



Town of Porter

Town Board Meeting

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174

TownofPorter.Net

Kara Hibbard
716-745-3730

Monday, May 9, 2022

7:00 PM

Town Hall Auditorium

I. Call to Order

7:00 PM Meeting called to order on May 9, 2022 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	Present	
Peter Jeffery	Town of Porter	Code Enforcement Officer	Present	

II. Resolutions/Reports

III. Resolutions

1. Resolution 2022-36

Minutes Approval

Resolution to approve the minutes of the April 11, 2022 Town Board meeting.

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

2. Resolution 2022-37

Audited Vouchers

TOWN
OF
PORTER

WARRANT POST AUDIT 4/30/22
: #4A

FUND	01	57,075.20
FUND	02	17,725.95
FUND	04	11,918.22
FUND	06	3,608.14
FUND	07	3,424.59
FUND	10	0.00
FUND	11	0.00
FUND		

TOTAL 93,752.10

VOUCHER 30185 THRU 30210
'S

WARRANT
:

POST AUDIT #5 5/6/22
- MAY 2022

FUND	01	24,518.98
FUND	02	5,796.56
FUND	04	6,358.47
FUND	06	22,472.62
FUND	07	12,658.98
FUND	10	796.13
FUND	11	26,819.15
FUND	20	
FUND	21	
FUND	28	

TOTAL 99,420.89

VOUCHER 30211 THRU 30264
'S

TOTAL 193,172.99

Resolutions to approve the vouchers as audited by the Porter Town Board.

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

3. Resolution 2022-38**Acceptance of Supervisor's Report**

Resolution to accept the Supervisors report from the April 11, 2022 Town Board meeting.

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

4. Resolution 2022-45**Benches for Porter on the Lake**

Resolution needed to purchase from Norwood Commercial Furniture 7 heavy duty park benches for Porter on the Lake. Total cost is \$4761.61
The Town will be reimbursed through a grant.

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

5. Resolution 2022-46**Declare Globe Lights from Auditorium Surplus Material**

Resolution needed to declare the globe lights that were replaced in the auditorium surplus material.

Supervisor Johnston stated that the lights will be donated to a church.

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

IV. Reports

1. Report 2022-72

Full Time New Hire for the Highway Garage

Tim Owen was brought on full time as a Motor Equipment Operator/Laborer at the Highway Garage starting on 4/27/22 at a rate of pay of \$17.45 per hour. He previously worked as a part time seasonal laborer for the Highway Dept.

Motion was made by Deputy Supervisor Baker and seconded by Councilman White To bring on Tim Owen for a full time position at \$17.45 per hour.

Roll call: Supervisor Johnston, yes; Deputy Supervisor Baker, yes; Councilman White, yes; Councilman Adamson, yes; Councilman Ortiz, yes

RESULT:	REPORT ISSUED
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2. Report 2022-44

Supervisor's Report

APRIL SUPERVISOR'S REPORT 2022

4-12 Went to the Youngstown Business Assoc. meeting

4-13 Met with Congressman Chris Jacobs with other Town Supervisors

4-19 Had zoom with Niagara County Hazard Committee

4-19 Had zoom with Lake Ontario IJC

4-20 Met with Grant writer Jay Grasso on grant for Town hall generator and Greenway grant

4-21 Niagara County water board meeting

4-22 Met with Dick Shears on leaving the sewer district

4-27 Went to the ribbon cutting for the Wilson Pier

4-28 Zoom meeting for National Grid on green energy

4-29 One Region Forward zoom meeting

5-2 Niagara County Hazard Zoom

5-3 Had John Tilk install the LED lights in courtroom

RESULT:	REPORT ISSUED
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3. Report 2022-45

Bookkeeper

Bookkeeper's Monthly Report - May 2022

Completed processing all April 2022 Vouchers & Journal Entries.

Prepared Supervisor's Monthly Report for April 2022 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 April and they balanced.

RESULT:	REPORT ISSUED
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4. Report 2022-74

Tax Collector

Supervisor Johnston and Town Board Members

May 9TH 2022

March 31, 2021 completed the property tax collection for Niagara County and the Town of Porter.
The following reflects the collection and the dispersement of all tax, late penalties paid and
Key Bank balance as of April 26, 2022

Paid to Supervisor	1,851,117.99	Jan.
Paid to Treasurer	3,000,000.00	Feb.
Collected by County	<u>111,148.72</u>	Feb.
	4,962,266.71	Total prepaid

