

January 8, 2019

Minutes of the Town Board Meeting held Tuesday, January 8, 2019 at 7:00 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: 1 resident, Ryan Hall, Water Superintendent, Scott Smith, Highway Superintendent, Deb Whitson, Town Attorney and Ellen Estes, Town Clerk.

The Chairman, Mr. Wilson, called the meeting to order at 7:00 PM and invited everyone present to join in the Pledge of Allegiance.

Resolution No. 51 – 19

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board approve the Minutes of the Town Board Meeting held Tuesday, December 11, 2018 and the Minutes of the Bi-Monthly and End of the Year Town Board Meeting held Thursday, December 27, 2018, as presented. 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

Privilege of the floor was offered; there were no comments or questions.

Mr. Wilson said the first item on the agenda is the revisions to the new Employee Handbook discussed at the Board's last meeting. He gave everyone a copy of these changes to be submitted to the handbook company.

- He said the first one is on page 100-1, it showed striking "earlier retirement health program" and changing it to "employee benefits". Ms. Estes said she felt it should say "employee and retiree's benefits" to protect the retirees. Mr. Wilson asked Deb Whitson if that was necessary, she responded that it wouldn't hurt. It was agreed by all that it would be added,
- He said on page 400-16 that "General Fund Employees" would be added to the list under Standardized Clothing,
- One page 500-5, he said that "or person residing in the Employees house" would be added to Eligibility of Bereavement Leave,
- On pages 700-3 and 700-4, he said sick leave and personal leave credits will both be changed to "may not be used in increments of less than one hour",
- Vacation time was being left at 4 hour increments,
- On page 700-7, "at the applicable percentage as set forth in the chart above" will be added to the end of the statement under the chart,
- Mr. Wilson said on page 700-8, the Town Board had agreed to change the Amount of Buy-out from \$4000 to "such amount as set by resolution of the Town Board", and
- Mr. Wilson said "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" was discussed and will be added on page 700-9 under the paragraph titled Coverage,
- He said his last question is who will be signing for the new handbook, mentioning all employees and saying a clause will be added to the Employee Handbook Acknowledgement on page 1200-1 which says "Employees covered by the previous handbook will be listed in a resolution of the Town Board".

Mr. Wilson said something that came up during the Organizational Town Board Meeting was Resolution No. 26 – 19, Resolution Authorizing Sick Leave Bank. He said this Bank is not used and asked if the Town Board should let this coast until next year or rescind it now.

A discussion followed.

When asked, Deb Whitson, commented that since no one is using it, it could be rescinded, she cautioned on not infringing on employee benefits.

Mr. Wilson asked the Board if they wanted to vote on the Employee Handbook now; the Board opted to wait until it is in print and can be reviewed.

Mr. Wilson asked the Board what they wanted to do about the Sick Leave Bank resolution.

Resolution No. 52 – 19

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board opts to rescind Resolution No. 26 – 19, a Resolution Authorizing a Sick Leave Bank and remove it from the Organizational Packet of Resolutions in the future. 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 said Ms. Cheetham-Palen had a street light policy she would like to talk to the Board about.

Ms. Cheetham-Palen said she has been looking over lighting ordinances that other Towns have and thought the Town Board should consider one. She said following the presentation given by the Energy Committee and David Craig's presentation on the Dark Skies Initiative, she has wondered if the Town wants guidelines about lighting. She said she has supplied an overview to the Board that answers why and gives examples and parts of what some other places are doing.

Mr. Biesemeyer stated that he didn't think there's a big problem here, he said that when he is building new construction, they always install down lighting.

Ms. Cheetham-Palen used the light on the flag in front of the Town Hall as an example of a spot that needs something done. She said she hopes the new streetlight project will use warm LED lights.

She said she would like to get people thinking about this problem.

Mr. Biesemeyer said the Site Plan Review Law requires down lighting for projects they are reviewing.

Mr. Wilson said he will put this issue back on next month's agenda.

Mr. Wilson asked Mr. Hall to report on the Water Department's Sanitary Survey.

Mr. Hall said a Sanitary Survey had been done on the Water Districts in October of 2018. He said the report has just come back saying it was pretty good, he said there are always a couple things that could be improved upon.

He also said his Standard Operating Procedure needs updating every year and said he would have that on the agenda at the next meeting for the Board's approval.

Mr. Wilson said he had received a request from Ironman for their events on July 28th and September 8th in 2019.

Resolution No. 53 – 19

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board grant their permission for Ironman's requests for July 28, 2019 and September 8, 2019. 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 said he needed a motion to go into Executive Session to discuss a personnel issue.

Resolution No. 54 – 19

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the Town Board enter Executive Session to discuss personnel. 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 and Town Attorney entered into Executive Session at 7:20 PM.

Resolution No. 55 – 19

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. 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 7:40 PM.

Mr. Wilson said no decisions were made in Executive Session.

Resolution No. 56 – 19

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board approve the following bills for payment. 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 No. 903 to 919 for 2018 totaling \$10,509.99 and Multi-Fund Vouchers No. 1 to 28 for 2019 totaling \$102,028.02, as follows:

2018:	General Fund	- \$1,756.02
	Highway Fund	- 1,554.22
	Library Fund	- 796.68
	Water District #1 Fund	- 62.50
	Water District #2 Fund	- 6,340.57
2019	General Fund	- \$49,145.57
	Highway Fund	- 32,642.60
	Library Fund	- 134.66
	Water District #1 Fund	- 949.63
	Water District #2 Fund	- 19,155.56

Resolution No. 57 – 19

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 7:42 PM.

Ellen S. Estes, Town Clerk
January 10, 2019

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