



# Town of Porter

## Town Board Meeting

~ Minutes ~

3265 Creek Road  
Youngstown, NY 14174

[TownofPorter.Net](http://TownofPorter.Net)

Kara Hibbard  
716-745-3730

Monday, March 8, 2021

7:00 PM

Town Hall Auditorium

### I. Call to Order

7:00 PM Meeting called to order on March 8, 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	Remote	
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	Absent	
Mike Dowd	Town of Porter	Attorney	Present	
Peter Jeffery	Town of Porter	Code Enforcement Officer	Present	

### II. Resolutions

#### 1. Resolution 2021-33

#### Minutes Approval

Resolution to approve the minutes of the February 8, 2020 Porter Town Board meeting.

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

#### 2. Resolution 2021-34

#### Audited Vouchers

#### TOWN OF PORTER

<b>WARRANT:</b>	<b>POST AUDIT #2A - FEB,</b>	<b>2/28/21</b>
	<b>2021</b>	

FUND	01	23,902.68
FUND	02	3,367.92
FUND	04	64,567.29
FUND	06	2,136.46
FUND	07	1,039.14
FUND	20	261,000.00
FUND	21	188,232.00
FUND	35	72.00

TOTAL	<u>544,317.49</u>
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VOUCHER 'S	28757	THRU	28788
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**WARRANT:**

#3 MAR, 2021	3/5/21
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FUND	01	6,563.30
FUND	02	26,379.68
FUND	04	102,500.93
FUND	06	7,490.52
FUND	07	2,269.22
FUND	10	
FUND	11	
FUND	28	
FUND	35	

TOTAL	<u>145,203.65</u>
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VOUCHER 'S	28789	THRU	28860
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TOTAL	<u>689,521.14</u>
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Resolutions to approve \$689,521.14 in vouchers for the month of February as audited by the Porter Town Board.

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

**3. Resolution 2021-35****Supervisor's Report**

Resolution to accept the Supervisor's report from February 8 , 2020.

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

### III. Reports

#### 1. Report 2021-35

##### Supervisor's Report

### February Supervisor's Report

2-11 Had a Clean energy zoom meeting

2-18 Niagara County Water board meeting

2-24 Conference call with OYA Solar

2-25 Zoom meeting with One Region Forward

2-26 Signed the MOU for the Niagara County bike trail

3-4 Zoom meeting with Old Fort Niagara to honor the volunteers at the Fort

3-4 Gave plasma for the third week in a row at the American Red Cross in Buffalo

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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#### 2. Report 2021-36

Town Clerk

Water for the month of February was \$24,989.37

Sewer for the month of February was \$13,029.46

Clerk Fees = \$439.01

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**3. Report 2021-37**

**Bookkeeper**

Bookkeeper's Monthly Report - March 2021

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Completed processing all February 2021 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for February 2021 and distributed it to the Supervisor & Town Board members.

Completed all bi-weekly & monthly payrolls.

Completed check registers for all check payments.

Completed bank recs for the month of February and they balanced.

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**4. Report 2021-38**

**Recreation**

Nothing to report.

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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## 5. Report 2021-39

## Assessor

**Monthly Assessor's Report  
February 2021**

- Continued processing completed building permits into RPSV4
- Processed property transfers for Town and Village
- Notified appropriate officials of changes in ownership, mailing addresses, etc
- Started to receive and process new and renewal applications for STAR, Low-Income Senior, Veterans, Agricultural, Solar, and Home Improvement exemptions
- Inspected 37 parcels for open building permits in the Town
- Inspected 26 parcels for open building permits in the Village
- Continued to complete and value open building permits for the 2021 Roll
- Participated in the NCAA virtual meeting
- Notified the tax collector and County treasurer of proposed parcels to be deleted and merged for the 2021 assessment roll
- Transmitted quarterly sales data to the NYS Dept of Tax and Finance, Office of Real Property Tax Services (NYS ORPTS)
- Notified NYS ORPTS that the 2021 Level of Assessment and Res. Assessment Ratio will be 66%
- Received Special Franchise and Telecommunication values from NYS ORPTS
- Selah Lowery successfully completed Course 2: Application of the three approaches to value

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

328 Howard Dr	AV \$139,800	Sale Price \$280,000
1161 Cain Rd	AV \$ 91,800	Sale Price \$123,600
2199 Lake Rd	AV \$380,000	Sale Price \$693,500

Respectfully Submitted,  
Lena D. Villella

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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## 6. Report 2021-40

