



Town of Porter

Organizational Meeting

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

~ Minutes ~

Kara Hibbard
716-745-3730

Wednesday, January 2, 2019

3:00 PM

Conference Room - Town Hall

I. Call to Order

3:00 PM Meeting called to order on January 2, 2019 at Conference Room - Town Hall, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Organization	Title	Status	Arrived
J. Duffy Johnston	Town of Porter	Supervisor	Present	
Jeff Baker	Town of Porter	Deputy Supervisor	Present	
Larry White	Town of Porter	Councilman	Present	
Irene Myers	Town of Porter	Councilman	Present	
Tim Adamson	Town of Porter	Councilman	Present	
Kara Hibbard	Town of Porter	Town Clerk	Present	
Mary Siegrist	Town of Porter	Bookkeeper	Present	
Mike Dowd	Town of Porter	Attorney	Present	
Peter Jeffery	Town of Porter	Code Enforcement Officer	Present	
Susan Driscoll	Town of Porter	Assessor	Present	

II. Report/Resolutions

III. Resolutions

1. Resolution 2019-4

Planning & Zoning Board Appointments for 2019

Reappoint Jackie Robinson as the Chairman of the Town of Porter Zoning Board of Appeals for 2019.

Reappoint J. Anthony Collard as the Chairman of the Town of Porter Planning Board for 2019.

Reappoint Terry Duffy to the Town of Porter Zoning Board of Appeals for the term January 1, 2019 thru December 31, 2023.

Reappoint Robert Tower to the Town of Porter Planning Board for the term January 1, 2019 thru December 31, 2023.

Reappoint Nancy Smithson as Secretary of the Town of Porter Zoning Board of Appeals for the year 2019.

Reappoint Amy Freiermuth as Secretary of the Town of Porter Planning Board for 2019.

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

2. Resolution 2019-3**Appoint Attorney for 2019**

Reappoint Attorney Michael J. Dowd as Town Prosecutor for 2019 at \$8,670.00 and authorize the Town Supervisor to sign the contract.

Reappoint Michael J. Dowd as Attorney for the Town of Porter for the year 2019 at \$21,930.00 to be distributed as follows: \$10,914.00 Town Attorney, \$5,508.00 as Zoning and \$5,508.00 as Planning Attorney and to authorize the Town Supervisor to sign the contract.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	J. Duffy Johnston, Supervisor
SECONDER:	Irene Myers, Councilman
AYES:	Johnston, Baker, White, Myers, Adamson

3. Resolution 2019-2**Standard Work Day for 2019**

ELECTED OFFICIALS	STANDARD WORK DAY
Town Board Member	6
Highway Superintendent	8
Tax Collector	6
Supervisor	6
Town Clerk	6
APPOINTED OFFICIALS	
Assessor	7
Assistant Recreation Director PT	6
Budget Officer	7
Building Inspector/Code Enforcement	7
Clerk p/t - Highway	8
Clerk p/t - Water/Sewer	8

Clerk p/t - Planning Secretary	8
Clerk p/t - Zoning Secretary	8
Clerk p/t - Assessor/Bldg Ins.	8
Confidential Secretary-Supv.	7
Court Attendant	6
Deputy Superintendent of Highway	8
Deputy Tax Collector	6
Deputy Town Clerk	7
Justice Clerk	7
Motor Equipment Operator	8
Planning Board Member	6
Recreation Director p/t	6
Recreation Leader p/t	6
Registrar of Vital Statistics PT	7
Town Historian p/t	6
Truck Driver p/t	8
Wtr/Wstwr Maintenance Person	8
Zoning Board Member	6

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

4. Resolution 2019-7

Salaries/Hourly 2019

2019 Salaries/Houly

Elected Officials

Johnston, Duffy	Supervisor	35,067.00
Hibbard, Kara	Town Clerk	42,623.00
Hillman, Scott	highway Superinten	41,381.00
	water/sewer	33,883.00
Pollow, Wayne	justice	18,571.14
Truesdale, David	justice	18,517.14
Sharpe, james	Tax Collector	6,554.00
Baker, Jeff	Deputy Supervisor	7,680.00
Myers, Irene	Councilwoman	7,165.00
Tim ,Adamson	Councilman	7,165.00
White,Larry	Councilman	7,165.00

