



Town of Porter

Town Board Meeting

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174

TownofPorter.Net

Kara Hibbard
716-745-3730

Monday, February 14, 2022

7:00 PM

Town Hall Auditorium

I. 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	Present	
Tim Adamson	Town of Porter	Councilman	Present	
Kara Hibbard	Town of Porter	Town Clerk	Present	
Kimberli Boyer	Town of Porter	Bookkeeper	Present	
Dave Burmaster	Town of Porter	Highway Superintendent	Present	
Elaine Porto	Town of Porter	Deputy Town Clerk	Present	
Mike Dowd	Town of Porter	Attorney	Present	
Peter Jeffery	Town of Porter	Code Enforcement Officer	Present	

II. Resolutions/Reports

III. Resolutions

1. Resolution 2022-24

Minutes Approval

Resolution to approve the minutes from the January 10, 2022 monthly Town Board meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Baker, Deputy Supervisor
SECONDER:	Tim Adamson, Councilman
AYES:	Ortiz, Johnston, Baker, White, Adamson

2. Resolution 2022-25

Audited Vouchers

WARRANT	POST AUDIT	1/31/22
:	#1A	
FUND	01	193,480.57

FUND	02	14,456.10
FUND	04	12,398.95
FUND	06	2,694.87
FUND	07	2,238.59
FUND	10	0.00
FUND	11	0.00
FUND		

TOTAL **225,269.08**

VOUCHER **29855** **THRU** **29912**
'S

WARRANT
:

	#02-FEB 2022	2/10/22
FUND	01	32,666.00
FUND	02	17,736.89
FUND	04	82,727.01
FUND	06	2,626.10
FUND	07	104,319.15
FUND	10	973.01
FUND	11	55,269.91
FUND	20	261,000.00
FUND	21	188,998.00
FUND	28	27,663.15

TOTAL **773,979.22**

VOUCHER **29913** **THRU** **30020**
'S

TOTAL **999,248.30**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Adamson, Councilman
SECONDER:	Larry White, Councilman
AYES:	Ortiz, Johnston, Baker, White, Adamson

3. Resolution 2022-26

Supervisor's Report

Resolution to accept the Supervisors report from January 10, 2022

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry White, Councilman
SECONDER:	Jeff Baker, Deputy Supervisor
AYES:	Ortiz, Johnston, Baker, White, Adamson

IV. Reports

1. Report 2022-22

SEQR Determination Regarding Property Owned by Larry Weibert

SEQR determination regarding the property located at 720 Creek Lane owned by Larry Weibert.

Attorney Dowd stated to issue a negative declaration and have it on the Town Board agenda for next month.

Motion made by Deputy Supervisor Baker and seconded by Councilman Adamson.

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

RESULT:	REPORT ISSUED
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2. Report 2022-11

Supervisor's Report

January Supervisor's Report 2022

1-11 Zoom with NYS on POTL grant

1-13 Zoom with NYSERDA

1-18 Zoom with Niagara County Hazard Committee

1-18 Zoom with NYS Parks on sewer payment

1-20 Niagara County water board meeting

1-27 Met with Rich Shears on sewer line

2-3 Zoom with UB on Porter Hazard plan

2-8 Met with Claudia from Care-n-share pantry

2-10 Went to ribbon cutting for Jill's Playground

2-14 Zoom with NYS on POTL grant

Worked with Sue from the Chamber, she got the Summerfest liquor license in one day

Signed the final form for FEMA reimbursement from 2020

RESULT:	REPORT ISSUED
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3. Report 2022-12

Town Clerk

- Processed water and sewer payments for January. Water = \$33,883.05 and sewer = \$17,291.48.
- Processed and recorded 20 daily reports.
- Collected, processed and recorded 608 water bill payments and sent to Amanda for posting
- Prepared and Certified 13 Death Certificates for Hardison and Colucci Funeral Homes.
- Received 2 requests for Birth Certificates which were typed, certified and mailed.
- Received and processed 29 dog licenses for a total of \$280.00 Recorded and mailed payment to Ag & Markets.
- Mailed out 58 dog licenses renewals and sent 4 to court.
- Received and recorded 1 marriage license. Mailed payment to the NYS Health Dept.
- Processed \$820.00 in Conservation licenses (fishing, hunting and lifetime)
- Wrote and recorded a check for clerk fees for \$425.18 and gave to bookkeeper Kim
- Wrote a check for \$52,465.85 (water & Sewer) and gave to Kim
- Handled 72 phone calls for various reasons including 7 complaints regarding trash pickup.
- Typed the minutes from the January 10, 2022 Town Board meeting and posted in the minutes

book and online.

