

**FINANCE AND BUDGET COMMITTEE
SEPTEMBER 17, 2020
CITY OF PLATTSBURGH COMMON COUNCIL CHAMBERS
MINUTES
4:15 PM**

Roll Call: Chair Councilor Kelly, Councilor Moore, Mayor Read

Others Present: Councilor Barbell, Councilor Gibbs, Councilor Brodi

Absent: Councilor McFarlin

1. REPORTS FROM DEPARTMENT REPRESENTATIVES AND DISCUSSION WITH COUNCILORS:

Councilor Kelly indicated that item #5 on this agenda and 7E on the Regular agenda will be withdrawn after much discussion with Managers and Council. Spoke about Item #6.

[further discussion ensued on item 6]

2. AGENDA ITEMS BROUGHT FORWARD FROM DEPARTMENTS TO BE APPROVED BY COMMITTEE AND RECOMMENDED TO COUNCIL:

1. Request that the Mayor is authorized to sign a renewal contract for Assessment Services under Section 1537 of the Real Property Tax Law with the County of Clinton a copy of the proposed contract is made part of the minutes of this meeting. The dates of the contract are January 1, 2021 thru December 31, 2023.
2. Request from Environmental Manager Jon Ruff that the Council hereby agrees to and authorizes entering into an agreement with the Town of Ausable to provide 3A chief operator services for approximately 20 hours per month at \$38.50 per hour, subject to approval of contract form by Corporation Counsel.
3. Request from the City Chamberlain to revise capital project H5110.58, 2016 Saranac River Trail – Phase II, to include the additional costs for completion of the project of \$648,096, bringing the total project cost to \$3,754,229, for which the City has a September 6th, 2016, bond resolution authorizing the issuance of \$2,570,000 of serial bond debt to pay for the completion of the project. The City will have a total debt issued on behalf of this project of \$1,810,363 per the project funding details, of which \$574,000 has been issued in 2017, leaving \$1,236,363 to be issued in 2020
4. Request from Director of Community Development Matthew Miller that the construction contract for “Saranac River Trail Phase 2” be awarded to the low bidder, Luck Brothers, Inc., in the amount of \$3,098,501.31 and authorizes the Mayor to execute all necessary documents.

Councilor Barbell withdrew Item #5 from this agenda and therefore it will be withdrawn on Regular agenda.

- 5. Request to adopt a Compensation and Benefit policy for all Managers of the City of Plattsburgh. The entire text of which has been distributed to and read by the members of the Common Council, is hereby enacted without the reading thereof and a copy is made part of the minutes of this meeting. **Item Withdrawn**

- 6. Request from the Common Council to encourage the Mayor to present a revised budget for 2021, prior to October 8th of this year, providing that the 2021 general fund budget be reduced by at least 10% overall, with reductions in wages and salaries primarily through retirements and that total no more than 5% of the General Fund budget

Councilor Kelly made motion to move items 1, 2, 3, 4 and 6

By Councilor Kelly; Seconded by Councilor Moore

(RC) Roll call: Chair Councilor Kelly, Councilor Moore, Mayor Read

3. OLD BUSINESS: None

4. NEW BUSINESS: None

Motion to Adjourn by Councilor Moore; Seconded by Mayor Read

(RC) Roll call: Chair Councilor Kelly, Councilor Moore, Mayor Read

(All voted in the affirmative)

MEETING ADJOURNED: 4:44 pm

(Version 09-16-2020. During Finance Committee meeting held 09-17-2020, Councilor Barbell withdrew this item.)

COMPENSATION AND BENEFIT POLICY FOR ALL MANAGERS OF THE CITY OF PLATTSBURGH

This Compensation and Benefit Policy for Managers shall replace and supersede all prior resolutions, policies, procedures, salary schedules, promises and agreements containing the terms and conditions of employment of Managers hired by the City of Plattsburgh. No City representative shall have the authority to offer any Manager any benefit not consistent with this policy. This policy may be modified or revoked by the Common Council at any time.

APPLICATION OF THIS POLICY

This Compensation and Benefit Policy for Managers shall apply to all full time employees of the City of Plattsburgh occupying titles not represented by a recognized or certified employee organization as that term is defined in NYS Civil Service Law Article 14 (hereafter “Managers”). This Policy replaces and supersedes the Level 1 Manager Agreements as well as the salary and manager benefits for the managers in the Police Department, Fire Department and Building Inspector’s Office. This Compensation and Benefit Policy shall not apply to part time, seasonal and temporary employees or elected officials.

MANAGER EMPLOYMENT

Managers shall at all times perform all of the duties required of their position as set forth in the applicable civil service job description to the best of their ability. In carrying out their duties and responsibilities, the Manager shall comply with all city policies, procedures, rules and regulations, both oral and written.

WAGES

There shall be no salary schedule for Managers and the salary of each Manager shall be set by the City every year. At the time of hire of a Manager, the Manager’s salary shall be determined by the Mayor, subject to confirmation by the Common Council. Annually, the Mayor shall recommend a salary for each Manager for the following year in his proposed budget. The Common Council shall set the salary of each Manager as part of the budget approval process. There shall be no salary schedule for Managers and Managers shall not receive any longevity payments.

Salaries shall be paid bi-weekly and shall be subject to mandatory employment deductions.

