

SOUTH BRISTOL TOWN BOARD YEAR-END MEETING

December 28, 2019

**REGULAR MEETING**

The year-end meeting of the South Bristol Town Board was called to order December 28, 2019 at 8:09am at the South Bristol Town Hall, 6500 W Gannett Hill Road, Naples, NY 14512.

**PRESENT**

Daniel Marshall, Supervisor  
Stephen Cowley, Councilman  
Jim Strickland, Councilman  
Donna Goodwin, Councilwoman

**ABSENT**

Scott Wohlschlegel, Councilman

**RECORDING SECRETARY**

Judy Voss, Town Clerk

**OTHERS**

Jim Wight

**I. Call to Order:**

Supr. Marshall opened the meeting with Roll Call and Pledge of Allegiance.

**II. NEW BUSINESS**

**A. RICHMOND FIRE CONTRACT APPROVAL**

Supr. Marshall said the Richmond Fire Department sent their 2020 Fire Contract which requires approval and signature from the Board.

On a motion made by Councilwoman Goodwin and seconded by Councilman Strickland, the Richmond Fire Department Contract for 2020 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Cowley and Strickland.

**B. LOCAL SOLID WASTE MANAGEMENT PLAN FUND REMAINING**

Supr. Marshall said that the monies given to the Town by Ontario County for the Solid Waste Management Plan, approximately \$9,000, needs to be returned. We paid for the compost bins, recycling bins for the residents from that fund.

**C. RESOLUTION TO DO INTER-MUNICIPAL AGREEMENT WITH COUNTY**

Supr. Marshall said that the Town Board needs to do a resolution to go into an Intermunicipal Agreement with the County and this is to utilize the Public Health Director as the Town's Health Officer. In the past, Jeff Long has been the Health Officer. The reason being that the inter-municipal agreement with Ontario County is free. The Public Health Officer for Ontario County is Mary Beer, and will now be the Town's Health Officer. Mary Beer is Bill Welch's sister and is highly qualified. The Board will appoint Mary as Health Officer at the 2020 Organizational Meeting. This motion is specifically for the Intermunicipal Agreement with the County and has to be done before the Organizational Meeting.

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On a motion made by Councilman Cowley and seconded by Councilwoman Goodwin, the Ontario County Intermunicipal Agreement was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Cowley and Strickland.

### **D. EMPLOYEE HANDBOOK**

Councilwoman Goodwin said she met with Supr. Marshall and Bookkeeper Dunn and went through some of the issues of the Employee Handbook. Basically, the changes to add will be “Regular Part-time,” replacing “Part-Time.” Regular Part-time employees do get benefits, part-time does not; based on your hours, less than 20 hours. Regular Part-time is under 40 hours per week and above 20 hours per week.

Councilman Cowley asked, that wasn’t clarified in the handbook?

Councilwoman Goodwin answered no. A small change to wordage, paychecks are issued on Wednesday, the current handbook says Thursday. We brought the holidays to where they were before.

Councilman Cowley asked about the paychecks being issued on Thursday.

Supt. Wight explained the direct deposits are Tuesday nights and checks are issued on Wednesday to the employees.

Councilwoman Goodwin said we aren’t really changing anything, just clarifying. The holidays also have Columbus Day as a working day and Veterans Day as a holiday. Vacation leave, the hours were brought to what they were before; they are different for full-time employees versus regular part-time employees.

Supr. Marshall wanted the explanation of the terminology based on work week hours.

Councilwoman Goodwin explained a full 40 hours may not be their employee classification, their standard hours or days are for the work week. If they are only working 32 hours, they shouldn’t get 40 hours. This doesn’t really apply to the Highway employees because of the Union contract.

Discussion. All the changes are because the “regular part-time” was not in the book. It was just full-time or part-time but because there is “regular part-time” that had to be added in.

Councilwoman Goodwin said that she, Supr. Marshall and Bookkeeper Dunn also spoke about having an outside firm look at the handbook.

Supr. Marshall said he’d like to see if there is an organization that would become our HR department. After the 1<sup>st</sup> of the year, Bookkeeper Dunn will have office hours on Thursdays and be available for the employees.

Councilwoman Goodwin said the handbook isn’t completely ready and will go through this with the employees.

### **E. ACCOUNTING – APPROVE VOUCHERS FOR PAYMENT**

Supr. Marshall said these are the year-end bills, which includes the Elan bill for the traffic radar signs. The bill includes the Farmington purchase of traffic radar signs which we will pay in full and Farmington will reimburse the Town. There is also a voucher payable to Tracy Road Equipment for \$211,587.00 for a truck that was budgeted but not yet delivered. We will hold the check until delivery.

Supt. Wight expects the truck to be delivered next week.

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On a motion made by Councilman Strickland and seconded by Councilman Cowley the 2019 Year-End Abstract totaling \$292,848.22 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Cowley and Strickland.

**AJOURN: 8:45am**

Respectfully submitted:

Judy Voss

Town Clerk