- Responded to 43 emails. Empty black box, distribute/process. Balanced decals for month end.
- Processed 1,834 tax payments for a total of \$5,321,117.99. Mailed out paid receipts
- Made 10 trips to the bank with deposits. Check Po Box at post Office daily.
- Processed and balanced all Tax Collection reports for audit purposes.
- Paid the Town Supervisor \$1,851,117.99 for taxes collected.
- Prepared vouchers for National Grid and National Fuel.
- Ordered Eaton supplies for each department and dispersed. Bill was received and each department was recorded on a excel spreadsheet and given to Kim.
- Helped 16 people with Dump permits. Filled out and recorded permits and sent to Modern.
- Prepared the Agenda for the February 14, 2022 meeting and posted online.
- Filled out and recorded 18 handicap hangers for residents. Sold EZ Pass tags to residents.
- Worked on record retention for the records room. Processed 4 requests for Porter on the Lake.
- Recorded 1 Foil request. Open black box every morning and log in payments, distribute mail.
- Swore in 11 people and recorded in the oath book and sent to the county.
- Notarized documents for 9 people.

RESULT:	REPORT ISSUED
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4. Report 2022-19

Bookkeeper

Completed processing all January 2022 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for January 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 January and they balanced.

Completed all approved budget adjustments

RESULT:	REPORT ISSUED
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5. Report 2022-13

Assessor

**Monthly Assessor's Report
January 2022**

- Continued processing completed building permits into RPSV4
- Processed property transfers for Town and Village
- Notified appropriate officials of changes in ownership, mailing addresses, etc
- We continue to accept applications for property tax exemptions. All new and renewal applications are due by March 1, 2022
- Inspected properties in the Town with open building permits
- Continued to complete and value open building permits for the 2022 Roll.
- Apportioned the 2022 Niagara County Tax Bill for Baker/Harden
- Adjusted property lines, inventory and valuation as a result of subdivision filings
- Lena successfully completed the Farm Appraisal Course required for certification

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

465 Oak St	AV \$67,100	Sale Price \$150,000
455 Church St	AV \$125,000	Sale Price \$292,500
1632 Lockport Rd	AV \$89,500	Sale Price \$225,000
1677 Groveland Ave	AV \$149,600	Sale Price \$229,000
1673 Lake Rd	AV \$96,000	Sale Price \$195,000
1500 Lake Rd	AV \$64,700	Sale Price \$169,900
2251 Lockport Rd	AV \$79,800	Sale Price \$103,000
652 Blairville Rd	AV \$133,400	Sale Price \$257,719
366 Howard Dr	AV \$129,000	Sale Price \$276,000

RESULT:	REPORT ISSUED
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6. Report 2022-14

Building Inspector/Code Enforcement Officer

- ◆ Reviewed and Issued **Building Permits**; per attached Permit Report; four (4) permits have been issued in the month of **January**.
- ◆ Received, Inspected, and followed up on **new Complaint/Violations**; per attached Complaint report; three (3) **New** formal concerns have been processed.
- ◆ Completed eighteen (18) **inspections** for Permits & Complaints.
- ◆ Coordinated/Reviewed any/all **new Planning and Zoning Board applications** and documentation, with the respective Board(s) personnel.
- ◆ Prepared information and participated in the regular **Planning Board** meeting on **January 6, 2022**.
- ◆ Prepared information and attended the **Zoning Board** meeting on **January 27, 2022**.
- ◆ Completed 1 hours of online **training in January** - "Preventing Thermal Runaway in Li-Ion Batteries" Scheduled 14 hours of upcoming online Training
- ◆ Attended **Court** for Zoning Compliance cases on January 5 & January 18, 2021.

