

October 1, 2015

The Town Board of the Town of Corinth held a meeting on October 1, 2015 at 4:30pm at the Town Hall.

Present: Richard Lucia, Supervisor
Charles Brown, Councilman
Edward Byrnes, Councilman
Jeffrey Collura, Councilman
Joshua Halliday, Councilman
Caroline McFarlane, Deputy Town Clerk

Excused: Shawn Eggleston, Highway Superintendent

Public: Mark Deuel
Cassandra Martin
Jett Collura
Jonathan Monroe

After roll call, the pledge of allegiance the following business was conducted:

RESOLUTION #228

APPROVAL OF MINUTES

A motion was made by Councilman Halliday and seconded by Councilman Collura and the following resolution was

ADOPTED AYES 5 Lucia, Brown, Halliday, Collura, Byrnes
 NAYS 0

RESOLVED that the minutes September 17, 2015 be approved.

Jonathan Monroe presented the updated quote for the installation of 2 MiFab Sediment Interceptors in the two left hand side bays at the Corinth EMS building that will prevent the backup by filtering out the sand before drainage reaches the pump station. The previous quote for \$3,900.00 was replaced with a quote of \$5,900.00. The board expressed concern that a regular maintenance schedule would need to be set up to keep these filters working properly.

RESOLUTION #229

MONROE MECHANICAL INSTALLATION OF MIFAB SEDIMENT INTERCEPTORS

A motion was made by Councilman Collura and seconded by Councilman Halliday and the following resolution was

ADOPTED AYES 5 Lucia, Brown, Halliday, Collura, Byrnes
 NAYS 0

RESOLVED that the MiFab Sediment Interceptors be installed at a price of \$5,900.00.

Cassandra Martin from USI presented to the board the updated Affordable Care Act and the new regulations that will be taking effect. Mrs. Martin explained to the board what a full-time employee is, how we determine full-time status for a variable hourly employee, and the measurable, stability and administrative periods. Town of Corinth is on a December renewal, giving them the option to review budgets and records until the following renewal in December 2016. Cassandra gave examples of what other companies are doing to keep track of employee hours and other things that could be done to ensure regulations are met. Councilman Collura stated that the new insurance act is shifting the cost to homeowners.

RESOLUTION #230

HOLD INSURANCE CHANGES UNTIL RENEWAL IN 2016

A motion was made by Councilman Collura and seconded by Councilman Halliday and the following resolution was

ADOPTED AYES 5 Lucia, Brown, Halliday, Collura, Byrnes
 NAYS 0

RESOLVED that the Town of Corinth will hold off on changing insurance regulations until their 2016 renewal.

Kate Halliday presented the following notes from Tom Bodden regarding payroll changes:

8

MEETING WITH GTM, Wednesday September 23, 2015

Re: Payroll Issues, General Ledger Entries, Services

Attended: Tom Bodden, Cherie Delancey, Kate Halliday, GTM rep: Katy Pratt

One of our most important purposes for signing with GTM was to be in compliance with New York State labor laws in rapidly changing era. With 100 employees on the payroll we also needed the direction of payroll experts.

We discussed ongoing issues with the service from GTM.

- * The 7 minute rule has been added to the time clocks. Employees are not paid prior to 7 minutes before the hour and paid until 7 minutes after the hour. Times earlier or later are approved in writing by the Department Head. This is to cut down on overtime.
- * Holiday and holiday pay have now been added to the time clock. This reduces the amount of manual entries. Prior we were having to manually enter the holidays for each full time person and record holidays worked as time and a half.
- * WE have resolved the issues with the paramedic time clock continually showing missed punches on overnight shifts. It is now recording accurately. The only adjustments needed are punches where the employee forgets to punch, and allocated time off for full-time employees.
- * IT was brought to our attention by GTM we need a better labor practice regarding our paramedic's Coordinator's salary and his hourly rate as a working paramedic. GTM has stated we are in violation of NYS Labor Laws with our current practice. There is no accountability of hours worked for salary. Presently he is writing the schedule and scheduling himself with no oversight. If we continue this practice we need a Resolution to give to GTM regarding this pay.
- * Payroll hours will no longer be manually put into the time- keeping system. The punch clock hours will be directly uploaded by GTM. This will save an abundance of time. It is the employees responsibility to check their hours for accuracy and

report any discrepancies to their Department Head for adjustment prior to payroll submission. The Department Heads are solely responsible for adjusting hours, allocated times, and missed punches for their employees. We will no longer make the adjustments. It will be our role to authorize the upload by GTM at 8:00 a.m. Monday morning prior to Thursdays' payday.

