**MINUTES OF THE MEETING OF THE TOWN BOARD**

TOWN OF SANDY CREEK  
1992 HARWOOD DRIVE, PO BOX 52

SANDY CREEK, NEW YORK 13145-0052

**Date:** January 24, 2024

**Kind of Meeting:** Special Meeting

**Place:** Town Hall

**Board Members Present:** Timothy D. Ridgeway  **Others Present:**

John W. Wood, Jr. Tammy L. Miller

Nola J. Gove Brittany M. Washburn

Ruth E. Scheppard Meg Sprague

Dave Warner Michael C. Kastler

**CALL TO ORDER:**

Supervisor Timothy D. Ridgeway called the meeting to order at 4:32 pm. This special meeting was called to discuss the updates to the employee handbook.

The Town Board discussed doing the annual audits of the Town Justices, Town Supervisor, Town Clerk, Tax Collection, and Water Clerk.

Paid time off for covid was discussed as some highway department employees were sick with the corona virus in December. Employees may not have to use their sick time for covid but must have a doctor’s note.

The updated draft of the employee handbook was reviewed section by section. Medical insurance for retired non-union employees was discussed. Any typos or added suggestions need to be emailed to Councilwoman Gove.

A special joint meeting with the Town of Richland will be held at the Town Hall on February 7th at 6 pm

**On motion** by Timothy D. Ridgeway, and seconded by Nola J. Gove, and carried unanimously, the meeting was adjourned at 7:08 pm.

Respectfully submitted,

Tammy L. Miller, RMC

Town Clerk