Total uncollected 158 bills	340,842.95
Total Tax Collected	<u>5,981,911.45</u>

Warrant	6,323,192.99
COE/Time Warner	minus <u>438.59</u>
Adj. Warrant	<u>6,322,754.40</u>
Total prePaid	minus <u>4,962,266.71</u>
	<u>1,360,487.69</u>
Uncollected	minus <u>340,842.95</u>
Due Treasurer in April	<u>1,019,644.74</u>
Less \$1.00 mailing/uncollected	minus <u>158.00</u>
Pay to Treasurer in April	<u>1,019,486.74</u>

Penalty and other fees		
paid to Supervisor	ck#566	7,852.84

Key Bank Account	ck# 564	2363.52
as of April 26,2022	ck #559	1472.22 unclaimed over payment *
		<u>2.00 annual balance</u>
		188.81

* If unclaimed by Dec. 1 , 4024.55 will be turned over to Town Supervisor.

Elaine Porto
Porter Tax Collector

RESULT:	REPORT ISSUED
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5. Report 2022-46

Town Clerk

Water Fees for the month of April were \$25,671.57 / Sewer Fees were \$14,043.94

Clerk Fees were \$889.15

RESULT:	REPORT ISSUED
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6. Report 2022-47

Assessor

**Monthly Assessor's Report
April 2022**

- Updated the real property system for changes due to building permits
- Notified appropriate officials of changes in ownership, mailing addresses, etc
- Approved and/or denied exemption applications - notified property owners of denial determinations
- Processed the STAR reports received from the State to update STAR exemptions
- Submitted recommended changes to the STAR reports to the State
- Posted the new STAR exemption and STAR Cap amounts for the 2022 Roll
- Submitted the file to the County to print the 2022 Tentative Assessment Roll
- Approved the application for Industrial Development Exemption for 200 Lockport St. This property will make payments in lieu of tax for the School, County, Town and Village.
- Change of Assessment Notices were mailed to affected property owners

- Submitted the legal notice to the Niagara Gazette for the publishing of the tentative assessment roll and grievance day
- Received form RP-556 Application for refund of taxes for 710 Lake Rd. Forwarded the same to the County Director for approval

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

120 Lake St	AV \$116,500	Sale Price \$250,000
300 Main Street	AV \$109,600	Sale Price \$220,000
569 Northfield Dr	AV \$80,000	Sale Price \$130,000
3645 Ransomville Rd	AV \$105,000	Sale Price \$200,000
400 Riverview Dr	AV \$262,500	Sale Price \$300,000
3004 Orchard Dr	AV \$68,800	Sale Price \$190,550
3715 Ransomville Rd	AV \$74,000	Sale Price \$155,000
3643 Ransomville Rd	AV \$67,000	Sale Price \$115,000
1947 Lake Rd	AV \$148,000	Sale Price \$401,000

RESULT:	REPORT ISSUED
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7. Report 2022-48

Building Inspector/Code Enforcement Officer

- ◆ Reviewed and Issued **Building Permits**; per attached Permit Report; nine (9) permits have been issued in the month of **April**.
- ◆ Received, Inspected, and followed up on **new Complaint/Violations**; per attached Complaint report; six (6) **New** formal concerns have been processed.
- ◆ Completed seventeen (21) **inspections** for Permits & Complaints.

- ◆ Coordinated/Reviewed **Planning and Zoning Board applications** and/or Documentation.

- ◆ Prepared information and participated in the regular **Planning Board** meeting on **April 7, 2022**.

- ◆ Prepared information and attended the **Zoning Board** meeting on **April 28, 2022**.

- ◆ Completed 24 hours of In-Service Training, as required by NYSDOS via the Niagara Frontier Building Officials Association's established annual Workshop.

- ◆ Reviewed and prepared information for the work session with the Town Board regarding **Construction/Service type Businesses** to be addressed within the Permitted Use Table/the Town's Zoning regulations. Recommending legislative action to address the enforcement and appropriate administration of Construction/Service type Businesses including but limited to a definition, addition to the Permitted use Table, and stipulation of inherent Land Use requirements.

PERMIT REPORT - APRIL 2021

<u>Number</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Permit type</u>	<u>Parcel Location</u>	<u>SBL #</u>
022-22	4/4/2022	James Pollina	Fence	1704 Youngstown-Wilson Rd	47.00-1-23
023-22	4/13/2022	Erica Leigh Aceti	Demolition	2301 Youngstown-Wilson Rd	62.14-1-3.1
024-22	4/13/2022	Eric Cote	Fence	1673 Lake Rd	45.00-1-4.121
025-22	4/13/2022	Louis & Danielle Wasnick	Shed	3765 Ransomville Rd	59.18-1-48
026-22	4/13/2022	Catherine Mary Garrison	Alteration/Remodel	2498 Lockport Rd	59.14-1-26
027-22	4/25/2022	Patrick Tracy	Single Family Dwelling	220 Castaway Ct	46.03-1-23
028-22	4/26/2022	Marshall Hibbard	Pole Barn	710 Lake Rd	59.14-2-19
029-22	4/28/2022	Daniel Wyno	Deck	1536 Youngstown-Wilson Rd	21.17-1-19
021-22	4/28/2022	Nicholas Eckert	Alteration/Remodel	1691 Lake Rd	33.13-1-61

