



# Town of Porter

## Organizational Meeting

3265 Creek Road  
Youngstown, NY 14174  
[TownofPorter.Net](http://TownofPorter.Net)

~ Minutes ~

Barb Dubell  
716-745-3730

Monday, January 4, 2016

3:00 PM

Town Hall Auditorium

### I. Call to Order

3:00 PM Meeting called to order on January 4, 2016 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Organization	Title	Status	Arrived
Mert Wiepert	Town of Porter	Supervisor	Present	
Larry White	Town of Porter	Deputy Supervisor	Present	
Thomas Baia	Town of Porter	Councilman	Present	
Jeff Baker	Town of Porter	Councilman	Present	
Joe Fleckenstein	Town of Porter	Councilman	Absent	
Barb Dubell	Town of Porter	Town Clerk	Present	
Kara Hibbard	Town of Porter	Deputy Town Clerk	Absent	
Scott Hillman	Town of Porter	Highway Superintendent	Present	
Norm Ault	Town of Porter	Bookkeeper	Present	

### II. Reports/Resolutions

#### 1. Report 2016-1

##### Welcome

Supervisor Wiepert: I would like to welcome everyone here to our annual Organizational Meeting. We haven't changed too much as far as the liaisons and representatives for the different committees. The only thing that's active is CWM, CAC committee. I'm not sure where that's going to go because I don't know where the CAC committee is anymore.

**RESULT: REPORT ISSUED**

#### 2. Resolution 2016-1

##### Appoint Attorney & Engineer for 2016

**Reappoint Michael J. Dowd as Attorney for the Town for the year 2016 at \$21,500.00, to be distributed as follows: \$10,700 Town Attorney, \$5,400 as Zoning and \$5,400 as Planning Attorney and to authorize the Supervisor to sign the contract.**

**Reappoint Attorney Michael J. Dowd as Town Prosecutor for 2016 at \$8,500.00, and**

authorize the Town Supervisor to sign the contract.

**Appoint CRA Infrastructure & Engineering, Inc. as Town Engineer for 2016 at \$9,000.00, and authorize the Town Supervisor to sign the contract.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Baker, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

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3. Resolution 2016-2

**Planning & Zoning Board Appointments for 2016**

**Reappoint Brian Meigs to the Zoning Board of Appeals. Term of office is from January 1, 2016 to December 31, 2020**

**Reappoint John "Duffy" Johnston as Chairman of the Town of Porter Zoning Board of Appeals for 2016.**

**Reappoint Nancy Smithson as Secretary of the Town of Porter Zoning Board of Appeals for the year 2016**

**Appoint G. Edward Ortiz as chairman of the Town of Porter Planning Board for the year 2016.**

**Reappoint John Bis to the Planning Board for the term January 1, 2016 thru December 31, 2020.**

**Pam Parker has been approved as Planning Board Secretary, until such time as a new Planning Board Secretary is hired. She will be paid by voucher \$400.00 per meeting.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Baker, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

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4. Resolution 2016-3

**2016 Salaries**

**2016 Salaries/Hourly**

		<b>Hourly Wage</b>	<b>Salary</b>	
	<b><u>Elected Officials</u></b>			
Wiepert, Mert	Supervisor		32,769	
Baia, Ton	Councilman		7,165	
Baker, Jeff	Councilman		7,165	
Fleckenstein, Joe	Councilman		7,165	
White, Larry	Councilman		7,165	
Hillman, Scott	Highway Superintendent		39,803	
Pollow, Wayne	Town Justice		17,850	
Truesdale, David	Town Justice		17,850	
Hogan, Sally	Tax Collector		6,299	
DuBell, Barbara	Town Clerk		49,802	
	<b><u>Employees</u></b>			
Ault, Norman H	Confidential Secretary-Supervisor		48,541	
			425	Longevity
Bills, Steven C	Motor Equipment Operator	23.70		
Burmaster, David	Wtr/Wstwrtr Maintenance Person	25.53		
			1,025	Longevity
Cranston, Patricia G	Deputy Tax Collector		924	
Cudney, Scott M	Wtr/Wstwrtr Maintenance Person	23.70		
Dietz, Suzanne M	Town Historian p/t		2,348	
Driscoll, Susan	Assessor Planning - Zoning Co-		49,041	
Driscoll, Susan	ordinator		1,500	
DuBell, Barbara L	Registrar of Vital Statistics pt		6,635	
Given, Margaret A	Clerk p/t (Assessor/Bldg. Ins.)	16.89		
Gombert, David W	Deputy Superintendent of Highway	25.53		
			1,025	Longevity
Hastings, Lisa R	Justice Clerk	23.70		
Hastings, Lisa R	Clerk p/t (recreation)		4,028	
			175	Longevity
Hibbard, Kara M	Deputy Town Clerk		35,231	
Hillman, Scott B	Wtr/Wstwrtr Maintenance Person		32,567	
Lauger, Heidi S	Recreation Leader p/t		4,758	
Lockhart, Ramona	Clerk p/t (water/sewer)	17.16		
Meigs, Nathaniel A	Court Attendant	13.01		
Moje, Rosanne L	Deputy Historian		718	
	Clerk p/t (Planning)		3,600	(\$300.00 per Month with Meetings)
Pollow, Charmayne	Clerk p/t (Hwy supt, water, Sewer)	17.16		
Rogers, Roy W	Building Inspector p/t		21,042	
Rogers, Roy W	Zoning Officer p/t		16,735	

