

**Town of Westerlo Town Board
Workshop Meeting
of
Tuesday, June 7, 2022**

The Town of Westerlo Town Board held a Workshop meeting on Tuesday, June 7, 2022 at the Richard H. Rapp Municipal Building located at 933 County Route 401, Westerlo, NY 12193. Supervisor Kryzak opened the meeting with the Pledge of Allegiance to the Flag at 6:00 PM.

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

Absent were: None

Also attending were: Highway Superintendent Jody, Planning Board Member Bill Hall, Museum Board Member Palma Schloer, CEO Jeffrey Pine, Library Trustee Laura Tenney, Hometown Heroes Committee Member Lisa DeGroff, Deputy Town Clerk Marta Pongo, Town Clerk Karla Weaver.

Councilwoman Burnside made a motion to open the Workshop meeting. Councilman Beers seconded; all in favor motion carried.

OLD BUSINESS

LOCAL LAW #1 OF 1989

Supervisor Kryzak mentioned the review of Local Law #1 of 1989 is not moving fast enough. He suggested the Town Board work on it to not hold it up.

EMPLOYEE HANDBOOK DISCUSSION

Mr. Kryzak mentioned that the Town Board previously reviewed through page 36 of the employee handbook at the last workshop meeting. He reviewed the remaining pages with the Town Board and answered questions previously submitted by Library President Maureen Sikule regarding bereavement. Bereavement has nothing to do with any type of accrual and is allocated based on whether you are full or part time and is not deducted by sick, personal or vacation. Discussion ensued regarding 30+ hour full-time employees. Mr. Kryzak advised that if the Town Board wants to do accruals instead of months of service, the Town would have to figure out a way to track it and would need guidance from Marshall & Sterling. Another point Mrs. Sikule submitted is that the handbook does not mention the \$3,000 health insurance buyout.

Mr. Kryzak proposes adding “to be determined by the Town Board, a health insurance buyout annually should be paid to those full-time employees working more than 30 hours a week who elect not to enroll in the provided medical insurance program” to the bottom of page 54 Health Insurance Buyout. The buyout rate is to be set at the annual Town Board meeting.

Suggestions/questions will be sent to Marshall & Sterling for their review.

ADD JUNETEENTH TO EMPLOYEE HANDBOOK AS DESIGNATED HOLIDAY

Supervisor Kryzak advised that Juneteenth is now a federally recognized holiday. The Town Clerk advised two neighboring Towns recognize Juneteenth as a paid holiday and Highway Superintendent Ostrander indicated the County does as well. Discussion ensued. Mr. Kryzak didn't believe this was the holiday to forego. Floating holidays were discussed however Councilwoman Burnside indicated that then becomes a matter of are the offices closed or open. Supervisor Kryzak made a motion to adopt the following resolution:

WHEREAS: Section 801 Holidays needs to be revised in the Employee Handbook to include Juneteenth, be it hereby

RESOLVED: The Town recognizes Juneteenth as a paid holiday for employees and will be added to the employee handbook.

Councilwoman Burnside seconded; a vote resulted as follows:

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

ABSTAIN: Councilman Mahan

NAYS: None

RESOLUTION # 84 – 2022 was thereby duly adopted.

RESOLUTION TO AMEND SECTION 802 HOLIDAY IN EMPLOYEE HANDBOOK

Mr. Kryzak mentioned section 802 of the Employee Handbook needs to be amended to include 30+ hour a week full-time individuals and made a motion to adopt the following resolution:

WHEREAS: Section 802 Holiday pay needs to be revised in the Employee Handbook to correct compressed workweek language and to include 30+ hour full-time employees, be it hereby

RESOLVED: The Town Board approves the below changes in red to Section 802 of the Employee Handbook. This section will now read:

Holiday Pay- A full-time **40+ hr/wk** employee who does not work on a designated holiday will be paid for the eight (8) hour day at the employee's regular daily rate of pay. During a compressed workweek, an employee will be paid **for the ten (10) hour day at the employee's regular daily** ~~the rate of ten hours times the employee's hourly~~ rate of pay. **A full-time 30+ hour/wk employee who does not work on a designated holiday will be paid for their regularly scheduled hours at the regular daily rate of pay. (Ex. If employee normally works 4 hrs, they will get 4 hrs. If they work 8 hrs, they will get 8 hrs. If they work 10 hrs, they will get 10 hrs).** A part-time, Temporary, Seasonal, or Supplementary employee is not eligible for holiday pay.

Councilwoman Pecylak seconded; a vote resulted as follows:

AYES: Supervisor Kryzak, Councilwoman Pecylak, Councilman Beers

ABSTAIN: Councilwoman Burnside

NAYS: Councilman Mahan

RESOLUTION # 85 – 2022 was thereby duly adopted.

