

December 27, 2018

Minutes of the Bi-Monthly and End of the Year Town Board Meeting held Thursday, December 27, 2018, at 5:30 PM, at the Keene Town Hall. The following Town Board Members were present: Joseph P. Wilson, Supervisor, Robert M. Biesemeyer, Michael J. Buysse, Jerry D. Smith and Teresa Cheetham-Palen, Members of Council. Also present were: 2 Members of the Historical Society, Ryan Hall, Water Superintendent, Scott Smith, Highway Superintendent and Ellen Estes, Town Clerk.

The Chairman, Mr. Wilson, called the meeting to order at 5:31 PM.

The first item on the agenda was an update from the Clean Energy Committee; Mr. Wilson said he expected someone from that Committee to be present, he said the Board would skip over this for now and see if someone comes in later to give an update.

Mr. Wilson said that the Historical Society has provided him with a copy of the job description they have worked up for the position of Town Historian. He asked the Board if they had looked it over and whether the Town is ready to publicize and advertise this position. This Job Description has been attached to and made a part of these minutes.

Resolution No. 235 – 18

Mr. Buysse offered a resolution and moved its adoption. Be it resolved, that authorization be given to advertise the position of Town Historian to the public. 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

Mr. Wilson asked Tom Both, a Member of the Historical Society, to get together with the Town Clerk to get this position advertised.

Mr. Wilson introduced the next discussion as the Community Forest Bids for Marcy Field to design trails that can later be paid for through the Department of Environmental Conservation's Smart Growth Grant.

Ms. Cheetham-Palen asked how these bids tie into the Smart Growth Grant.

Mr. Wilson said the Smart Growth Grant pertains to hiker parking problems so to have a place to park off the highway with the ability of hiking short hikes from the parking lot would qualify. He said the Smart Growth Grant serves as a follow up grant.

Tom Both said he would like to see the old Valley Trail which used to go from the bridge near Gilmore's to Rivermede in Keene Valley brought back.

Mr. Wilson said Scenic Byways Grant for the forest management is not for that side of the river, he said that this grant would provide a design for the 104 acres behind Marcy Field and would lay the foundation to apply to DEC for their Smart Growth Grant to develop the trails there.

Mr. Biesemeyer said that after looking through the bids and considering that the Town has to put \$1800 into this initial phase that he saw as research, he doesn't see spending this money for mapping saying he didn't see where the Town would get much out of it.

Mr. Wilson said with this plan the Town could start to generate revenue from the sale of Christmas trees and allowing craftsman to cut twigs.

Mr. Biesemeyer pointed out that the Adirondack Trail Crew would perform work to improve the trail to Blueberry.

Mr. Both stated that the Town has Tony Goodwin who is a Master Trails Person.

Mr. Wilson again stated that this grant is the starting point for developing trails and starting revenue.

When asked, Mr. Wilson said the Smart Growth Grant is for \$75,000 with a 20% in-kind match from the Town.

Mr. Biesemeyer said he was very familiar with that area saying he was not sold on this grant.

Mr. Wilson asked for a motion to accept the lowest bid for the development of the forest management plan.

Mr. Smith said his thought is that developing this area will cost more money by creating more maintenance for the Town employees.

Mr. Wilson said he has been building a partnership with the KCS Green Team to sell Christmas trees and said they could perform the maintenance on the trails.

Mr. Smith stated that he felt the Town already had too many parks to maintain.

Mr. Buysse asked Mr. Smith if he would rather see them shaggy like the field at the intersection.

Mr. Both informed the Board that the work performed on the existing trail was performed by volunteers in honor of Homer Boutte. He said the only cost to the town had been about \$20.00 for trail markers.

There was discussion regarding where the \$1800 match would come from; Mr. Wilson said it would come from Hiker Parking Funds not taxpayer money.

Mr. Biesemeyer stated that revenue to the Town is all taxpayer money.

Mr. Smith said he was in favor of this if the \$1800 came from Hiker Parking.

Resolution No. 236 – 18

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the Town Board award the Community Forest Bid to the low bidder, Paul Smith's College for their bid of \$9,700. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

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

The next business discussed was the update on the new Employee Handbook.

Mr. Wilson said he had met with the Highway Employees and said their main issue is covered by the grandfathered retirement health care benefit clause. He said in reviewing the handbook with the Town Attorney, Ms. Whitson said the grandfather statement is good but she also suggested the Town Board pass a resolution stating which employees are grandfathered into this program.

The next part discussed was the chart of percentages on page 700-7 for health insurance benefits.

There was discussion that some of the more senior employees do not currently contribute to their health care which is not shown on this chart.

Mr. Wilson said everything was good on this, he said that the Town Attorney had suggested adding the statement "at applicable percentages as set forth in the chart above".

Mr. Wilson said the Town would need to adopt a code of ethics, Mr. Biesemeyer and Ms. Estes stated that is done every year in the Annual Resolutions.

