

March 27, 2018

Minutes of the Town Board Meeting held Tuesday, March 27, 2018, at 5:30 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 the Board. Also present were: Scott Smith, Highway Superintendent, Dean Smith, Highway Representative, Ryan Hall, Water Superintendent, Deb Whitson, Town Attorney and Ellen Estes, Town Clerk.

The Chairman, Mr. Wilson, called the meeting to order at 5:30 PM and offered Privilege of the Floor; there were no questions or comments.

Mr. Wilson informed the Board that he had received one letter of interest for the vacancy on the Board of Assessment Review, from Chris Blaicher. After a very short discussion, the Board took the following action.

Resolution No. 93 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that Chris Blaicher be appointed to the Board of Assessment Review, to serve the term ending September 30, 2022. This resolution was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

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

Resolution No. 94 – 18

Mr. Smith offered a resolution and moved its adoption. Be it resolved, upon the request of the Keene Valley Neighborhood House, they be given permission to use Marcy Field for their 2018 Golf Ball Drop on Sunday, July 22nd. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

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

Ms. Estes gave the Board the 2018 Anticipated Water Rents for Water District No. 1. She said they didn't need to be approved right now, but she was supplying the list since it was ready for them to look over.

There was a brief discussion about one of the locations as to whether it should be billed as one residence or as two rentals.

Mr. Wilson handed the floor over to Ryan Hall, who had a request to make to the Board. Mr. Hall said he was looking to purchase a new pipe locator, at the cost of \$2,995 to be split between the two districts.

When asked if this was budgeted for; the answer was yes.

Resolution No. 95 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that authorization be given for Mr. Hall to purchase a new pipe locator. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

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

Mr. Wilson said he would like to discuss the Summer 2018 parking in Keene Valley. He began by saying he is proposing a forum be held at the Keene Valley Fire House with the Sheriff present. Mr. Wilson said he would be providing cones to landowners in Keene Valley, to block off their driveways from being blocked.

Mr. Buysse asked if this was legal saying the people have been told no, to this in the past.

Mr. Wilson said it is and said the cones are to block their driveways and a few extra feet to be able to see to pull out.

Mr. Buysse commented that it would be good to have the Sheriff involved.

Mr. Biesemeyer said the Town might as well give it a try and see if it works.

The next discussion was about the intersection in front of the AuSable Inn.

Mr. Wilson questioned how the Town can provide safety there.

This discussion got lengthy. It seemed the Board felt if this intersection is blocked off, the owners won't like it and if nothing is done, everybody else won't like it.

It was decided that Mr. Wilson and Scott Smith will go talk to the owners of the AuSable Inn to see if they can agree on something.

The discussion turned to hiker parking with Mr. Wilson saying that the Dept. of Environmental Conservation would have a draft plan for 2018 ready by the Local Government Days in April.

He went on to say that he is going to apply for a "Smart Growth Grant" and is continuing to look into purchasing the land for a new Owls Head parking lot.

Ms. Estes said she wanted to give the Board a head's up that she had filed an application with the Department of Health to appoint a sub-registrar to file death certificates while she's on vacation.

Mr. Biesemeyer said at the Keene Library's Quarterly Board Meeting, the Board had asked if they could have someone work an additional 8 to 10 hours per week for an 8 to 10-week period through the Summer. Mr. Wilson said he would look at the Library Budget to see if there are funds available.

Mr. Biesemeyer also spoke about the \$20,000 that the Keene Methodist Church donated to the Keene Public Library. He said the agreement was that it would be put into a certificate of deposit and only the interest could be spent. He said he was looking into that agreement saying it doesn't pay any interest and the Library Board would like to have the money. Mr. Biesemeyer said he would try to get ahold of Carl Riley from Upper Jay saying he was one of the trustees for the Church.

The next discussion was in regards to the Town of Keene Employee Handbook.

