



Town of Porter

Organizational Meeting

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

Kara Hibbard
716-745-3730

Monday, January 4, 2021

3:00 PM

Town Hall Auditorium

I. Call to Order

3:00 PM Meeting called to order on January 4, 2021 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	
Mike Dowd	Town of Porter	Attorney	Absent	
Peter Jeffery	Town of Porter	Code Enforcement Officer	Present	

II. Resolutions

1. Resolution 2021-4

Appoint Attorney for 2021

Reappoint Michael J. Dowd as Attorney for the Town of Porter for the year 2021 at a salary of \$21,930.00 to be distributed as follows: \$10,914.00-Town Attorney, \$5,508.00 as Zoning Attorney and \$5,508.00 as Planning Attorney. Also, to authorize the Town Supervisor to sign the contract.

Reappoint Attorney Michael J. Dowd as Town Prosecutor for 2021 at a salary of \$8,670.00 and to authorize the Town Supervisor to sign the contract.

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

2. Resolution 2021-5

Standard Work Day for 2021

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:	Tim Adamson, Councilman
SECONDER:	Jeff Baker, Deputy Supervisor
AYES:	Ortiz, Johnston, Baker, White, Adamson

3. Resolution 2021-6

Set Town Board Meetings for 2008

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 2021, except for October. That meeting will be on Tuesday, October 12th due to the Columbus Day holiday.

January 11, 2021
February 8, 2021
March 8, 2021
April 12, 2021
May 10, 2021
June 14, 2021
July 12, 2021
August 9, 2021
September 13, 2021
October 12, 2021
November 8, 2021
December 13, 2021

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

4. Resolution 2021-7

Miscellaneous Appointments for 2021

Reappoint Supervisor J. Duffy Johnston as Budget Officer for the year 2021.

Reappoint Glenn M. Calvery as the Stormwater Management Officer for 2021.

Reappoint Rotella Grant Management as the Town's Grant Writer for 2021, 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 Jeffrey Schulze to a five year term on the Planning Board. His term will expire on 12/31/25.

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

5. Resolution 2021-8

2021 Holiday Schedule

Approve the Holiday Schedule for 2021 as follows:

New Year's Day	Friday, January 01, 2021
Martin Luther King, Jr Day	Monday, January 18, 2021
President's Day	Monday, February 15, 2021
Good Friday	Friday, April 2, 2021
Memorial Day (Observed)	Monday, May 31, 2021
Independence Day (on Sunday)	Monday, July 05, 2021
Labor Day	Monday, September 06, 2021
Columbus Day (Observed)	Monday, October 11, 2021
Veteran's Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021
Day After Thanksgiving	Friday, November 26, 2021
Christmas Day (on Saturday)	Friday, December 24, 2021
Floating Holiday ***	Each employee to pick their day.
New Year's Day (on Saturday)	Friday, December 31, 2021

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

*** Town Hall employees work election day and receive a floating holiday to take at their discretion.

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

6. Resolution 2021-9

Set Additional Benefits for 2021 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 2021 (For full time DPW Employees)

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

7. Resolution 2021-10**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 in the absense of Dave Burmaster (Highway Superintendent).

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

8. Resolution 2021-11

Town Clerk Fees for 2021

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:	Jeff Baker, Deputy Supervisor
AYES:	Ortiz, Johnston, Baker, White, Adamson

9. Resolution 2021-12

2021 Contracts

Approve the following Contracts as budgeted and authorize the Town Supervisor to sign the Contracts as they come due in 2021.

01-8989.0004	Care-n-Share	1,000
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	5,000
01-7410.0004	Youngstown Free Library	65,219
01-7410.0004	William J McLaughlin Free Library	65,219
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
01-6772.0004	Ransomville Rural Retirees (Activity Programs)	3,000

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

10. Resolution 2021-13**Planning Board Appointments for 2021****Planning & Zoning Board Appointments for 2021**

Reappoint Jackie Robinson as the Chairman of the Town of Porter Zoning Board of Appeals for 2021.

Reappoint J. Anthony Collard as the Chairman of the Town of Porter Planning Board for 2021.

Reappoint Jeffrey Schulze to the Town of Porter Planning Board for the term January 1, 2021 thru December 31, 2025.

Reappoint Nancy Smithson as Secretary of the Town of Porter Zoning Board of Appeals for the year 2021.

Reappoint Amy Freiermuth as Secretary of the Town of Porter Planning Board for the year 2021.

Appoint Paul Brown to the Zoning board for the term January 1, 2021 thru December 31, 2025.

