

**WESTERLO TOWN BOARD  
WORKSHOP MEETING  
OF  
TUESDAY, AUGUST 21, 2018**

The Town of Westerlo Town Board held a workshop meeting on August 21, 2018 at the Town Hall located at 933 County Route 401, Westerlo, NY. Supervisor Rapp opened the workshop at 7:01 PM with the Pledge of Allegiance to the Flag.

Attending were: Supervisor Richard H. Rapp  
Councilman Anthony W. Sherman  
Councilman Richard Filkins  
Councilman Joseph J. Boone

Absent were: Councilwoman Amie L. Burnside

Also attending were: Deputy Supervisor/CEO/ZA Edwin H. Lawson, Zoning Board member John Sefcik, Highway Employee Richard Rupeka, Deputy Town Clerk II Karla Weaver and approximately four residents.

**Peddler's Ordinance-Local Law #3 of 2018**

Supervisor Rapp announced that the Peddler's Ordinance Law had been revised and that the Town Board will be scheduling a public hearing at the next Town Board meeting for sometime in September. Councilman Boone mentioned that the law has been updated from the 1960's version and he had just received the license application for the Peddler's Ordinance which will be reviewed by the Town Board prior to the next Town Board meeting.

**Employee Handbook & Sexual Harassment Policy**

Councilman Boone indicated there had been several requests to receive a copy of the Employee Handbook. He mentioned that the question came up of taking the full-time handbook and creating a second handbook for part-time employees as certain areas only apply to full-time employees. His suggestion was to have the Town Board discuss whether the handbook should be revised versus generating a second handbook for part-time employees. Councilman Sherman mentioned that most of the handbook applies to all employees such as the Code of Ethics, work hours, schedule, etc., but suggested it could be revised to have subcategories indicating the differences for part-time employees. Deputy Supervisor/CEO/ZA Edwin Lawson mentioned that a condensed version of the Employee handbook was brought up to eliminate the time off, health insurance, etc and would be available for a fee as a FOIL request. He continued that the Sexual Harassment Policy would also be included in the shorter version.

Councilman Boone indicated that the Town Board had received a template of the Sexual Harassment Policy that was utilized by the Westerlo Rescue Squad. The Town Board intends to use it as a guide and will incorporate whatever is necessary into the Employee Handbook. Mr. Lawson mentioned that the Employee Handbook was printed in house.

The Town Board listened to comments from residents regarding who should receive a copy of the Employee Handbook and whether or not to create a condensed version for part-time employees. Discussion followed between residents and the Town Board.

### Hazardous Waste Day

In the past, the Town's contribution for Hazardous Waste Day was about \$1,200-\$1,400 and this year DEC was expecting a \$4,000-\$5,000 Town contribution therefore it has been cancelled due to the high cost to the Town. It is believed that the Town of Berne also cancelled as all the Town's that were planning to partake have since backed out.

### Public Comment

A resident inquired about filling in the holes in the parking lot. Supervisor Rapp mentioned he would like to have it paved eventually but there was a possibility the holes could be filled. Discussion continued about the possibility of doing external construction still to the entrances which may be a reason for waiting to pave the parking lot. Councilman Boone praised Richard Rupeka for the work him and Theresa Rupeka have done to the brick on the rear of the building.

Councilman Filkins mentioned that he has a small group of 3 or 4 people who are interested in learning how Supervisor Rapp does the budget and would like to meet with him to pick his brain about this. He asked that if Supervisor Rapp was interested to let him know.

Councilman Filkins also mentioned he has been unable to work on the Transfer Station/Solid Waste plans but hopes to have more information at the Town Board meeting in September. Councilman Boone commented that he was at the Transfer Station recently speaking to the staff when a gentleman came in that was not a resident of the town. The staff immediately went over and had a conversation with the man and he left with his trash. Councilman Boone indicated that he was very pleased that the staff seemed to recognize cars and people and were aware and doing their jobs even when it is busy.

Councilman Filkins spoke with County Legislator Chris Smith who recommended setting up a 501c3 organization for the Summer Rec/Youth Program so they could apply for grants which may help with funding to allow the program to run for two weeks instead of one. Mr. Lawson indicated that if the program becomes a Not for Profit the organization would apply for the grants, not the Town. Councilman Sherman explained that it was his understanding that the Hometown Heroes Committee tried to become a 501c3 organization which would have made them a separate organization from the Town. He continued that the reason why they became a Town Committee was because of the lengthy application process.

With there being no further business to discuss, Councilman Sherman made a motion to adjourn the workshop meeting, seconded by Councilman Boone, all in favor motion carried. The meeting adjourned at 7:38 PM.

Respectfully submitted,

Karla Weaver

Deputy Town Clerk II