



Town of Porter

Town Board Meeting

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174

TownofPorter.Net

Kara Hibbard
716-745-3730

Monday, January 11, 2021

7:00 PM

Town Hall Auditorium

I. Call to Order

7:00 PM Meeting called to order on January 11, 2021 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Organization	Title	Status	Arrived
Jipp Ortiz	Town of Porter	Councilman	Absent	
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	
Mike Dowd	Town of Porter	Attorney	Present	
Peter Jeffery	Town of Porter	Code Enforcement Officer	Present	
Bernie Rotella	Town of Porter	Grant Writer	Absent	

II. Minutes Acceptance

III. Resolutions

1. Resolution 2021-1

Minutes Approval

Resolution to approve the minutes of the Dec.14, Dec 28, Jan 4 Town Board meetings.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Adamson, Councilman
SECONDER:	Jeff Baker, Deputy Supervisor
AYES:	J. Duffy Johnston, Jeff Baker, Larry White, Tim Adamson
ABSENT:	Jipp Ortiz

2. Resolution 2021-2

Audited Vouchers

TOWN OF PORTER

WARRANT: POST AUDIT #12A - DEC, 12/31/20
2020

FUND	01	2,184.81
FUND	02	0.00
FUND	04	0.00
FUND	06	907.20
FUND	07	153.52
FUND	11	0.00
FUND	35	0.00

TOTAL 3,245.53

VOUCHER 'S 28589 THRU 28601

WARRANT: AU
#1 JAN, 2021 1/8/21

FUND	01	23,809.57
FUND	02	4,070.32
FUND	04	19,285.54
FUND	06	35,131.49
FUND	07	724.43
FUND	10	823.86
FUND	11	0.00
FUND	28	27,953.19
FUND	35	
TOTAL		<u>111,798.40</u>

VOUCHER 'S 28602 THRU 28631

TOTAL 115,043.93

Resolution to approve the vouchers as audited by the Porter Town Board for a total of \$115,043.93

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Baker, Deputy Supervisor
SECONDER:	Larry White, Councilman
AYES:	J. Duffy Johnston, Jeff Baker, Larry White, Tim Adamson
ABSENT:	Jipp Ortiz

3. Resolution 2021-3

Acceptance of Supervisor's Report

Resolution to accept the Supervisor's report from the December 14, 2020 Town Board meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Adamson, Councilman
SECONDER:	Larry White, Councilman
AYES:	J. Duffy Johnston, Jeff Baker, Larry White, Tim Adamson
ABSENT:	Jipp Ortiz

IV. Reports

1. Report 2021-1

Supervisor's Report

- 11-17 Had Niagara County Water board meeting
- Continuing to work with FEMA , to be reimbursed for Covid expenses
- Working with Mike on NYS Parks Sewer payments
- Wrote a grant for Porter on the Lake, to receive \$25,000 to put in a kayak/canoe launch and lengthen the nature trail from the Ralph Wilson Foundation

RESULT:	REPORT ISSUED
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2. Report 2021-2

Bookkeeper

Completed processing all December 2020 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for December 2020 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.

Finished all end of year Budget Revisions

RESULT:	REPORT ISSUED
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3. Report 2021-3

Town Clerk

Water for the month of December was \$33,602.74

Sewer for the month of December was \$6,415.88

Clerk Fees were \$672.16

RESULT:	REPORT ISSUED
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4. Report 2021-4

Assessor

Monthly Assessor's Report December 2020

- Continued processing completed building permits into RPSV4
- Processed property transfers for Town and Village
- Notified appropriate officials of changes in ownership, mailing addresses, etc
- Inspected 445 Main Street with the property owner.
- Continued to complete and value open building permits for the 2021 Roll.
- Reviewed sample 2021 Niagara County tax bills with the Collector for

errors.

- Completed an assessment apportionment for the 2021 Niagara County Tax for 1706 Youngstown-Wilson Rd, Youngstown for Kirk Tower and Dean Swanson.