Johnston,Duffy	Budget	1,643.00
Siegrist, Mary	Supervisor Secretary	36,681.00
	Budget	4,251.00
Hibbard, Kara	Registrar	6,903.00
	Water Collection	5,928.00
	Sewer Collection	3,262.00
Porto,Elaine	Deputy Town Clerk	34,546.00
	registar	1,818.00
Driscoll, Susan	Assessor	50,633.00
	Longevity	175.00
	Zoning/Planning	1,530.00
Given, Margaret	PT/clerk-assessor/build	17.65
Jeffery, Peter	Building/Code Enfoce	39,576.00
Hastings, Lisa	Justice Cleck	24.65
	Longevity	425.00
Meigs, Nathaniel	Court Attendant	13.54
Wilkesmore, Tim	Court Attendant	13.54
Lundquist, Josh	Constable	16.83
Quarantillo, Greg	Constable	16.83
Gruarin, Ray	Constable	16.83
Burnaster, David	Deputy Highway	26.56
Cudney, Scott	Water/Sewer Mainten	26.56
Stoelting, Justin	Water/Sewer Mainten	19.40
Bills, Steven	Motor Equipment	24.65
	Longevity	175.00
Shaw,Wendy	Motor Equipment	24.65
Stone, Jim	Motor Equipment	24.65
	Longevity	175.00
Whyte, Russ	Truck Driver	15.16
Lockhart,Ramona	PT Cleck Water /Sewer	17.85
Pollow, Charmayne	PT Clerk Highway	17.85
Shippy, Tim	Recreation Director	7,352.00
Zasucha, Kathy	Asst Recreation Director	5,311.00

Hastings, Lisa	PT Clerk Recreation	4,191.00
Rugg, Sharon	PT Recreation Leader	6,593.00
Shackelford, Amanda	PT Recreation Leader	4,951.00
Price, Laurel	PT Recreation Leader	4,951.00
Summer Help	New 1st year	12.00
Summer Help	Returnees	12.50
Zanardi, Lynn	Historian	2,395.00
Smithson, Nancy	Zoning Clerk	4,275.00
Freiemuth, Amy	Planning Clerk	4,896.00

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

5. Resolution 2019-1

Set Additional Benefits for 2019 as Budgeted

***Longevity Schedule for full-time employees:

10 Years Service: Additional \$ 175.00

15 Years Service: Additional \$ 425.00

20 Years Service: Additional \$ 725.00

25 Years Service: Additional \$1,025.00

Set Health Reimbursement Account: \$1,000 annual, Full time employees, and \$500 annual for Grandfathered employees.

Set work boot reimbursement \$175 for 2019 (For full time DPW Employees)

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

6. Resolution 2019-5**Set Town Board Meetings for 2019**

Set the regular Town of Porter, Town Board meetings on the second Monday of each month at 7:00 PM in the Porter Town Hall, 3265 Creek Road, Youngstown, NY, throughout the year of 2019, except for October and November. The meeting will be on Tuesday, October 15th due to Columbus Day holiday and November 12th due to veterans Day.

January 14, 2019
February 11, 2019
March 11, 2019
April 8, 2019
May 13, 2019
June 10, 2019

July 8, 2019
August 12, 2019
September 9, 2019
October 15, 2019
November 12, 2019
December 9, 2019

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

7. Resolution 2019-10**Miscellaneous Appointments for 2019**

Appoint Supervisor J. Duffy Johnston as Budget Officer for the year 2019.

Reappoint Glenn M. Caverly as the Stormwater Management Officer for 2019.

Reappoint Rotella Grant Management as the Town's grant writer for 2019, on a month-to-month basis on a monthly retainer for \$700.00 per month and 2% commission, with a maximum of \$5,000.00. Commission to be paid when grant check is received.

Appoint Supervisor J. Duffy Johnston and Councilman Tim Adamson as the POTL Park Committee for the year 2019.

