

**TOWN OF WESTERLO
TOWN BOARD WORKSHOP
MEETING OF
TUESDAY, OCT. 8, 2013**

The Westerlo Town Board held a workshop meeting on Tue. October 8, 2013 at 7:06 PM in the Town Hall located at 933 County Route 401 Westerlo. Supervisor Rapp opened the workshop meeting with the Pledge of Allegiance to the Flag. The purpose of the workshop was to continue review and propose revisions to the two Employee Handbooks (1. Adopted in 1997 & 2. Drafted 2007) and review submitted employment applications.

ATTENDING WERE: Supervisor Richard H. Rapp
Councilman Alfred L. Field
Councilman William F. Bichteman
ABSENT WERE: Councilman Anthony W. Sherman
Councilman Theodore S. Lounsbury

Also attending were: Deputy Supervisor Edwin H. Lawson, Town Clerk Kathleen J. Spinnato, Highway Superintendent Keith Wright Sr., and four residents.

Councilman Bichteman reported he has dropped off a copy of revision # 2 of the employee handbook to the Town Board. He has taken the entire 900 Section of the '07 draft and inserted it into the original as agreed by the Town Board previously. He has transferred everything from 1997 employee handbook plus it contains additional paragraphs he hasn't taken anything out just added language. He asked if they wanted to go through the revisions now page by page or wait until the entire Town Board was present to review the revisions made to date. Those present agreed to wait until the entire Town Board could review the revisions together.

Councilman Bichteman reported when comparing the draft 2007 employee handbook to the 1997 adopted version, most is exactly the same with additional paragraphs added for clarity.

- Page 12, Section 402, Paragraph 2 - The hours were changed to: 30 hours per week and He added the word: device, to Section 402.
- Section 500-Operational Policies, substitutive changes were made to the 1997 handbook from page 24 on.
- The Town Attorney will review proposed revisions to sections pertaining to: compensation, insurances and disciplinary policy in the Employee Handbook after the Town Board has reviewed and edited the entire draft.

Councilman Bichteman asked Deputy Supervisor Lawson to report on the Page 53, Section 817, NYS Employees Local Retirement System (NYSERS). Deputy Supervisor Lawson reported he had reviewed the NYSERS website for more recent tier dates & levels, retirement ages, contribution rates. He was unable to print out the information, as soon as he can get a print out he will give the information to the Town Board. He answered Councilman Field's question regarding the difference between CSEA (Civil Service Employee Assoc.) vs. NYS ERS. He advised that CSEA is a NYS union vs. NYSERS is a retirement system administered by NY State they are totally different entities. Discussion followed regarding the retirement system and employees rights to know about the options available (opting out, tiers, etc.) within the NYSERS and the Board discussed the insertion of updated NYSERS information into this section.

The Board also discussed:

- Page 54 - Need to revise to read: \$70 for steel toe workboots annually.
- Page 24 –Departmental Hours, Over Time: shall be chosen on a rotational basis, not seniority basis from those qualified and available. Discussion followed with Highway Superintendent Keith Wright and the Town Board members present regarding comp time, condensed work

week currently occurring May- Oct. and how to handle emergencies situations occurring on a scheduled day off of a compressed work week, etc.

- Page 46 Medical Coverage - Councilman Bichteman reported he condensed the paragraph on Medical Coverage and changed heading titles of each paragraph. Councilman Field would like the Town Attorney's opinion on the beginning effective date January 1997 vs. June 1997.
- Page 48, Section 811 – No changes.
- Section 810 – Chiropractic Plan, have asked Patricia Boice to make a phone inquiry about chiropractic rider.

Councilman Bichteman requested someone other than himself proof read the revised draft of the Employee Handbook document before sending it to the Town Attorney for her review.

Councilman Bichteman announced to the public there would be no further discussions and he reported the Town Board needed to review employment applications received for a vacancy on Zoning Board of Appeals. He then made a motion to enter into Executive Session to review the applications, Councilman Field seconded the motion, Supervisor Rapp was also in favor, motion carried.

The Town Board members returned from Executive Session, Councilman Field made a motion to adjourn the workshop meeting, seconded by Councilman Bichteman and carried by Supervisor Rapp. The workshop adjourned at 8:45 PM.

Respectfully Submitted,

Kathleen Spinnato