

**TOWN OF ASTATULA
MAYOR AND COUNCIL
SUMMARY MINUTES**



**COUNCIL WORKSHOP
THURSDAY OCTOBER 19, 2023
TOWN HALL**

Having been duly advertised as required by law, Mayor Mitchell Mack called the workshop to order at 6:34 pm. He led the Pledge of Allegiance.

Members Present:

Mitchell Mack, Mayor
Stephen Cross, Vice-Mayor
Gayle Sikkema
Orita Issartel
Zane Teeters

Also Present:

Graham Wells, Town Clerk
Wally Hoagland, Police Chief
Heather Ramos, Town Attorney

Roll Call was performed. A quorum was present although not required.

AGENDA REVIEW

There were no changes to the agenda.

NEW BUSINESS

DISCUSSION ON EMPLOYEE HR ISSUE.

Tracy Stephenson, the Building Services Clerk addressed Council and asked whether the town had a HR Department. She wanted to have the option of speaking to someone other than her immediate boss, the Clerk, or the Mayor. Vice-Mayor Cross said that she could talk to any council member at any time.

The town has liaison positions for the police, finance, public works, legal issues and economic development, but no liaison for Human Resources. Mayor Mack felt that there should be one and suggested that it would be added to the liaison responsible for Legal, Grants, Land Development Regulations and Ordinances. The current liaison for these is Councilman Teeters who said he would gladly accept the roll and assured that he would take it very seriously.

Clerk Wells stated that if any member of staff went to him with an issue or complaint, that it should be discussed with the department head first, before it was brought to council if necessary. This would prevent the department head's position being circumvented by the employee. Councilman Teeters said that it goes without saying but Clerk Wells said that it needed to be stated. As this was a workshop, no action could be taken, and it would come back to council at a future meeting.

FURTHER DISCUSSION ON HOLIDAY PAY FOR PART-TIME EMPLOYEES.

This issue had been discussed before and a proposal was put forward for part-time employees to be paid for the town's official holidays. Following discussion, it was agreed that a resolution adding this to the policy manual would be brought back to council at a future meeting. To be included in the resolution was they would be paid a pro-rated number of hours against full-time employees based on the number of hours that they were employed to work, mirroring the policy for sick leave.

As an example, an employee hired to work 32 hours per week would be paid for 6.4 hours (80% of a full-time employee being paid 8 hours). This would apply to employees other than police officers. Part-time employees would not be paid if the holiday fell on their day off.

DISCUSSION ON POLICY FOR EMPLOYEES OPTING FOR MEDICARE BENEFITS.

At the October regular council meeting, the Clerk brought a proposal to allow employees who are eligible, to have the choice to receive Medicare benefits in lieu of the towns group health insurance plans. The town would reimburse the employee's cost of Medicare Part B, a medigap supplement or advantage plan and Part D prescription plan.

This policy addition would save the town an estimated \$14,016.96 per year on health insurance premiums based on the expected cost for the Clerk from January 1, 2024 as shown below.

Medicare Part B	\$174.80
Medigap Supplement	\$246.55
Prescription Plan	FREE (this year)
Total Cost	\$421.35 per month

A motion was passed 4-1 at the meeting stating that if an employee wants to go on Medicare and the cost is less than what the town's insurance is, the town will reimburse them for their actual cost.

This agenda discussion was to add any further stipulations or provisions, such as proof of insurance and the benefit to part-time employees to the policy. Vice-Mayor Cross said that he paid his own premiums and claimed the cost on his monthly expense report. Councilman Teeters was opposed to the this as he did not like reimbursements. After further discussion, it was agreed that Vice-Mayor Cross would liaise with the attorney to draft the resolution for adoption at a future council meeting.

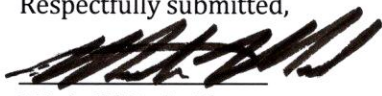
DISCUSSION ON THE MASTER AGREEMENT FOR RADAR SPEED SIGNS IN THE SCHOOL ZONE.

This item had been discussed at the October Council meeting; however, the board had not had opportunity at that time to review the Master Services Agreement with Sensys Gatso USA, Inc. The attorney had now redlined the agreement with her recommendations which had been accepted by Sensys with the exception of the requirement for the Town to indemnify and hold Sensys Gatso harmless.

She said that it was councils' discretion whether to move forward with the clause intact or not. After discussion, Vice-Mayor Cross said that he was not in favor and it was decided not to move forward with the project at this time.

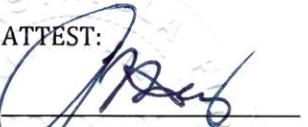
There being no further business the meeting was adjourned at 7:28 pm.

Respectfully submitted,



Mitchell Mack, Mayor

ATTEST:


Graham Wells, Town Clerk