



Town of Porter

Town Board Meeting

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174

TownofPorter.Net

Kara Hibbard
716-745-3730

Monday, January 10, 2022

7:00 PM

Town Hall Auditorium

I. Resolutions/Reports

II. Roll Call

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	

2. Resolutions

3. Resolution 2022-19

Minutes Approval

Resolution to approve the minutes from the December 13, 2021, December 30 Year End meeting and the January 3, 2022 Town Board meeting.

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

4. Resolution 2022-20

Acceptance of Supervisor's Report

Resolution to accept the Supervisor's report from December 13, 2021

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

5. Resolution 2022-22**Surplus Material**

Need to declare Peter's filing cabinet surplus material.

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

6. Resolution 2022-23**SPCA Contract for 2022**

Resolution needed to have Supervisor Johnston sign the SPCA contract for 2022 for \$6,600. 12 monthly payments of \$550.00.

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

7. Resolution 2022-21**Audited Vouchers**

TOWN
OF
PORTER

WARRANT
:

POST AUDIT
#12A
DONE AT END OF

12/30/21

YEAR MEETING			
FUND	01	0.00	
FUND	02	0.00	
FUND	04	0.00	
FUND	06	0.00	
FUND	07	0.00	
FUND	10	0.00	
FUND	11	0.00	
FUND			
TOTAL		<u>0.00</u>	
VOUCHER		THRU	
'S			
WARRANT			
:			
	#01-JAN 2022	1/7/22	
FUND	01	19,022.26	
FUND	02	4,548.72	
FUND	04	41,767.20	
FUND	06	31,483.11	
FUND	07	856.45	
FUND	10	887.19	
FUND	11	0.00	
FUND	03	0.00	
FUND	35	0.00	
TOTAL		<u>98,564.93</u>	
VOUCHER	29815	THRU	29854
'S			
	TOTAL	<u>98,564.93</u>	

Resolution to pay the vouchers for a total of \$98,564.93 as audited by the Porter Town Board.

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

III. Reports

1. Report 2022-10

Supervisor's Report

12-14 Zoom meeting with National fitness on the Outdoor Fitness gym

12-16 Had Niagara County Water board meeting

12-21 Picked up the Memorial markers for the new trees at POTL

1-6 Zoom meeting with Greenway on the bike trail and fitness center

Setting up a zoom meeting with NYS, GHD and our grant writer Jay Grasso for the fitness/nature trail grant

I removed all the New internet signs on the power poles that were illegal in Porter

RESULT:	REPORT ISSUED
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2. Report 2022-1

Bookkeeper

Completed processing all December 2021 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for December 2021 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 December and they balanced.

Completed all approved budget adjustments.

RESULT:	REPORT ISSUED
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3. Report 2022-2

Town Clerk

Water for the month of December was \$31,327.62

Sewer = \$12,061.99

Clerk Fees = \$542.71

RESULT:	REPORT ISSUED
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4. Report 2022-3

Assessor

Monthly Assessor's Report December 2021

- Continued processing completed building permits into RPSV4
- Processed property transfers for Town and Village
- Notified appropriate officials of changes in ownership, mailing addresses, etc
- Lena and Selah successfully completed the Fundamentals of Data Collection exam
- Lena continued to self-study for the Farm Appraisal Course
- Mailed renewal applications to property owners who received the Agricultural Exemption, the Aged - Low Income Senior Exemption, the Disability with Limited Income exemption, and Wholly exemptions on the 2021 assessment roll. Renewals are due March 1, 2022
- We continue to accept applications for property tax exemptions, all new applications are due by March 1, 2022
- Continued to complete and value open building permits for the 2022 Roll.

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

3075 N Creek Rd	AV \$127,100	Sale Price \$248,500
989 Meadow Dr	AV \$86,300	Sale Price \$212,000
583 Lake Rd	AV \$240,000	Sale Price \$680,000

346 Riverview Dr	AV \$139,000	Sale Price \$280,000
3584 Curtiss Ave	AV \$106,000	Sale Price \$186,000
1587 Lake Rd	AV \$249,800	Sale Price \$650,000
1 Main St Unit 6	AV \$105,900	Sale Price \$393,000
1 Main St Unit 10	AV \$78,500	Sale Price \$265,000
200 Elliott St	AV \$72,000	Sale Price \$160,000

RESULT:	REPORT ISSUED
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5. Report 2022-4

