

Town Board Special Meeting Minutes
Town of Morristown
February 27 , 2024

Present: Supervisor, Frank Putman; Councilman Chris Coffin, by Zoom; Councilman, David VanArnam; Councilman Gary Turner; Councilman Shawn Macaulay.

Others Present: Jill Sullivan, Town Clerk

Called to Order: The meeting was called to order by Supervisor, Putman at 6:08 pm.

Pledge: Councilman Shawn Macaulay led the pledge, and it was said by all.

New Business:

Code Enforcement Officer Position Specifications: Supervisor Putman stated that \$50,000 has been budgeted for the salary. It was discussed and decided that the hours be set at 35 hours per week/Monday – Friday with flexible hours each day.

Assistant Bookkeeper/Deputy Court Clerk/Utility Billing Clerk Position Specifications:

It was discussed and decided that the salary for this position be set at \$40,000 per year/32 hours per week/Monday -Thursday. Judy suggested that payroll could be hired out. Councilman David VanArnam and Councilmen Gary Turner both use Complete Checks and would recommend them if that is decided. It was stated that the employee does not have to live in the Town.

There was discussion about insurance coverage and what could be offered to new employees. It was suggested that the Town pay 85% and the employee pay 15% of the premium for the employee. The employee will be responsible for 100 % of the cost to add a spouse or dependents onto the plan. Councilman Gary Turner suggested meeting with Insurance Agent Lee Staelens, to determine the best plan. Councilman Chris Coffin suggested a buy out program if the employee does not take the insurance.

The Employee handbook was reviewed for sick, personal and vacation time. Sick and Personal time will remain the same as stated in the handbook. Vacation time will change to 1week for 1-3 years, 2 weeks for 4-6 years and 3 weeks for 7 plus years.

The Council has set a probation period of one (1) year with performance evaluations performed at 3, 6, and 9 months and an annual one as well. The Supervisor and Deputy Supervisor will perform the 3- and 9-month evaluations, and the full Council will perform the 6 month and annual evaluations.

These updates/revisions will be added to the employee handbook.

Justice Court Records Review Report: Supervisor Putman stated he performed a Justice record review on February 21, 2024, and all records were found to be in order.

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MOTION

Councilman Shawn Macaulay made a motion to accept the Justice Court Record Review as presented. Councilman Coffin seconded the motion.

**Vote: Councilman David VanArnam – Aye; Councilman Gary Turner – Aye; Councilman Chris Coffin – Aye; Councilman Shawn Macaulay – Aye; Supervisor Putman – Aye.
Motion carried 5 – Ayes.**

Adjournment: Councilman Gary Turner made a motion to adjourn the meeting seconded by Councilman David VanArnam. The meeting was adjourned at 7:15 pm.