COMPLAINT REPORT - APRIL 2021

<u>Number</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Complaint type</u>	<u>Parcel Location</u>	<u>SBL #</u>
014-22	04/01/22	John Anastasia	Refuse Storage	3530 Ransomville Rd	62.10-1-20
015-22	04/01/22	Jerome Ulatowski	Drainage Issues	1519 Lake Rd	32.16-1-21.12
016-22	04/13/22	Immobilien Group LLC	Drainage Issues	2561 Lockport Rd	62.10-3-30
017-22	04/13/22	Kristen Ruest	Property Maintenance	831 Lockport Rd	45.00-1-25.5
018-22	04/26/22	Christopher Schulz	Refuse Storage	3309 Creek Rd	46.00-2-50.1
019-22	04/27/22	Immobilien Group LLC	Drainage Issues	2561 Lockport Rd	62.10-3-30

RESULT:	REPORT ISSUED
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8. Report 2022-49**Highway****HIGHWAY**

1.FINISHED REMOVING SALT SPREADERS FROM TRUCK OILED AND PUT AWAY.

- 2.REPLACED 50' OF CROSS CULVERT ON BRALEY RD WITH 24" PLASTIC PIPE.
- 3.REPLACED 40" OF CROSS CULVERT ON ST CHRITOPHERS LANE WITH 48"X64" COATED PIPE.
- 4.CLEANED UP CEMETERIES AND PARK.
- 5.STARTED MOWING CEMETERIES AND LIFT STATION FOR THE SPRING AND SUMMER.

WATER AND SEWER

- 1.SERVICED SEWER LIFT STATIONS FOR THE MONTH.
- 2.COMPLETED READING METERS FOR THE QUARTER.
- 3.CLEANED UP AROUND SEWER STATIONS TO MOW.

DRAINAGE

- 1.WAY TO WET TO GET IN TO MOW OR CLEAN DEBRI OUT.

PARK

- 1.MOWED PARK.
- 2.STARTED DRIVEWAY ON NORTH END OF DIETZ RD FOR ENTERANCE AT PARK.

RESULT:	REPORT ISSUED
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9. Report 2022-53

Recreation

- Story Hour continues at the Youngstown Library on Tuesdays and the Ransomville Library on Wednesdays. The weekly program has sessions both days at 9:30am and 11:00am.
- Free yoga classes are held at the Cora Gushee Room in the Youngstown Village Center. The schedule is:
 - Tuesdays at 4:30pm - Chair Yoga
 - Tuesdays at 6:30pm - Floor Yoga
 - Wednesdays at 6:30pm - Floor Yoga
 - Fridays at 9:30am - Chair Yoga

- The Summer Recreation Program will be held at the Ransomville Free Methodist Church from July 5th - August 11th. Registration will take place at the church on Wednesday, June 29th - Friday, July 1st, from 10:00am - 3:00pm. Registration will only be available in person; there will not be online or mail-in registration. It is open to the first 250 children registered.
- Summer Recreation Leaders will work from Monday, June 27th - Friday, August 12th. Interviews will take place on Monday, June 6th.
- Our next meeting is Monday, June 6, 2022 at 6:00pm at Town Hall.

Motion was made by Councilman Adamson and seconded by Councilman White to increase part time summer help for recreation from \$12.50 to \$14.00 per hour.

RESULT:	REPORT ISSUED
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10. Report 2022-50

Calendar of Events

May 26, 2022	-	Monthly Zoning Board meeting at 7:00 PM
June 2, 2022	-	Monthly Planning Board meeting at 7:00 PM
June 6, 2022	-	Monthly Recreation meeting at 6:00 PM
June 13, 2022	-	Monthly Town Board meeting at 7:00 PM

RESULT:	REPORT ISSUED
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11. Report 2022-51

Public Comments

Rusty Tower asked about the property owned by Iris Tower that is up for auction. He said that he cleaned it up.

Highway Superintendent Burmaster said that the water has been turned on at Porter on the Lake and the gates are now open.

RESULT:	REPORT ISSUED
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12. Report 2022-52

Town Board Comments

Motion to adjourn the Town Board meeting at 7:40 PM was made by Councilman Ortiz and seconded by Councilman White.

RESULT:	REPORT ISSUED
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