

Bi-Monthly Town Board Meeting  
April 30, 2024 5:30 pm  
Town Hall  
Joseph P. Wilson Jr, Supervisor

Call to order

Approve Minutes: April 9, 2024 Regular Board meeting

Privilege of the Floor: Dan Plumley: Storm Damage on Hurricane Road

Town Discussion of Old Business:

- Water District updates:
  - Resolution authorizing Supervisor to sign for NBRC grant application
  - Approve appointment of Seasonal Laborer to begin May 1
  - \$1568.00 on parts for the chemical feed pumps in Keene
- Announce CEF Round 1 awards; town projects at Marcy Field; playground equipment
- Annual Audit of the books (tabled on March 26)
- Community Days Planning
- Capital Projects out to bid; Sidewalk replacement to be completed

New Business:

- Increase hours for Court clerk
- Phone line replacement planning
- Policy Manual update: Overtime eligibility

Town Clerk Report

Ongoing Local Law Process:

- Review status of STR Draft local law

Executive Session: Personnel Issue

Budget Resolutions

Resolution to transfer funds:

Resolution to amend the 2024 budget:

Supervisor's Report:

Audit Bills:

Resolution to pay online bills

Resolution to audit Vouchers #2024- through #2024-

**AUTHORIZED OFFICIAL RESOLUTION**

A Resolution authorizing that Joe Pete Wilson, Town Supervisor, is empowered to act on behalf of the Town of Keene as the Authorized Official to sign and execute all necessary documents relating to the Northern Border Regional Commission 2024 CATALYST Program and grant award.

Whereas, the Northern Border Regional Commission has made grant funds available for FY 2024 through the CATALYST Program, wherein grant funds are made available to municipalities to implement public infrastructure projects; and

Whereas, the Town of Keene proposes to implement a project to improve the municipal water system; and

Whereas, the Northern Border Regional Commission requires the legal authority of the applicant to authorize permission for the executive official to sign all NBRC investment documents that bind the applicant.

Therefore, Be It Resolved, the Town Board of the Town of Keene hereby authorizes Keene Town Supervisor, Joe Pete Wilson, to sign and execute all necessary documents relating to the Northern Border Regional Commission 2024 CATALYST Program and grant award.

## **Employee Handbook Policy Update: Overtime Eligibility**

### **Section 600-1**

Employees are eligible for overtime pay during a pay period when they use approved vacation, sick, or personal leave time. Comp time DOES NOT count toward accruing hours eligible for overtime. Leave time must be approved in advance by the direct supervisor to qualify.