VACATION

(A) Managers covered by this policy shall be entitled to 10 working days' vacation during each of their first five years of continuous service. After five years of continuous service, such Managers shall be entitled to 15 working days of vacation. After 10 years of continuous service, such Managers shall be entitled to 20 working days' vacation. After 20 years of continuous service, such Managers shall be entitled to 25 working days' vacation

(B) Vacations shall be taken in the year during which the Manager becomes entitled thereto, and no part of such vacation leave in excess of 5 days may be carried over to the following year without the prior written consent of the Mayor, which consent shall be requested prior to the first day of January of the year into which the vacation leave is to be carried over.

(C) Managers covered by this policy shall receive payment for no more than 5 unused vacation days upon separation.

(D) A Manager hired after January 1, during any given calendar year, will initially receive a prorated amount of vacation days to be used that calendar year based upon the number of days remaining in the calendar year in which he or she is hired. The following January 1, and every January 1 thereafter, a full year's worth of vacation credits shall be allotted based upon the Manager's length of service.

SICK LEAVE

(A) A Manager covered by this policy shall be granted 12 working days per year of sick leave. The Mayor may require a physician's certificate for any absence of more than 2 consecutive days. Should the Manager fail to produce such a certificate when required by the Mayor, the Manager shall not be permitted to charge sick leave for the absence.

(B) A Manager may accumulate up to a total of 60 days of sick leave.

(C) Sick leave shall for all purposes be considered as continuous service, but, in the event of termination or separation of employment for any reason, unused and accumulated sick leave shall be cancelled.

(D) No payment of unused and accumulated sick leave will be made.

(E) A Manager hired after January 1, during any given calendar year, will initially receive a prorated amount of sick leave to be used that calendar year based upon the number of days remaining in the calendar year in which he or she is hired. The following January 1, and every January 1 thereafter, a full year's worth of sick leave shall be allotted.

(F) In the event of a death in the immediate family of an Manager (defined herein as the: spouse, parents, stepparents, children, sister, brother, grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchildren, step-brothers, step-sisters, half-brothers, half-sisters), the Manager shall be granted three (3) consecutive work days' leave of absence with pay for the days he/she would otherwise have worked to make household adjustments or arrange to attend funeral services. The Mayor may require proof of death and/or proof of relationship.

(G) A Manager shall be entitled to a one (1) day leave of absence with pay to attend funeral services in the event of the death of an aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. The Mayor may require proof of death and/or proof of relationship.

MILEAGE

Managers required to use private motor vehicles for city business will be reimbursed for mileage at the then current IRS rate.

HOLIDAYS AND PERSONAL LEAVE

(A) All Managers covered by this policy shall be entitled to receive time off for each of the following 12 holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Eve Day
Christmas Day

(B) All Managers covered by this policy shall be entitled to (2) days of personal leave per year which shall not carry over to the following year. Use of such personal leave shall be subject to written approval by the Mayor, which approval shall not be unreasonably withheld. Upon separation, no payment of unused and accumulated sick leave will be made. A Manager hired after January 1, during any given calendar year, will initially receive a prorated amount of personal leave to be used that calendar year based upon the number of days remaining in the calendar year in which he or she is hired.

RETIREMENT HEALTH INSURANCE

(A) To be eligible for City provided health insurance during retirement, a Manager must retire pursuant to the rules and regulations of the applicable NYS retirement system, have 20 years of service credit with the City and have reached age 55 prior to retirement from the City. The City will provide single, two-person, or family coverage until the Manager becomes eligible for Medicare or the death of the Manager, whichever shall first occur, at which time the City will no longer provide any coverage to the Manager, his/her spouse or any dependents. Notwithstanding the foregoing, the spouse of an eligible retiree shall only receive coverage until the spouse becomes eligible for medicare or the death of the retiree, whichever shall occur first, at which time the City will no longer provide coverage.

(B) Managers that qualify for retiree health insurance as set forth above, shall contribute toward the applicable healthcare premium at the same rate as such Manager contributed as an employee at the time of his retirement.

(C) The City shall determine the plan or plans to be made available to retirees.

ACTIVE MANAGER HEALTH INSURANCE

(A) The City will provide health insurance coverage to Managers, their spouses, and/or their dependents. Managers shall contribute 22.5% of the applicable health insurance premium through payroll deduction. The City shall determine the plan or plans to be made available to Managers.

(B) Managers who opt out of the City's health insurance program shall receive \$1000 if eligible for individual coverage, \$2000 if eligible for two-person coverage, or \$2500 if eligible for family coverage, payable the first pay period in December. Those opting out must provide proof of alternative coverage. The decision to opt out shall be made by November 30 of the year preceding the opt-out year.

(C) The City will provide health insurance coverage to the verified domestic partner of a Manager under the same conditions that the City provides such coverage to the domestic partners of other employees.

CLOTHING ALLOWANCE

Managers covered by this policy, other than Managers of the police and fire departments, will not receive a clothing allowance. Managers of the police and fire departments covered by this policy shall receive the same clothing allowance as the employees they supervise receive pursuant to the applicable collective bargaining agreement.

JURY DUTY

Managers covered by this policy shall be granted the necessary time off, with pay, to perform jury duty. Managers serving jury duty shall report to work if excused from service prior to noon.

EFFECTIVE DATES

This policy shall be effective December 31, 2020.