



Town of Porter

Town Board Meeting

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

Barb DuBell
716-745-3730

Monday, August 14, 2017

7:00 PM

Town Hall Auditorium

I. Call to Order

7:00 PM Meeting called to order on August 14, 2017 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Organization	Title	Status	Arrived
Mert Wiepert	Town of Porter	Supervisor	Present	
Jeff Baker	Town of Porter	Deputy Supervisor	Present	
Thomas Baia	Town of Porter	Councilman	Present	
Larry White	Town of Porter	Councilman	Present	
J. Duffy Johnston	Town of Porter	Councilman	Present	
Barb DuBell	Town of Porter	Town Clerk	Absent	
Kara Hibbard	Town of Porter	Deputy Town Clerk	Present	
Scott Hillman	Town of Porter	Highway Superintendent	Present	
Mike Dowd	Town of Porter	Attorney	Present	
Peter Jeffery	Town of Porter	Code Enforcement Officer	Present	
Chris Amico	Town of Porter	Engineer	Present	
Bernie Rotella	Town of Porter	Grant Writer	Late	7:25 PM
Mary Siegrist	Town of Porter	Bookkeeper	Present	
Susan Driscoll	Town of Porter	Assessor	Present	

2. Resolutions

1. Resolution 2017-67

Minutes Approval

Resolution to approve the work session and town board meeting minutes from the July 10, 2017 Porter Town Board Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Thomas Baia, Councilman
SECONDER:	Jeff Baker, Deputy Supervisor
AYES:	Wiepert, Baker, Baia, White, Johnston

2. Resolution 2017-69

Audited Vouchers

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Thomas Baia, Councilman
SECONDER:	Jeff Baker, Deputy Supervisor
AYES:	Wiepert, Baker, Baia, White, Johnston

3. Resolution 2017-68

Acceptance of Supervisor's Report

Resolution to accept the Supervisors Report for July 10, 2017

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Thomas Baia, Councilman
SECONDER:	J. Duffy Johnston, Councilman
AYES:	Wiepert, Baker, Baia, White, Johnston

II. Reports

1. Report 2017-179

Supervisor's Report

Hired a part time temporary assessor clerk to fill in for part time clerk that will be off work because of surgery.

Checks and warrants to be paid for the month of July \$166,090.65

Appointed new planning board member, Jipper Ortiz.

Received letter from of complaint about a mess at Porter on The Lake.

Attended meeting on July 12, 2017 with the lake front property owners to group together about shore line issue's.

RESULT:	REPORT ISSUED
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2. Report 2017-160**Town Clerk**

Clerks Fees for the month of July: \$814.93

July Water: \$27,122.03

July Sewer: \$25,656.79

Received and processed 2 FOIL requests.

Attended the Town Clerks meeting on July 20th.

Hunting Licenses went on sale August 1st.

Requesting Town Board approval to transfer \$657.49 from Town Clerk contractual to equipment for the purchase of a new computer system for the Deputy Town Clerk as her old system is in need of replacement.

The cost including installation is \$657.49 as quoted by J.B. Computer Services.

Motion to approve funds transfer for a new computer system was made by Councilman Baia and seconded by Councilman Baker. Motion carried.

RESULT:	REPORT ISSUED
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3. Report 2017-161**Bookkeeper**

Payroll completed for the month of July

Met with Key Bank to go through accounts and look into large fees that the Town of Porter is being charged, working to lower rates & fees

Trained on new web-site - cash management system has been installed and all monthly bank reconciles are done and balanced through July.

Was appointed to the Ad Hoc Mutual Self Insurance Advisory Committee. July 25, 2017 took Oath of Office at Niagara County Clerk's Office.

Completed all monthly reports - supervisor report, June retirement. Deposit summary.