Building Inspector/Code Enforcement Officer

- ◆ Reviewed and Issued **Building Permits**; per attached Permit Report; six (6) permits have been issued in the month of **December**.
- ◆ Received, Inspected, and followed up on **new Complaint/Violations**; per attached Complaint report; one (1) **New** formal concerns have been processed.
- ◆ Completed sixteen (16) **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 **December 2, 2021**.
- ◆ **Presented a training slideshow/information** for Porter's in-house training - ZBA & Planning Board members on Comprehensive Planning on December 2, 2021.
- ◆ Prepared information and attended the **Zoning Board** meeting on **December 16, 2021**.
- ◆ Made two "health-Safety" visits with a Niagara County Deputy Sheriff.
- ◆ Completed 2 hours of online **training in December** completing my annual requirements.
- ◆ Attended **Court** for Zoning Compliance cases on December 1, 2021 & December 7, 2021.
- ◆ Began review of **open Complaints & Permits** for yearend reporting. Yearend Reports should be completed by 1/15/2021
 - **Initial compilation of data for annual 2021 NYSDOS report;**
 - Total issued Building Permits = 102,
 - Total recorded Complaints = 92,
 - Reported Total Building Permit Valuation = \$4,921,634

- Total Building Permit Fees received = \$10,225

Permit Report - *December 2021*

<u>Number</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Permit type</u>	<u>Parcel Location</u>	<u>SBL #</u>
101-21	12/6/2021	Christopher Copland	Addition	2381 Lockport Rd	62.00-1-3.1
102-21	12/6/2021	Roger Lalli	Single Family Dwelling	3303 East Ave	45.00-1-83
103-21	12/7/2021	Sarah Mahoney Eric Olofson	In Ground Pool	661 Lake Rd	31.20-1-3.1
104-21	12/21/2021	Delma Daul	Permanent Generator	1003 Lake Rd	32.18-1-23
105-21	12/21/2021	David Brooks	Alteration/Remodel	1645 Lake Rd	33.13-1-10
106-21	12/21/2021	Kenneth Mitchell	Pole Barn	2054 Lockport Rd	47.04-1-21

COMPLAINT REPORT - *DECEMBER 2021*

<u>Number</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Complaint type</u>	<u>Parcel Location</u>	<u>SBL #</u>
090-21	12/22/21	Ronald Martin	Building Code violation	2365 Youngstown-Wilson Rd	34.00-1-39.2

RESULT: REPORT ISSUED

6. Report 2022-5

Highway

HIGHWAY

1. PICKED UP BRUSH FROM WINDSTORM
2. COMPLETED SERVICING GENERATOR AT GARAGE
3. FIXED CLOCK IN RANSOMVILLE
4. PLOWED AND SALTED ROADS 8 TRIPS

WATER AND SEWER

1. REPAIRED WATER MAIN BREAK ON PORTER CENTER ROAD
2. COMPLETED WATER METER READINGS FOR THE QUARTER
3. COMPLETED SERVICING GENERATOR AT SWAIN ROAD
4. COMPLETED SERVICING SEWER LIFT STATIONS FOR THE MONTH

DRAINAGE

1. WAITING FOR GROUND TO FREEZE TO GET DEBRIS AND BRANCHES OUT OF CREEKS FROM WINDSTORM.

PORTER ON THE LAKE ALL DONE FOR THE WINTER.

Superintendent Burmaster said that he is still waiting on a quote for the John Deere tractor and it could take up to a year to get.

He also said that he contacted Quackenbush and they are struggling to get parts. Koester is struggling too.

RESULT:	REPORT ISSUED
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7. Report 2022-6

Recreation

Nothing to Report for Recreation Month of Jan 2022

RESULT:	REPORT ISSUED
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8. Report 2022-7

Calendar of Events

1/27/22 Zoning Board of Appeals monthly meeting at 7:00 PM

2/3/22 Planning Board monthly meeting @ 7:00 PM

2/14/22 Town Board monthly meeting @ 7:00 PM

RESULT:	REPORT ISSUED
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9. Report 2022-8

Public Comments

Rusty Tower asked about bulk pickup and what he should do if it's not picked up. He was advised to call Modern.

RESULT:	REPORT ISSUED
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10. Report 2022-9**Town Board Comments**

The Town Board has declared Lead Agency regarding the rezoning from Rural Agriculture to Rural Commercial regarding the property owned by Larry Weibert located at 720 Creek Lane.

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

Motion was made by Councilman Adamson and seconded by Councilman Ortiz to raise summer help for the highway dept. from \$13.50 per hour to \$14.00. Returning summer help will be increased from \$14.00 to \$14.50.

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

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Councilman Adamson said he has called Ed Barbiero twice regarding the light at Youngstown Estates and is waiting for a call back from him.

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Motion to adjourn the meeting at 7:35 PM was made by Councilman Ortiz and seconded by Councilman White.

RESULT:	REPORT ISSUED
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