

December 10, 2019

State of New York
County of Fulton
Town of Oppenheim

Minutes of the Oppenheim Board meeting held on December 10, 2019 at the Oppenheim Town Hall located at 110 Route 331, St. Johnsville, NY 13452.

Present

Cynthia Breh	--	Supervisor
Patricia Haberek	--	Councilwoman
Kathleen Montana	--	Councilwoman
John Houle	--	Councilman
Dennis Yost	--	Councilman
Gloria Brys	--	Town Clerk
Scott DeNinno	--	Highway Superintendent

Absent

Dave Rackmyre	--	Codes Enforcement Officer
Ty Stowell	--	Dog Control Officer
Joanne Capek-Young	--	Bookkeeper

Supervisor Cynthia Breh called the meeting to order at 6:30 pm with Pledge to the Flag.

Bookkeeper Report

Joanne Capek-Young was absent but had a monthly report for the board members. Her report stated that the town needs to make a budget adjustment.

Patricia Haberek made a motion to accept the Bookkeepers report and Kathleen Montana seconded it and John Houle and Dennis Yost were in favor.

Dog Control Officers Report

Ty Stowell was absent and did not have a report. Supervisor Breh stated that Mr. Stowell will be meeting with Agriculture & Markets.

Codes Enforcement Officers report

Dave Rackmyre was absent but had a report for the board members. The total permit fees for the year are \$3,407.80.

He issued 2 new permits.

Mr. Rackmyre completed all 24 hours of classes to maintain his certified Codes Enforcement Officer license.

Dennis Yost made a motion to accept the Codes Enforcement Officers report and Kathleen Montana seconded it and Patricia Haberek and John Houle were in favor.

December 10, 2019 (cont)

Highway Report

Scott DeNinno stated that they have gone to one man plowing. Two trucks have one man and one truck has two men.

Mr. DeNinno said that he purchased signs for all the roads and all the traffic signs. The signs needed to be certain sizes.

The total CHIPS for the year is \$207,189.92. \$175,007.12 is for the material for the roads. \$32,182.80 for a reimbursement for the use of our equipment.

Mr. DeNinno stated that he will need to have money transferred in order to purchase salt.

Patricia Haberek made a motion to accept the Highway Report and Dennis Yost seconded it and Kathleen Montana and John Houle were in favor.

Town Clerk Report

Town Clerk Brys presented the monthly report for November.

Dennis Yost made a motion to accept the Town Clerks report and Patricia Haberek seconded it and Kathleen Montana and John Houle were in favor.

New Business

Supervisor Breh stated that there is a 0% increase in the Town of Oppenheim budget and the county has a 2 cent increase.

Supervisor Breh stated that Bill Reynolds put in the new time clock and also fixed the cameras. Mr. Reynolds stated that the cameras had been tampered with and that is why they were not working.

Supervisor Breh said that we will have a policy for the time clock because Scott DeNinno told the Highway Employees not to punch the clock until there was a policy.

Supervisor Breh called a 5 minute recess at 7:00 pm

Supervisor Breh called the meeting back to order at 7:05 pm

Attorney Girvin

Supervisor Breh had Attorney Girvin on speaker phone because Scott DeNinno had stated before that the Procurement Policy that was passed on August 20, 2019 was not legal

Attorney Girvin explained the Procurement Policy to everyone at the meeting and stated that the policy is legal.

After Attorney Girvin hung up, Brian Miller stated that when he gets quotes, they always go with the lowest quote.

Supervisor Breh stated that she recommends raising the limits that the Superintendent can spend without approval from \$1,000 to \$2,500.

December 10, 2019 (cont)

Motions

Motion made by Patricia Haberek and seconded by Dennis Yost to approve the 6 Hour Standard Work Day for Linda Peets, Peter Stone and Gloria Brys who are elected officials .

Adopted

Ayes - 5 Haberek, Yost, Montana, Houle, Breh

Nays - 0

Motion made by Patricia Haberek and seconded by Kathleen Montana to transfer the following

1. To: A3510.4 Dog Control C/E \$1,000.00
From: A1990.4 Contingency \$1,000.00

2. To: A1220.4 Supervisor C/E \$200.00
From: A1990.4 Contingency \$200.00

Adopted

Ayes - 5 Haberek, Montana, Yost, Houle, Breh

Nays - 0

Motion made by John Houle and seconded by Kathleen Montana to transfer the following

- To: DA5142.4 Snow Removal C/E - \$13,000.00
From: DA5142.1 Snow Removal P/S - \$13,000.00

Adopted

Ayes - 5 Houle, Montana, Haberek, Yost, Breh

Nays - 0

Approval of Minutes

Motion made by Patricia Haberek and seconded by Dennis Yost to accept the minutes of November 14, 2019 and November 19, 2019

Adopted

Ayes - 5 Haberek, Yost, Montana, Houle, Breh

Nays - 0

December 10, 2019 (cont)

Motion made by Kathleen Montana and seconded by John Houle to accept Resolution #41 which is the Town of Oppenheim Employee Time Clock Policy. It is as follows:

TOWN OF OPPENHEIM EMPLOYEE TIME CLOCK POLICY

The following regulations will apply when using the Town of Oppenheim employee time clock:

1. Employees are required to clock in, and must clock out when they go off duty. Employees are expected to complete their assigned shift.
2. Employees must begin working at their schedule time once they are clocked in. In event of a circumstance that the employee is not able to clock in (i.e., the time clock is not working) the employee must notify the supervisor immediately by email, phone, verbally, etc., and begin their daily task.
3. The time and attendance system is calculated to the nearest quarter hour. No employee may clock in or out more than 7 minutes prior to, or 7 minutes after, his or her shift.
4. Employees may clock in at an earlier start time if approved by the superintendent.
5. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties. This does not include designated break times or restroom breaks.
6. Time recorded in the time and attendance system by hourly employees will be the work time paid. Hourly employees who have worked in excess of 40 hours per work week will be paid 1.5 times for any hours worked over 40 hours in a work week.

TIME CLOCK PROCEDURES

7. Time recorded by full-time employees must equal 40 hours per work week, consisting of actual time worked, compensatory time, or Full-time employees who have worked in excess of 40 hours per work week will accrue compensatory time at 1.5 times for any hours worked over 40 in the work week.
8. Prior approval from the employee's superintendent must be obtained before working more than 40 hours in a work week.
9. Any adjustments to the recorded time must be approved by the employee's superintendent and made with a timesheet adjustment form. Superintendents will be accountable for any manual changes submitted.

December 10, 2019 (cont)

10. Disciplinary action can occur for the following events:

Clocking in and out for other employees. This is considered gross misconduct and can result in both the employee and the person clocking them in or out to be terminated.

Adopted

Ayes - 5 Montana, Houle, Haberek, Yost, Breh

Nays - 0

Motion made by Patricia Haberek and seconded by Kathleen Montana to authorize payment of the vouchers.

Adopted

Ayes – 5 Haberek, Montana, Yost, Houle, Breh

Nays - 0

With no further business on a motion by Councilwoman Haberek and seconded by Councilwoman Montana the meeting was adjourned at 7:20 p.m.

Respectfully submitted,
Gloria J. Brys, Town Clerk