RESOLUTION FOR NEW ACCOUNTANT

Mr. Kryzak reviewed the costs Marvin and Co. was charging the Town for accounting services; \$70/hr for an assistant and \$300/hr for an accountant. He didn't believe that was a good financial decision for the Town and decided to look elsewhere. He is proposing to terminate services with Marvin and Co. and hire a new accountant Ms. Sarah Morrison who will only charge \$45/hr and will come to the Town Hall regularly. Councilman Beers expressed an interest in seeing if there were any residents that are CPA's. Mr. Kryzak is open to interviewing others but Ms. Morrison's sole experience is in Municipal Accounting. She will only need to work a few hours a month and is currently helping with the audit. Supervisor Kryzak made a motion to adopt the following resolution:

- WHEREAS:** the Town of Westerlo Town Board wishes to continue its efforts to comply with New York State Statutory and Regulatory requirement, and
- WHEREAS:** Supervisor Kryzak terminated service with Marvin and Co. effective April 1, 2022, be it hereby
- RESOLVED:** The Town will retain Sarah Morrison, CPA effective April 1, 2022 at an hourly rate of \$45/hr as consultant to the Town on financial matters involving accounting, reporting and management systems, and further
- RESOLVED:** Sarah Morrison will audit the records of the following: Town Clerk & Tax Collector and Town Justices, and further
- RESOLVED:** that the Supervisor shall file a copy of the Annual Financial Report with the Town Clerk upon completion and it shall be presented to the Town Board at that time.

Councilwoman Pecylak seconded; a vote resulted as follows:

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

NAYS: None

RESOLUTION # 86 – 2022 was thereby duly adopted.

SECURITY CAMERAS AT TRANSFER STATION/WATER TOWER

The Procurement Policy states that the Town requires two quotes for the potential security cameras to be installed at the Transfer Station/Water Tower. The first quote came in at \$1,540.00 for a four-camera system which gets stored on an SD card and can be kept permanently. The Town Clerk is awaiting a second quote from the company who installed the cameras at the Town Hall.

POTENTIAL BINGO NIGHT

The Town Clerk inquired if the Town Board was interested in having Bingo Night at the Town Hall once a month just for fun; supplies are minimal and no money would be exchanged. Prizes were discussed however; she will inquire with the Town Attorney to be sure it's allowed.

RENAMING THE WESTERLO TOWN PARK

Mr. Kryzak reminded those present of the work the Hometown Heroes Committee has done to install a Veterans Monument in the Westerlo Town Park. The Committee for the Hometown Heroes would like to discuss renaming the park to “Westerlo Veterans Memorial Park” in honor of veterans. Laura Tenney read a speech she personally prepared based on her own thoughts. Some things she mentioned were her belief that the Town Park is for everyone, adding “Veterans” to the name of the park may be seen as exclusionary, once it is renamed it won’t be unnamed and that she sees no need to label it for any purpose. She also commented that having the name changed to Veterans Memorial Park labels it which can appear that it’s not for everyone and calling it a Memorial is honoring only those who have died and not those who have served making it even more exclusionary. Hometown Heroes Committee Member Mrs. DeGroff advised the pavilion could be recognized for other people in town. Mr. Kryzak indicated there is no better group to honor mentioning they’ve earned the privilege. Ms. Tenney is in favor of celebrating and honoring veterans with a service or celebration. The comment of it being construed as political was discussed. Mr. Kryzak indicated it wouldn’t be voted on this evening, however; anyone who wishes to share their opinions is invited to come to the Town Board meeting on the 21st. The Town Clerk suggested putting this topic in the Town Newsletter and on the Town’s website and Facebook page for a response; the Supervisor indicated it was only to be advertised on the agenda for the 21st.

PUBLIC COMMENT

Mr. Kryzak and Mr. Ostrander advised that the Transfer Station Permits work and the Town is down 100 tons in garbage.

Museum Board Member Palma Schloer asked if the Freese house in Town would ever be demolished. Mr. Kryzak advised that the house has not gone to the Albany Co. Landbank yet but when it does, the Town can do something.

Planning Board Member William Hall mentioned the first farmer’s market is on Thursday from 3pm -7pm. There will be two markets a month, the 2nd Thursday from 3pm – 7pm and the 4th Saturday from 8am – noon.

ADJOURNMENT OF MEETING

With there being no further discussion, Councilwoman Pecylak made a motion to close the workshop meeting. Councilwoman Burnside seconded; motion carried by those present. Meeting adjourned at 8:26 pm.

Respectfully submitted,

Karla J. Weaver
Town Clerk