

**Town of Morristown
Employee Handbook Meeting
April 22, 2014**

Present: Frank Putman, David VanArnam, Shawn Macaulay, Howard Warren

Also Present: Dean Hoffman, Wayne Moquin

Members of the Public Present: John Byrne

Supervisor Putman opened the meeting at 6:30 PM.

Public Comment: John Byrne, Republican candidate for Assembly introduced himself to the Board and briefly gave them his biography and goals for running for public office.

Business

1. Town Hall Study-The Board reviewed the engineers list of items the he is requesting from the church concerning the St. Johns Parish Center. Councilman Warren asked to have the asking price is included in the list. The clerk was directed to draft a letter for the supervisor to send requesting the items the engineer is looking for.

2. Salt Barn-Superintendent Hoffman reported that the rear wall uprights have deteriorated and are in need of replacement. He presented some quotes. The Board directed him to find out if the fabric replacement panel is warranted.

3. Mill Road- A question has arisen as to where the excepted 700 foot section of the road on the Town/Village portion ends. The Board directed the Superintendent to check.

4. Handbook

Working hours for individual employees: Court Clerk #1 Monday –Friday 9-4
Court Clerk #2 Monday -Thursday 9-4

Lunch period is defined as noon to 1 PM

Sick Time- 1 day per month accrued to a maximum of 65 days. Unused sick time will not be paid upon the employee voluntarily ending employment, termination or retirement.

Health Insurance Benefits- Health insurance will not be provided by the Town to non-union employees. It was acknowledged that one elected official and one salaried employee currently are receiving paid health insurance. Those positions are slated to lose that benefit in the future.

Handbook Items- Identified for discussion not addressed

Time Keeping Procedures

Firearms carried by Justices

Attendance and Absence-is there a conflict with the union contract?

Smoking what is Town Policy and where is it allowed?

Benefits, Vacation, Sick Leave, bereavement leave-separately defined for office employees

The meeting was adjourned at 8:15 PM buy Supervisor Putman.

Meeting minutes prepared and respectfully submitted by David Murray-Town Clerk