

**TOWN OF WESTERLO
TOWN BOARD WORKSHOP
OF
TUE. OCTOBER 15, 2013**

The Westerlo Town Board held a workshop on Tue. Oct. 15, 2013 at the Town Hall located at 933 CR 401, Westerlo. Supervisor Richard H. Rapp opened the workshop at 7:05 PM with the Pledge of Allegiance to the Flag.

Present Were: Supervisor Richard H. Rapp
Councilman Anthony W. Sherman
Councilman Theodore S. Lounsbury III
Councilman William F. Bichteman Jr.

Absent: Councilman Alfred L. Field

Also attending were: Deputy Supervisor Edwin H. Lawson, Town Clerk Kathleen Spinnato, and four residents.

Supervisor Rapp announced that at the end of the workshop the Town Board would be going into Executive Session at 8:15 PM to interview applicants for a vacant position on the Zoning Board of Appeals. The workshop is a continuation of the review of the Employee Handbooks.

Councilman Bichteman explained he had transferred information from the 2007 handbook into the new revised draft through the 500 Section. The sections printed in black have no corrections. The sections printed in red, revisions were made. Town Board Members present reviewed the following:

- Page 6, Paragraph 102 Definitions, everything is the same except civil service law.
- Paragraph 103, Statement of Purpose
- Paragraph 104, Statutes Laws & Ordinances
- Paragraph 203, Temporary Employees
- Paragraph 206, FSLA exempt employees
- Paragraph 301, Merit System, an additional sentence was added
- Competitive Class Temporary
- Paragraph 305, Veteran Credit – the word “credits” was removed.
- Paragraph 403, Oath of Office Requirements -
- Paragraph 402, Procedure for Filling Vacancies** – **Councilman Sherman advised of a typographical error. -
- Paragraph 403 & 404, Probationary Period** – these are totally new additions. **Suggestion was made to add the actual number in parenthesis. **Councilman Sherman asked if a performance appraisal form would need to be generated. Councilman Bichteman believed a form would be needed.
- Paragraph 405, Corrective Discipline – Violations: The current list is longer and has more details. Discussion followed regarding availability of Section 75 NYS Civil Service Law, types of disciplines, etc.
- Paragraph 406, Summary

- Page 19 Paragraph 407 Personnel File marked in red and pg. 25 Paragraph 410 Personnel in black are a duplication. Councilman Sherman suggested using the newest (410), Councilman Bichteman will rearrange and correct paragraph number.
- Paragraph 408, Code of Ethics - Discussion followed regarding a decrease in value for gifts, should comply with current State regulations and the current Town of Westerlo Code of Ethics.

Councilman Sherman disagreed with page 27, Overtime, was previously discussed should be changed from seniority to a rotating list. Councilman Bichteman will correct and include, if employee declines OT their name would go back to bottom of rotating list.

Councilman Bichteman reported the Compressed Workweek was previously discussed and runs from May 1st through Oct. 1st, this was left to the Highway Superintendent's discretion.

Councilman Bichteman reported on the Employee Handbook cover sheet, dated 2014 for now, until it is adopted then the date would need to be corrected. He also suggested the document should be archived and kept by the Town Clerk. In the future if it needs to be edited it will be easier than scanning all the documents as he has currently done. Councilman Sherman suggested password protecting the file so only authorized individuals can access and make changes.

- Page 30, Paragraph 506, Unauthorized Work – OK, leave as is.
- Vehicle Usage Policy – Ed Lawson suggested adding exception in an emergency situation. (Referring to an accident situation or breakdown encountered, where individual other than employee can be allowed in Town vehicle due to weather conditions, etc.)
- Paragraph 508, Councilman Bichteman was unsure of fee of 15 cents per copy for employees.
- Telephone Usage Policy, - telephone, cell phone, computer, electronic devices was discussed. Councilman Lounsbury inquired about disciplinary actions if ticketed while driving a town vehicle. Councilman Sherman suggested 2014 edition should comply with NYS Motor Vehicle Law. More discussion followed.
- CDL Driver License-Discussion followed between Town Board members regarding a CDL license requirement.
- Page 44, Employee Benefits, Holiday Pay- Discussion followed regarding Holiday Pay during a compressed work week. Need to clarify this section by adding a sentence regarding rate of pay.
- Page 48- Councilman Lounsbury advised of a typographical error.

Councilman Bichteman will make revisions noted, add a Table of Contents, and will submit to the Town Attorney for her review.

There being no further discussion on the Employee Handbook revisions, Supervisor Rapp asked for a motion to convene to Executive Session to interview applicants for a vacancy on the Zoning Board of Appeals. Councilman Bichteman made the motion to enter Executive Session at 8:09 PM, Councilman Lounsbury seconded the motion and carried, all those present in favor. Supervisor Rapp, Deputy Supervisor Lawson, Councilmen Lounsbury, Sherman and

Bichteman attended. The Board members returned from Executive Session at 9:16 PM. Councilman Sherman made the motion to adjourn the workshop, seconded by Councilman Lounsbury and carried all those present in favor.

Respectfully Submitted,

Kathleen Spinnato