Mr. Wilson said he would like to hear what the concerns are with the Draft of the new Employee Handbook and then a workshop will be scheduled for further work. He said he would like to arrive at one book.

Ms. Estes was chosen to speak first since she had a lot of pages marked in her draft. She began by saying that the old Employee handbook had an Employee Classification on page 18 for Regular Part-Time which was not put into the new draft.

A heated discussion followed with Mr. Wilson saying "there is no such thing", he said that was not going in the new handbook, he said the only place with that classification used is the Town of Keene.

Mr. Biesemeyer and Ms. Cheetham-Palen assured Ms. Estes that her benefits under this classification will be grandfathered in.

Mr. Wilson again repeated that it was not going in the new book and said that an employee's benefits will be kept under the handbook they were hired under.

Mr. Wilson asked Ms. Whitson her opinion; she stated that it was smart to get away from getting personal with this book.

The statement was made that the old book needs to be cleaned up and Mr. Wilson said that going forward policies would follow civil service rules.

Ms. Whitson asked if employees had signed for the current manual, Ms. Estes said the Town had not used the form she was holding up, but said there is a handbook sign out file with employee's signatures.

The next thing Ms. Estes had flagged was that the classifications for Elected and Appointed Officials had not been listed.

Ms. Estes said a lot of the flagging in her book reflects back to the benefits for regular part-time and moved past them.

Ms. Estes said that on page 400-2 only the highway is given rest breaks, she said it doesn't matter to her because she's not a smoker and doesn't leave her desk anyway, but it may matter to some employees. The Board agreed to have the word highway struck out.

Ms. Estes pointed out that the list of recognized holidays, specifically Lincoln's Birthday (floating holiday), has been written up a little differently in the new book.

Ms. Estes said the page that talks about who is eligible for medical insurance doesn't seem clear. Ms. Whitson suggested that the pertaining resolutions be attached to the appendix, the Board all seemed to be in agreement.

Ms. Estes said that page 700-8, Medical Insurance for Retirees, lists more requirements than the old book did.

Dean Smith referred to the following items:

I believe he read a summation regarding spousal insurance for a retiree's surviving spouse from the current handbook and asked how this would change.

He also referred to 600 -1, Calculation of Overtime Hours. After a brief discussion, the Board seemed in agreement to strike this paragraph.

He referred to the paragraph regarding Refusal to Work Additional Hours, saying he doesn't think there is a problem and it doesn't need to be there. After a very brief discussion, Mr. Biesemeyer suggested to keep harmony, this paragraph be struck out, the Board seemed to agree.

Ms. Cheetham-Palen said she would like to see the section regarding travel expense streamlined.

While discussing expenses, Mr. Biesemeyer asked to avoid all the paperwork with mileage reimbursement, would it be easier to use gas from the Town's pump.

Mr. Wilson didn't think that was a good idea and said he has been taught to make it as hard as possible to spend taxpayer money.

The reimbursement for employee's boots was discussed; the Board agreed that only full time (no part-time or seasonal) employees would be eligible going forward.

Mr. Wilson introduced the subject of probationary periods, he asked the Board which length they chose to go with. The Board chose to stay with the quote on page 8 of the current employee handbook, stating that a probationary period is 6 months and may be extended by another six months when necessary.

Having finished for tonight on this topic; the Town Board discussed when to hold their next workshop. The Board settled on Tuesday, April 10th at 5:00 PM, with the regular Town Board Meeting to follow at 7:00 PM.

Resolution No. 96 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board approve the following bills for payment, including those that were prepaid. 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

Multi-Fund Vouchers numbered 200 to 242, totaling \$115,960.87, as follows;

General Fund bills	- \$43,200.37
Highway Fund bills	- 65,800.30
Library Fund bills	- 942.95
Water District No. 1	- 2,787.63
Water District No. 2	- 3,229.62

Resolution No. 97 – 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 7:10 PM.

Ellen S. Estes, Town Clerk
April 3, 2018

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