



Town of Porter

Organizational Meeting

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

~ Minutes ~

Kara Hibbard
716-745-3730

Thursday, January 2, 2020

3:00 PM

Town Hall Auditorium

I. Call to Order

3:00 PM Meeting called to order on January 2, 2020 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

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	

II. Public Portion

III. Resolutions

1. Resolution 2020-2

Appoint Attorney for 2020

Reappoint Attorney Michael J. Dowd as Town Prosecutor for 2020 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 2020 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.

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

*Supervisor Johnston thanked Irene Meyers for the great job that she has done on the Town Board and congratulated her for being our next county legislature. She will be missed. He also

wanted to welcome Mr. Jipp Ortiz to his first Town Board meeting as a councilman and looking forward to many more meetings together on the Town Board.

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

2. Resolution 2020-3

Standard Work Day for 2020

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	6
Clerk p/t - Zoning Secretary	6
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:	Tim Adamson, Councilman
SECONDER:	Larry White, Councilman
AYES:	Ortiz, Johnston, Baker, White, Adamson

3. Resolution 2020-4

Set Town Board Meetings for 2020

Set the regular Town of Porter, Town Board meetings on the second Monday of each month at 7:00 P.M. in the Porter Town Hall, 3265 Creek Road, Youngstown, NY, throughout the year of 2020, except for October. The meeting will be on Tuesday, October 13th due to Columbus Day holiday.

January 13, 2020
February 10, 2020
March 9, 2020
April 13, 2020
May 11, 2020
June 8, 2020
July 13, 2020
August 10, 2020
September 14, 2020
October 13, 2020
November 9, 2020
December 14, 2020

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

4. Resolution 2020-5

Miscellaneous Appointments for 2020

Reappoint Supervisor J. Duffy Johnston as Budget Officer for the year 2020.

Reappoint Glenn M. Calvery as the Stormwater Management Officer for 2020

Reappoint Rotella Grant Management as the Town's grant writer for 2020, on a month to month

basis on a monthly retainer for \$700.00 per month and a 2% commission, with a maximum of \$5,000.00. Commission to be paid when grant check is received.

Reappoint Karen Jordan to a 5 year term as Recreation Commissioner, with a term expiring December 31, 2024

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

5. Resolution 2020-6

Holiday Schedule 2020

Approve the Holiday Schedule for 2020 as follows:

New Year's Day	Wednesday, January 01, 2020
Martin Luther King, Jr Day *	Monday, January 20, 2020
President's Day *	Monday, February 17, 2020
Good Friday	Friday, April 10, 2020
Memorial Day (Observed)	Monday, May 25, 2020
Independence Day	Friday, July 03, 2020
Labor Day	Monday, September 07, 2020
Columbus Day (Observed)	Monday, October 12, 2020
Veteran's Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day After Thanksgiving	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020
Floating Holiday **	Monday, April 13, 2020
New Year's Day	Friday, January 01, 2021

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

** Floating holiday in lieu of election day.

*Councilman Ortiz asked if there was any way the board could make trick or treating times on a Saturday for Halloween. Supervisor Johnston said that he will look into it and see what could be done.

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

6. Resolution 2020-7**Set Additional Benefits for 2020 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: \$1000 annual, Full time employees, and \$500 annual for Grandfathered employees.

Set work boot reimbursement \$175 for 2020 (For full time DPW Employees)

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

7. Resolution 2020-8**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
Dave Burmaster	Highway Superintendent
David Truesdale	Town Justice
Kimberli Boyer	Bookkeeper

* Jim Stone - Deputy Highway Superintendent and Scott Cudney - Deputy water/sewer are authorized to make purchasing decisions when Dave Burmaster - Highway Superintendent is absent.