Rugg, Sharon L	Recreation Leader p/t		6,338	
Shackelford, Amanda S	Recreation Leader p/t		4,758	
Sharpe, Andrew R	Assistant Recreation Director pt		5,882	
Shaw, Wendy F	Motor Equipment Operator	23.19		
Smithson, Nancy D	Clerk p/t(Zoning)		4,109	(\$342.42 per Month with Meetings)
Stone, James D	Motor Equipment Operator	23.70		
Whyte, Russell	Truck Driver p/t	14.57		
Wiepert, Merton K	Budget Officer		1,611	
Wilkesmore, Timothy R	Court Attendant	13.01		
Zasucha, Kathryn W	Recreation Director p/t		10,211	
Summer Help	Recreation Leaders 1st year	9.50		
	Recreation Leaders - Returnees	10.00		
	Laborers (DL) 1st Year	9.50		
	Laborers (DL) - Returnees	10.00		

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Baker, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Wiepert, White, Baia, Baker, Fleckenstein

## 5. Resolution 2016-4

### Additional Benefits for 2016 as Budgeted

#### \*\*\*Longevity Schedule for full-time employees:

<b>10 Years Service: Additional</b>	<b>\$175.00</b>
<b>15 Years Service: Additional</b>	<b>\$425.00</b>
<b>20 Years Service: Additional</b>	<b>\$725.00</b>
<b>25 Years Service: Additional</b>	<b>\$1,025.00</b>

**Set Health Reimbursement Account: \$1,000 annual, Full time employees, and \$500 annual for Grandfathered employees.**

**Set work boot reimbursement \$175 for 2016 (For full time DPW Employees)**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Larry White, Deputy Supervisor
<b>SECONDER:</b>	Jeff Baker, Councilman
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

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6. Resolution 2016-5

**Set Town Board Meetings for 2016**

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 2016, except for October. That meeting will be on Tuesday, October 11<sup>th</sup> due to the Columbus Day holiday.

January 11, 2016  
February 8, 2016  
March 14, 2016  
April 11, 2016  
May 9, 2016  
June 13, 2016

July 11, 2016  
August 8, 2016  
September 12, 2016  
October 11, 2016  
November 14, 2016  
December 12, 2016

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Baia, Councilman
<b>SECONDER:</b>	Jeff Baker, Councilman
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

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7. Resolution 2016-6

**Miscellaneous Appointments for 2016**

Reappoint Supervisor Merton K. Wiepert as Budget Officer for the year 2016.

Reappoint Glenn M. Caverly as the Stormwater Management Officer for 2016.

Reappoint Rotella Grant Management as the Town's grant writer for 2016, on a month -to-month basis on a monthly retainer of \$500.00 per month and 2% commission, with a maximum of \$5,000.00. Commission to be paid when grant check is received.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Baker, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

## 8. Resolution 2016-15

**Water/Sewer Rates for 2016****WATER AND SEWER RATES Effective for January 1, 2016:****Gallons**

0-7,000 Gallons	\$15.75 Minimum
7,000 - 20,000 Gallons	\$2.26 per thousand
20,000 - 100,000 Gallons	\$2.00 per thousand
Over 100,000	\$1.50 per thousand (Irrigation Rate)

New York State Parks Minimum charge of:	\$329.61
First 100,000 gallons	\$182.29
Over 100,000 gallons	\$ 1.50 per thousand

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

Village of Youngstown	\$1.66 per thousand
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**Existing Tapping**

5/8" x 3/4" Meter with Outside Dial (normal house installation)	\$200
5/8" x 3/4" Meter with Outside Dial (meter pit)	625
1" Meter with Outside Dial (normal house installation)	300
1" Meter with Outside Dial (meter pit)	825

**New Service**

3/4" Direct tap service w/Orion meter (House Installation)	750
3/4" Direct tap service w/Orion meter (Meter Pit)	1,100
1" Direct tap service w/Orion meter (House Installation)	925
1" Direct tap service w/Orion meter (Meter Pit)	1,375
1-1/2" Service provided upon application (price to be determined)	
2" Service provided upon application (price to be determined)	
Water / Sewer Inspection for Sale of Property	80
Water Inspection for Sale of Property	40
Sewer Hook-Up Fee	700
After hours turn on/turn off or sewer inspection	100/100
Compliance letter for sale of property	5
Hydrant Meter Deposit	100
Service charge	25(on/off)

