

**MINUTES BOOK\*\*TOWN OF COEYMANS  
December 15, 2016 – Town Board Workshop – 6:00pm**

**A Town Board Meeting was held Thursday, December 15, 2016 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** Philip Crandall, Supervisor  
Thomas E. Dolan, Councilman  
James C. Youmans, Councilman

**ABSENT:** Kenneth A. Burns  
George Langdon, Councilman

**ALSO PRESENT:** Diane L. Millious, Town Clerk  
Linda Ziegler, Human Resource/Payroll

\*\*\*\*\*

Supervisor Crandall opened the meeting and led the Pledge of Allegiance.

\*\*\*\*\*

**OPENING COMMENT**

Supervisor Crandall stated that the record should reflect the absence of Councilmen Burns and Langdon; all other Board Members were present in addition to Town Clerk Millious and Human Resource Clerk Ziegler.

\*\*\*\*\*

**AGENDA**

- Employee Handbook

\*\*\*\*\*

**DISCUSSION**

**Employee Handbook**

Supervisor Crandall stated that the Workshop Agenda is to discuss the Employee Handbook and some changes that he would like to see to help save the Town money.

Councilman Dolan interjected that Human Resource Clerk Ziegler was present.

Supervisor Crandall stated that he asked that Human Resource Clerk Ziegler be present for any questions or clarification on the Employee Handbook.

Councilman Dolan asked if the revisions are part of the Official Handbook or if they were ever passed.

Human Resource Clerk Ziegler stated that they were never passed, there were meetings and some people were supposed to follow-up on things but never did and added that it was the last revision done, not everything was revised, but there were some definite changes along with some that have to be made since then.

Discussion ensued amongst Human Resource Clerk Ziegler and the Town Board relative to the changes, key points were as follows:

- Time Record - Under time record it says time sheet or punch a time card, Supervisor Crandall would like to see it changed from “or” and include both a time sheet and time card and have it apply to all full-time employees and not Elected Officials or Planning and Zoning Boards. It was suggested that all of Section 404 be replaced.

## MINUTES BOOK\*\*TOWN OF COEYMANS

December 15, 2016 – Town Board Workshop – 6:00pm

- Pay Period – Proposed pay period will be switched back to Friday, if a Holiday falls on a Friday, the paycheck will be distributed on the preceding Thursday.
- Health Insurance for Retired Employees – Proposing that all retirees should have to pay a portion of the Health Insurance cost no matter who they are or when they started and to take out the “employee’s hire” words, which will start June 1, 2017 that all full-time Elected Officials, Union and Non-Union employees will start paying 25% when they retire, 50% for the spouse will remain the same. Also proposing that there will be no grandfathering in, it applies to everyone that retires after that date for all employees no matter when they were hired as well as changing the 20 years of service back to 15.
- Medical Insurance Buy-Out – Proposing that the amount of the buy-out be reduced and not based on a percentage but rather a lump sum of \$1,000.00 for single and \$3,000.00 for family and should be effective January 1<sup>st</sup>. It should also be determined if an Elected Official will or will not be eligible for the buy-out.
- Medical Insurance for Part-Time – Proposing that medical insurance can be available on the Town’s policy if the part-time employee pays 100%.

Discussion ensued regarding Elected Officials, particularly for the Supervisor to be able to get the medical insurance and the buy-out as a full-time employee.

- Dental Insurance – Proposing that the Town will pay ½ and the employee will pay ½ for Dental Insurance, starting June 1, 2017.
- Vacation and Accumulation – Currently it states that full-time and non-union employee vacation may not accumulate beyond a maximum of 40 days. Proposing to reduce it from 40 to 30 days starting June 1, 2017.
- Retirement – Wording is incorrect and should be changed for Police and Fire Systems, it says 100% of the cost, which is not true because people do contribute.

Councilman Dolan stated that he doesn’t think they can do it now but they should look also at the buy-back and the advantage to that is you pay someone hopefully at a lower rate than you have to pay them vacation after they have worked here for 30 years.

Human Resource Clerk Ziegler stated that they don’t have buy-back for non-union; only CSEA and you can only do it once a year.

Supervisor Crandall asked if the Town gets federal money for the Substance Testing Policy because it says in the Handbook that a condition of receiving federal grant money is that every employee must abide by the policy and notify his or her Department Head of any criminal drug conviction occurring in the work place within five days of conviction and then asked if anyone knew of federal money that came to the Town.

Councilman Dolan interjected that he thinks it means if you receive federal funds, you have to abide by their Substance Abuse Policy.

Discussion ensued amongst the Town Board and Human Resource Ziegler about the random testing done now about the frequency, who it involves and the Town’s policy.

Councilman Youmans asked if the Policy is necessary because a guy carrying a gun is a lot different from a guy mowing a lawn.

Supervisor Crandall stated that they will look into it.

Human Resource Clerk Ziegler stated that under Section 712, Retirement, there is something in there that has to be changed on page 39 where it says “police and fire systems”, which was done before there were more than three tiers and it says 100% of the cost, which is not true because people do contribute.

Supervisor Crandall suggested that that the Employee Handbook should be looked at every year and be kept current.

Human Resource Clerk interjected that it should be in a format more like a Policy Manual where each section has its own page for when you revise the page, which would be easier. She

**MINUTES BOOK\*\*TOWN OF COEYMANS  
December 15, 2016 – Town Board Workshop – 6:00pm**

continued by saying that she used to do Policy Manuals where she worked and it is how they were set up.

Collectively the Board agreed that it should be that format.

Supervisor Crandall proposed that they do it like that.

Councilman Dolan asked how Supervisor Crandall wants to proceed with the changes because there have been discussions that they didn't totally agree on and whether they should do each change individually or all together as a whole and try to pass as one resolution.

Collectively it was decided that they will do it as a whole.

Supervisor Crandall stated that Human Resource Clerk can make the changes and in turn he will get each Board Member a copy for review.

Supervisor Crandall asked if there is any real opposition to any of it.

Councilman Youmans stated that when they talked about the buy-back they proposed two numbers and he would suggest that it be \$500.00 - \$1,000.00 because \$3,000.00 is a lot to hand to someone for not taking insurance and he doesn't think it is done anywhere else.

Supervisor Crandall suggested that they look at what the County offers as well as if the State is doing it.

Human Resource Clerk Ziegler stated that there is one thing that has bothered her for years; the Bereavement Policy discriminates against the Town's full-time employees as opposed to the union people. She added that when someone in the union loses a family member, they get paid for it but in the Town Handbook it says that employees are granted up to 15 bereavement days a year, which are subtracted from the employees sick-leave balance.

Collectively the Town Board agreed that it should be three days bereavement, which is the same as the union people for immediate family.

Discussion ensued amongst the Town Board and Human Resource Clerk Ziegler, collectively it was decided that Clerk Ziegler needs to see how the union contract is worded.

Supervisor Crandall asked if there was any other discussion, hearing none he asked for a motion to adjourn the meeting.

\*\*\*\*\*

**ADJOURNMENT**

**MOTION**

On motion of Councilman Dolan, seconded by Councilman Youmans, the Workshop was adjourned.

VOTE – AYES 3 – NAYS 0 – ABSENT 2 (Burns and Langdon)

Time – 7:45pm

*Respectfully Submitted -*

**APPROVED – January 12, 2017**

---

*Diane L. Millious, Town Clerk*