



Town of Porter

Organizational Meeting

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

Kara Hibbard
716-745-3730

Tuesday, January 3, 2023

3:00 PM

Town Hall Auditorium

I. Call to Order

3:00 PM Meeting called to order on January 3, 2023 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	Absent	
Kara Hibbard	Town of Porter	Town Clerk	Present	
Kimberli Boyer	Town of Porter	Bookkeeper	Present	
Elaine Porto	Town of Porter	Deputy Town Clerk	Present	
Mike Dowd	Town of Porter	Attorney	Present	
Dave Burmaster	Town of Porter	Highway Superintendent	Present	

II. Resolutions/Reports

III. Resolutions

1. Resolution 2023-1

Appoint Attorney & Engineer for 2023

Reappoint Michael J. Dowd as Attorney for the Town for the year 2023 at \$32,400.00, to be distributed as follows: \$21,600.00 for Town Attorney and Town Prosecutor, \$5,400.00 Zoning and 5,400.00 Planning, and to authorize the Supervisor to sign the contract.

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

2. Resolution 2023-2

Standard Work Day 2023

ELECTED OFFICIALS	STANDARD WORK DAY
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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/Wstwtr Maintenance Person	8
Zoning Board Member	6

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

3. Resolution 2023-4**2023 Holiday Schedule****Approve the Holiday Schedule for 2023 as follows:**

New Year's Day	Monday, January 01, 2023
Martin Luther King, Jr Day *	Monday, January 16, 2023

President's Day	**	Monday, February 20, 2023
Good Friday		Friday, April 07, 2023
Memorial Day (Observed)		Monday, May 29, 2023
Independence Day		Tuesday, July 04, 2023
Labor Day		Monday, September 04, 2023
Columbus Day (Observed)		Monday, October 09, 2023
Veteran's Day		Friday, November 09, 2023
Thanksgiving Day		Thursday, November 23, 2023
Day After Thanksgiving		Friday, November 24, 2023
Christmas Day		Monday, December 25, 2023

*DPW employees work Martin Luther King, Presidents Day and Election Day and receive 3 floating holidays to use at their discretion

***Town Hall employees work Election Day and receive a floating holiday to use at their discretion.

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

4. Resolution 2023-5

Miscellaneous Appointments for 2023

Reappoint Supervisor J. Duffy Johnston as Budget Officer for the year 2023.

Reappoint Glenn M. Calvery as the Stormwater Management Officer for the year 2023

Reappoint G@G Consulting and Grant writing as the Town's Grant Writer for 2023 on a monthly retainer of \$650.00 .

Appoint Linda White as Recreation Commissioner to a 5 year term beginning January 1, 2023 - December 31, 2027

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

5. Resolution 2023-7**Procurement Policy for 2023****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 \$35,000 but greater than \$10,000 require a written request for a proposal (RFP) and written/fax quotes from three vendors.
- Less than \$10000.00 but greater than \$5000.00 requires an oral request for the goods and oral/fax quotes from two vendors.
- Less than \$5000.00 but greater than \$500 is left to discretion of the Purchaser.

All estimated public works contracts of:

- Less than \$20,000 but greater than \$5,000 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.

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 (in absence of Highway Superintendent).
Scott Cudney	-	Deputy Water/Sewer (in absence of Highway Superintendent)).

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

6. Resolution 2023-6

Set Additional Benefits for 2023 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: \$1000.00 annually for full time employees, and \$500 annually for Grandfathered employees.

Set work boot reimbursement \$175.00 for 2023 (For full time DPW Employees)

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

7. Resolution 2023-8

Salaries for 2023

Salaries for 2023

Johnston, Duffy	Town Supervisor	\$36,166.00
	Budget Officer	\$1,778.00
Hibbard, Kara	Town Clerk	\$46,172.00
	Registrar	\$7,466.00
	Water Collection	\$6,350.00
	Sewer Collection	\$3,531.00
	Tax Collector	\$3,482.00
Burmaster, David	Highway Superintendent	\$42,273.00
	Building	\$546.00
	Parks	\$2,000.00
	Water/Sewer	\$35,943.00
Pollow, Wayne	Justice	\$20,094.33
Truesdale, David	Justice	\$20,094.33
Baker, Jeff	Deputy Supervisor	\$546.35
	Councilman	\$7,752.86
Ortiz, G.	Councilman	\$7,752.86
Adamson, Tim	Councilman	\$7,752.86
White, Larry	Councilman	\$7,752.86
Boyer, Kimberli	Supervisor Secretary	\$52,296.00
Porto, Elaine	Deputy Town Clerk	\$45,851.00
	Registrar	\$2,111.00
	Tax Collector	\$3,482.00
Lowey, Selah	Assessor Clerk	\$24.26
Villella, Lena	Assessor	\$35,000.00
Jeffrey, Peter	Building/Code Enforce	\$54,734.00

