

A Town Board Workshop was held Tuesday, November 22, 2011, at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York

PRESENT: James Youmans, Supervisor
Thomas A. Boehm, Councilman
Richard N. Touchette, Councilman
Thomas E. Dolan, Councilman

ABSENT: Dawn Rogers, Councilwoman

ALSO PRESENT: Deana Ferrusi, Deputy Clerk
Linda Ziegler, Payroll Clerk
Susan King, Human Resource Clerk

Supervisor Youmans opened the Meeting and led the Pledge of Allegiance.

AGENDA

- Retiree Health Insurance Renewal
- Local Waterfront Revitalization Program
- Employee Handbook

DISCUSSIONS

Retiree Health Insurance Renewal

Discussion ensued between the Town Board and Human Resource Clerk King regarding the costs of the current retiree health insurance program and the standard rider being offered. It was noted that if the standard rider was chosen, employees will save \$5 per year on their spousal health coverage. The Board's recommendation was that the standard rider be chosen for next year.

Local Waterfront Revitalization Program

Discussion ensued regarding the grant for the waterfront revitalization. It was noted that the grant is all matching funds, so that if the Town received \$20,000.00 from the State, it would still have to raise \$20,000.00 before anything could be done. Supervisor Youmans also noted that the grant put a lot of restrictions on what the town could do with the waterfront. He also offered to write to the Department of State with whatever decision the Board made. Mr. Touchette noted that the grant does let the Town decide what to do with the land, and that he feels the grant should be kept alive. There was a discussion among the Board as to where the Town would find the matching funds. Supervisor Youmans suggested that the 100% health insurance coverage for retired employees and their spouses be cut, and noted that there are a lot of things that can be cut out of the budget. The discussion continued, and it was decided that a final recommendation would be made sometime after Thanksgiving. Mr. Dolan mentioned that there is an opportunity for other grants, but that the grant in question had to be kept alive in order to apply for those other grants. He said that it makes sense as part of economic development.

Employee Handbook

Discussion ensued regarding the revision of the employee handbook. The previous edition has been reviewed by Payroll Clerk Ziegler, and suggested revisions were

presented to the Board. There were a number of topics discussed, such as the Official Personnel File, Sexual Harassment and Internet Policies, Workplace Violence, and Full Time versus Part Time employees, an Overtime Policy and State Labor Laws. There were also a number of benefit-related issues discussed, such as vacation buyouts, uniforms, and payment of CDL licenses. There was an in depth discussion of payment for retiree health benefits, and it was decided that Mr. Dolan would research what other organizations who pay into the NYS Retirement System do, and report back to the Board. There was also a discussion on Accident Reporting Procedures, and a Smoking Policy it was decided that Mr. Boehm would research other towns' Smoking Policies and report back. The final decision for the evening regarding the Employee Handbook was that Mr. Dolan would research Retiree Health Insurance Benefits, and Mr. Boehm would research other towns' Smoking Policies, and report back as well as research being done on an Internet Policy.

ADJOURNMENT

Supervisor Youmans asked for a motion to adjourn the Workshop.

MOTION

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

VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Rogers) – SO MOVED

Time: 6:45pm

Respectfully Submitted,

APPROVED:

Diane L. Millious, Town Clerk