All vouchers paid for July. \$166,090.65

RESULT:	REPORT ISSUED
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4. Report 2017-162

Recreation

FROM: Recreation Commission

DATE: August 10, 2017

RE: July Recreation Report

- Summer Story Hour continues at the libraries in Youngstown on Tuesdays and Ransomville on Wednesdays. The programs begin at 10:00am and will continue every week until August 9th.
- Tai Chi continues at Porter on the Lake Park on Tuesdays at 9:30am.
- Yoga continues at the Youngstown Red Brick on Wednesdays at 7:30pm.
- The Summer Recreation Program continues until Thursday, August 10th. There are approximately 340 children registered for the program this year. We are grateful that we have been able to use Stevenson Elementary for the program again this summer.
- We received notification from Niagara County that our 2017 Grant Award is \$1500 for Recreation and \$1500 for Story Hour. We should receive these funds by the end of the year upon submission of required paperwork.
- The Commission met on August 7th and will meet again on Monday, September 11, 2017 at 7:00pm.

340 kids were registered this year.

RESULT:	REPORT ISSUED
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5. Report 2017-163

Assessor

- Onsite inspection of Blairville Rd new build

Attended Cornell Seminar on Appraising Solar valuation

Reviewed all sales from 1 July 2016 to 30 June 2017, in preparation for the State's next equalization calculation process.

Processed June deed transfers.

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

59.00-2-33.5	752 Blairville Rd	TAV \$84,200	Sales Price \$135,000
33.20-1-17	Lake Rd	TAV \$15,200	Sales Price \$36,000
45.00-1-54	3320 East Ave	TAV \$134,000	Sales Price \$238,000
62.00-1-36.2	2394 Balmer Rd	TAV \$131,300	Sales Price \$200,000
59.07-2-18	376 Elm St	TAV \$102,000	Sales Price \$164,300
45.18-1-68	135 Main St	TAV\$190,500	Sales Price \$410,000

Respectfully,

Susan Driscoll

RESULT:	REPORT ISSUED
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6. Report 2017-164

Building Inspector/Code Enforcement Officer

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER - MONTHLY REPORT - JULY 2017

- Prepared Information and Attended Planning Board Regular Meeting 7/6/17.
- Received Emailed drawing of Emergency Generator plans from GHD Engineering. Copied and distributed to members of Building Committee -Town of Porter Hall.
- Responded to various Emailed questions regarding Building Requirements.
- Reviewed file on McCabe's pond on Lake Road; based on an inquiry from a neighbor, and responded to that neighbor. "The Town's Engineer had inspected the pond for compliance with the construction documents and concluded that it was built as specified."
- Completed revisions to the "Guidelines for work requiring a building permit" & ...Work Not requiring a building permit" document which was begun in June. I intend to upload those documents to the Town's web page.
- Formulated a new document - "Site Grading/Drainage Plan Requirements." Due to question from permit

- applicants and marked up drawing from GHD engineering.
- Reviewed a "Permit Status Report and closed a number of open permit files.
 - Prepared information and attended Zoning Board of Appeals - Special Meeting 7/13/17.
 - Reviewed /researched new home plans and additions for permits as per Permit Report.
 - Met with Attorney Dowd and Supervisor Wiepert regarding Code Enforcement Officers "Right of Entry and Inspections scope of allowed access to private property.
 - Interviewed and conferred a decision for four (4) Applicants (Temporary Clerk position) with Mary Siegrist and Susan Driscoll.
 - Researched requirements for building demolition and asbestos abatement certification.
 - Provided Town Clerk Barb DuBell with documents requested via F.O.I.L.
 - Consulted with Attorney Dowd on the procedure and expected process for the ZBA appeal to Roy Rodgers decision on Short Term Rental homes in Water Front Residential Zone as pertains to Mark & Pat Lynch's request.
 - Prepared information and attended the regular Zoning Board of Appeals meeting for 7/27/17.
 - Spoke with Mr. Mark Lippman regarding property that the Town of Porter owns (SBL # 45.32-1-1) at Fort Niagara Beach Waterfront. Mr. Lippman would like the town to apply for and acquire a NYDEC Permit (only) for erosion protection work on this property with no financial commitment to the work. He is, allegedly, going to pay to do the protection work. He feels his adjacent property is in jeopardy.