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

8. Resolution 2019-11

Set Water & Sewer Rate for 2019

WATER AND SEWER RATES Effective for January 1, 2019:

Gallons	
0-7,000 Gallons	\$16.00 Minimum
7,000 - 20,000 Gallons	\$2.51 per thousand
20,000 - 100,000 Gallons	\$2.25 per thousand
Over 100,000	\$1.75 per thousand (IrrigationRate)

New York State Parks Minimum charge of:	\$329.61
First 100,000 gallons	\$182.29
Over 100,000 gallons	\$ 1.50 per thousand

All water bills will be charged an additional 10% surcharge to be used to build up the Water Reserve account for anticipated Water Structure

Village of Youngstown	\$1.66 per thousand
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Existing Tapping

5/8" x 3/4" Meter with Outside Dial (normal house installation)	\$200
5/8" x 3/4" Meter with Outside Dial (meter pit)	625
1" Meter with Outside Dial (normal house installation)	300
1" Meter with Outside Dial (meter pit)	825

New Service

3/4" Direct tap service w/Orion meter (House Installation)	750
3/4" Direct tap service w/Orion meter (Meter Pit)	1,100
1" Direct tap service w/Orion meter (House Installation)	925
1" Direct tap service w/Orion meter (Meter Pit)	1,375
1-1/2" Service provided upon application (price to be determined)	
2" Service provided upon application (price to be determined)	
Water / Sewer Inspection for Sale of Property	80
Water Inspection for Sale of Property	40
Sewer Hook-Up Fee	700
After hours turn on/turn off or sewer inspection	100/100
Compliance letter for sale of property	5
Hydrant Meter Deposit	100
Service charge	25(on/off)

Sewer Rates Effective for January 1, 2018:

Village of Youngstown	\$5.15 per thousand
Fort Niagara State Park	5.15 per thousand
Town of Porter	0-7,000 \$42.35
	Over 7,000 \$ 6.05 per thousand

Treatment Rate to Town of Lewiston \$3.45 per thousand gallons.

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

9. Resolution 2019-6

Building/Zoning/Planning Fees - 2019

Fees: Building/Zoning/Planning - 2019

Single-Family dwelling (+ Engineering cost recovery)	\$325.00
(up to 2500 sf; add \$0.25 per sf - over 2500 sf)	
Two-Family dwelling (+ Engineering cost recovery)	\$425.00
(up to 3000 sf then \$0.25 per sf - over 3000 sf)	
Multi-Family Dwelling - (3 or more) (+ Engineering cost recovery)	\$500.00
(plus \$100.00 per unit)	
Addition to Dwelling (+ Engineering cost recovery)	\$150.00
Alterations/Remodel - Dwelling (+ Engineering cost recovery)	\$125.00
Garage/Pole Barn/ Carport/addition to Garage (+ Engineering cost recovery)	\$ 80.00
Shed/Porch/Ramp/Deck	\$ 75.00
Swimming Pool - Above Ground	\$ 75.00
Swimming Pool - In ground	\$ 125.00
Outdoor Wood-burning Furnace	\$ 50.00
Fence	\$ 40.00
Pond (Recreational/Farm) (+ Engineering cost recovery)	\$150.00
Solar Energy Conversion system	\$100.00
Wind Energy Conversion system (per tower) (+ Engineering cost recovery)	\$225.00
Demolition - Building	\$ 100.00
Fireworks Display	\$ 100.00
Agricultural Structure/Building (qualified farm operation)	\$ 50.00
Sign	\$100.00
Floodplain Development Permit	\$ 150.00
Commercial Building/Facility/Condominiums (+ Engineering cost recovery)	\$500.00
(plus \$100.00 per unit)	
Commercial Facility: Addition/Alterations/Remodel	\$250.00
Commercial Communications Tower (Phone) (+ Engineering cost recovery)	\$750.00
Fire Safety/Property Maintenance Inspection (required or requested)	\$ 50.00

<u>Temporary Use Permit</u>	<u>\$ 50.00</u>
<u>Change of Use/Occupancy Permit</u>	<u>\$ 75.00</u>
<u>Certificate of legal Nonconformity</u>	<u>\$ 50.00</u>
<u>Compliance Letter (Zoning/Occupancy)</u>	<u>\$ 50.00</u>
<u>NYS mandated Truss Placard charge</u>	<u>\$ 50.00</u>
<u>Site plan Review/Public Hearing fee</u>	<u>\$150.00</u>
<u>Special Use Permit/Public Hearing Fee</u>	<u>\$150.00</u>
<u>Variance Request/Public Hearing Fee - (Area or Use)</u>	<u>\$150.00</u>
<u>Home Occupation/Special Use Permit</u>	<u>\$150.00</u>
<u>Minor Subdivision (+ Engineering cost recovery)</u>	<u>\$150.00</u>
<u>Major Subdivision (+ Engineering cost recovery)</u>	<u>\$500.00</u>
(plus \$25 per parcel)	

