

April 10, 2018

Minutes from the Workshop held Tuesday, April 10, 2018 at 5:00 PM at the Keene Town Hall. The following Town Board Members were present: Joseph P. Wilson, Jr., Supervisor, Robert M. Biesemeyer, Michael J. Buysse, Jerry D. Smith and Teresa Cheetham-Palen, Members of Council. Also present were: Susan Whitney, Clerk to the Supervisor, Dean Smith, Highway Employee, Scott Smith, Highway Superintendent, Ryan Hall, Water Superintendent and Ellen Estes, Town Clerk.

The Chairman, Mr. Wilson, called the workshop to order at 5:05 PM saying that this meeting would be returning to the use of Robert's Rules of Order.

The first discussion was figuring what would be the most constructive way to proceed.

Before getting started, Ms. Estes asked for clarification as to whether the Town was going to 1 Employee Handbook or two.

Mr. Wilson said the Town would be going to 1 handbook with the old policies referenced in an appendix saying that an employee's terms of employment will remain under the handbook they were hired under.

Mr. Biesemeyer and Mr. Wilson each had a list of items in the order they came up in the new handbook:

- Mr. Biesemeyer said the first thing on his list is 100.3, the employee classification and the regular part-time issue. The Board agreed to move forward with smaller items and come back to this later.
- Mr. Wilson said the next item he has marked is 300-1, background checks for hiring, everyone agreed to keep this in the new book.
- Mr. Wilson introduced 300-2, the Board agreed to leave the relatives clause as long as one relative is not the other relatives supervisor.
- The next discussion was 300-4, performance reviews, Scott Smith suggested striking out all of #306 pertaining to this issue, everyone agreed.
- Mr. Biesemeyer had 400-1 marked. After discussion, it was agreed to remove "Refusal to Work Additional Hours" and to retain "Compressed Workweek".
- 400.2 was briefly discussed, it was agreed to strike the word "highway" on Rest Breaks which are meant for all employees.
- Mr. Wilson introduced 400-7, Section I, it was agreed by all to strike the clause regarding all non-overnight travel in excess of 50 miles.
- 400.9, the highlighted sentence regarding the Town utilizing NYS DMV's License Event Notification Service will be retained.
- Mr. Biesemeyer said he had 400-17, Visitors, marked. It was decided that this was a non-issue but it was agreed to leave it in as insurance for the future.
- Mr. Wilson said he had 400-16 marked, it was agreed that the boot allowance would only pertain to full time employees.
- Mr. Biesemeyer had 500-5 marked. Mr. Wilson said bereavement leave would be treated as full time employees getting it and part time employees wouldn't.
- Mr. Biesemeyer said he had 600-1 next. The Board agreed to strike out the paragraph regarding the calculation of overtime hours.
- Mr. Wilson had 600-2 marked. The Board was in agreement to strike the phrase "generally during retirement years" from the Deferred Compensation area.
- Mr. Biesemeyer said he had 700-1, holidays, marked. After a brief discussion, the Board agreed to strike the paragraph regarding the floating holiday for Lincoln's Birthday and to retain the Day after Thanksgiving instead.

- Mr. Wilson introduced 700-6, Medical Insurance saying that Ms. Whitney and Ms. Estes would work on a schedule of percentages currently used when contributing to Health Insurance.
- Mr. Smith said he has 700-7 marked, Medical Insurance Buy-out saying he would like to see these buy-outs done away with. After some discussion, Mr. Wilson asked if this statement works “all full time employees, including the Highway Superintendent and Supervisor are eligible for this buy-out”, everyone seemed to be in agreement. Ms. Whitson pointed out that the resolution doesn’t say the buy-out is \$4,000 it says the buy-out is capped at 4,000 after showing actual cost.
- Mr. Biesemeyer said his notes mark a difference for 700-8, Medical Insurance for Retirees. He said the old book had 2 requirements and the new book has three and does not include Social Security as a form of retirement. He read the grandfather clause out of the old book on page 31. Dean Smith also pointed out that the old book states that after 20 years of service and upon the death of the retiree, the Town would cover a widow’s insurance until Medicare age at no cost.
- Ms. Estes said on 700-11, the eligibility for life insurance doesn’t name elected officials.
- Mr. Wilson introduced 1000-2. It was agreed to strike the sentence “The Clerk to the Supervisor must complete an Employer’s Report of Injury Form (C-2F) and submit according to operation procedures”. It was also agreed to strike the last paragraph bulleted under Accident Reporting Procedures.

Mr. Wilson recapped saying that Ms. Whitney will work on the premium schedule for medical insurance and the spousal coverage.

Ms. Cheetham-Palen said she would like to see 400-6, the Travel Expense Policy, streamlined. She said she would work on that.

Mr. Wilson said the Board needs to discuss how to move forward with the part time employees and insurance buy-out. He said he would like to discuss this in Executive Session.

Ms. Estes read the phrase from page 18 classifying Regular Part-Time.

Mr. Biesemeyer said he was uncomfortable with going into Executive Session, he said these policies are not included in the Town Law as acceptable topics for Executive Session. He said he was comfortable talking in open forum. He read from Town Law what is covered to require Executive Session and also stated that minutes are required to be kept while in Executive Session.

The Board discussed this and had Ms. Whitson look at the Town Law; she stated that she felt the Board could enter Executive Session to discuss this issue as long as the individuals are named.

Mr. Biesemeyer asked to have it on record that the Town Attorney feels discussing this issue in Executive Session is legal.

Resolution No. 98-18

Mr. Wilson offered a resolution and moved its adoption. Be it resolved, that the Town Board enter Executive Session to discuss the classification of 3 part-time employees; Aaron Miller, Kate Magnan and T.J. Garcia. This resolution was seconded by Mr. Smith.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

The Town Board and Ms. Whitson entered into Executive Session at 6:25 PM.

Resolution No. 99 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board reconvene into regular session. This resolution was seconded by Mr. Smith.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

The Town Board reconvened into regular session at 6:39 PM.

Mr. Wilson said there was no decisions made in Executive Session saying more research needs to be done.

Resolution No. 100 – 18

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that with all business having been transacted, this meeting be adjourned. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

The meeting was adjourned at 6:40 PM.

Ellen S. Estes, Town Clerk
April 13, 2018

Joseph P. Wilson, Jr., Supervisor
Robert M. Biesemeyer, Councilman
Michael J. Buysse, Councilman
Jerry D. Smith, Councilman
Teresa Cheetham-Palen, Councilwoman