



# Town of Porter

## Town Board Meeting

~ Minutes ~

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

Kara Hibbard  
716-745-3730

Monday, December 11, 2023

7:00 PM

Town Hall Auditorium

## I. Resolutions/Reports

## II. Resolutions

### 1. Resolution 2023-107

#### Minutes Approval

Resolution to approve the minutes of the November 13, 2023 Town Board meeting.

Motion to adopt the resolution was made by Deputy Supervisor Baker and seconded by Councilman Adamson.

<b>RESULT:</b>	<b>ADOPTED</b>
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### 2. Resolution 2023-108

#### Audited Vouchers

#### TOWN OF PORTER

WARRANT :	POST AUDIT #11A	11/30/23
FUND 01		23,111.92
FUND 02		19,012.02
FUND 04		24,404.74
FUND 06		13,144.15
FUND 07		737.76
FUND 11		27,228.65
FUND 28		0.00
FUND 35		0.00
<b>TOTAL</b>		<b><u>107,639.24</u></b>

VOUCHER		32225	THRU	32255
'S				
WARRANT				
:				
		POST AUDIT		12/7/23
		#12		
FUND	01		9,922.88	
FUND	02		33,840.50	
FUND	04		48,742.18	
FUND	06		6,743.49	
FUND	07		2,303.01	
FUND	10		0.00	
FUND	11		0.00	
FUND	35		0.00	
FUND	28			
FUND				
TOTAL			<u>101,552.06</u>	

VOUCHER		32256	THRU	32316
'S				
TOTAL			<u>209,191.30</u>	

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

Motion to adopt the resolution was made by Councilman Adamson and seconded by Councilman White.

RESULT:	ADOPTED
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### 3. Resolution 2023-109

#### Acceptance of Supervisor's Report

Resolution to accept the Supervisor's report from the November 13, 2023 Town Board meeting.

Motion to adopt the resolution was made by Councilman White and seconded by Deputy Supervisor Baker

<b>RESULT:</b>	<b>ADOPTED</b>
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4. **Resolution 2023-112**

**Quackenbush Change Order for Swain Road Lift Station**

RESOLUTION TO AUTHORIZE CHANGE ORDER #2 CONTRACT NO. 2021-1 TOWN OF PORTER  
LAKE ROAD AND SWAIN ROAD PUMP STATION REHAB

**WHEREAS**, the Town of Porter awarded a bid to Quackenbush for the Town of Porter Pump Station Improvements to the Lake Road and Swain Road sanitary pumping stations, and

**WHEREAS**, due to unforeseen field conditions, including existing valves not operating due to age, failure of the existing elevator switch, as well as different conditions of the existing pump floor when uncovered, additional materials, time, labor, and station bypassing, were needed in order to complete the rehabilitation of the pump station, an additional change order is required in the amount of \$58,018.25,

**NOW THEREFORE BE IT RESOLVED**, that the Town of Porter Town Board authorizes Change Order No. 2 in the amount of \$58,018.25 for a revised Contract price of \$570,867.90.

**Motion was made by Councilman Ortiz and seconded by Councilman Adamson to adopt the resolution.**

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

<b>RESULT:</b>	<b>ADOPTED</b>
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5. **Resolution 2023-113**

**Water Van Replacement Truck for Highway**

Resolution to order a F-250 crew cab truck 4 X 4 (\$60,000) with utility box (\$18,000) that will replace the Highway water van. Estimated cost is \$78,000. Will take up to 6 months to receive truck.

Resolution vote was withdrawn because Highway Superintendent Burmaster said there were issues with getting the truck and they're looking at a different one.

<b>RESULT:</b>	<b>WITHDRAWN</b>
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### III. Reports

#### 1. Report 2023-119

##### Supervisor's Report

11-14 Met with Town accountant's for 2022 audit

11-15 Had zoom with Solar Simplified, for community solar campaign.

11-16 Had Niagara County Supervisor and Waterboard meeting.

12-9 Went to the Youngstown FC ambulance dedication

Supervisor Johnston talked about the Solar Eclipse that is supposed to happen on April 8, 2024.

Ed Barbiero sent his check in for the water/sewer bill but again failed to pay the bill in full. He will incur late fees and possibly having the amount due be put on his taxes along with a \$100 administration fee if not paid by September 30.

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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#### 2. Report 2023-120

##### Bookkeeper

Completed processing all November 2023 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for November 2023 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 November and they balanced.

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**3. Report 2023-121**

**Town Clerk**

Clerk Fee's -\$498.02

Water - \$30,903.68

Sewer - \$18,780.07

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**4. Report 2023-122**

**Assessor**

- Updated the real property system for changes due to building permits
- Notified appropriate officials of changes in ownership, mailing addresses, etc
- Lena and Selah attended the Niagara County Assessors Association meeting
- Sent the file to the County for use in printing 2024 Niagara County Tax bills and transmitted the Letter of Agreement to Niagara County authorizing the posting and collection of unpaid water, sewer, refuse and town charges onto 2024 Niagara County tax bills
- Transmitted quarterly sales reports to NYS Dept of Taxation and Finance, ORPTS
- Prepared renewal exemption application forms for mailing Dec. 1st

