Town Clerk is hereby authorized and directed to cause a copy of the

Notice of Public Hearing hereinafter provided to be published once in the official newspaper, and also to cause a copy thereof to be posted on the sign board of the Town, such publication and posting to be made not less than ten, nor more than twenty, days before the date designated for the hearing.

Section 3. The notice of public hearing shall be in substantially the form attached hereto

as Exhibit A and hereby made a part hereof.

Section 4. This Order shall take effect immediately.

|  |  |
| --- | --- |
| In the Matter of The Increase and Improvement of the Facilities of the Town of Porter Water District, in the Town of Porter,  Niagara County, New York | ORDER CALLING PUBLIC HEARING |

WHEREAS, the Town Board of the Town of Porter, Niagara County, New York, has caused to be prepared a map, plan and report, including an estimate of cost, pursuant to

Section 202-b of the Town Law, relating to the increase and improvement of the facilities of the Town of Porter Water District, in the Town of Porter, Niagara County, New York (the "Town of Porter Water District"), consisting of reconstruction and replacement of elements of the existing water distribution system, including original furnishings, equipment, machinery, apparatus and

appurtenances and incidental improvements and expenses in connection therewith, at a maximum

estimated cost of $6,785,000; and

WHEREAS, said project has been determined to be an "Type Il Action" pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act ("SEQRA"), the implementation of which as proposed, as such it has been determined will not result in any significant adverse environmental impact; and

WHEREAS, it is now desired to call a public hearing on the question of the increase and improvement of the facilities of said Town of Porter Water District, in the matter described above, and to hear all persons interested in the subject thereof, concerning the same, in accordance with the provisions of Section 202-b of the Town Law, NOW, THEREFORE, IT IS HEREBY

ORDERED, by the Town Board of the Town of Porter, Niagara County, New York, as follows:

Section 1. A public hearing will be held at the Town Hall, in Youngstown, New York, in

said Town, on August 29, 2022, at 7:00 0'clock P.M., Prevailing Time, on the question of the increase and improvement of the facilities of the Town of Porter Water District, in the Town of Porter, Niagara County, New York, in the manner described in the preambles hereof, and to hear all persons interested in the subject thereof, concerning the same, and to take such action thereon as is required or authorized by law.

Section 2. The Town Clerk is hereby authorized and directed to cause a copy of the

Notice of Public Hearing hereinafter provided to be published once in the official newspaper, and also to cause a copy thereof to be posted on the sign board of the Town, such publication and posting to be made not less than ten, nor more than twenty, days before the date designated for the hearing.

Section 3. The notice of public hearing shall be in substantially the form attached hereto

as Exhibit A and hereby made a part hereof.

Section 4. This Order shall take effect immediately.

### Motion made by Councilman Ortiz and seconded by Deputy Supervisor Baker to go ahead with the Type 2 action Water Line Project on 08/29/2022 at

**7:00PM.**

**ADOPTED [UNANIMOUS]**

Jipp Ortiz, Councilman

Jeff Baker, Deputy Supervisor

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

* 1. **Resolution 2022-67**

**Adopt Lead Agency for SEQRA for the LWRP Porter on the Lake Nature Trail Improvement Grant.**

### Motion made by Councilman Jipp Ortiz and seconded by Deputy Town Supervisor Baker to proceed with a Public Hearing on the Nature Trail Improvement Grant.

**Roll call: Supervisor Johnston, yes; Deputy Supervisor Baker, yes; Councilman White, absent; Councilman Adamson, yes; Councilman Ortiz, yes**

**ADOPTED [UNANIMOUS]**

Jipp Ortiz, Councilman

Tim Adamson, Councilman

Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Tim Adamson Larry White

**RESULT: MOVER: SECONDER: AYES:**

**ABSENT:**

1. **Reports**

**1. Report 2022-77**

# 7-21 NC waterboard

**Supervisor's Report**

# Attended Old Fort Niagara check presentation

* 1. Helped Arthur Lawson with the Veterans outreach at Town Hall
  2. Met with Wendel Engineering
  3. Met with Kris Savard of Advanced Engineering
  4. Met with Mike and Dave of Nussbaumer and Clarke Engineering

On Saturday 8-13 we need trucks and trailers to move Care-n-Share pantry to Jill’s Playard

**RESULT: REPORT ISSUED**

**2. Report 2022-78**

**Bookkeeper**

Bookkeeper’s Monthly Report - August 2022

Completed processing all July 2022 Vouchers & Journal Entries.

Prepared Supervisor’s Monthly Report for July 2022 and distributed it to the Supervisor & Town Board members.

Completed all bi-weekly & monthly payrolls. Completed check registers for all check payments.

Completed bank recs for the month of July and they balanced.