* Need for a written directive to **ALL employees** regarding their responsibility to view their worked hours for accuracy and the use of allocated time. They are to contact their department head immediately with any error. This is extremely time sensitive.

* **Resolution** stating the responsibilities of the employee and the Department Head to have payroll ready prior to 8:00 a.m. Monday morning of the pay week.

* Animal Control pay needs to be re-evaluated if possible to be salary or stipend. We have no way to enter the hours nor track the hours.

* Established standard work day hours for each elected official, appointed employee and hourly employee in writing for retirement reporting and accruals per request from GTM. I have not been able to find a list anywhere. GTM needs this in writing for each employee on the payroll.

* A Personnel Audit was brought up. Are we in compliance with Civil Service with all of our employees?

*Rewriting the Employee Manual, when will that be available? GTM needs a copy.

* Affordable Care Act reporting: working with GTM and the Insurance company to be in compliance. GTM will track our employees to determine who is eligible. There are several matters the Town Board needs to discuss. This also needs to be part of our employee handbook. Our Insurance representatives are here to explain this and its impact in depth.

Starting Monday, October 5, 2015 payroll will be electronically taken at 8:00am. Councilman Halliday suggested a mandatory training session if the employees are unsure on using the system.

RESOLUTION #231

REVISION OF EMPLOYEE MANUAL

A motion was made by Councilman Halliday and seconded by Councilman Brown and the following resolution was

ADOPTED AYES 5 Lucia, Brown, Halliday, Collura, Byrnes
 NAYS 0

RESOLVED that Town of Corinth Employees Manual be revised and rewritten by Public Sector HR Consultants, LLC at a cost of \$5,250.00.

Supervisor Lucia stated the following items were on file in his office:

- Republican Rally Invitation 10/3/2015
- Veterans Revolutionary Run for Veterans 5K
- Property Transactions for 9/1-9/7/2015
- Safety during ice and snow removal operations free seminar

Supervisor Lucia told the board to start looking forward to scheduling budget workshops for 2016. Budgets need to be completed by the end of October. Several dates were presented and the town board set October 15th as a scheduled tentative date.

Supervisor Lucia asked the board to re-appoint William Clarke as a member of Board of Assessment Review for a term of October 1, 2015 to September 30, 2020.

RESOLUTION #232

APPOINTING MEMBER OF BOARD OF ASSESSMENT REVIEW

A motion was made by Councilman Collura and seconded by Councilman Halliday and the following resolution was

ADOPTED AYES 5 Lucia, Brown, Halliday, Collura, Byrnes
 NAYS 0

RESOLVED David Woodcock is re-appointed to the Board of Assessment Review with a term to run from October 1, 2015 to September 30, 2020.

Public Input-

None

Town Board

Councilman Byrnes

Nothing

Councilman Halliday

Councilman Halliday spoke of the reval presentation from our town assessor last week. Councilman Halliday questioned whether we included in her contract that a reval would be part of her salary or if that wasn't the case. Supervisor Lucia agreed to pull the assessor contract and bring to executive session in the next meeting for review.

Councilmen Brown

Nothing

Councilman Collura

Nothing

Supervisor Lucia

Supervisor Lucia showed the town board the Emergency Action Handbook that was handed out and stated that it would be in the Supervisor's office if they would like to look through it. Supervisor Lucia stated that the Town of Corinth was the first town to establish an emergency evacuation plan in the county.

Supervisor Lucia provided the board a copy of an email from Matt Rogers stating that the county is planning to award a total of \$12,500 to the Village and Town of Corinth for proposed improvements at Reservoir Park, this is \$2,500 more than was requested.

Supervisor Lucia told the board that he was contacted by Senator Farley's office regarding the grant, for up to \$100,000 to replace the windows at the town hall as well as some additional projects at both the Town Hall and EMS building. Councilman Byrnes inquired on also including new front doors for the Town Hall with a card access system. Supervisor Lucia stated that he would get final confirmation from Farley's office in the coming weeks.

Town Clerk

Nothing

Code Enforcement

Mr. Hickok stated that they have started their yearly license renewals. Supervisor Lucia stated that there was a concern this week with a mobile home that was older than 10 years. Jim Martin stated that all the home needed was a HUD seal to be placed on a property.

RESOLUTION #233

MOTION TO ADJORN

On a motion by Councilman Halliday and seconded by Councilman Collura the following resolution was

ADOPTED	Ayes	4	Lucia, Brown, Halliday, Collura, Byrnes
	Nays	0	

RESOLVED that there being no further business at 5:46PM the Town Board adjourned.

Respectfully submitted,

Caroline McFarlane
Deputy Town Clerk