**Sewer Rates Effective for January 1, 2016:**

Village of Youngstown	\$5.15 per thousand
Fort Niagara State Park	5.15 per thousand
Town of Porter	0-7,000 \$42.35
	Over 7,000 \$ 6.05 per thousand

Treatment Rate to Town of Lewiston \$3.45 per thousand gallons.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Baia, Councilman
<b>SECONDER:</b>	Jeff Baker, Councilman
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

9. Resolution 2016-7

**Fees for 2016**

**Building /Zoning/Planning Fees - 2016**

One (1) family house	\$ 300 for up to 3,000 sq/ft then \$0.25 per sq/ft
Two (2) family house	\$400 for up to 3,000 sq/ft then \$0.25 per sq/ft
Fireworks	50
Addition to house/trailer	100
Garage addition/New garage/Pole barn, carport	50
Shed, Porch, Deck, ramp	25
Commercial building, Condo (3 or more units) (plus engineering cost recovery)	500 plus 100 Per Unit
Commercial telephone tower	500
Addition to commercial building (non-residential)	125
Demolish building	25
Alterations	50
Public Hearing Fee - Zoning Board	100
Public Hearing Fee - Planning Board	100
Fences	25
Pool - above ground	25
Pool - in ground	50
Wind energy conversion system (per tower)	100
Temporary use permit	50
Change of use permit	50
Certificate of legal non-conformity	50
Outdoor wood-burning furnace	50
Solar Panels	50
Ponds	100

**ANY** project, requiring a building permit, started prior to having received the permit, shall be subject to a \$250.00 per day fine.

**Engineering Cost Recovery Fees:**

Residential: \$500 plus \$50 per lot or living unit

Commercial: \$2,000 per structure

**Excavation - Mining:**

**Acres**

**Deposit**

50 acres or less	\$5,000.00 plus \$200.00 per acre	
	Over 50 acres	\$10,000.00 plus \$100.00 per acre
		Over 50 acres
Excavation Fee:	\$1.00 per cubic yard	

**STORMWATER FEES:****For Single-Phase Residential & Commercial Development Projects ("Scheme A"):**

2 - 5 Acres: \$500.00

5 - 10 Acres: \$500.00 + \$350.00 = \$850.00

10 + Acres: \$850.00 + \$300.00 for each additional 5 acres

**For Multi-Phase Residential & Commercial Development Projects ("Scheme B"):**

1. 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.

2. Add \$500.00 for each subsequent phase after the first initial phase, to be collected at the beginning of each subsequent phase.

**TOWN CLERK FEES:****2016 Dog Fees:**

Spayed/Neutered	Total Fee:	\$ 10.00
Not spayed/neutered	Total Fee:	\$ 18.00
Purebred	Total Fee:	\$ 25.00

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)	10.00
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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Baia, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein



**10. Resolution 2016-8****Holidays - 2016**

Holiday Schedule	2016
New Years Day	Friday, January 01, 2016
Floating Holiday	take when you want
Martin Luther King, Jr Day *	Monday, January 18, 2016
President's Day *	Monday, February 15, 2016
Good Friday	Friday, March 25, 2016
Memorial Day (Observed)	Monday, May 30, 2016
Independence Day	Monday, July 04, 2016
Labor Day	Monday, September 05, 2016
Columbus Day (Observed)	Monday, October 10, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day After Thanksgiving	Friday, November 25, 2016
Christmas Day	Monday, December 26, 2016
New Years's Day	Monday, January 02, 2017

\* DPW works these holidays and receive 2 floating holidays in their place

\*\* Floating Holiday in lieu of Election Day

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Baia, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

**11. Resolution 2016-9****2016 Contracts**

**Approve the following Contracts as budgeted and authorize the Town Supervisor to sign the Contracts as they come due in 2016.**

<b><u>2016</u></b>	<b><u>Annual Contracts</u></b>	<b><u>Amount</u></b>
01-6460.0004	Industrial Dev (NICAP)	4,000
01-6510.0004	American Legion O Leo Curtis Post 830 (Maint) Ransomville	2,000
01-6510.0004	Veterans of Foreign Wars Post 813 Youngstown	2,000
01-6772.0004	Ransomville Rural Retirees (Services)	2,500
02-6989.0004	LNRRCOC Annual Contract	10,000
02-6989.0004	LNRRCOC Annual Contract	7,500
01-7410.0004	Youngstown Free Library	77,104
01-7410.0004	William J McLaughlin Free Library	77,104