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

8. Resolution 2020-9

Town Clerk Fees for 2020

TOWN CLERK FEES:

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

Subdivision Regulations	\$ 10.00 + postage
Zoning Book	30.00 + postage
Master Plan	25.00 + postage
Zoning Maps	10.00 + postage
Genealogy Search (Certified)	5.00
F.O.I.L. & Minutes Copies	.25 per page
Copy of:	
Marriage Certificate	10.00
Birth Certificate	10.00
Death Certificate	10.00

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:	Tim Adamson, Councilman
SECONDER:	Jipp Ortiz, Councilman
AYES:	Ortiz, Johnston, Baker, White, Adamson

9. Resolution 2020-10

2020 Contracts

Approve the following Contracts as budgeted and authorize the Town Supervisor to sign the Contracts as they come due in 2020.

CONTRACTS - 2020

01-8989.4	Care -n- Share	\$1,000.00
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01-6460.4	Industrial Dev (NIACAP)	\$4,000.00
01-6510.4	American Legion O Leo Curtis Post 830 (Maintenance) Rans.	\$2,500.00
01-6510.4	Veterans of Foreign Wars Post 313 Youngstown	\$2,500.00
01-6772.4	Ransomville Rural Retirees (services) Aging	\$700.00
01-7410.4	Youngstown Free Library	\$80,219.00
01-7410.4	William J. McLaughlin Free Library	\$80,219.00
01-7520.4	Ransomville Historical Project (Maintenance Hist. Rm.)	\$2,000.00
01-7520.4	Town of Porter Historical Society (program maintenance)	\$2,000.00
01-7550.4	Ransomville Community Faire (Rans. Historical project)	\$1,000.00
01-7550.4	Lighting of the Wreaths (Rans. Historical project)	\$2,000.00
01-8510.4	Ransomville Business Professional Assoc. (beautification)	\$1,000.00
01-8510.4	Ransomville Garden Club Flowers	\$700.00
02-6989.4	LNRROC Annual Contract	\$10,000.00
02-7310.4	Niagara Pioneer Soccer League	\$500.00
02-7310.4	Wilson Youth Baseball (Baseball Program)	\$500.00
02-7310.4	Ransomville Rural Retirees (Activity Program)	\$3,000.00

***Councilman Adamson asked if the \$1500.00 was being given to the Ransomville and Youngstown Professional Business Association and Supervisor Johnston said yes, they will be added to the contracts for this year.**

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

10. Resolution 2020-11

Organizational Meeting for 2020

Planning & Zoning Board Appointments for 2020

Reappoint Jackie Robinson as the Chairman of the Town of Porter Zoning Board of Appeals for 2020.

Reappoint J. Anthony Collard as the Chairman of the Town of Porter Planning Board for 2020.

Reappoint Mark Fox to the Town of Porter Planning Board for the term January 1, 2020 thru December

31, 2024.

Reappoint Nancy Smithson as Secretary of the Town of Porter Zoning Board of Appeals for the year 2020.

Reappoint Amy Freiermuth as Secretary of the Town of Porter Planning Board for the year 2020.

Appoint Ryan Ross to the Planning board to finished G. Edward Ortiz's term which will expire 12/31/22.

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

11. Resolution 2020-12

Fees: Building/Zoning/ Planning - 2020

Fees: Building/Zoning/Planning - 2020

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

<u>Demolition - Building</u>	<u>\$ 100.00</u>
<u>Fireworks Display</u>	<u>\$ 100.00</u>
<u>Agricultural Structure/Building (qualified farm operation)</u>	<u>\$ 50.00</u>
<u>Sign</u>	<u>\$100.00</u>
<u>Floodplain Development Permit</u>	<u>\$ 150.00</u>
<u>Commercial Building/Facility/Condominiums (+ Engineering cost recovery)</u>	<u>\$500.00</u>
(plus \$100.00 per unit)	
<u>Commercial Facility: Addition/Alterations/Remodel</u>	<u>\$250.00</u>
<u>Commercial Communications Tower (Phone) (+ Engineering cost recovery)</u>	<u>\$750.00</u>
<u>Fire Safety/Property Maintenance Inspection (required or requested)</u>	<u>\$ 50.00</u>
<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:

50 acres or less **\$5000.00**

(plus \$200.00 per additional acre)

