

**TOWN OF WESTERLO
EMERGENCY TOWN BOARD MEETING
OF THURSDAY MARCH 31, 2022**

The Town of Westerlo Town Board held an Emergency Town Board Meeting on Thursday, March 31, 2022 at the Richard H. Rapp Municipal Building located at 933 County Route 401, Westerlo, NY 12193. Supervisor Kryzak opened the meeting at 6:00pm with the Pledge of Allegiance to the Flag.

Attending were:	Councilwoman Amie L. Burnside Supervisor Matthew Kryzak Councilman Josh Beers Councilman Peter Mahan
Absent were:	Councilwoman Lorraine Pecylak

Also attending were: Museum Board Member Betty Filkins.

Councilwoman Amie Burnside made a motion to open the Emergency Town Board and Workshop Meeting. Councilman Josh Beers seconded; all in favor motion carried.

NEW BUSINESS

BEREAVEMENT LEAVE

Supervisor Kryzak reviewed the Town of Westerlo bereavement leave policy, section 604 from the current handbook. He explained, only full-time employees are eligible for bereavement under the Town's current handbook. He would like to remove "Part-Time" from the third paragraph and add it to the first paragraph. It was recommended to increase paid leave days for Full-Time employees from three to five days. After discussion, it was suggested that section 604 should read as follows with changes in bold:

604 Bereavement Leave

Immediate Family- In the event of a death of a full-time employee's immediate family member, the employee may take a paid leave of absence for up to ~~three~~ five consecutive scheduled work days. In the event of a death of a part-time employee's immediate family member, the employee may take a paid leave of absence for up to 20 hours of their scheduled work week. Such leave will not be subtracted from any of the employee's leave credits.

New Employee- A newly hired employee will not be eligible for paid bereavement leave prior to completing six months of continuous employment but may be allowed to take time-off without pay provided the employee has prior approval from the Department Head.

~~Part-Time~~, Temporary, Seasonal, or Supplementary Employees- ~~A part-time~~, Temporary, Seasonal, or Supplementary employee is not eligible for paid bereavement leave but may be allowed to take time-off without pay provided the employee has prior approval from the Department-Head.

Extended Bereavement Leave- An employee may use accumulated vacation leave credits and/or personal leave credits to extend a bereavement leave. The request must be submitted, in writing, to the employee's Department Head in advance. The Department Head will have total discretion in the approval of an employee's extended bereavement leave.

Definition of Immediate Family- For purposes of bereavement leave, "immediate family member" will mean the following:

Spouse

Parents and Step Parents

Grandparent and Step Grandparent

Child and Step Child

Sibling and Step/Half Sibling

Grandchild and Step Grandchild

Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: Section 604 of the current employee handbook needs to be revised, be it hereby

RESOLVED: The Town Board approves the stated changes in bold above to be retroactive to March 28, 2022.

Councilman Beers seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilman Beers, Councilman Mahan,
Councilwoman Burnside

NAYS: None

RESOLUTION # 61 of 2022 is therefore duly adopted.

Mr. Kryzak would like to discuss increasing employees personal time at a future meeting.

NEWSLETTER

Councilman Kryzak advised that a Newsletter Committee was created at the January 18, 2022 meeting. He is now proposing to disband the Committee and suggested that the newsletter be created in the Town Clerk's office moving forward. He advised, any resident can submit information or articles; however, it is up to the Town Clerk what content and format gets published and when. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: Supervisor Kryzak would like the newsletter to be created in the Town Clerk's office and approved by the Supervisor moving forward, be it hereby

RESOLVED: The Town Board disbands the resident Newsletter Committee and further,

RESOLVED: the newsletter will be created in the Town Clerk's office and approved by the Town Supervisor for publication moving forward.

Councilwoman Burnside seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Burnside, Councilman Beers,
Councilman Mahan

NAYS: None

RESOLUTION # 62 of 2022 is therefore duly adopted.

ADJOURNMENT OF MEETING

Supervisor Kryzak made a motion to adjourn the meeting. Councilwoman Burnside seconded; motion carried by those present. Meeting adjourned at 6:23pm.

Respectfully Submitted,

Karla Weaver
Town Clerk