01-7520.0004	Ransomville Historical Project	1,400
01-7520.0004	Old Fort Niagara Association	20,000
01-7520.0004	Town of Porter Historical Society (Program Maintenance)	2,000
01-7550.0004	Ransomville Country Faire (Ransomville Historical Project)	1,100
01-7550.0004	Lighting of the Wreaths (Ransomville Historical Project)	2,000
01-7550.0004	VFW Post 313 - HUEY 369 Project	2,500
01-8510.0004	Ransomville Business Professional Assn.	2,000
01-8510.0004	Ransomville Flowers	700
02-7310.0004	Niagara Pioneer Soccer League	500
02-7310.0004	Wilson Youth Baseball (Baseball Program)	500
02-7610.0004	Programs for the Aging (Ransomville Rural Retirees)	1,700

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Baia, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

## 12. Resolution 2016-10

### Miscellaneous Authorizations for 2016

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 \$1,500.00 without approval by the Town Board.

Set Mileage Rate at 50 Cents/Mile.

Set the Town Hall Hours:

Monday	8:00 AM until 4:00 PM
Tuesday	8:00 AM until 6:00 PM (Town Clerks Office ONLY)
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: First Niagara Bank

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 \$100.00, Tax Collector \$100.00 and Highway Department \$40.00.

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 2015, and NYS-GFAO Association Dues for 2015.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Baia, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

### 13. Resolution 2016-11

#### Supervisor's Committees & Liasons for 2016

##### SUPERVISOR'S COMMITTEES:

Deputy Supervisor- Larry White  
 Insurance- Barb DuBell, Norm Ault, Tom Baia, and Lisa Hastings.  
 Water-Merton Wiepert, Scott Hillman, Jeff Baker.  
 Sewer- Joe Fleckenstein, Scott Hillman, and Larry White.  
 Land-ALL TOWN BOARD MEMBERS and Roy Rogers  
 Cable TV-Tom Baia, Joe Fleckenstein  
 Refuse- Tom Baia, Norm Ault and Jeff Baker.  
 Audit Committee- Tom Baia, and Larry White  
 Drainage - Joe Fleckenstein and Jeff Baker  
 G.I.S. - Susan Driscoll (Coordinator), Scott Hillman, Norm Ault  
 Employee Compensation -Larry White, Barb DuBell, and Norm Ault.

##### LIAISONS:

CWM- (Citizens Advisory Committee) Merton Wiepert, \_\_\_\_\_, \_\_\_\_\_,  
 J. Anthony Collard.  
 Village of Youngstown-Tom Baia  
 Recreation Department-Larry White  
 Niagara Falls Area Chamber of Commerce-Tom Baia  
 Libraries-Larry White  
 Fire Companies-Dave Truesdale, Youngstown and Jeff Baker, Ransomville.  
 Human Relations- Joe Fleckenstein, Merton Wiepert and Norm Ault  
 Highways-Joe Fleckenstein, Scott Hillman, and Larry White  
 Buildings-David Truesdale, Merton Wiepert, Roy Rogers and Scott Hillman  
 Planning Board- Joe Fleckenstein and Tom Baia  
 Zoning Board- Jeff Baker and Larry White  
 Historical Societies-Merton Wiepert  
 Lower Niagara River Chamber of Commerce - Merton Wiepert & Jeff Baker  
 L.O.O.W. (Restoration Advisory Board) - \_\_\_\_\_.  
 Greenway (Power Authority) - Larry White

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Larry White, Deputy Supervisor
<b>SECONDER:</b>	Jeff Baker, Councilman
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

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**14. Resolution 2016-14****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:

Merton K. Wiepert	Supervisor
Barbara DuBell	Town Clerk
Scott Hillman	Highway Superintendent *
David Truesdale	Town Justice
Norman Ault	Bookkeeper

\* If Highway Superintendent is incapacitated then this authorization goes to Dave Gombert and/or Dave Burmaster

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Baker, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

## 15. Resolution 2016-12

### 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.

**THE CASH MANAGEMENT POLICY WAS ADOPTED ON JANUARY 4, 2016 BY A UNANIMOUS VOTE OF THE TOWN OF PORTER TOWN BOARD.**

Barbara DuBell, Town Clerk

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Baker, Councilman
<b>SECONDER:</b>	Larry White, Deputy Supervisor
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

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#### **16. Resolution 2016-13**

**Close Organizational Meeting**

With no further business before the Board the meeting was adjourned at 3:23 PM.

Barb DuBell, Town Clerk

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Baker, Councilman
<b>SECONDER:</b>	Thomas Baia, Councilman
<b>AYES:</b>	Mert Wiepert, Larry White, Thomas Baia, Jeff Baker
<b>ABSENT:</b>	Joe Fleckenstein

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