**RESULT: REPORT ISSUED**

**3. Report 2022-79**

**Town Clerk**

Water = $ 36,980.15 Sewer = $3,910.14 Clerk Fees = $719.55

**RESULT: REPORT ISSUED**

**4. Report 2022-80**

**Assessor**

### Monthly Assessor’s Report

**July 2022**

#### Filed the 2022 Final Assessment Roll on July 1, 2022

* + - Updated the real property system for changes due to building permits
    - Processed property transfers for the Town and Village
    - Notified appropriate officials of changes in ownership, mailing addresses, etc
    - Received Final Special Franchise assessments and Final Telecommunication Ceilings
    - Reviewed and made corrections to STAR exemptions due to STAR report #7
    - Met with Village officials regarding a possible division of property
    - Reviewed proposed Sec 520 Chargebacks for the County and sent in corrections
    - Received a Small Claims Assessment Review Petition for Yadon, 1 Main St, Unit 26
    - Received a Small Claims Assessment Review Petition for Cheema, 449 Woodland Ct
    - Received an Article 7 Tax Certiorari for Niagara Frontier Country Club, 1058 Lake Rd

**Sales of note, which will affect our equalization rate going forward:**

|  |  |  |
| --- | --- | --- |
| 389 Howard Dr | AV $164,000 | Sale Price $390,000 |
| 2664 Braley Rd | AV $82,000 | Sale Price $225,000 |
| 3345 East Ave | AV $98,000 | Sale Price $286,000 |
| 1149 Balmer Rd | AV $83,000 | Sale Price $130,000 |
| 3411 Dickersonville Rd | AV $89,000 | Sale Price $190,000 |
| 1 Main St Unit 4 | Av $78,500 | Sale Price $284,000 |
| Respectfully Submitted, Lena D. Villella  Assessor |  |  |

**RESULT: REPORT ISSUED**

**5. Report 2022-81**

**Building Inspector/Code Enforcement Officer**

* Reviewed and issued eleven (11) **Building Permits** for the month of **July**.
* Received, Inspected, and followed up on seven (7) **New** formal

**Complaint/Violations**

* Completed twenty (20) **inspections** for Permits & Complaints.
* Coordinated/Reviewed **Planning and Zoning Board applications** and Documentation.
* Prepared information and participated in the regular **Planning Board** meeting on

**July 7**, **2022**.

* Prepared information and participated in the regular **Zoning Board** meeting on

**July 28, 2022** was cancelled.

* Attended **Justice Court** for pending Zoning enforcement cases on **July 6, 2022 & July 19, 2022**.
* Worked with the Planning Board and Attorney Dowd on a proposed Local Law amendment to our Minor Subdivision procedures; Attorney Dowd is advocating

for an “**abbreviated/expedited” process for minor divisions of land** that satisfy to be established criteria i.e.: the sale or exchange of parcels of land between adjacent or adjoining property owners, or where such sales do not create additional lots.

**Peter T. Jeffery***;* Code Enforcement Officer, Town of Porter

**RESULT: REPORT ISSUED**

**6. Report 2022-82**

#### Highway

**Highway**

#### Completed brush for month

1. Completed mowing cemeteries
2. Installed culvert pipe Ransomville Rd & Calkins Road
3. Mowed roadsides
4. Cleaned catch basin in Ransomville
5. Pull weeds & trimmed bushes Town Hall
6. Serviced vehicles & equipment
7. Weed wacked guardrails & sidewalks
8. Sent trucks to Lewiston for milling and paving Water & Sewer
9. Completed water meter readings for the quarter
10. Repair water service on New Road
11. Put new water service on Greenwood Lane
12. Repaired water break Riverview Drive
13. Weed wacked & painted Fire Hydrants Drainage

1. Mowed creeks & ditches for the month Park

1. Chip sealed walking path
2. Cleaned & mowed park
3. Repaired toilet valve in men’s room

**RESULT: REPORT ISSUED**

**7. Report 2022-83**

**Recreation**

Town of Porter Town Board **FROM:** Recreation Commission **DATE:** August 2, 2022

**RE:** August Town Board Report

* + The Town of Porter Summer Recreation Program is going well at the Ransomville Methodist Church, with approximately 250 children registered. The last day for children is Thursday, August 11th; the staff’s final day is Friday, August 12th.
  + Yoga continues every week at Porter on the Lake Park. The schedule is: Tuesdays at 4:30pm - Chair Yoga

Tuesdays at 6:30pm - All Levels Yoga Wednesdays at 6:30pm - Gentle Yoga Fridays at 9:30am - Chair Yoga

* + Story Hour completed its Summer Program at both libraries. The Fall program will begin in September.
  + Our next meeting is Monday, September 12, 2022 at 6:00pm at Porter on the Lake Park

**RESULT: REPORT ISSUED**

**8. Report 2022-84**

**Calendar of Events**

8/25/22 - Monthly Zoning Board meeting 9/1/22 - Monthly Planning Board meeting 9/12/22 - Monthly Town board meeting

**RESULT: REPORT ISSUED**

**9. Report 2022-85**

**Public Comments**

Jeff Budd addressed his concern for the noise of the sky divers. Town Attorney Mike Dowd recommended he get a list together with his concerns and address at a future meeting .

Brenda Bank - asked who were the people who bid on the Concrete pad for Porter on the lake.

Justin Craft- asked about his concern for his 1491 Lake Rd home and surrounding area for proper staking during winter storm removal. Mr Craft was told to gather his concerns and to bring back at future meeting.

**RESULT: REPORT ISSUED**

**10. Report 2022-86**

**Town Board Comments**

#### Motion to adjourn at 7:55PM by Deputy Supervisor Baker and seconded by Councilman Ortiz.

**RESULT: REPORT ISSUED**