Peter T Jeffery

Building Inspector/Code Enforcement Officer
Town of Porter

RESULT:	REPORT ISSUED
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7. Report 2017-165

Highway

Department of Public Works

Monthly Report for July 2017

Highway Department:

1. Completed monthly brush pickup.
2. Completed the installation of a new culvert on Riverview Drive.
3. Provided assistance to Niagara County and the Town of Pendleton with trucks hauling blacktop for their paving projects.
4. Provided assistance to the Village and Town of Lewiston with trucks and roller for their paving projects.
5. Completed repaving in Youngstown Estates and North Creek Roads with assistance from Wilson, Cambria, Lewiston, Wheatfield, Pendleton, Village of Lewiston and the Village of Youngstown.
6. Provided assistance with trucks hauling stone to the Town of Newfane for their oil sealing project.

Drainage Department:

1. We are continuing the off road mowing when weather permits.

Water and Sewer:

1. Completed monthly meter reading.
2. Completed Lead and Copper water sampling per NYSDOH 3 year requirement.
3. Completed installation of 4 water meter pit services.

Respectfully submitted,

Scott B. Hillman

Superintendent of Highways

RESULT:	REPORT ISSUED
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8. Report 2017-166**Engineer**

Chris Amico gave an estimated cost for a new generator with an automatic transfer switch of \$135,000. Without the switch the estimated cost would be \$27,000.

RESULT:	REPORT ISSUED
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9. Report 2017-167**Attorney**

none

RESULT:	REPORT ISSUED
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10. Report 2017-168**Grant Writer**

Grants Status Report: Projects we are currently working on:

LWRP: Next Meeting is scheduled for later August . Last meeting was to review the boundary map and current land inventory. Draft of both are available upon request.

Greenway: Still waiting for formal letter requesting a change in purchases needs to be sent to the AD Hoc Committee for approval. Formal quote for what will be purchased must be attached to the letter. Will meet with Kathy Z and Wendy to get this letter.

EFC Drinking Water Grant: The Water Tower and water distribution grant was submitted to EFC on June 23rd, 2017. The IUP was submitted for the October listing (part of the grant requirement).

- Project will include GHD's engineering model
- Listing will include the entire project area
- Project cost submitted for \$5,800,000

CFA POL Kayak Launch Project was submitted July 28th

Project \$64,830 (Town share 50%)

NYS Archives is opening this fall, will work with the Town Clerk for this application.

RESULT:	REPORT ISSUED
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11. Report 2017-169**Calendar of Events**

Zoning Board Meeting Thursday, August 24 @ 7:00 PM

LABOR DAY Monday, September 4 - TOWN HALL CLOSED

Planning Board Meeting Thursday, September 7 @ 7:00 PM

Town Board Meeting Monday, September 11 @ 7:00 PM

RESULT:	REPORT ISSUED
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12. Report 2017-170**Public Comments**

Superintendent Hillman had a request from a family on Cain Road to have a sign posted for their autistic child. Before the Town can proceed with a sign there is necessary paperwork that has to be filled out by the parents and then submitted. Once this is completed, the Town Board can pass a resolution to have the sign erected for that area. Mr. Hillman will submit the paperwork to attorney Dowd to be discussed at the next town board meeting.

RESULT:	REPORT ISSUED
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13. Report 2017-171**Town Board Comments**

Recommendation to appoint Gipper Ortiz to the Planning Board.

Motion made by Councilman Baker and seconded by Councilman White.

Motion to adjourn the meeting was made at 7:33 pm by Councilman Baia and seconded by Councilman Baker. Motion carried

RESULT:	REPORT ISSUED
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