	Planning	\$943.00
	Zoning	\$943.00
Boyer, Kimberli	Budget	\$2,245.00
Tyharjra Snowden	Court Clerk	\$21.77
Meigs, Nathaniel	Court Attendant	\$14.65
Wilkesmore, Tim	Court Attendant	\$14.65
Lundquist, Josh	Constable	\$18.21
Quarantillo, Greg	Constable	\$18.21
Gruarin, Ray	Constable	\$18.21
Stone, James	Deputy Highway	\$28.74
	Longevity	\$425.00
Cudney, Scott	Water/Sewer Mainten	\$28.74
	Longevity	\$175.00
Stoelting, Justin	Water/Sewer Mainten	\$26.67
Bills, Steven	Motor Equipment	\$26.67
	Longevity	\$475.00
Shaw, Wendy	Motor Equipment	\$26.67
	Longevity	\$175.00
Owen, Tim	Motor Equipment	\$21.42
Whyte, Russ	Truck Driver	\$18.50
Shackelford, Amanda	PT Clerk Water/Sewer	\$19.01
Pollow, Charmayne	PT Clerk Highway	\$19.32
Shippy, Tim	Recreation Director	\$11,416.59
Nethaway, Stephanie	Asst Recreation Director	\$6,421.01
Lisa Hastings	PT Clerk Recreation	\$4534.73
Sharon	PT Recreation Leader	\$7,133.78
Shackelford, Amanda	PT Recreation Leader	\$5,5357.02
Price, Laurel	PT Recreation Leader	\$5,357.02
Summer Help	New 1 st Year	\$14.00
Summer Help	Returnees	\$14.50
Duffy, Terry	Historian	\$2540.62

Smithson, Nancy	Zoning Clerk	\$4625.62
Freiemuth, Amy	Planning Clerk	\$5,297.55

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

8. Resolution 2023-3

Set Town Board Meetings for 2023

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 2023, except for October. That meeting will be on Tuesday, October 10th due to the Columbus Day holiday.

January 09, 2023

February 13, 2023

March 13, 2023

April 10, 2023

May 8, 2023

June 12, 2023

July 10, 2023

August 14, 2023

September 11, 2023

October 10, 2023

November 13, 2023

December 11, 2023

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

9. Resolution 2023-9

Town Clerk Fees for 2023

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

Dog Fees: Register/Renew a dog license \$18.00 if not spayed/neutered
 \$10.00 if spayed/neutered

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

10. Resolution 2023-10

2023 Contracts

Approve the following Contracts as budgeted and authorize the Town Supervisor to sign the Contracts as they come due in 2023.

01-8989.0004	Care-n-Share	2,000
01-6460.0004	Industrial Dev (NICAP)	4,000
01-6510.0004	American Legion O Leo Curtis Post 830 (Maintenance) Ransomville	2,500
01-6510.0004	Veterans of Foreign Wars Post 813 Youngstown	2,500
02-6989.0004	LNRRCOC Annual Contract	7,500
01-7410.0004	Youngstown Free Library	70,000
01-7410.0004	William J McLaughlin Free Library	70,000
01-7520.0004	Ransomville Historical Project	2,000
01-7520.0004	Town of Porter Historical Society (Program Maintenance)	2,000
01-7550.0004	Ransomville Country Faire (Ransomville Historical Project)	1,000
01-8510.0004	Ransomville Business Professional Assn. (Comm Beautification)	1,500
01-8510.0004	Youngstown Business Professional Assn. (Comm Beautification)	1,500
01-8510.0004	Ransomville Garden Club (Flowers)	700

02-7310.0004	Niagara Pioneer Soccer League	500
02-7310.0004	Wilson Youth Baseball (Baseball Program)	500
01-7520.0004	Ransomville Rural Retirees (Services of the Aging)	700
01-7520-0004	Old Fort Niagara	5,000
01-7550-0004	Ransomville Lighting of the Wreaths	2,000
01-6772.0004	Ransomville Rural Retirees (Activity Programs)	3,000

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

11. Resolution 2023-11

Planning Board/Zoning Board Appointments for 2023

Appoint Mark Fox to Chairman of the Planning Board to replace Jeffrey Schulze term expiring 12/31/2026.

