

TOWN OF CONSTANTIA  
**MINUTES - SPECIAL MEETING-TOWN BOARD-July 16, 2015**  
9:00 a.m. Constantia Town Hall

Present: Kenneth Mosley - Town Supervisor  
Richard Colesante, John Metzger, Thomas Moran, Chad Whitney – Council Members  
Clare Haynes – Town Clerk  
Nancy Butler - Bookkeeper

**CALL TO ORDER:**

At 9:08 a.m. the special meeting of the town board was called to order with the pledge of allegiance.

**PURPOSE:**

The purpose of this meeting is to update the employee handbook.

**DISCUSSION:**

Changes and updates to the employee handbook continued to be discussed.

Ms. Butler gave the board a copy of a draft version of an employee handbook that is offered thru ADP. This program is offered as part of our payroll service it has much of the legal wording that is needed. This program can be changed to include any wording or policy that the town might want incorporated. Mr. Mosley told the board that this draft can be reviewed at a later date so we can continue on reviewing what is currently in place and possibility incorporate our policies in the future.

Ms. Butler also put together a sample of how she manages the current EBLAR account. At the previous meeting the board discussed and agreed to change the name of the account to Accumulated Vacation Account. Ms. Butler explained why she did not think it was necessary to change the name, there was a lot of misinformation given out. Ms. Butler will find the information to give to the board to help them make the decision as to change the name or not. The board put off further discussion until Mr. Woolridge could be in attendance.

After discussion it was decided to change the Employment Categories to read as follows:

The Town of Constantia has established the following employment categories:

Full-time <i>Non Exempt:</i>	Employees who <del>regularly</del> work <i>year round</i> at least 40 hours per week
Part-time <i>Exempt:</i>	Employees who regularly work fewer than <del>35</del> 30 hours per week
<i>Part-time Non Exempt:</i>	<i>Employees who regularly work fewer than 30 hours per week</i>
<i>Temporary Seasonal Non Exempt:</i>	Employees who may work on a full or part time <i>basis</i> for a specific period of time not to exceed six consecutive months
<i>Elected Officials:</i>	<i>Currently there are nine elected positions, the Town Clerk and Highway Superintendent are expected to work full time making them eligible for medical benefits. Remaining elected officials, 1 Supervisor, 4 Councilpersons, and 2 Judges are not eligible for benefits except workmen's compensation</i>

Accumulated Vacation Account: (The following sentence in italics was added to the paragraph.)

All full-time Highway Department employees can annually accumulate eligible vacation throughout the term of their employment with no limit on the amount of vacation hours carried over. *Withdrawals may be made at any time, submission of AVA Withdrawal Request must be received one week prior and is payable on the regularly scheduled payroll date.* The balance of the account can be held until the end of the employee's service with the town. At that time, it can be paid to the employee and/or used to extend the employee's length of service.

Vacations – will now read:

Unused vacation *for the current year* will be paid upon resignation or termination of employment at the daily rate of pay.

Paid time off – will now read:

All full-time Highway Department employees are eligible for five days of sick pay per year. *Year round employees* will receive four days of sick time per year.

**OTHER DISCUSSION:**

Mr. Colesante has spoken to Mr. Chuck Williams he has surveyed Lower Road as to what residence would like water. Mr. Williams has indicated a majority of residence do want water, hopefully he will have the number for Tuesday's town board meeting. Mr. Colesante will contact Mr. Parker from Barton & Loguidice to have him include Lower Road to the Map & Plan Report.

Letter received today from Panther Lake Association will be discussed at the town board meeting.

Mr. Mosely had Mr. Hall, Code Enforcement Officer to look at the property at 1540 State Route 49 building in disrepair. Mr. Hall will be sending out letters to the owner.

Roof should be started this weekend.

Mr. Mosley had Joseph Cavender from QPK Design come to evaluate the town hall, the foundation and roof will need to be repaired. Mr. Cavender will be getting estimates together for fixing the current town hall, building another building and also create plans for a joint building to include the fire department.

**ADJOURN:**

At 11:07 a.m. Mr. Metzger made the motion to adjourn seconded by Mr. Whitney.

Carried: Mosley - yes Colesante - yes Metzger - yes Moran – yes Whitney - yes