

TB Workshop Mtg April 4, 2013
TOWN BOARD WORKSHOP MEETING
COLDEN TOWN HALL – APRIL 4, 2013

MEETING CALLED TO ORDER AT 6:05 PM

PRESENT: Councilman David Arcara – arrived at 6:08
Councilman Gerald Pietraszek - absent
Councilman Patricia Zurbrick
Councilman Patrick Murphy
Supervisor Anne Hoffman

ALSO PRESENT: Town Clerk Christina Kerlin
3 residents

Supervisor Hoffman presented an agreement letter for water worker Ray Wozniak for the Town Board members to sign.

Personnel Policy

Some of the changes to the personnel policy are:

- Payroll to be submitted at 10am instead of noon.
- Wording of the insurance coverage to stay the same.

Incident Form

- Incident report to be added to the Personal policy with the report to be handed over to the Supervisor.
- Discussion followed on who should receive the incident reports the immediate Supervisor or the Town Supervisor or the Town Clerk.
- Wording for the incident forms should be returned to the immediate Supervisor or to the Town Supervisor to be resolved.

Flex/Compressed Work Schedule

Discussion followed on changing sick, personal and vacation days to hours, maxi flex schedule and compressed schedule or alternate time.

For the record Supervisor Hoffman said the paper she received was dated for the February 14, meeting and that she had just received it the day before yesterday.

Councilman Zurbrick used as an example of a regular employee and a compressed employee's time of 3 personal days would equal 21 hours and how you take it as a regular employee who works 7 hours a day and a compressed employee who works 11 hour days that time would come off hours worked not days, and sick days would accumulate by hours so if you had 12 sick days that would equal 84 hours.

For the record Supervisor Hoffman stated that this is being made much more complicated than it needs to be and Peggy is an exempt employee and the position has been an exempt position for years. Peggy is not allowed overtime, comp time and exempt employees fall under different regulations

Most Supervisors assistants are exempt employees because it is better for the towns that way. Peggy is the only exempt employee in the town she falls under different rules than other employees do. So the board might want to look into that a little bit.

Councilman Zurbrick said that the Town Board sets what every employee gets.

For the record Councilman Zurbrick stated the Town Clerk can set her own hours just like the Post Office does.

For the record Councilman Zurbrick stated NY State has no jurisdiction over municipal employees that it is the Towns responsibility for any benefits the Town employees receive.

For the record Supervisor Hoffman stated that they have to follow federal labor laws.

For the record Councilman Zurbrick stated FLSA does not require vacation, holidays, severance or sick pay or pay raises.

Supervisor Hoffman stated that Attorney Ronald Bennett suggested not putting anything and everything in the personal policy because things can get misinterpreted.

Military Leave and personnel leave of absence and unpaid leave and medical leave were discussed and to be determined at the next workshop.

For the record Supervisor Hoffman stated that she does not want a personal leave of absence in the policy.

Discussion continued with the Town Board on personal leave of absence for part time or full time employees

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Personnel policy was tabled until the next Town Board workshop.

Shared Town Computer

Discussion on a shared computer to be placed in the copy room for town employees.

Furnace and A/C for the Town Hall

Supervisor Hoffman explained that the furnace and A/C for the Town Hall is going to have to be replaced the system is 25 years old. Complete Heat will be sending an estimate to Councilman Murphy who will also get 2 more estimates from other companies.

Public Service Commission – Safety Standards

Supervisor Hoffamn asked Councilman Zurbrick to follow up on the report to see if this is something the town has to report. The report is in reference to telephone and electric poles and safety.

ECWQC – Environmental Board

Supervisor Hoffman asked Councilman Arcara to look into Erie County Water Quality Consortium to see if this is something he should be involved in or the Environmental Board.

Kennel Lease Agreement and Corrected Kennel Report

Supervisor Hoffman is setting up a meeting with the director and Carol Staffehl, Christa Pouthier and herself to go over the corrected report and Kennel Lease Agreement.

Councilman Arcara asked to be present at that meeting.

ADJOURN

MOTION made by Supervisor Hoffman and unanimously approved to adjourn the meeting at 7:35 pm.

Respectfully submitted,

Christina M. Kerlin
Town Clerk