Engineering Cost Recovery fees:

- **Residential Drainage Review** (Deposit toward hourly rate) **\$500.00**
- **Commercial Drainage Review** (Deposit toward hourly rate) **\$2000.00**
- **Commercial & Residential - Other engineering reviews =** **quoted**

Major Excavation/Mining:

<u>50 acres or less</u>	<u>\$5000.00</u>
(plus \$200.00 per additional acre)	
<u>Over 50 acres</u>	<u>(Deposit) \$10,000.00</u>
(plus \$100.00 per acre over 50 acres)	
<u>Plus \$1.00 per cubic yard</u>	

Storm water Fees:

<u>Single-Phase Residential & Commercial development projects (scheme A)</u>	
<u>2-5 acres =</u>	<u>\$500.00</u>
<u>5-10 acres =</u>	<u>\$850.00</u>
<u>10 plus acres =</u>	<u>\$850.00</u>
(plus \$350.00 for each additional 5 acres)	

Multi-phase Residential & Commercial development projects (scheme B)

When the entire project is first being reviewed and approved by the municipality, use Scheme A above to determine an initial fee based on the entire acreage of the project to be developed in several phases. Scheme B additional fee is for each subsequent phase after initial phase, to be collected at the beginning of each subsequent phase.

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

10. Resolution 2019-12**Town Clerk Fees 2019**TOWN CLERK FEES:2019 Dog Fees:

Spayed/Neutered	Total Fee:	\$10.00
Not Spayed/Neutered	Total Fee:	\$18.00
Purebred	Total Fee:	\$25.00

Set \$20.00 fee on each check tendered as payment and returned for INSUFFICIENT FUNDS.

Subdivision Regulations	\$10.00 + postage
Zoning Book	\$25.00 + postage
Master Plan	\$25.00 + postage
Zoning Maps	\$10.00 + postage
Genealogy Search (certified)	\$10.00
F.O.I.L. & Minutes copies	.25 per page
Copies of:	
Marriage Certificate	\$10.00 per copy
Birth Certificate	\$10.00 per copy
Death Certificate	\$10.00 per copy

Marriage Certificate \$40.00

Set FAX charges as follows: \$2.00 /fax

Set Photocopy charges as follows:

Letter size	\$.15 each
Legal Size	\$.25 each
11" X 17"	\$.30 each

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

11. Resolution 2019-13**2019 Holiday Schedule**

Approve the Holiday Schedule for 2019 as follows:

Holiday Schedule2019

New Year's Day	Tuesday, January 1, 2019
Martin Luther King, Jr. Day*	Monday, January 21, 2019
President's Day*	Monday, February 18, 2019
Good Friday	Friday, April 19, 2019
Memorial Day(observed)	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Floating Holiday**	Friday, July 5, 2019
Labor Day	Monday, September 2, 2019
Columbus Day (observed)	Monday, October 14, 2019
Veterans Day (observed)	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28, 2019
Day after Thanksgiving	Friday, November 29, 2019
Christmas Day	Wednesday, December 25, 2019
New Year's Day	Wednesday, January 1, 2020

*DPW works these holiday's and receive 2 floating holiday's in their place.

** Floating Holiday in lieu of Election Day.

COMMENTS - Current Meeting:

Councilman Adamson stated that the Town highway employees can choose a different day to use as their floater since they will be off July 5th, 2019 due to their summer hours.

First week of May until Labor Day starts the summer hours for DPW employees.

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

12. Resolution 2019-9**Contracts - 2019**

CONTRACTS 2019

01-8989.0004	Care -Share Food Pantry	1,000.00
01-6460.0004	NIACAP (industrial Dev)	4,000.00
01-6510.0004	Am Legion O Curtis Post 830 (maintenance)	2,000.00
01-6510.0004	Veterans of Foreign Wars Post # 313	2,000.00
01-6772.0004	Ransomville Rural retirees(service aging)	500.00
02-6989.0004	LNRR chamber	10,000.00
01-7410.0004	Youngstown Free Library	80,219.00
01-7410.0004	William J McLaughlin Library (Ransomville)	80,219.00

