



# Town of Porter

## Work Session

~ Minutes ~

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

Barb DuBell  
716-745-3730

Wednesday, December 7, 2016

9:00 AM

Town Hall Auditorium

## I. Call to Order

9:00 AM Meeting called to order on December 7, 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        | Present |         |
| Barb DuBell      | Town of Porter | Town Clerk        | Present |         |
| Kara Hibbard     | Town of Porter | Deputy Town Clerk | Absent  |         |
| Mike Dowd        | Town of Porter | Attorney          | Present |         |
| Norm Ault        | Town of Porter | Bookkeeper        | Present |         |
| Susan Driscoll   | Town of Porter | Assessor          | Present |         |

## II. Resolutions

### 1. Resolution 2016-117

#### Appoint New Confidential Secretary to the Supervisor

Resolution appointing Mary Siegrist as Confidential Secretary to the Supervisor at a salary of \$16.46 per hour, effective December 7, 2016.

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

## III. Reports

### 1. Report 2016-243

#### Village Vet Contract

Town Clerk DuBell received a copy of a letter dated November 30, 2016, that was sent to the Town of Lewiston from The Village Vet of Lewiston that read as follows:

As per paragraph 14 of our current Dog Sheltering Agreement, we are hereby giving you 30 days' notice in writing, cancelling our Dog Sheltering Agreement. Please make arrangements for you municipality as December 30, 2016 will be our last contractual day per the Dog Sheltering Agreement.

Clerk DuBell spoke to Lewiston Town Clerk Garfinkel and there were some issues where the SPCA and the state got involved. Dave Sheriff, Dog control Officer, has talked to vet Dr. Kristen Ruest and she has agreed to meet with him to see if they can work out the problems.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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## 2. Report 2016-244

### Town Website

The board discussed options for the town website. Reviewing a proposal from Beau Designs and looking into a proposal from Virtual Towns & Schools. No decision were made at this time.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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## 3. Report 2016-236

### JBM Human Resources Proposal

#### JBM HR Consulting, Inc.

Proposal for Human Resources Consulting Services for the Town of Porter.

Supervisor Wiepert, Attorney Dowd and Councilman Baker met with Jeannine Brown Miller, President of JBM Consulting to discuss a proposal to come to the town to address ongoing HR compliance concerns, employee relation issues, leadership/management development and organization development needs. JBM will also work with the Town Board members to enhance collaboration among members.

JBM will also update the Employee Handbook annually as needed for the duration of the retainer at a **onetime charge of \$1,500.00.**

The retainer option fee is for a minimum of six months up to one year commitment to receive the monthly, discounted rate, beginning the month of the first retainer payment, renewable each year. This retainer is to ensure JBM can block time on a regular basis exclusive for the town. The retainer arrangement is proposed as follows:

**Monthly fee of \$2,000.00**

If consulting services exceed retainer hours a month, an hourly rate of \$200.00 will apply.

**Resolution** to hire JBM HR Consulting, Inc. at a fee of **\$2,000.00** per month for a minimum of six months per contract and to update the Employee handbook at a onetime fee of **\$1,500.00**.

**Motion made by Councilman Fleckenstein and seconded by Councilman Baker.**

|                        |                     |            |
|------------------------|---------------------|------------|
| <b>Roll call vote:</b> | <b>Fleckenstein</b> | <b>Yes</b> |
|                        | <b>White</b>        | <b>Yes</b> |
|                        | <b>Baker</b>        | <b>Yes</b> |
|                        | <b>Baia</b>         | <b>Yes</b> |
|                        | <b>Wiepert</b>      | <b>Yes</b> |

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**4. Report 2016-237**

**Town Hall Hours**

The Town Board again reviewed the hours on Fridays. One problem is that there are not enough personnel here to provide the coverage needed for every department on Fridays.

The board discussed the option of hiring a full time person for the Building Inspector/Assessor department.

Councilman Baker suggested that the hours be 8:00 to 3:30 with a half hour lunch. The other board members were in agreement with those hours.

It was decided to wait until after the organizational meeting to make any decision on the hours.

**Councilman Fleckenstein made a motion to hire a full time person for the Building Inspector/Assessor office. Councilman Baia seconded. All were in favor. This would be effective as of the first of the year.**

This would be a Civil Service position and title. You have to hire off the top 3 on the civil service list.

Norm will contact Civil service to look at the list to see how to title the position.

Dowd will check on the residency requirement in the handbook. He will contact civil service and ask if there is a list and the only people on it are out of towners, and we have a residency requirement, can we hire provisional resident? He will work with Norm.

Councilman Fleckenstein: Norm should have an answer in a few days and then we can put an ad in the paper and have somebody hired by the first or second week of January.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**5. Report 2016-238****Home Occupation****Home Occupation:**

Niagara County Planning Board has reviewed the proposal and recommends approval.

Attorney Dowd: At the next board meeting on Monday, December 12<sup>th</sup>, we can approve it in the form that we submitted it to the county. We left the public hearing open so people can comment on it. We will rescind the other law. We can do that on Monday.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**6. Report 2016-239****Retirement Hours**

For retirement purposes we need to establish a standard work day & reporting resolution. We will do this at Monday's meeting.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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**7. Report 2016-240****Organizational Meeting**

Year End Meeting, Wednesday, December 28<sup>th</sup> at 3:00 PM

Organizational Meeting, Tuesday, January 3<sup>rd</sup> at 3:00 PM

Motion made to go into executive session made by Councilman Fleckenstein and seconded by Councilman White. Town Board went into executive session at 9:45 AM.

Town Board returned from Executive Session at 10:15 AM. Motion to close executive session made by Councilman White and seconded by Councilman Baia.

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| <b>RESULT:</b> | <b>REPORT ISSUED</b> |
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