



Town of Porter

Work Session

~ Minutes ~

3265 Creek Road
Youngstown, NY 14174

TownofPorter.Net

Barb Dubell
716-745-3730

Monday, June 9, 2014

6:00 PM

Town Hall Auditorium

I. Call to Order

6:00 PM Meeting called to order on June 9, 2014 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Organization	Title	Status	Arrived
Mert Wiepert	Town of Porter	Supervisor	Late	6:35 AM
Thomas Baia	Town of Porter	Deputy Supervisor	Present	
Larry White	Town of Porter	Councilman	Present	
Jeff Baker	Town of Porter	Councilman	Present	
Joe Fleckenstein	Town of Porter	Councilman	Late	6:45 AM
Barb Dubell	Town of Porter	Town Clerk	Present	
Kara Hibbard	Town of Porter	Deputy Town Clerk	Present	
Norm Ault	Town of Porter	Bookkeeper	Present	
Bernie Rotella	Town of Porter	Grant Writer	Present	
Susan Driscoll	Town of Porter	Assessor	Present	
Scott Hillman	Town of Porter	Highway Superintendent	Present	

II. Resolutions/Reports

1. Resolution 2014-74

Town Hall Evening Hours

Resolution authorizing the Town Hall Clerks Office to remain open on Tuesdays from 4:00 PM to 6:00 PM.

The following hours would be worked by each employee working the late shift.

	<u>Employee A</u>			<u>Employee B</u>		
MON	8:00 AM	4:00 PM	7.5	8:00 AM	4:00 PM	7.5
TUES	10:00 AM	6:00 PM	7.5	8:00 AM	6:00 PM	9.5
WED	8:00 AM	4:00 PM	7.5	10:00 AM	4:00 PM	5.5
THURS	8:00 AM	4:00 PM	7.5	8:00 AM	4:00 PM	7.5
FRI	8:00 AM	1:00 PM	5	8:00 AM	1:00 PM	5
			35			35

The new work hours will start the week of June 15th, 2014. This is for a 3 month trial period. Notices will

be posted in Town Hall, on our web page and in the newspaper.

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

2. Resolution 2014-73

Closing Town Hall Friday Afternoons

Resolution establishing the following hours for the Town Hall employees

	START	END	LUNCH	HOURS
MONDAY	8:00 AM	4:00 PM	:30 MIN	7.50
TUESDAY	8:00 AM	4:00 PM	:30 MIN	7.50
WEDNESDAY	8:00 AM	4:00 PM	:30 MIN	7.50
THURSDAY	8:00 AM	4:00 PM	:30 MIN	7.50
FRIDAY	8:00 AM	1:00 PM		5.00
			TOTAL	35.00

The new Town Hall hours will become effective the week of June 15th, 2014. Notices will be posted in Town Hall, on our webpage and in the newspapers. This is for a 3 month trial period.

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

3. Report 2014-122

Employee Manual/Job Descriptions

Discuss the Employee Manual and Job Descriptions.

COMMENTS - Current Meeting:

The original employee manual was written in 1996 and then it was updated in 2006-2007. We have never updated the employee manual for job descriptions or the salary schedule. Norm Ault would like the board to consider setting up a committee to work on this or hiring an outside firm to do it. Councilman Fleckenstein isn't sure he wants to bring in an outside company to do this, why can't we sit down and do this ourselves. Supervisor Wiepert states it's been tried before but never succeeded.

Ault estimates it will cost \$10,000 to \$12,000 to do the update using an outside firm. The manual, the job description and the the salary. Fleckenstein thinks that is a lot of money and if it isn't under \$5,000 he will vote "no".

Fleckenstein suggested working on it for ½ an hour during several work sessions. Supervisor Wiepert instructed Attorney Dowd to take a look at it. Norm will get a price/bid on having it done.

RESULT:	REPORT ISSUED
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4. Report 2014-123

Grants

Grant Writer Rotella talked to Renee Parson from NYS DOS Coastal Resources - the grant application is not eligible because our LWRP is not complete. We will submit it next year after our LWRP has been approved.

A committee needs to be created to outline what we are going to do. How long to do, 2 years once we start on the project before we can get some reimbursement, then we are eligible for more grants.

RESULT:	REPORT ISSUED
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