Mr. Wilson said that it was suggested not to have an amount in Amount of Buy-out on page 700-8, but to insert "as set by Town Board Resolution".

Mr. Wilson said under Coverage on page 700-9, the statement "Coverage is also available to any employee who has been determined by resolution of the Town Board to be eligible for medical Insurance for Retirees" needs to be added.

Ms. Estes said she didn't feel it was fair to include the statement under Eligibility on page 700-9 which says "Notwithstanding the above, an employee who leaves employment due to disciplinary action is not eligible for medical insurance or prescription drug coverage for retirees". She said after working for the Town for over 20 years they have earned this benefit and it shouldn't be taken away, giving a couple of scenarios, such as the possibility of a 20-year veteran on the Highway getting a DWI.

Mr. Wilson said he refuses to remove that statement saying if someone is a thief or uses drugs the taxpayers shouldn't pay their retirement insurance.

Mr. Biesemeyer said this statement may require some discussion.

There followed a lengthy, confusing discussion regarding this statement.

In the end, the Board agreed they were okay with this statement since the next line reads "These eligibility requirements are subject to change by resolution of the Town Board."

(continued)

Mr. Wilson asked if anyone had anything else; Mr. Hall said he had a few questions. Mr. Hall questioned or pointed out the following:

- 400-9, the Insurability Standards, he was assured that maintaining a driver's license covers this requirement,
- 400-16, Standardized Clothing, the Board agreed this includes General Fund Employees also,
- 500-5, Definition of immediate Family for Bereavement Leave, he said the old book included "a person residing in Employee's household", the Board agreed this individual would still be included,
- 700-1, Holiday Pay Requirement, it was discussed how this works, the Board agreed it should be left up to the Department Head's discretion,
- 700-2, 700-3 & 700-4, The intervals vacation, personal and sick time can be taken was discussed. It was decided that vacation time should be used in 4 hour intervals unless cleared with the department head, and sick and personal time can be taken at a minimum of 1 hour intervals,
- 1200-1, the Employee Handbook Acknowledgement, Mr. Hall pointed out the clause "are intended to supersede all prior manuals...", the Board discussed who would be signing for this book, at first saying only new employees, and later saying everyone would sign but a new clause would be added saying "employees covered by a previous handbook will be listed in a Town Board Resolution". Mr. Wilson said he would run this by Deb Whitson, the Town Attorney.

Mr. Wilson said he would turn in these changes saying a new draft would be drawn up to be looked over and voted on in January.

Mr. Wilson said that the Adirondack North Country Association (ANCA) has done a lot of work with the Clean Energy Committee and has requested the Town become paid members of their Association, he said there are a couple different levels of membership.

Resolution No. 237 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board is in agreement to join the Adirondack North Country Association and to donate \$250 for their membership. This resolution was offered by Ms. Cheetham-Palen.

Roll Call Vote:

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

The packet of resolutions was given to the Board for the Organizational Town Board Meeting scheduled for next Thursday evening at 5:30 PM.

Resolution No. 238 – 18

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the Supervisor's Monthly Financial Statement for November as presented and have it placed on file with the Town Clerk. 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

Ms. Cheetham-Palen said she had some questions about this report. She asked why it said error to be found; Ms. Estes said she thought that was because the bank statement didn't balance.

She asked why the Salt Shed line was negative; Mr. Wilson said this line is negative because the bills are paid and then it requires a transfer from CLASS to catch up. She asked why the shuttle bus line was negative; Mr. Wilson said that in the past the Town was putting \$5,000 into a Capital Reserve, he said that that money plus an extra \$10,000 had been taken out from the Hiker Parking Reserve to operate the shuttle bus 7 days a week next summer without having to use taxpayer money.

Resolution No. 239 – 18

Mr. Biesemeyer offered Resolution No. 239 – 18, a Resolution to Amend the 2018 Budget. This resolution, in its entirety, is attached to and made a part of these minutes. 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

Mr. Wilson asked for a motion to enter Executive Session to discuss a legal matter saying the Town Attorney was not needed for this.

Resolution No. 240 – 18

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the Town Board enter Executive Session to discuss a legal matter. 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

The Town Board entered Executive Session at 6:43 PM.

Resolution No. 241 – 18

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board reconvene into regular session. 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 Town Board reconvened into regular session at 6:55 PM.

Resolution No. 242 – 18

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the Town Board approve the following bills for payment, including those that were postpaid. 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

(List of amounts following)

Multi-Fund Vouchers numbered 858 to 902, totaling \$56,445.59, as follows:

General Fund Bills	- \$19,716.84
Highway Fund Bills	- 6,395.58
Library Fund Bills	- 55.85
Water District No. 1	- 1,202.87
Water District No. 2	- 29,074.45

Resolution No. 243 – 18

Mr. Biesemeyer 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. Smith.

Roll Call Vote:

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

This meeting was adjourned at 6:56 PM.

Ellen S. Estes, Town Clerk
December 28, 2018

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