Over 50 acres **(Deposit) \$10,000.00**

(plus \$100.00 per acre over 50 acres)

Plus \$1.00 per cubic yard

Storm water Fees:**Single-Phase Residential & Commercial development projects (scheme A)**

2-5 acres = **\$500.00**

5-10 acres = **\$850.00**

10 plus acres = **\$850.00**

(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:	Jipp Ortiz, Councilman
SECONDER:	Larry White, Councilman
AYES:	Ortiz, Johnston, Baker, White, Adamson

12. Resolution 2020-13

Miscellaneous Authorizations for 2020

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.

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

13. Resolution 2020-14

Supervisor's Committees & Liasons for 2020

SUPERVISOR'S COMMITTEES:

Deputy Supervisor-Jeff Baker
 Insurance- Kara Hibbard, Kimberli Boyer and Lisa Hastings.
 Water- Dave Burmaster and Jeff Baker.
 Sewer- Dave Burmaster and Larry White.
 Land-ALL TOWN BOARD MEMBERS and Peter Jeffery
 Cable TV- Larry White
 Refuse- Kara Hibbard, Kimberli Boyer and Jeff Baker.
 Audit Committee- Tim Adamson and Larry White
 Drainage - Dave Burmaster and Jeff Baker
 G.I.S. - Dave Burmaster and Kimberli Boyer
 Employee Compensation - Kara Hibbard, Kimberli Boyer and Larry White

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, Kimberli Boyer and Michael Dowd
 Highways-Dave Burmaster, Tim Adamson and Larry White
 Buildings-David Truesdale, J. Duffy Johnston, Peter Jeffery
 Planning Board- Jipp Ortiz
 Zoning Board- Jeff Baker and Larry White
 Historical Societies-Jipp Ortiz
 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:	Jeff Baker, Deputy Supervisor
SECONDER:	Tim Adamson, Councilman
AYES:	Ortiz, Johnston, Baker, White, Adamson

14. Resolution 2020-15**Town of Porter Cash Management Policy**

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.

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

15. Resolution 2020-16

Salaries for 2020

Elected Officials

Johnston, Duffy	Town Supervisor	\$35,769.00
Hibbard, Kara	Town Clerk	\$43,526.00
Burmaster, David	Highway Superintenden	\$39,851.00
	Building	\$510.00
	Parks	\$1020.00
	Water/Sewer	\$33,883.00
Pollow, Wayne	Justice	\$18,942.62
Truesdale, David	Justice	\$18,942.62
Sharpe, James	Tax Collector	\$6,685.12
Baker, Jeff	Deputy Supervisor	\$525.34
	Councilman	\$7,308.30
Ortiz, G.	Councilman	\$7,308.30
Adamson, Tim	Councilman	\$7,308.30
White, Larry	Councilman	\$7,308.30
Boyer, Kimberli	Supervisor Secretary	\$45,116.00

Porto, Elaine	Deputy Town Clerk	\$37,811.00
	Registrar	\$1,990.00
Hibbard, Kara	Registrar	\$7,038.00
	Water Collection	\$5,986.00
	Sewer Collection	\$3,328.00
Lowey, Selah	Assessor Clerk	\$18.20
Villella, Lena	Assessor	\$30,000.00
Jeffrey, Peter	Building/Code Enforce	\$45,062.00
	Planning	\$890.00
	Zoning	\$890.00
Boyer, Kimberli	Budget	\$2,117.00
Hastings, Lisa	Justice Clerk	\$25.14
	Longevity	\$425.00
Meigs, Nathaniel	Court Attendant	\$13.81
Wilkesmore, Tim	Court Attendant	\$13.81
Lundquist, Josh	Constable	\$17.17
Quarantillo, Greg	Constable	\$17.17
Gruarin, Ray	Constable	\$17.17
Stone, James	Deputy Highway	\$25.14
Cudney, Scott	Water/Sewer Mainten	\$27.09
	Longevity	\$175.00
Stoelting, Justin	Water/Sewer Mainten	\$22.94
Bills, Steven	Motor Equipment	\$25.14
	Longevity	\$175.00
Shaw, Wendy	Motor Equipment	\$25.14
Whyte, Russ	Truck Driver	\$15.46