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

350 Lockport St	AV \$101,000	Sale Price \$237,000
2667 Lake Rd	AV \$102,400	Sale Price \$200,000
1904 Youngstown-Wilson Rd	AV \$99,500	Sale Price \$131,000
380 Hawthorne Pl	AV \$176,000	Sale Price \$243,000
2482 Lockport Rd	AV \$99,800	Sale Price \$169,000

Resolution needed to have Selah Lowery attend classes regarding the New York State Assessor's Association. It is a five day course with an exam at the end of the fifth day. The cost is \$470.00 and the money has been budgeted for this.

Motion was made by Deputy Supervisor Baker and seconded by Councilman Adamson for Selah to attend.

RESULT:	REPORT ISSUED
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5. Report 2021-5

Building Inspector/Code Enforcement Officer

- ◆ Reviewed and Issued **Building Permits**; per attached Permit Report; Five (5) permits have been issued in the month of December.
- ◆ Received, Inspected, and Issued **new Complaint/Violations**; per attached Complaint report; Two (2) **New** formal concerns have been processed.
- ◆ Completed Twenty-three (23) **inspections** for Permits & Complaints.

- ◆ Organized and Administered the **Solar Advisory Committee** meeting no. #7 on December 21st.
 - Draft recommendation for amendment to the Tier 3 Solar Energy Systems local law is provided.
 - Asking for a Resolution to hold a public hearing at the February Town Board Meeting.
- ◆ Coordinated/Reviewed any/all **new Planning and Zoning Board applications** and documentation, with the respective Board(s) personnel.
- ◆ Prepared information and attended the regular **Planning Board** meeting on December 3, 2020.
- ◆ Prepared information and attended the regular **Zoning Board** meeting on December 17, 2020.
- ◆ **Ft. Niagara Beach - Town Parkland's** Lakeshore Stabilization project is Stable - no erosion to date.
- ◆ Finalized review of **open Complaints & Permits** for year end reporting. Year end Reports should be completed by 1/15/2021
 - **Initial compilation of data for annual 2019 NYSDOS report;**
 - Total recorded Inspections = 314,
 - Total issued Building Permits = 125 (114 in 2019),
 - Total recorded Complaints = 118 (102 in 2019).
 - Reported Total Building Permit Valuation = \$5,452,352 (PIP @ Runaway Bay= \$737,577)
 - Total Building Permit Fees received = \$15,125

Permit Report - December 2020

Number	Issue Date	Owner	Permit type	Parcel Location	SBL #
121-20	12/11/2020	Jeffrey Bryk	Pole Barn	3462 East Ave	45.00-1-39.2
122-20	12/11/2020	Scott MacVie	Carport	1205 Balmer Rd	60.00-2-29.112
123-20	12/14/2020	Joseph Niccola	Pole Barn	3410 Creek Rd	46.00-2-44
124-20	12/14/2020	UMH Melrose LLC	Single Family Dwelling	999 Balmer Rd	60.00-2-44.2
125-20	12/14/2020	UMH Melrose LLC	Single Family Dwelling	999 Balmer Rd	60.00-2-44.2

COMPLAINT REPORT - DECEMBER 2020

Number	Issue Date	Owner	Complaint type		SBL #
114-20	12/1/2020	Ronald Martin	Sewage Issues	34.00-1-39.2	114-20
F05-20	12/14/2020	Kenneth Mitchell	Fire Damage	47.04-1-21	F05-20

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

RESULT:	REPORT ISSUED
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6. Report 2021-6**Highway****HIGHWAY**

- 1.COMPLETED PICKING UP BRUSH FROM WINDSTORM.
- 2.COMPLETED SERVICING LAW MOWERS AND PUT AWAY FOR THE YEAR.
- 3.PICKED UP GARBAGE ON ROADSIDES.
- 4.COMPLETED PLOWING AND SALTING ROADS (10 STORMS).
- 5.ORDERED 500 TONS OF SALT.
- 6.STRAIGHTEND AND REPLACED SIGNS FROM WINDSTORMS.
- 7.MAINTAINENCE ON PLOW TRUCK (REPLACED WING RUBBER ETC).
- 8.STARTED PICKING UP CHRISTMAS TREES.

