

RED HOOK TOWN BOARD MEETING

May 5, 2015

A special meeting of the Town Board of the Town of Red Hook, Dutchess County, New York was convened in public session at the Town Hall 7340 South Broadway, Red Hook at 7:30 p.m.

Present: Supervisor Sue Crane
Councilman James Ross
Councilman Harry Colgan
Councilman William O'Neill
Councilwoman Brenda Cagle
Town Clerk Sue McCann
Also Present: Attorney for the Town Christine Chale
Bookkeeper Ann Conway

Supervisor Crane welcomed everyone to the meeting and opened with the Pledge of Allegiance. She explained the meeting is to discuss the employee handbook update. Bookkeeper Ann Conway consulted with the Association of Towns and other Towns to look at their policies, and we also had a meeting with employees. Our highway department is non-union which complicates things to an extent in regard to shared services. The two Villages are unionized. Bookkeeper Ann Conway circulated copies of the updated handbook.

Supervisor Crane reviewed the process and asked Attorney Chale to point out any legal concerns.

A question arose about jury duty. Attorney Chale explained the pay requirement for jury duty. Her suggestion was to follow what the County does or what other Towns do.

Ann Conway will research other Town's jury duty policies as well as the County's policy.

Councilman Ross suggested looking at the State policy too.

The Board moved on to the section regarding compassionate leave.

Supervisor Crane feels part time employees should be included in that leave. The issue was discussed.

Attorney Chale warned that, in regard to part time employees, whatever classification the Town makes be sure it is consistent and fair.

One personal day for part time employees was suggested which can be used for bereavement.

The amount of service and classification would also be a consideration.

The Board moved on to discussion of sick time. A sick bank idea was discussed at length.

Highway Superintendent Theresa Burke researched other municipalities in regard to sick time and sick banks. She found that this is the chance to address the policy. Our employees would feel more secure if they were able to save up sick time in case of a catastrophic illness. The policy now is that a full time employee who does not use their sick days can accumulate up to 50.

Councilman Ross doesn't have a problem changing from 50 to 120 but he'd like to see the number of sick days employees have used.

Bookkeeper Ann Conway has the statistics.

The Board will set the sick day accumulation to 120 days.

The issue of time off for fire calls was discussed. There are a few volunteer firefighters on the highway department staff who do go to calls if they are able.

Discussion included workplace violence policy, sexual harassment policy, the training required, vacation time rollover was discussed and it was decided to be allowed to rollover 2 weeks maximum. Vehicle usage and issues of employee traffic violation if license suspended or revoked was discussed. If driving a Town vehicle employees or driving for Town business must prove they have a valid driver's license. Policy regarding no smoking in the building and smoking outside the building were discussed.

On a motion of Supervisor Crane seconded by Councilman Colgan moved to adjourn the meeting at 9:20 p.m.

Adopted	Ayes	5	Crane, Ross, Colgan, O'Neill, Cagle
	Nays	0	

Respectfully submitted,
Sue McCann, Town Clerk