

Village of Schuylerville  
Workshop  
December 2, 2019

Present;

Mayor Dan Carpenter  
Deputy Mayor Jason Young  
Trustee Bryan Drew  
Trustee Whitney Colvin

Absent;

Trustee Tim LeBaron

The first item on the agenda was the discussion of the revisions to the employee handbook. Each member of the board was provided with a clean copy of the handbook with the revisions that had been approved to date.

There were some revisions that were suggested by Rob Decker, as he had not been included on the original handbook committee.

The first revision he requested was in section 509 Supplies, tools and equipment and fuel usage. The 2009 handbook expressly forbids employees from using village tools for personal use. Rob Decker had requested that the line be revised to read, "An employee may not use any Village owned tool or piece of equipment for personal use unless they have written permission by the Supervisor."

After much discussion, it was decided that there were liability concerns with the use of Village owned tools by employees off premises. Mayor Carpenter suggested that the Tree Committee should continue to be allowed to use the tools that they need to plant the trees for the village, such as rakes shovels and brooms. This was agreed by all to be reasonable.

The next item for review was the inclusion of the revisions that were passed by resolution regarding holiday overtime for the DPW. These were passed in the time span between the original handbook and present day. The holiday week overtime revision in section 701 Wage and Salary would read as follows;

**Holiday Week Overtime** – In any week in which a holiday falls, the day on which the holiday falls should first be credited for 8 hours holiday pay, with any hours worked on that holiday week recorded additionally, regardless of which day of the week the overtime hours were worked.

The resolutions were to clarify that

1. Holiday pay was separate from any time worked on a holiday
2. Hours worked outside of normally scheduled hours should count towards overtime regardless of the hours worked during the rest of the week.

A sample timesheet will be included in the handbook to illustrate these points.

There was a discussion regarding the percentage of the health insurance premiums to be contributed by the village for retirees. Rob Decker had asked if the handbook could contain some verbiage to grandfather in the persons who were hired prior to these revisions to the handbook. Trustee Colvin felt that the village could not afford to subsidize health insurance for retirees in those percentages. Mayor Carpenter advised Trustee Colvin that these rates had originally been set at much higher rates at the adoption of the original handbook and that these new rates were a reduction that was worked out by the handbook committee. The matter was tabled to be addressed again at the regular meeting.

Mayor Carpenter mentioned that the charges for the hotel room at which he and Pat Grogan would be staying during the approved training

There were some complaints that had been submitted during the month, the first was by Mr. DeVelder. He was concerned that the Village was cutting down too many trees. It was concluded that Mr. DeVelder was not aware that the trees in question, which were across the street from him at 10 Burgoyne, had been removed by the homeowner.

Another complaint was lodged by Lee Richards of 171 Broad Street regarding the condition of the alley behind him (Walnut Street.) He stated in his complaint that the lawn and garden debris had not been cleaned up since the last week of August. The board discussed the situation and agreed that the delay was due to the shortage of staff in the DPW department. Mayor Carpenter stated that he would advise Supervisor Decker of the complaint.

The last complaint was by Julia Van Hall who is a resident at 3 Pine Lane. She states that a 15 mile an hour speed limit sign has been placed on her driveway. She also stated that the Pine Lane sign at the top of the road is twisted around the telephone pole. Mayor Carpenter will address this matter with the DPW Supervisor.

Mayor Carpenter announced the events scheduled for the upcoming Dutch Christmas weekend;

Friday will be the Memorial Tree Lighting.

Saturday will be The Christmas Parade which goes from the Saratoga Town Hall to the Veteran's Memorial Park.

Mayor Carpenter stated that he had purchased 200 ornaments to hand out and asked the trustees if they would be able to assist with this task at the event.

Deputy Mayor Young made the motion to adjourn, Trustee Drew seconded the motion, all in favor, meeting adjourned.