Appoint Jeffrey Schulze to Vice Chairman of the Planning Board. He will be finishing out Mark Fox's term which will end 12/31/2024.

Reappoint Amy Freiermuth to Planning Board Secretary .

Reappoint Nancy Smithson as Planning Board Secretary.

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

12. Resolution 2023-12

Fees: for 2023

Fees: Building/Zoning/Planning - 2022

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
Permanent Generator Fee	\$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
Temporary Use Permit	\$ 50.00
Change of Use/Occupancy Permit	\$ 75.00
Certificate of legal Nonconformity	\$ 50.00
Compliance Letter (Zoning/Occupancy)	\$ 50.00
NYS mandated Truss Placard charge	\$ 50.00
Site plan Review/Public Hearing fee	\$150.00
Special Use Permit/Public Hearing Fee	\$150.00
Variance Request/Public Hearing Fee - (Area or Use)	\$150.00
Home Occupation/Special Use Permit	\$150.00

Minor Subdivision (+ Engineering cost recovery)	\$150.00
Major Subdivision (+ Engineering cost recovery)	\$500.00

(plus \$25 per parcel)

Scans to PDF of 24'x36'-----	\$2.50
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Large Format Copies 24x36 and up -----	\$5.00
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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
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(plus \$200.00 per additional acre)

Over 50 acres	(Deposit) \$10,000.00
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(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:	Larry White, Councilman
SECONDER:	Jipp Ortiz, Councilman
AYES:	Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Larry White
ABSENT:	Tim Adamson

13. Resolution 2023-13**Miscellaneous Authorizations for 2023**

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 \$1500.00 without approval by the Town Board.

Set Mileage Rate at 65.5 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: Keybank

Designate Official Newspaper: Niagara Gazette, Niagara Falls, NY

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 Inspector Jeffery'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 2023, and NYS-GFAO Association Dues for 2023.

Authorize the payment in advance of audit of claims for public utility services such as gas, electric, water, sewer, fuel oil, telephone services, as well as for postage, freight, and express charges, time sensitive payments and payment on Medical Reimbursement Accounts.

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

14. Resolution 2023-14**Supervisor's Committees & Liasons for 2023****SUPERVISOR'S COMMITTEES:**

Deputy Supervisor- Jeff Baker
Insurance - Kara Hibbard, Kimberli Boyer.
Water - Dave Burmaster and Jeff Baker
Sewer - Dave Burmaster and Larry White
Land - ALL TOWN BOARD MEMBERS and Peter Jeffery.
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 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 Mike Dowd.

Highways-Dave Burmaster, Tim Adamson and Larry White

Buildings-David Truesdale, J. Duffy Johnston and 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

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

15. Resolution 2023-15

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:	Jipp Ortiz, Councilman
AYES:	Jipp Ortiz, J. Duffy Johnston, Jeff Baker, Larry White
ABSENT:	Tim Adamson

16. Resolution 2023-16

Water/Sewer Adjustments for 2023

WATER AND SEWER RATES Effective for January 1, 2023:

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)	\$375
5/8" x 3/4" Meter with Orion Dial (meter pit)	650
1" Meter with Outside Dial (normal house installation)	475
1" Meter with Outside Dial (meter pit)	850

New Service

3/4" Direct tap service w/Orion meter (House Installation)	1000
3/4" Direct tap service w/Orion meter (Meter Pit)	2,200
1" Direct tap service w/Orion meter (House Installation)	1,200
1" Direct tap service w/Orion meter (Meter Pit)	3,000
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	1,000
After hours turn on/turn off or sewer inspection	200/200
Hydrant Meter Deposit	100

Sewer Rates Effective for January 1, 2023:

Village of Youngstown	\$.65 per thousand
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Fort Niagara State Park	\$ 5.25 per thousand
Town of Porter	
0-7,000	\$40.25
Over 7,000	5.75 per thousand

Treatment Rate to Town of Lewiston \$3.60 per thousand gallons.

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

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

17. Resolution 2023-17

Highway Superintendent - General Repairs 2023

Resolution authorizing Highway Superintendent, Dave Burmaster to spend \$144,753.00 for General repairs in 2023 to the Town of Porter Highways.

Motion to adjourn the meeting at 4:05 PM was made by Deputy Supervisor Baker and seconded by Councilman Ortiz.

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