Permit Report - January 2021

<u>Number</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Permit type</u>	<u>Parcel Location</u>	<u>SBL #</u>
100-21	1/19/2022	Global Tower Assets LLC	Commercial Alteration/Add	2792 Dickersonville Rd	33.00-2-11.1/CT
000-22	1/6/2022	Sprint Spectrum	Commercial Alteration/Add	1209 Balmer Rd	60.00-2-29.2/CT1
002-22	1/26/2022	James Shubsda	Pole Barn	3964 Dickersonville Rd	61.00-2-24
FS-000-22	1/28/2022	Susanne Johnson LLC	Fire Safety	3645 Ransomville Rd	62.14-1-20

Complaint report - January 2021

<u>Number</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Complaint type</u>	<u>Parcel Location</u>	<u>SBL #</u>
000-22	01/06/22	Thomas Minarcin	Refuse Storage	2323 Lake Rd	21.17-1-13
001-22	01/18/22	Anthony Zoda	Storage of Vehicles	2105 Balmer Rd	61.00-1-21
002-22	01/20/22	Jennie Marie Dolansky	Junk Vehicles	830 Lockport Rd	45.00-1-29.2

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

RESULT: REPORT ISSUED

7. Report 2022-15**Highway**

Highway Report for January 2022

Highway

1. Plowed and Salted 15 Times.
2. Completed Christmas tree and brush pickup
3. Serviced Equipment
4. Picked up garbage in Ransomville
5. Completed snow removal in Ransomville on sidewalks with loader, backhoe + town trucks and one from village of Lewiston.
6. Removed some of heavy snow at Fort Niagara Beach.
7. Plowed drifts several times.
8. Highway fixed mailboxes

Water & Sewer

1. Repaired water break on New Rd.
2. Replaced seal kit at Swain Rd. in pump #2
3. Repaired water break River Road
4. Completed servicing lift station Lake Road, Swain, Lakeshore 1& 2
5. Dug out fire hydrants from storm
6. Repaired water break Meadow Drive.

Drainage

Still working on pulling brush out of creeks.

Any problems or concerns please call the highway department 716-791-3831 x 107

Superintendent Burmaster asked for a resolution to have a new garage door installed. He

received 3 quotes:

- | | |
|-----------------------------|-------------|
| 1) Ridge Overhead door Inc. | \$10,280.00 |
| 2) Advanced Solutions | \$9,150.00 |
| 3) R & R Door Corp. | \$8,600.00 |

Motion to go with R & R Door Corp. at a cost of \$8,600.00 was made by Councilman Adamson and seconded by Councilman Ortiz.

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

8. Report 2022-20

Recreation

- Story Hour continues at the Youngstown Library on Tuesdays and at the Ransomville Library on Wednesdays. The weekly program has sessions both days at 9:30am and 11:00am.
- Yoga continues at the Cora Gushee Room in the Youngstown Village Center. The schedule is:
 - Tuesdays at 4:30pm - Chair Yoga
 - Tuesdays at 6:30pm - Floor Yoga
 - Wednesdays at 6:30pm - Floor Yoga
 - Fridays at 9:30am - Chair Yoga
- The Town received our 2021 Niagara County Grant money in the amount of \$6212.00. Our applications for 2022 have been submitted.
- We are starting to plan for our summer programs for Recreation and Story Hour.
- Our next meeting is Monday, March 7, 2022 at 6:00pm at Town Hall.
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9. Report 2022-16

Calendar of Events

2-24-22	-	Zoning Board monthly meeting at 7:00 PM
3-3-22	-	Planning Board monthly meeting at 7:00 PM
3-7-22	-	Recreation monthly meeting at 6:00 PM
3-14-22	-	Town Board monthly meeting at 7:00 PM

RESULT:	REPORT ISSUED
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10. Report 2022-17

Public Comments

Bob Emerson from Fort Niagara State Park thanked the Town Board for lending the Town's grant writer (Rotella Grant Management) services to them. Bernie was able to get 2 grants which were able to cover the cost of half of the repairs that are needed.

RESULT:	REPORT ISSUED
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11. Report 2022-18

Town Board Comments

Motion to adjourn the Town Board meeting at 7:45 PM was made by Councilman Ortiz and seconded by Deputy Supervisor Baker.

RESULT:	REPORT ISSUED
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