Lockhart, Ramona	PT Clerk Water/Sewer	\$18.21
Pollow, Charmayne	PT Clerk Highway	\$18.21
Shippy, Tim	Recreation Director	\$7,499.00
Zasucha, Kathy	Asst Recreation Director	\$5,417.22
Hastings, Lisa	PT Clerk Recreation	\$4,274.82
Rugg, Sharon	PT Recreation Leader	\$6,724.90
Shackelford, Amanda	PT Recreation Leader	\$5,049.98
Price, Laurel	PT Recreation Leader	\$5,049.98
Summer Help	New 1 st Year	\$12.00
Summer Help	Returnees	\$12.50
Zanardi, Lynn	Historian	\$2,442.90
Smithson, Nancy	Zoning Clerk	\$4,360.50
Freiemuth, Amy	Planning Clerk	\$4,993.92

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

16. Resolution 2020-17

Set Water & Sewer Rates for 2020

WATER AND SEWER RATES Effective for January 1, 2020:

Gallons	
0-7,000 Gallons	\$20.50 Minimum
7,000 - 20,000 Gallons	\$3.13 per thousand
20,000 - 100,000 Gallons	\$2.87 per thousand
Over 100,000	\$2.37 per thousand (Irrigation Rate)

New York State Parks Minimum charge of:

0 -193,240 Gallons -	\$395.54
193,240 - 999999 Gallons	\$1.80

Village of Youngstown	\$2.00 per thousand
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Existing Tapping

5/8" x 3/4" Meter with Outside Dial (normal house installation)	\$225
5/8" x 3/4" Meter with Orion Dial (meter pit)	650
1" Meter with Outside Dial (normal house installation)	325
1" Meter with Outside Dial (meter pit)	850

New Service

3/4" Direct tap service w/Orion meter (House Installation)	800
3/4" Direct tap service w/Orion meter (Meter Pit)	1,150
1" Direct tap service w/Orion meter (House Installation)	975
1" Direct tap service w/Orion meter (Meter Pit)	1,425
1-1/2" Service provided upon application (price to be determined)	
2" Service provided upon application (price to be determined)	
Service Charge	35 (on/off)
Water / Sewer Inspection for Sale of Property/compliance letter	85
Water Inspection for Sale of Property/compliance letter	45
Sewer Hook-Up Fee	750
After hours turn on/turn off or sewer inspection	200/200
Hydrant Meter Deposit	100

Sewer Rates Effective for January 1, 2020:

Village of Youngstown	\$.65 per thousand
Fort Niagara State Park	\$ 5.20 per thousand
Town of Porter	
	0-7,000 \$39.90
	Over 7,000 5.70 per thousand

Treatment Rate to Town of Lewiston \$3.55 per thousand gallons.

Roll call vote was taken and all 5 board members (Supervisor Johnston, Deputy Supervisor Baker, Councilman White, Councilman Adamson and Councilman Ortiz) were in favor.

Highway Superintendent Burmaster talked about grinder pumps and the cost of them. When the grinder pumps were first installed for residents with sewer, the Town picked up the cost of \$2400.00 per pump. If a resident needs a new pump because of things being flushed down the toilet that shouldn't be, the cost should be to the resident. Everyone is paying for that person's new pump and it's not right.

Councilman Adamson said that the residents of the Village of Youngstown are 100% responsible for their grinder pumps. The contract says it is the homeowner's responsibility.

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

17. Resolution 2020-18**Highway Superintendent - General Repairs 2020**

Resolution authorizing Highway Superintendent, Dave Burmaster, to spend \$313,005.00 for General Repairs in 2020 to the Town of Porter Highways.

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

Motion to adjourn the meeting at 3:40 PM was made by Deputy Supervisor Baker and seconded by Councilman White.

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