

**TOWN OF FORESTPORT  
WORKSHOP MINUTES RE:  
EMPLOYEE HANDBOOK/HEALTH INSURANCE ELIGIBILITY  
FORESTPORT TOWN HALL  
DECEMBER 3, 2014 @ 6:30 PM**

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**MEMBERS PRESENT**

Councilwoman Nancy Kardash  
Councilwoman Joanne Kwasniewski  
Councilman Ronald Scouten  
Councilman Charles Scott  
Supervisor Parker Snead

Town Clerk Shelley Entwistle

**MEMBERS ABSENT**

**CALL TO ORDER:**

The meeting was called to order at 6:30 pm by Supervisor Snead.

**PLEDGE OF ALLIEGENCE:**

Recited.

**EXECUTIVE SESSION:**

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to retire to executive session at 6:30 regarding a personnel matter.

The board returned at 6:43 with no action taken.

**CHRISTMAS PARADE:**

A motion was made by Supervisor Snead and seconded by Councilman Scott to hold the Forestport Christmas Parade on December 7<sup>th</sup> at 4:30pm. Roll call vote:

Councilman Scouten – yes  
Councilman Scott – yes  
Councilwoman Kardash – yes  
Councilwoman Kwasniewski – yes  
Supervisor Snead - yes

**HEALTH INSURANCE DISCUSSION:**

Councilman Scott stated he feels the Board needs to make effective changes to the health insurance eligibility guidelines for future hirees, and electees. Supervisor Snead stated that current employees and elected officials will not be affected by the recently adopted \$10,000 salary minimum, as they are already receiving health benefits.

Discussion followed regarding possible changes for employees and electees from January 1, 2015 and in the future. Highlights included:

- ⤴ Part time vs. Full time employee contributions
- ⤴ 1099 status for some part time hirees
- ⤴ Town contributions cap for health insurance

While in discussion the Board agreed to advertise for the assistant maintenance position for the summer season. This position may be a 1099 position.

Additionally, the Board discussed carrying the Planning Chairman TJ Entwistle over from the current health plan (NYSHIP) to the new plan (Excellus). Supervisor Snead stated he did not feel the Board necessarily voted to carry him over at the regular November meeting. The Board concurred that he would be carried over, as that it was they voted on at the November meeting.

### **EMPLOYEE HANDBOOK:**

Councilman Scott opened the discussion, stating that he feels there are portions of the proposed 2015 employee handbook that need further fine tuning. Vacation, personal, and sick leave, the dress code, paid holidays, and the substance abuse policy were some of these areas.

### **HOLIDAYS:**

The Board agreed to eliminate birthdays and Columbus Day as recognized paid holidays for all employees.

### **VACATIONS/PERSONAL DAYS:**

For all new full time employees as of January 1, 2015 the following will represent the new vacation day policy.

1. One year of service – 5 days vacation/ 2 personal days
2. Two years of service – 7 days vacation/ 2 personal days
3. Three years of service - 8 vacation days / 3 personal days
4. Four years of service – 9 vacation days/ 3 personal days
5. Five years of service and above – 10 vacation days/ 3 personal days

**Part time employees will not receive vacation days but will receive 1 personal day per year.**

**Additionally, all vacation time must be scheduled in advance and is NOT accruable year to year.**

**DRESS CODE:**

Employees will dress appropriately, and exercise professional judgment when wearing jewelry. Employees are prohibited from wearing any piercings in the tongue, lip, eyebrow, or other visible area other than the earlobe. Mustaches are permitted but must not extend below the upper lip.

**SUBSTANCE ABUSE POLICY:**

The Board agreed to research the possibility of random drug testing with Attorney Earl's assistance.

**ADJOURNMENT:**

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to adjourn the meeting. Roll call vote:

Councilman Scouten – yes  
Councilman Scott – yes  
Councilwoman Kardash – yes  
Councilwoman Kwasniewski – yes  
Supervisor Snead - yes

There being no further business, Supervisor Snead adjourned the meeting at 8:11 pm.

Respectfully submitted,

Shelley Entwistle – Forestport Town Clerk