01-7520.0004	Ransomville Historical Society (his room maintenance)	2,000.00
01-7520.0004	Town of Porter Historical Society (program Maintenance	2,000.00
01-7550.0004	Ransomville Community Faire (Rans. Historical Project)	1,000.00
01-7550.0004	Ransomville lighting of the Wreaths(Rans.hist Project	2,000.00
01-8510.0004	Ransomville Business Professional (comm.Beautification)	1,000.00
01-8510.0004	Ransomville Garden Club (Flowers)	700.00
02-7310.0004	Niagara Pioneer soccer League	500.00
02-7310.0004	Wilson Youth Baseball (baseball Program)	500.00
02-7610.0004	Ransomville Rural Retires(activity Program)	3,000.00
01-1989.0004	Village / Porter Senior Van	25,000.00

COMMENTS - Current Meeting:

Supervisor Johnston asked the board to eliminate the last item on the list of contracts for 2019 which is the Village/Porter senior van until more information is obtained. The board agreed and the motion was carried.

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

13. Resolution 2019-8**Authorization to Spend 2019 Highway Funds**

Resolution authorizing Highway Superintendent Scott Hillman to spend \$467,424.00 for general repairs in 2019 to the Town of Porter Highways.

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

14. Resolution 2019-15**Miscellaneous Authorizations for 2019**

Authorize the Highway Superintendent to use Town forces and/or town equipment for shared services and to aid municipalities that declare a STATE OF EMERGENCY.

Authorize the Highway Superintendent to purchase pipe, stone, asphalt, etc., at County Bid Prices. Salt, tires, etc., at State Bid Prices. Tools at prices not to exceed \$1,500.00 without approval by the Town Board.

Set Mileage Rate at 58 Cents/Mile.

Set the Town Hall Hours:

Monday	8:00 AM until 4:00 PM
Tuesday	8:00 AM until 4:00 PM
Wednesday	8:00 AM until 4:00 PM
Thursday	8:00 AM until 4:00 PM
Friday	8:00 AM until 1:00 PM

Designate Official Banks: **Key Bank**

Designate Official Newspaper: **Lewiston Porter Sentinel**

Authorize and set the following: PETTY CASH: Town Justices \$50.00 each, Water Clerk \$100.00, Town Clerk \$200.00, Tax Collector \$300.00, Highway Department \$100.00, and Bldg. Inspector Jeffrey's \$100.00.

Authorize the Town Justices to hire a Court Stenographer when needed, and set Jury Fees as follows: \$10.00 if called and reported, \$40.00 if seated.

Authorize the following: For the betterment of Town Government, authorize the payment of the following dues: Supervisors' and County Legislators' Association, New York State Association of Town Magistrates (for both Justices), New York State Assessors' Association, Niagara County Assessors' Association, New York State Association of Tax Collectors and Receivers, Niagara County Water Supervisors' Association, New York State Association of Town Highway Superintendents, American Waterworks Association, Environmental Association, New York State Association of Town Clerks, Niagara County Town Clerks Association, International Construction Expo, Niagara County Magistrates (for both Justices), New York State Planning Board Association, New York State Association of Town's Dues for 2019, and NYS-GFAO Association Dues for 2019.

Motion to change the mileage rate to the IRS guideline (.58 cent/mile) and to make the Lewiston Porter Sentinel as the official newspaper and the Niagara Gazette as the secondary newspaper.

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

15. Resolution 2019-16

Supervisor's Committees & Liason for 2019

Supervisor's Committees & Liaison for 2019

SUPERVISOR'S COMMITTEES:

Deputy Supervisor: Jeff Baker
 Insurance: Kara Hibbard, Mary Siegrist and Lisa Hastings
 Water: J. Duffy Johnston, Scott Hillman and Jeff Baker
 Sewer: J. Duffy Johnston, Scott Hillman and Larry White
 Land : ALL TOWN BOARD MEMBERS and Peter Jeffery
 Cable TV: Irene Myers and Larry White
 Refuse: Irene Myers, Mary Siegrist and Jeff Baker
 Audit Committee: Tim Adamson and Larry White
 Drainage: Scott Hillman and Jeff Baker
 G.I.S.: Sue Driscoll (Coordinator), Scott Hillman and Mary Siegrist
 Employee Compensation: Larry White, Kara Hibbard and Mary Siegrist

