

Public Hearing: Water District #2 Keene Valley Project
June 10, 2025 5:30 pm
Town Hall

Call to order:
Public Comments
Adjourn

Regular Board Town Board Meeting
Following Public Hearing
Joseph P. Wilson Jr, Supervisor

Call to order

Approve Minutes: May 27 Bi-Monthly Board Meeting Minutes

Privilege of the Floor:

Town Operations

Town Clerk:

Highway Department:

Water Department: Resolution to proceed with Bond

Discussion of Old Business

- Approve Time clock policy
- Approve Emergency Call-in pay policy

Executive Session: Cemetery

Budget Resolutions

Resolution to transfer funds:

Resolution to amend the 2025 budget:

Supervisor's Report:

Supervisors Report

Audit Bills:

Resolution to pay online bills

Resolution to audit and pay monthly invoices #2025- through #2025-

Time Clock Policy

June 2025

1. Employees must punch in at the start of their shift and punch out at the end.
2. Employees must punch out & back in when leaving during a shift for a leave time eligible reason, and complete a leave slip.
3. No one can punch the clock for another employee.
4. Employees can punch in 10 minutes before start time and 10 minutes after start time. Any other change to the work day hours needs permission of the direct supervisor.
5. Summer staff in the Youth commission and front country steward programs will not be required to punch in.
6. Salaried employees will punch in and out.

The punch clock timecard is intended to verify work hours. Timesheets will be maintained and submitted by direct supervisors along with the timecard. The time sheet will reflect the following:

1. Work tasks assigned to the employee that take place before he/she arrives at work or that take place after the employee leaves work.
2. Notation of overtime hours.
3. Only the direct supervisor can correct errors to the timecard.
4. If an employee is at a training session or conference approved by the Town Board, the paper timesheet will record their regular work day hours.