



Town of Porter

Work Session

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174
TownofPorter.Net

Barb DuBell
716-745-3730

Monday, May 8, 2017

6:00 PM

Town Hall Auditorium

I. Call to Order

6:00 PM Meeting called to order on May 8, 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	Present	
Kara Hibbard	Town of Porter	Deputy Town Clerk	Absent	
Mary Siegrist	Town of Porter	BOOKKEEPER	Present	
Mike Dowd	Town of Porter	Attorney	Present	

II. Reports

1. Report 2017-112

Tax Collector Position

Motion was made at 6:02 pm, by Councilman Baker and seconded by Councilman White to go into Executive Session to discuss the current positions that need to be filled.

Motion to close Executive Session made by Councilman White and seconded by Councilman Baker. The Town Board returned from Executive Session at 6:55 pm.

Town of Porter Tax Collector, Sally Hogan has decided not to run for re-election. Her term is up on December 31, 2017.

After much discussion the town board members decided to keep the position of Tax Collector as an elected position.

The Town of Porter Republican Committee will place an ad in the paper seeking interested parties to run for the position of tax collector.

RESULT: REPORT ISSUED

2. Report 2017-113**Building Inspector/Code Enforcement Position**

The board members discussed several options for filling the position of Code Enforcement Officer/ Building Inspector.

They will be placing an ad in the paper seeking qualified people to fill the position. It will be determined at a later date if the position will be part time or full time.

RESULT:	REPORT ISSUED
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3. Report 2017-114**Generator Update**

Dave Truesdale, Building Committee:

Talked with the engineers about the needs of the building to give us an idea of where things were going to go. They looked at the utility room which presented big problems because it's full electrical and other stuff. So they are going to come back in about 2 weeks with a proposal for us. The bidding process would take 30 days. They felt that by the middle of August we should have the generator up and running.

RESULT:	REPORT ISSUED
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4. Report 2017-115**Sewer Refund**

Sewer Credit in the amount of \$32.62 for the resident at 456 Fieldcrest Drive due to 5,000 gallon sewer charge.

Motion to issued credit made by Councilman Baker and seconded by Councilman Johnston. Motion carried.

RESULT:	REPORT ISSUED
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5. Report 2017-116**Town Hall Landscaping**

We will get bids to have landscaping work done at the town hall.

RESULT:	REPORT ISSUED
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6. Resolution 2017-46**HVAC System Cleaning**

Resolution to have Indoor Air Pro HVAC System clean (5) five HVAC ductwork systems at Porter Town Hall for a cost of \$4,500.00.

Price includes labor, materials and supervision.

1. Five (5) furnace unit access panels
2. All associated galvanized bare supply ductwork
3. All associated galvanized bare return air ductwork
4. All associated flexible supply air ductwork
5. All associated flexible return air ductwork
6. All associated supply air diffusers
7. All associated return air grilles.

Furnish and install any access doors needed for cleaning.

Apply all natural anti-microbial reduction agent to all associated ductwork.

Provide Post remediation Report including photo documentation.

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

7. Resolution 2017-47**H.W.Bryk One Year Maintenance Contract**

Maintenance and filter changes on suggested schedule:

One spring cooling check to include comprehensive inspection of electrical and mechanical systems on all HVAC units including filter changes.

One summer visual inspection of electrical and mechanical systems of all HVAC units including filter changes.

One fall heating check to include comprehensive inspection of electrical and mechanical systems on all HVAC units.

One winter visual inspection of electrical and mechanical systems of all HVAC units including filter changes.

Price includes Priority Customer Service on service calls and a 5% discount on all future repairs during the duration of this contract.

Duration of contract is one (1) year from start date.

Annual contract cost - \$1,550 per year.

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



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2017-112

Meeting: 05/08/17 06:00 PM

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2.5

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✓ Vote Record - Resolution RES-2017-46						
<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Adopted as Amended <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Withdrawn			Yes/Aye	No/Nay	Abstain	Absent
	Mert Wiepert	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Jeff Baker	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Thomas Baia	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Larry White	Mover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	J. Duffy Johnston	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	Thomas Baia	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Larry White	Seconder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	J. Duffy Johnston	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>