LIAISONS:

CWM: (Citizens Advisory Committee) J. Duffy Johnston, Jeff Baker and J. Anthony Collard
 Village of Youngstown: J. Duffy Johnston
 Recreation Department: Larry White
 Niagara Falls Area Chamber of Commerce: Jeff Baker
 Libraries: Larry White
 Fire Companies: Dave Truesdale, Youngstown and Jeff Baker, Ransomville
 Human Relations: J. Duffy Johnston, Mary Siegrist and Mike Dowd
 Highways: Scott Hillman Tim Adamson and Larry White
 Buildings: J. Duffy Johnston, Peter Jeffery, Scott Hillman and Dave Truesdale
 Planning Board: J. Duffy Johnston and Irene Myers
 Zoning Board: Jeff Baker and Larry White
 Historical Societies: Irene Myers
 Lower Niagara River Chamber of Commerce: J. Duffy Johnston and Jeff Baker
 L.O.O.W. (Restoration Advisory Board): Town Board
 Greenway (Power Authority): Larry White and Tim Adamson

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

16. Resolution 2019-17**Procurement Policy****Town of Porter Procurement Policy**

WHEREAS, General Municipal Law (GML) § 104-b requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML § 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement;
 NOW THEREFORE, be it

RESOLVED: That the Town of Porter does hereby adopt the following procurement policies and

procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML § 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML § 103.

Guideline 3. All estimated purchases of:

- Less than \$10,000 but greater than \$5,000 require a written request for a proposal (RFP) and written/fax quotes from three vendors.
- Less than \$5,000 but greater than \$2,500 requires an oral request for the goods and oral/fax quotes from two vendors.
- Less than \$2,500 but greater than \$250 is left to discretion of the Purchaser.

All estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 requires a written RFP and fax/proposals from three contractors.
- Less than \$10,000 but greater than \$5,000 requires a written RFP and fax/proposals from two contractors.
- Less than \$5,000 but greater than \$500 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. [For example, the second low bidder is a business in town, paying town property taxes, and their quote was within 5% of the low bidder which is an out-of-state business or supplier.] If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;
- (c) Sole-source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another governmental agency;
- (g) Goods purchased at auction;
- (h) Goods purchased for less than \$250;
- (i) Public works contracts for less than \$500.
- (j) Goods purchased under NY State Contract
- (k) Goods purchased under Standardization Policy

Guideline 7. This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

The following employees are authorized to make purchasing decisions:

J. Duffy Johnston	Supervisor
Kara Hibbard	Town Clerk
Scott Hillman	Highway Superintendent *
David Truesdale	Town Justice
Mary Siegrist	Bookkeeper

* If Highway Superintendent is incapacitated then this authorization goes to Dave Burmaster

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

17. Resolution 2019-18

Fees for 2019

The objectives of the Investment Policy of the Town of Porter are to minimize risk, to insure the investments mature when the cash is required to finance operations, and to insure a competitive rate of return. In accordance with this policy, the chief fiscal officer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in: **REPURCHASE AGREEMENTS.**

Certificates of Deposit issued by a bank or trust company authorized to do business in New York State.

Time Deposit Accounts in a bank or trust company authorized to do business in New York State.

All other Town of Porter Officials receiving money in the official capacity must deposit such funds in negotiable order of withdrawal accounts.

Repurchase agreements shall be authorized subject to the following restrictions:

*All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

*Trading Partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

*Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.

*No substitution of securities will be allowed.

*The Custodian shall be a party other than the trading partner.

COLLATERAL

Certificates of Deposit shall be secured by insurance of FDIC. All deposits in excess of FDIC limits shall be collateralized.

WRITTEN CONTRACT

Written Contracts shall be required for the purchase of all Certificates of Deposit.

REPORTING AND AUDIT

The Chief Fiscal Officer shall include, in the Supervisor's Monthly Report, the monies invested in Certificates of Deposit, Time Accounts, and Checking Accounts.

The Town Board of the Town of Porter shall review and approve an annual investment policy and amend if necessary these guidelines at the Organizational Meeting held the first week in January of each fiscal year.

COMMENTS - Current Meeting:

Motion to adjourn the Organizational meeting of 2019 was moved by Councilman Adamson and seconded by Councilman White at 3:55 PM.

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