

Supervisor Meegan called the work session to order at 3:00 P.M. with the Pledge of Allegiance to the Flag.

ROLL CALL: Present - Sheila M. Meegan Supervisor
William P. Hanley Councilman
John Fenz Town Attorney
Jacqueline A. Felser Town Clerk
Matthew D. English Highway Sup't
John Gullo Code Enforcement Officer
Steven Tanner Town Engineer
Daniel Denz Police Chief
Lauren Masset Youth Service Coordinator
Laura Devine Human Resource Director
Kelly Keem Human Resource Director
Emily Josefiak Supervisor's Chief of Staff

Councilman Hart was not in attendance because he was meeting with Congressman Higgins.

Supervisor Meegan read the Fire Prevention Code instructing the public where to exit in case of a fire or an emergency.

HUMAN RESOURCE DIRECTORS – LAURA DEVINE & KELLY KEEM

- Update on time clock system
 - ✓ Sending emails today to employees with log-in information for employee self service portal
 - ✓ Sending emails to department heads regarding approval structure, time off and accrual information

CODE ENFORCEMENT OFFICER JOHN GULLO

- Collecting electrical & plumbing license fees for 2016
- Requested executive session for a personnel issue

TOWN ENGINEER STEVEN TANNER

- Change order for asbestos abatement at Kiwanis Center - more asbestos than what was anticipated; above grade was painted over and could not be seen; still the low bid even with change order; building is now cleared for demolition; Union Concrete has volunteered to use some of their equipment; Highway Department trucks will be needed to haul away debris

TOWN ATTORNEY JOHN FENZ

- Explained dedication of roads from new subdivision development

CHIEF DENZ

- Requested an executive session to discuss two personnel issues and two contractual issues

YOUTH SERVICE COORDINATOR LAUREN MASSET

- Breakfast with Santa was held Sunday, December 13th; YES volunteers worked hard to host the sold out event; special thanks to Highway Supt. Matthew English for donating coloring books, Senior Recreation Therapist of Senior Services Mary Josefiak for her help and Supervisor Meegan, Councilman Hart, Councilman Hanley and Town Clerk Jackie Felser for their continued support
- Registration for youth basketball and new program "Little Rascals" begins Monday, January 4th

COUNCILMAN HANLEY

- NYDOT project on Harlem Road – will be replacing the Route 400 overpass; should improve drainage at Harlem Road Park
- Working with an agency to improve workers compensation
- Received email from another agency offering to inspect town phone systems and look for ways to improve; Supervisor Meegan questioned if a request for quotes is needed; Town Attorney John Fenz stated the free audit could be done, but there will have to be a request for quotes for replacement work

SUPERVISOR MEEGAN

- Swearing in ceremony on January 2, 2016 at 2 P.M.; open house with offices open to the public

EXECUTIVE SESSION

Motion by Supervisor Meegan, seconded by Councilman Hanley, to recess to Executive Session at 3:20 P.M. to discuss two employee issues and two contractual issues.

Ayes: All

Noes: None

Motion Carried

The board members returned from executive session at 4:00 P.M.

The work session concluded at 4:00 P.M.

JACQUELINE A FELSER, TOWN CLERK