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

360 Riverview Dr	AV \$162,000	Sale Price: \$375,000
2858 Porter Ctr Rd	AV \$210,000	Sale Price: \$530,000
301 Main St	AV \$192,100	Sale Price: \$325,000

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**5. Report 2023-123****Building Inspector/Code Enforcement Officer**

- ◆ Reviewed and issued Thirteen (13) **Building Permits** for the month of **November**.
- ◆ Received, Inspected, and followed up on four (4) **New** formal **Complaint/Violations**
- ◆ Completed nineteen (19) **inspections** for Permits & Complaints compliance.
- ◆ Coordinated/Reviewed **Planning and Zoning Board applications** and Documentation.
- ◆ Participated in Town of Porter **Justice Court** for pending Zoning enforcement cases.
- ◆ Compiled **Software options for Code Enforcement/Building Permits** and Charted the pertinent pros & cons. I will be submitting a request to supervisor Johnston in December to upgrade our current system.
- ◆ **Short Term rental Registration letters and Forms**; have been mailed out to parcels north of Lake Road. Thank you to The Town Clerk and Deputy Clerk (Kara & Elaine) for their help in stuffing envelopes/mailing.
- ◆ Prepared an **“Abatement Plan”** for the wholly unmaintained/unaddressed property maintenance violations at **704 Lake Road**. The abatement plan is provided to each Town Board member. I am requesting Town Board approval to put out a Request For Proposals to implement the abatement Plan.

- ◆ Working on an “Abatement Plan” for Freck property & Buttery Property.
- ◆ Started compiling data for year-end reports (to date):
  - **128 Building Permits** have been issued **to date** for 2023
    - 7 Single-Family Dwellings
    - 3 Manufacture (mobile home) home dwellings
    - 1 Two-Family Dwelling

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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## 6. Report 2023-124

### Highway

#### Highway Superintendent’s Report November 2023

##### Highway

1. Serviced equipment: lawn mowers, roadside tractor, etc.
2. Put equipment in storage for the winter (@Pharm Atwall on Balmer Rd)
3. Completed brush for the season (unless we have a storm)
4. Patched potholes
5. Took down Hometown Hero banners and put up wreaths and holiday decorations
6. Put plow hazard markers up
7. Salted roads 2 times
8. Completed roadside mowing for the year

##### Water/Sewer

1. Completed reading water meters for the quarter
2. Completed servicing sewer lift stations
3. Lakeshore 1 lift station went down, have pump there for bypass, Koester worked on station to get it running
4. Fixed fire hydrant on Calkins Road
5. Fire hydrant on East Avenue is temporarily out of service, repair parts are on order

##### Drainage

1. Completed mowing ditches and creeks for the year

**Porter on the Lake**

1. Garbage at park cleaned up

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**7. Report 2023-125****Recreation**

- Story Hour continues at the Youngstown Library on Tuesdays and the Ransomville Library on Wednesdays. The weekly program has sessions both days at 9:30am and 11:00am.
- Yoga is held every week at the Youngstown Village Center (Red Brick). The classes are free and open to the public. The schedule is:

Tuesdays at 9:30am - Chair Yoga

Tuesdays at 6:30pm - All Level Yoga

- Resignations were received from the following individuals, effective December 31, 2023:
  1. Lisa Hastings, Secretary/Treasurer
  2. Amanda Shackelford, Assistant Story Hour Director

Amy Beaudreau will fill the position of Secretary/Treasurer, beginning January 1, 2024. The Story Hour position will be advertised and an appointment made at our January 8, 2024 meeting.

- The following appointments for 2024 were approved by the Commission:
  1. Nancy Orsi, Chairperson
  2. Sharon Rugg, Story Hour Director
  3. Assistant Story Hour Director: **To Be Determined**
  4. Laurel Price, Assistant Story Hour Director
  5. Tim Shippy, Recreation Director
  6. Stephanie Nethaway, Assistant Recreation Director
  7. Amy Beaudreau, Secretary/Treasurer
- We request the appointment of Nancy Orsi as Recreation Commissioner to a 5 year term, beginning January 1, 2024 and ending December 31, 2028.



- Legislator Irene Myers recently donated \$1500.00 to support the Recreation Program. However, we did not receive the funding in time to be used, as intended, for our Summer Program. **Therefore, the Recreation Commission respectfully requests that the Town Board encumber the \$1500.00 and carry it into 2024. This money would be in addition to our 2024 budgeted monies. We are very grateful to Legislator Myers and look forward to this money being used to enhance our 2024 Summer Program for the children in our community.**
- Our next meeting is Monday, January 8, 2024 at 5:00pm at Town Hall.

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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#### 8. Report 2023-128

##### Calendar of Events

12/14/23-	.	Zoning monthly meeting at 7:00 PM
1/3/24	-	Town Board Organizational meeting at 3:00 PM
1/4/24	-	Planning Board monthly meeting at 7:00 PM
1/8/24	-	Town Board monthly meeting at 7:00 PM
1/8/24	-	Recreation meeting at 5:00 PM

Town Hall & DPW will be closed on 12/25/23 in honor of the Christmas holiday.

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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#### 9. Report 2023-126

##### Public Comments

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**10. Report 2023-127****Town Board Comments**

**Motion to adjourn the meeting at 7:32 PM was made by Deputy Supervisor Baker and seconded by Councilman Adamson.**

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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