

TOWN OF CONSTANTIA  
**MINUTES – SUPERVISOR’S MEETING – March 5, 2018**  
10:00 am Constantia Town Hall

Present: Kenneth Mosley - Supervisor  
Richard Colesante, John Metzger, Thomas Moran, Frank Tomaino – Council Members  
Clare Haynes – Town Clerk  
Wayne Woolridge - Highway Superintendent

Others Present: Jared Lusk – Nixon Peabody  
Lyle Robbins – North Shore Ambulance

Absent: Warren Bader - Town Attorney

**CALL TO ORDER:**

At 10:00 am Mr. Mosley called the meeting to order with the pledge of allegiance.

**VERIZON ANTENNA:**

Mr. Lusk – Nixon Peabody came today to answer any questions on the Verizon antenna that is proposed to be installed on the Masonic Lodge on the corner of State Route 49 and County Route 23. This antenna is a booster antenna that will help the existing tower on Hillside Drive. This proposal originally went to the planning board, after their review it was determined that the antenna did require their approval. The County Planning and Mr. Bader, Town Attorney have reviewed the documents, both have given their approval. With this being said, Mr. Colesante would like to notify the neighbors of this antenna, this will allow residents to ask questions. A letter will be mailed to the six neighbors inviting them to come to the March 20, 2018 town board meeting to ask questions. The board will then vote on approval at this meeting.

At 10:15 am Mr. Lusk left the meeting.

**SEWER:**

Mr. Colesante asked if Mr. Mosley has requested any information from a company about going door to door for the property owners who have not responded to the survey. Mr. Mosley will contact the company to get information.

**AMBULANCE:**

At 10:40 am Mr. Robbins from North Shore Ambulance came into the meeting. The board members requested Mr. Robbins attend the meeting to discuss the recent theft from the ambulance. The appointed treasurer, (who was a volunteer) was writing checks to herself and cashing them. She was the new treasurer, the treasurer for many years had stepped down. Ms. Darrow was creating false bank statements and reports for North Shore Ambulance board members. North Shore Ambulance will be having a forensic audit to help verify the amount of the missing funds. At the current time the amount of the loss is estimated at \$82,000.00, the Ambulance Corp. is bonded so they should be reimbursed. There will be no major purchasing until the money is recovered from the bonding agency. Mr. Metzger asked how or what have they done to make sure this will not happen again. Bank statements will be going to a different person and address and the bank will now be sending a copy of checks cashed against any account. It is expected that after the audit a list of best practices for the Ambulance to follow in the future will be received, the board would like a copy of this when it is available. Mr. Robbins said he would pass this request on, he is not the Executive Manager so the financials are not his responsibility. Mr. Colesante stated it might be a good idea to pay a bookkeeper. Mr. Tomaino requested to see the results of the audit, Mr. Robbins again stated it would be up to the board to allow that. The board members present asked Mr. Robbins to carry their requests to the North Shore Ambulance board. Mr. Metzger would like to speak to a board member.

Discussion turned to the two ambulances that were involved in accidents, currently they are running a borrowed rig.

At 11:22 am, Mr. Robbins left the meeting.

**EMPLOYEE HANDBOOK:**

Mr. Woolridge has reviewed the employee handbook. There are two areas that he feels need to be addressed. One being cell phones, at the present time the employees are using their personal cell phones because the radios are not working in the trucks so when they need to contact Mr. Woolridge they need to use their phones. Mr. Woolridge explained that a repeater is needed to fix the radio problem he is having. After further discussion it was decided to leave the policy as it stands, once a repeater is purchased the policy will be reviewed at that time.

The only issue is with leaves of absence, Mr. Woolridge would like to have a section added. The after discussion the section will read:

**LEAVE OF ABSENCE (page 15)**

All leaves of absence will be considered on an individual basis. Signed approval by department head and board approval is required.

Other changes the board discussed and agreed upon:

Page 8:

Elected Officials:

The Town Board has approved medical benefits for the Town Clerk and Highway Superintendent. The remaining elected officials, 1 Supervisor, 4 Councilpersons, and 2 judges are not eligible for benefits except workmen's compensation.

Page 13:

**TOWN BENEFITS**

Our benefits package has been designed to help protect you and your family from financial loss due to illness or injury and to help you plan for your retirement.

**MEDICAL INSURANCE**

After one year probation period, all full-time non exempt Highway Department employees are eligible to participate in the medical insurance plan to provide coverage for themselves and their dependents

**NEW YORK STATE DISABILITY**

New York State Disability Insurance is available only for Full Time Highway employees that are disabled for more than seven days because of an illness or injury unrelated to work. The disability must be verified by a physician and the paperwork filed in a timely manner.

**NEW YORK STATE RETIREMENT PLAN**

All Full Time 40 hour per week Highway Employees **must** join the New York State Retirement system upon being hired. All other employees are eligible and have the option to choose to join the New York State Retirement system. Information and enrollment forms may be obtained at the time of employment.

Page 15:

**BEREAVEMENT LEAVE**

The Town of Constantia provides full-time non exempt employees up to three days of paid bereavement leave to attend the funeral of a member of their immediate family. Immediate family is defined as a spouse, mother, father, child, grandparent, grandchild, brother, sister, mother-in-law, father-in-law, brother-in-law and sister-in-law.

**OTHER TOPICS DISCUSSED:**

-Fireman fueling at the Highway Department – Honor system and log in. Mr. Woolridge asked to look into the cost of fuel pumps that require a fob.

-Post roads as to overweight loads

-Pros vs Cons leash law – contact Mr. Sundet, Supervisor Town of West Monroe to see how effective his law is. Request Ms. Ashley attend the March town board meeting.

-Contacted Mr. Pond – Barton & Loguidice via telephone to discuss Agreement Between Owner and Engineer for Professional Services for the Town of Constantia Lakefront Sewer Project that was given at the February 20<sup>th</sup> town board meeting. Although it is a very large package, some of the information is copies from past agreements. This package is the standard agreement that is used because it is in the format that funding agencies use. The Town has already spent \$45,900, with another \$45,900 to be spent if the Town decides to go forward. The board members present requested Mrs. Haynes send this to Mr. Bader, Town Attorney for review. As a separate question, Mr. Moran asked who owns the grinder pumps, the Sewer District/Town would own them so each property owner would need to sign an easement.

**ADJOURN:**

At 1:53 pm the meeting adjourned.