

**COUNCIL OF TRAPPE SPECIAL MEETING MINUTES
EMPLOYEE HANDBOOK**

July 15, 2010

6:30 p.m.

Trappe Town Hall

A Special meeting of the Council of Trappe was called to order by President Robert Croswell at 6:30 p.m. Commissioners present were Richard Dorbin, Walter Chase, Rose Potter and Norm Fegel. Brynja Booth Town Attorney, Don English and George Ball were present. President Croswell stated that Mr. Christopher would also be sworn in tonight and that Ms. Booth would like to have an Executive Session after the meeting for legal advice. The meeting was opened with the Pledge of Allegiance.

SWEARING IN:

President Croswell swore in Mr. Robert Christopher to fill the vacancy on the Planning Commission and welcomed him aboard.

ORDER OF BUSINESS:

Resolution 5-2010 Employees Handbook:

President Croswell explained that the purpose of the Special Meeting was to review Resolution 5-2010 A RESOLUTION OF THE COUNCIL OF TRAPPE ADOPTING A REVISED TRAPPE EMPLOYEE HANDBOOK DATED JULY 1, 2010.

The Employee Handbook was presented at the last meeting.

Commissioner Dorbin was concerned with some of the wording which was explained by Ms. Booth.

Commissioner Chase questioned Section 2.2 Employment Application on page 3 with the wording *where possible or practical, notices of vacant or newly authorized positions are circulated to all Town departments in addition to being advertised to the general public*. He felt that all vacancies should be advertised.

Commissioner Potter suggested that the words *possible or practical* be taken out and it was suggested that whenever a position becomes available it should be posted internally first.

President Croswell felt that the Council should decide whether it is appropriate to advertise or not.

Commissioner Fegel asked Ms. Booth if the town was obligated to advertise when there was an opening. Ms. Booth said that the Council should make the decision when and if they need to advertise. She stated that there are times when even if a position can be filled within another outside applicant may be better qualified for the position.

Motion was made by Commissioner Dorbin that it be mandatory to advertise.
Motion was seconded by Commissioner Chase.

Vote:

Richard – Y Rose – Y Bobby – N Walter – Y Norm – N

The vote was three to two so the words where *possible and practical* will be stricken.

Commissioner Chase said that on page 35 bullet 9 after the words (*Use, possession*) we should add *manufacturing*. Com. Chase also felt that when hiring employees that they are required to take a drug test, but he felt that it should be more than just a drug test, we should also include background check. Ms. Booth stated that we could add the words, the town reserves the right to have a background check and by submitting the application you are consenting to the town employment application form. Chief Ball felt that we needed to add (or as required by law).

Commissioner Potter said that on page 41 under records. (The Town Clerk will maintain the official files on all grievances, which shall be retained for two (2) years). Is that not for three years instead of two? Ms. Booth said that she would check.

Commissioner Chase asked about the drug testing for the town (employees), who started it, and how often is it done? There was a short discussion and Commissioner Chase was asked to look into the matter.

Mr. Don English stated that this was set up with Health Enhancement as a contract with the town. This is not a county office.

President Croswell said that under the Provision about Personal/Sick Leave Page 13 Section 3.3 there is some confusion. He described the way the vacation and personal days were earned and explained that the town makes no distinction between personal days and vacation days, which can be also used as personal leave. The decision was to delete “personal” from the title of Section 3.3 which will become “Sick Leave”, and to delete item 5 entirely.

The commissioners agreed to introduce the Resolution at the August Meeting with these amendments.

Motion was made by Commissioner Dorbin to go into Executive Session to obtain legal advice. Motion was seconded by Commissioner Fegel.

The executive session was adjourned at 7:47 p.m. All were in favor. There being no other business before the council, the special open meeting was adjourned.

Respectfully submitted:

Joedy Cecil, Clerk

Approved: Robert Crosswell, President