

**MINUTES  
TOWN OF MONTVERDE  
SPECIAL COUNCIL MEETING**

**February 15, 2017**

The Council of the Town of Montverde met in special session on Wednesday, February 15, 2017 at 6:30 pm in the Mayor's Office at Town Hall.

**Council Members Present:**

President, Jim Peacock  
Vice President, Jim Ley  
Billy Bates  
Glenn Burns  
Judy Smith

**Staff Present:**

Graham Wells, Town Clerk  
Terry Burden, Public Works Director  
Anita Geraci-Carver, Town Attorney

Mayor Wynkoop called the meeting to order at 6:31 pm and led the Pledge of Allegiance.

Roll call was performed, and it was determined that a quorum was present.

**MINUTE APPROVAL**

There were no minutes for approval.

**NEW BUSINESS**

**REVIEW OF THE PROPOSED CHANGES TO THE BENEFIT PACKAGE FOR TOWN EMPLOYEES AND THE EMPLOYEE MANUAL**

The Mayor opened the meeting to go through each page of the employee manual. The changes are as follows.

2.1 The word 'may' changed to 'shall' on line 2 and also 'depending on the position' added for written examinations, pre-employment drug testing and performance tests, line 4 and 5. Anita said that drug testing could not be made mandatory for certain positions such as Town Clerk.

3.2 (6) Refusing to obey 'instructions' to be replaced with 'lawful commands or orders'.

3.2 (8) 'Fighting' to be replaced with 'physical altercation'.

3.2 (9) 'at any time' to be replaced with 'while representing the Town'.

3.2 (10) 'unless authorized by supervisor' to be added to the end of the paragraph.

3.2 (13) without 'Town' to be replaced with 'Supervisor' authorization.

5.1 Anita said that the annual resolution is when the Council approves the budget.

5.2 This paragraph is confusing and Anita is going to get with the HR attorney for clarification.

5.3 The comments brought up in this section are not now relevant as later in the meeting it was decided to revert from vacation and sick time to PTO.

5.4 now 5.5 Holiday Pay – New Year's Eve was substituted for Veterans Day which normally falls on or around Montverde Day.

### **SHORT TERM DISABILITY INSURANCE COVERAGE FOR FULL TIME EMPLOYEES**

*Cathy Bateham* from Colonial Life Insurance outlined the details and costs of Short Term Disability Insurance for full time employees. The insurance covers sixty percent of the employees wage or salary for a six month period if a General Physician signs off (for any reason) that the employee cannot go to work. There is a fourteen day elimination period before the insurance is paid and a thirty day wait period from the date the policy is in force to when the first claim can be made.

The premium for coverage is based on the age and wage of the employee. *Ms. Bateman* suggested that \$50.00 be given to each employee to be used for Short Term Disability and also accident insurance if there was money left over. The total premium cost to the Town would be \$3,000.00 per year. She added that once the policy was in force that the premiums would not go up. Although the policy is a guaranteed issue if there were at least three people in the group, there was a one year period before benefit would be paid on a preexisting conditions.

*Councilman Ley* said that the benefit for higher paid employees would not be as much for the lower paid and that whatever the cost of the benefit is for each employee, the Town should pay the premium. It should be sixty percent of each employees wage or salary.

A motion was made by Councilman Bates to set up \$50.00 for each employee for Short Term Disability Coverage which was mandatory and any premium not used could go towards accident coverage.

**MOTION by Councilman Bates to approve \$50.00 for each employee for Short Term Disability Coverage; SECONDED by Councilwoman Smith**

**For: Bates, Burns, Ley, Peacock, Smith**

**Against: None**

**Absent: None**

**MOTION CARRIED 5-0**

*Mayor Wynkoop* said that with the Short Term Disability Coverage in place, the Town could revert back from Vacation and Sick time to PTO. Anita would get with the HR attorney with the issues brought up throughout the meeting and the manual would be amended to take account of the changes.

*The Mayor* also brought up the subject of moving our code enforcement from the Town Code Enforcement Board to a Special Magistrate. After some discussion a motion was made by Councilman Ley.

**MOTION by Councilman Ley to authorize the Mayor to research the use of a Special Magistrate for Code Enforcement; SECONDED by Councilwoman Smith**

**For: Bates, Burns, Ley, Peacock, Smith**

**Against: None**

**Absent: None**

**MOTION CARRIED 5-0**

Being no further business a motion to adjourn was requested.

**MOTION by Councilwoman Smith to adjourn; SECONDED by Councilman Peacock**

**For: Bates, Burns, Ley, Peacock, Smith**

**Against: None**

**Absent: None**

**MOTION CARRIED 5-0**

Respectfully submitted,

  
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Joe Wynkoop, Mayor

  
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Jim Peacock, Council President

ATTEST:

  
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Graham Wells, Town Clerk