WATER AND SEWER

- 1.COMPLETED WATER METER READING.
- 2.CUMMINGS AND PENN DIESEL COMPLETED SERVICING AND TESTING GENERATORS AT SWAIN,LAKE AND LAKE SHORES 1 AND 2.
- 3.COMPLETED SERVICING LIFT STATIONS (CHANGING FILTERS AND GREASED MOTORS).

DRAINAGE

- 1.COMPLETED CLEANING A DITCH OFF OF RANSOMVILLE RD.

PORTER ON THE LAKE

- 1.HAD MODERN CHANGE OUT OLD GARBAGE DUMPSTER AND REPLACED WITH NEW ONE.

Superintendent Burmaster explained a little bit about the Town of Porter Highway Winter Snow Safety Program booklet that he handed out to the Town Board members. I Kara Hibbard, (Town Clerk) will post it on the Town of Porter website so that residents can read it also.

RESULT:	REPORT ISSUED
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7. Report 2021-7**Recreation**

- Yoga Classes continue at the Ransomville Free Methodist Church in Ransomville (as the Youngstown Red Brick is still closed). Chair Yoga is held on Tuesday and Thursday mornings at 9:30am. All Levels Yoga is on Tuesday evenings at 6:30pm, and Gentle Yoga is on Wednesday evenings at 6:30pm.
- The Story Hour program continues as a virtual weekly themed program. Children can go to the Ransomville or Youngstown Library each week and get a Story Hour bag, which contains a craft, activity and book ideas that match the weekly theme. There are also videos of stories and activities posted on the Town of Porter Story Hour Facebook Page for the children to watch and follow along.
- Planning has started for the 2021 Summer Recreation Program, which will run from Tuesday, July 6th - Thursday, August 12th. Staff will work from June 28 - August 13th.
- Our next meeting will be Monday, February 1, 2021 at 7:00pm at Town Hall

RESULT:	REPORT ISSUED
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8. Report 2021-8**Grant Writer**

Grants Status Report: Projects we are currently working on:

LWRP: The Project is considered complete the resolutions for the following have been sent to the State

1. Resolution Adopting the LWRP
2. Resolution Adopting LWRP Codes
3. Letter to State confirming the adoption of the LWRP

Waiting for semi-final reimbursement of \$17,584 with a balance of \$13,000.

Fort Niagara Beach: Current Status: Construction is complete pending the landscaping restoration stated for the spring of 2021.

1. Waiting for our request of \$20,000.00 and reimbursement and a second request of \$240,647 has been submitted.

Truck: Funding for Highway Dept. Truck will be requested through a member line item.

RESULT:	REPORT ISSUED
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9. Report 2021-9

Calendar of Events

1/28/2021	-	Monthly Zoning Board meeting at 7:00 PM
2/1/2021	-	Monthly Recreation meeting at 7:00 PM
2/4/2021	-	Monthly Planning Board meeting at 7:00 PM
2/8/2021	-	Monthly Town Board meeting at 7:00 PM

RESULT:	REPORT ISSUED
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10. Report 2021-10

Public Comments

report

RESULT:	REPORT ISSUED
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11. Report 2021-11**Town Board Comments**

Building Inspector Jefferys asked for a resolution to be made to schedule a public hearing on February 8, 2020 at 6:30 regarding Tier 3 Solar Energy Systems.

Attorney Dowd stated that a SEQR will need to be done because there is more than 25 acres in 1 zoning district.

Motion was made by Councilman Adamson and seconded by Deputy Supervisor Baker to 1) Adopt Lead Agency Status 2) Direct Mr. Jefferys to prepare an Environmental Assessment Form and 3) Schedule a Public Hearing limited to a certain # of people.

Roll call vote was taken and all present Town Board members (Supervisor Johnston, Deputy Supervisor Baker, Councilman Adamson, Councilman White) were in favor. Councilman Ortiz was absent.

Motion to adjourn the meeting at 7:40 PM was made by Deputy Supervisor Baker and seconded by Councilman Adamson.

RESULT:	REPORT ISSUED
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