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

11. Resolution 2021-14**Fees for 2021****Fees: Building/Zoning/Planning - 2021**

<u>Single-Family dwelling (+ Engineering cost recovery)</u>	<u>\$325.00</u>
(up to 2500 sf; add \$0.25 per sf - over 2500 sf)	
<u>Two-Family dwelling (+ Engineering cost recovery)</u>	<u>\$425.00</u>
(up to 3000 sf then \$0.25 per sf - over 3000 sf)	
<u>Multi-Family Dwelling - (3 or more) (+ Engineering cost recovery)</u>	<u>\$500.00</u>
(plus \$100.00 per unit)	
<u>Addition to Dwelling (+ Engineering cost recovery)</u>	<u>\$150.00</u>
<u>Alterations/Remodel - Dwelling (+ Engineering cost recovery)</u>	<u>\$125.00</u>

<u>Garage/Pole Barn/ Carport/addition to Garage (+ Engineering cost recovery)</u>	<u>\$ 80.00</u>
<u>Shed/Porch/Ramp/Deck</u>	<u>\$ 75.00</u>
<u>Swimming Pool - Above Ground</u>	<u>\$ 75.00</u>
<u>Swimming Pool - In ground</u>	<u>\$ 125.00</u>
<u>Outdoor Wood-burning Furnace</u>	<u>\$ 50.00</u>
<u>Fence</u>	<u>\$ 40.00</u>
<u>Pond (Recreational/Farm) (+ Engineering cost recovery)</u>	<u>\$150.00</u>
<u>Solar Energy Conversion system</u>	<u>\$100.00</u>
<u>Wind Energy Conversion system (per tower) (+ Engineering cost recovery)</u>	<u>\$225.00</u>
<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>Permanent Generator Fee \$75.00</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)	
<u>Engineering Cost Recovery fees:</u>	
• <u>Residential Drainage Review (Deposit toward hourly rate)</u>	<u>\$500.00</u>
• <u>Commercial Drainage Review (Deposit toward hourly rate)</u>	<u>\$2000.00</u>
• <u>Commercial & Residential - Other engineering reviews =</u>	<u>quoted</u>
<u>Major Excavation/Mining:</u>	
<u>50 acres or less</u>	<u>\$5000.00</u>

(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 2021-15**Miscellaneous Authorizations for 2021**

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 56 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 2021, and NYS-GFAO Association Dues for 2021.

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:	Ortiz, Johnston, Baker, White, Adamson

13. Resolution 2021-16

Supervisor's Committees & Liasons for 2021

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

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

14. Resolution 2021-17

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.

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:	Tim Adamson, Councilman
SECONDER:	Jeff Baker, Deputy Supervisor
AYES:	Ortiz, Johnston, Baker, White, Adamson

15. Resolution 2021-18

Salaries for 2021

Salaries for 2021

Elected Officials

Johnston, Duffy	Town Supervisor	\$35,769.00
Hibbard, Kara	Town Clerk	\$43,526.00
Burmaster, David	Highway Superintendent	\$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	\$46,950.00
Porto, Elaine	Deputy Town Clerk	\$41944.00
	Registrar	\$1,990.00
Hibbard, Kara	Registrar	\$7,038.00
	Water Collection	\$5,986.00
	Sewer Collection	\$3,328.00
Lowey, Selah	Assessor Clerk	\$20.38
Villella, Lena	Assessor	\$35,000.00
Jeffrey, Peter	Building/Code Enforce	\$47,647.00
	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	\$27.09
	Longevity	\$175.00
Cudney, Scott	Water/Sewer Mainten	\$27.09
	Longevity	\$175.00
Stoelting, Justin	Water/Sewer Mainten	\$24.60
Bills, Steven	Motor Equipment	\$25.14
	Longevity	\$175.00
Shaw, Wendy	Motor Equipment	\$25.14

Figura, Nicholas	Motor Equipment	\$20.18
Whyte, Russ	Truck Driver	\$15.46
Shackelford, Amanda	PT Clerk Water/Sewer	\$15.54
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	\$12.50
Summer Help	Returnees	\$12.50
Duffy, Terry	Historian	\$2,442.90
Smithson, Nancy	Zoning Clerk	\$4,360.50
Freiermuth, Amy	Planning Clerk	\$4993.92

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

16. Resolution 2021-19

Water/Sewer Adjustments

WATER AND SEWER RATES Effective for January 1, 2021:

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 - 9999999 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, 2021:

Village of Youngstown	\$.65 per thousand
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:	Jeff Baker, Deputy Supervisor
SECONDER:	Tim Adamson, Councilman
AYES:	Ortiz, Johnston, Baker, White, Adamson

17. Resolution 2021-20**Highway Superintendent - General Repairs 2021**

Resolution authorizing Highway Superintendent, Dave Burmaster, to spend \$295,389.00 for General Repairs in 2021 to the Town of Porter Highways.

Councilman Adamson asked Superintendent Burmaster about a written plan that needs to be submitted to qualify for a grant to be used on equipment. Dave feels that the maintenance doesn't justify the cost. He feels that it would be cheaper to sub the work out because we wouldn't use the vacuum truck enough.

The payload that was submitted on Auction International ended up going to the second highest bidder at a cost of \$53,000 because the initial bidder that won the bid at a cost of \$56,100 could not afford to pay for it.

Motion to adjourn the meeting at 3:54 PM was made by Councilman

Ortiz and seconded by Councilman Adamson.

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