



Town of Porter

Work Session

~ Agenda ~

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

Barb DuBell
716-745-3730

Monday, May 1, 2017

10:00 AM

Town Hall Auditorium

I. Call to Order

10:00 AM Meeting called to order on May 1, 2017 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Present	Absent	Late	Arrived
Supervisor Mert Wiepert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deputy Supervisor Jeff Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Thomas Baia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Larry White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman J. Duffy Johnston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Town Clerk Barb DuBell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deputy Town Clerk Kara Hibbard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. Reports/Resolutions

1. Report 2017-103

Water Tank

2. Report 2017-104

Tax Collector

3. Report 2017-105

Collect Tax Money

4. Report 2017-106

Court Officer Retirement

5. Report 2017-107

Hand Book

6. Report 2017-108

Office Hours

7. Report 2017-109

Website Emails

8. Report 2017-110

Standard Work Day

9. Resolution 2017-45

Standard Work Day for Elected Officials

10. Report 2017-111

Town Board Comments



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2017-103

Meeting: 05/01/17 10:00 AM

Water Tank

Supervisor Wiepert: Is the water tank plugged?

Superintendent Hillman says it's not.

Supervisor Wiepert will check with highway dept. just to make sure. Mert will give Councilman Johnston a letter he received from the health dept.



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2017-104

Meeting: 05/01/17 10:00 AM

Tax Collector

Supervisor Wiepert received a letter from tax collector, Sally Hogan stating that her term is up at the end of this year, 12/31/2017 and she would not be running again.

Attorney Dowd was supposed to check and see if there is a procedure to eliminate the elected position by doing a referendum and possibly incorporating the position into the Town Clerk duties. If given to the Town Clerk, where is the money to be collected? Do we need to hire another employee, what about security? These are key issues.

Town Clerk DuBell, was given a list by Sally Hogan describing her duties as Tax Collector and it is quite extensive. Sally also does a lot of her work from home.



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2017-105

Meeting: 05/01/17 10:00 AM

Collect Tax Money

The board members discussed if it is safe to collect cash at the front counter or do we just accept checks and money orders only. There are a few people that like to pay in cash because they do not have checking accounts.

Will the Town of Porter accept credit cards from residents paying their taxes and if so, will the customer be willing to pay an extra 3%?



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2017-106

Meeting: 05/01/17 10:00 AM

Court Officer Retirement

Judge Truesdale: Our bailiff, Timothy Wilkesmore, is retiring from the Village DPW and when he retires from there he has to also retire from his position at the Town of Porter for 1 day. His resignation was accepted on 4/27/17 by the town board. His 1 day of not serving with the Town was 4/28/17. Would the board accept his resignation and reappoint him to continue on as our court bailiff?

Motion to accept his 1 day retirement was made by Councilman Baker and seconded by Councilman Johnston. Motion carried.



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2017-107

Meeting: 05/01/17 10:00 AM

Hand Book

It was decided by Supervisor Wiepert that Ms. Miller, from JBM HR Consulting, would be paid \$750.00 for the time that she invested working on the handbook,

Councilman Baker did have an in depth discussion with Ms. Miller and she felt that this was fair and agreed to let it go.



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2017-108

Meeting: 05/01/17 10:00 AM

Office Hours

Supervisor Wiepert: This has been a controversial issue amongst employees for quite some time.

Town Clerk DuBell: June 9, 2014 Town hall hours were changed to 8:00 AM - 1:00 PM on Friday's with a half hour lunch.

November 10, 2016, there was a meeting and Councilman White made a motion to change Town hall hours from 8:30 AM - 4:30 PM and Councilman Baker seconded it with a one hour lunch.

November 14, 2016, it was changed from 8:00 AM - 4:00 PM with a one hour lunch. Councilman White rescinded his motion on the same day. It went back to the original time of 8:00 AM - 4:00 PM M - T and 8:00 - 1:00 on Friday with no lunch.

December 7, 2016 it was decided to wait until after the organizational meeting to make any decisions and after the meeting the hours remained the same with no change.

Supervisor Wiepert: The assessor takes a one hour lunch daily and works until 4:00 PM on Fridays to make up her time. She is alone in the bldg, from 1:00 -4:00 and uses her comp. time to make up the hours.. Does the Town hall go back to a one hour lunch or keep it at a half hour lunch. Several employees feel that we do not need an hour lunch.

Councilman Baker was under the assumption that when Tuesday evenings were cancelled, hours would go back to Monday - Friday, 8:00 AM - 4:00 PM.

Lisa Hastings, Court Clerk: One of the big issues that we ran into on Fridays is that very few people were coming into Town Hall and it was a struggle to get two people here just to man the office so nobody was working alone.

After much discussion, the board decided to table this issue and revisit at a later date.



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2017-109

Meeting: 05/01/17 10:00 AM

Website Emails

Bookkeeper Siegrist: The Town doesn't have their own domain, is this something that we can look into? Also, we can contact Brian Nankey with further questions regarding this domain issue.

Councilman Johnston: Contact the company that owns the domain.



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2017-110

Meeting: 05/01/17 10:00 AM

Standard Work Day

Town Clerk DuBell addressed the board about changing the Standard Work Day for elected officials to 6 hours, based on the recommendation from Auditor Amy Doores. This only affects New York State Retirement reporting, not hours worked.



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2017-45

Meeting: 05/01/17 10:00 AM

Standard Work Day for Elected Officials

The Town of Porter hereby establishes the following as standard work day for elected officials, and will report the following days worked to the New York State & Local retirement system.

Resolution to establish a six (6) hour Standard Work Day for Elected Officials.

STANDARD	
<u>ELECTED OFFICIALS</u>	<u>WORK DAY</u>
Town Board Members	6
Highway Superintendent	6
Tax Collector	6
Supervisor	6
Town Clerk	6



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2017-111

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Town Board Comments

Councilman Johnston is waiting to hear feedback from the letters that were sent out regarding the senior van. The senior van that is in use now that we share with the village of Youngstown is in bad shape and leaking oil in resident's driveways.

Supervisor Wiepert has been to several meetings regarding the lake water levels and there is quite a lot of erosion going on along the lake Ontario shoreline. He has received several complaints from residents who would like to know if there is emergency funding available to them. At the present time, there is not any federal money available. If it is declared an emergency, they need to be updated every 5 days.

Councilman Johnston spoke with Assemblyman Michael Norris who did come down to the Youngstown Yacht Club to look at the water levels and he stated that if anyone does call the Town hall about the water levels to tell the residents to document all the changes and take pictures. If the Governor does declare a state of emergency, then there will be funds available.

Town Clerk, DuBell, received a proposal from BAS for the software system regarding the tax collection and at the next meeting she will have copies for everyone to look over.

Councilman Baker inquired about Lakeside Cottages and according to Supervisor Wiepert, The planning board sent a recommendation and the Zoning board discussed this topic on 4/27/17 referring it to the Town Board. When the Town Board receives the recommendation a meeting will be set up with Attorney Dowd.