**MINUTES OF THE MEETING OF THE TOWN BOARD**

TOWN OF SANDY CREEK  
1992 HARWOOD DRIVE, PO BOX 52

SANDY CREEK, NEW YORK 13145-0052

**Date:** May 24, 2023

**Kind of Meeting:** Special Meeting

**Place:** Town Hall

**Board Members Present:** Timothy D. Ridgeway  **Others Present:**

John W. Wood, Jr. Tammy L. Miller

Nola J. Gove Brittany M. Washburn

Ruth E. Scheppard Meg Sprague

Dave Warner

**CALL TO ORDER:**

Supervisor Timothy D. Ridgeway called the meeting to order at 6:00 pm. This special meeting was called to discuss updating the employee handbook and repairing the cracked corners inside the Town Hall.

**RESOLUTION 58-23**

On motion by Ruth E. Scheppard, seconded by Timothy D. Scheppard, the following resolution was

**ADOPTED** - 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes the payment of the invoice from North Country Storage Barns for the gazebo.

**RESOLUTION 59-23**

On motion by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

**ADOPTED** - 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

0 No

**Whereas,** Town Justice Jonn T. Stoker recommends appointing Paulette Walker as Court Clerk,

**And Whereas,** Town Justice Terry E. Crast agrees,

**Resolved** that the Town Board of the Town of Sandy Creek appoints Paulette Walker as Court Clerk for the Town of Sandy Creek at an hourly rate of $16.00 per hour.

**RESOLUTION 60-23**

On motion by Ruth E. Scheppard, seconded by Dave Warner, the following resolution was

**ADOPTED** - 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek will provide the Highway Superintendent $1,000 per calendar year for clothing and safety shoes to be paid in two $500 increments in summer and in winter.

**RESOLUTION 61-23**

On motion by Ruth E. Scheppard, seconded by John W. Wood, Jr., the following resolution was

**ADOPTED** - 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes the bookkeeper to combine the SW1, SW2, and SW3 funds into one checking account.

The current employee handbook approved on March 10, 2010 needs updating. Many policies need updating and some need to be added. The Code of Ethics needs updating. The Town Board likes the one written in the Village of Tully’s handbook. The town’s travel policy needs to be added to the handbook. The procurement policy was recently updated. The investment policy needs to be found, updated, and added to the handbook. Employee benefits were discussed. No employee was authorized any paid time off in the past. However, part-time salaried employees and officials have been taking paid time off without request or approval. Personal, sick and vacation time needs to be addressed in the handbook.

The Clerk to the Assessor is concerned about being asked to cover the office until 3 pm, especially on Tuesdays, because she has worked only until 2 pm for most of her employment with the Town of Sandy Creek. She is open to being paid hourly. She is currently a salaried part-time employee.

The board agreed that part-time employees and officials should be paid for holidays that fall on their regularly scheduled workday and should not be taking a day off for holidays that they are not scheduled to work. The board is not in favor of giving part-time individuals personal time as they have regular weekdays off. The following vacation schedule was suggested for the handbook for full-time and part-time salaried and hourly office employees and appointed officials who work out of their Town Hall office the majority of their work week:

After 1 year of service 1 week paid vacation

After 3 years of service 2 weeks paid vacation

After 8 years of service 3 weeks paid vacation

After 13 years of service 4 weeks paid vacation

Official time sheets will be required going forward for all hourly employees and officials.

**RESOLUTION 62-23**

On motion by Nola J. Gove, seconded by John W. Wood, Jr., the following resolution was

**ADOPTED** - 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek will pay all part-time office staff hourly.

**On motion** by Nola J. Gove, and seconded by Ruth E. Scheppard, and carried unanimously, the meeting was adjourned at 8:38 pm.

Respectfully submitted,

Tammy L. Miller, RMC

Town Clerk