**Building Inspector/Code Enforcement Officer**

- ◆ Reviewed and Issued **Building Permits**; per attached Permit Report; six (6) permits have been issued in the month of February, Three on my desk in review process.
- ◆ Received, Inspected, and Issued **new Complaint/Violations**; per attached Complaint report; Two (2) **New** formal concerns have been processed.
- ◆ Completed Sixteen (16) **inspections** for Permits & Complaints.
- ◆ Coordinated/Reviewed any/all **new Planning and Zoning Board applications** and documentation, with the respective Board(s) personnel.
- ◆ Prepared information and attended the regular **Planning Board** meeting on February 4, 2021.
- ◆ Prepared Documentation for FEAF part one, as applies to the LL2-21 Flood Damage Prevention law.
- ◆ Applied and Attended the Niagara County Planning Board meeting, on 2/22/21, for their review and recommendation on LL2-21 Flood Damage Prevention law, LL3-21 Lake Ontario Environmental Overlay, LL4-21 Niagara River Environmental Overlay, LL5-21 LWRP Consistency Review law, and LL6-21 Pet Waste law. We received approval recommendation from NCPB for each.
- ◆ Prepared and Mailed eight letters Regarding "Coordinated Review" of LL2-21 Flood Damage Prevention law, as per SEQRA protocol. The 30 day term for response to said letters ends 3/11/21.
- ◆ Attended a Virtual/Web conference; One Region Forward Learning Series: How can my community take the lead on clean energy?

**Permit Report - February 2021**

<u>Number</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Permit type</u>	<u>Parcel Location</u>	<u>SBL #</u>
004-21	2/9/2021	Michael Mankey	Alteration/Remodel	2299 Lake Rd	21.17-1-2
005-21	2/10/2021	Lisa Remmes	Fence	432 Dansworth Rd	59.14-2-19
006-21	2/10/2021	Steven Huttenmaier	Single Family Dwelling	2485 Lockport Rd	62.10-2-10
007-21	2/17/2021	Robert Gallucci	Alteration/Remodel	365 Glengrove Dr	59.14-2-68
008-21	2/18/2021	Elizabeth Rockett	Alteration/Remodel	2375 Lake Rd	21.17-1-23
009-21	2/19/2021	Dennis Coffey	Fence	3558 East Ave	59.00-2-9

**Complaint report - February 2021**

<u>Number</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Complaint type</u>	<u>Parcel Location</u>	<u>SBL #</u>
004-21	2/24/2021	Neil Nolf	Unpermitted construction	2391 Lake Rd	21.17-1-36
005-21	2/24/2021	Track Vision LLC	Activity without a Permit	2401 Braley Rd	48.00-1-35

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**7. Report 2021-41****Highway****HIGHWAY**

- 1.PATROLED ROADS 27 TIMES TOOK ACTION 17 TIMES (PLOWED AND SALTED).
- 2.SERVICED PLOWS AND SALTERS (GREASED AND LUBED).
- 3.REPLACED PLOW BLADE ON TRUCK #11.
- 4.REPLACED FUEL TANK ON BOOM MOWER AND PUT NEW TIRES FRONT AND REAR AND SERVICED.
- 5.CLEANED OUT BURIED FIRE HYDRANT WITH GRADALL AND BACKHOE.
- 6.ORDERED 800 TONS OF SALT.
- 7.REMOVED HEAVY SNOW PILES FROM FORT NIAGARA BEACH WITH LOADER.
- 8.REMOVED SNOW FROM SIDEWALKS WITH SNOW BLOWER IN RANSOMVILLE AND YOUNGSTOWN
- 9.PULLED GARBAGE BAGS FROM CREEK BY BOLANDS BAR AND TOOK CARE OF ALL THE GABAGE OUT OF CANS IN RANSOMVILLE.

**WATER AND SEWER**

- 1.COMPLETED WATER METER READING FOR THE QUARTER.
- 2.FIXED WATER MAIN BREAK MANOR DRIVE.
- 3.FIXED WATER BREAK PARKER RD RANS.
- 4.FIXED WATER MAIN BREAK RANSOMVILLE RD.
- 5.SERVICE SEWER LIFT STATIONS (GREASED AND CHANGED FILTERS).

**DRAINAGE**

- 1.FIXED DRAINAGE PIPE ON PARKER RD BY WATER BREAK.

**PORTER PARK**

- 1.CUT DEAD TREES AND CHIPPED BRUSH PILED CHIPS BY NATURE TRAIL.

**HIGHWAY SUPERINTENDENT**

DAVE BURMASTER

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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## 8. Report 2021-42

## Grant Writer

Grants Status Report: Projects we are currently working on:

**LWRP:** The Project is considered complete the resolutions for the following have been sent to the State (March Meeting)

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

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

1. Greenway presentation went well and we are looking for notification of award the week of March 8<sup>th</sup>.
2. Spoke with CDBG and we can re-allocate additional funding to engineering from construction (if needed).

**Dickersonville Road Culvert project:** Application is being prepared for a pre- application evaluation for Aril 16<sup>th</sup>; Final Application is due in May

**Truck:** Funding for Highway Dept. Truck will be requested through a member line item. Still no funding available

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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## 9. Report 2021-43

## Calendar of Events

March 25, 2021 at 7:00pm

Monthly Zoning Board Meeting

April 01, 2021 at 7:00pm

Monthly Planning Board Meeting



April 12, 2021 at 7:00pm

## Monthly Town Board Meeting

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**10. Report 2021-44****Public Comments**

report

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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**11. Report 2021-45****Town Board Comments**

Deputy Supervisor Baker thanked Supervisor Johnston for donating his blood and saving people's life.

<b>RESULT:</b>	<b>REPORT ISSUED</b>
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