

TOWN OF CONSTANTIA
MINUTES – SUPERVISOR’S MEETING – July 2, 2018
9:00 am Constantia Town Hall

Present: Richard Colesante, John Metzger, Thomas Moran – Council Members
Clare Haynes – Town Clerk
Absent: Kenneth Mosley – Supervisor
Frank Tomaino – Council Member

CALL TO ORDER:

At 9:00 am Mr. Moran called the meeting to order with the pledge of allegiance.

EMPLOYEE HANDBOOK:

In March the Town turned over the employee handbook with recent changes to Christopher M. Militello from Costello, Cooney & Fearon for review. Mr. Militello reviewed the handbook and made suggestions, this meeting was to discuss and make necessary changes. Mrs. Haynes corrected the minor errors, Mr. Metzger researched and had suggestions for the remaining items, changes are in italic's.

Page 1:

This handbook briefly describes our policies, benefits, and work rules and is intended to serve as written notice of what we expect from our employees. **It is not to be construed as an employment contract. In this state, the employment relations is "at will," which means that the relationship can be ended at any time for any reason or for no reason by either the employer or the employee, after consideration of due process associated with state law and collective bargaining agreement.**

Page 3:

Other Harassment section was removed entirely.

Page 4:

To fulfill our obligations under Department of Transportation regulations, the Town of Constantia has instituted drug testing for all truck operators and maintenance employees. The Town conducts random drug and alcohol testing in compliance with current Federal Department of Transportation Regulations, as well as drug and alcohol testing in cases of reasonable suspicion and after a reportable vehicle incident. *Refusal to be tested will result in loss of employment. A driver who received a confirmed positive result is not medically qualified to operate a commercial motor vehicle. Any employee with a positive result shall be given due process opportunity to review/and or challenge the result of the test.*

Page 5:

Prescription medication may only be brought on Town property by the person for whom they are prescribed. Such drugs must be used only in the manner, combination and quantity prescribed. Refusal to be tested as requested will result in loss of employment. It is the responsibility of the employee to report to their supervisor the use of any medication that could affect the performance of their job.

Page 12:

~~All other Town employees will adhere to New York State Vehicle and Traffic Law and will not use a cell phone while operating a town vehicle.~~

Page 13:

Part-time Exempt, Part-time Non Exempt and Temporary Seasonal Non Exempt will not be offered the following benefits: Vacation time, sick time, personal time, bereavement time, health insurance, and disability insurance.

Page 14:

Employees required to work on a holiday will receive premium pay (*time and a half*) in addition to the holiday pay.

Page 15:

LEAVE OF ABSENCE

~~All leaves of absence will be considered on an individual basis. Signed approval by department head and board approval is required.~~ *A leave of absence will be individually considered with the approval of the employee's immediate supervisor and the town board. All personal and vacation time must be used before a leave of absence will be considered. During the leave of absence the employee will receive no pay and no benefits will be paid, accumulated or accrued.*

Page 16:

You must notify *your immediate* Supervisor of the need for a military leave as soon as the need is known. ~~Town benefits will continue during a military leave in the same manner that they are continued under the most generous~~ *Under the leave of absence policy provided by the Town of Constantia, the town board will consider specific issues as related to benefits once military leave is granted.*

The following policies were recommended to be added: Computer and Internet Use, Computer Security breach Notification, Code of Ethics/Conflicts of Interest, Procedures for Filling Vacancies and Family and Medical Leave Policy. Board members present agree the above policies should be added, but would like to get this handbook completed. The suggested policies will be added at a later date.

NYMIR:

Eastern Shore Associates, Kim Butterfield has contacted Mr. Mosley about increasing the amounts of NYMIR Excess Limits from \$1,000,000/2,000,000 to \$3,000,000/6,000,000 for an additional premium of \$1,430.00 or from \$1,000,000/2,000,000 to \$5,000,000/6,000,000 for an additional \$3,410.00. Mr. Colesante had a few questions as it pertains to groups using the park property, would these groups need to have this additional insurance also? The members present were able to speak to Ms. Butterfield from Eastern Shores, the groups would not have to increase the insurance they purchased, our policy would act as an umbrella policy. The members of the board present would like to wait for possible approval at the next town board meeting.

BOARD INITIATIVES:

Mr. Colesante was recently at the SuperCog meeting, the topic of Wind/Solar Energy has caused major issues for other towns and sees a need for Constantia to address these issues. Mr. Moran believes Mr. Hall CEO might have a template the Town could follow. After discussion this topic will be on the agenda for the July Town Board meeting.

Mr. Moran updated the board members on the gateway sign, still no progress from DOT.

Mill Street project – discussion on the recent survey, more information is needed before a final decision is made.

ADJOURN:

At 12:53 pm the meeting adjourned.