TOWN BOARD WORKSHOP
TOWN OF DUNKIRK
SEPTEMBER 22,2026

The Town of Dunkirk held a workshop meeting at 3:00 p.m. on Tuesday, September 22, 2026, at the West Town Fire Hall, 4741 Willow Road, Town of Dunkirk.

PRESENT: Shari Miller, Town Supervisor; Phil Leone, Councilmember; Jean Crane, Councilmember; Scott Pagano, Councilmember; Bob Price, Councilmember, Rebecca Yacklon, Town Clerk

EMPLOYEE HANDBOOK:

The workshop focused primarily on revising the employee manual and resolving policy questions concerning health-insurance buyouts, Medicare eligibility.

Benefits and handbook updates

- The yearly health-insurance buyout will be stated as **$1,200 per year**, with payment **prorated at the time of separation**.
- The Medicare-eligibility provision will state that a full-time employee who becomes Medicare eligible is no longer eligible for Town of Dunkirk health insurance and is instead eligible for the yearly buyout, paid at year-end or prorated at separation.
- The group reviewed the training language: pre-approved and mandated training will be paid at the employee's normal day rate, based on the employee's regular workday.
- Personal cell phone/text-messaging language was reviewed favorably.
- Inclement-weather language was identified as missing from the current draft.
- Multiple handbook versions are in circulation. The current draft includes additions such as the code of ethics, compliance policy, HIPAA notice, and eligibility language, while some provisions from older versions may have been removed.
- Before enforcing or revising the schedule, the group needs to determine which handbook version the employees received and signed.
- Reducing staff to 35 or 30 hours was discussed but not settled.
- Converting the positions to salary was previously discussed and not pursued.
- A proposed approach—not a final decision—was to limit regular daily hours and allow up to five additional hours only when court is in session, rather than allowing employees to extend court-related hours across weeks without court.

BESS LOCAL LAW

Supervisor Miller noted that since we just started another six-month extension on the BESS moratorium, we have some time now to correct Attorney Passafaros concerns and Councilmember Leone will making the updates.

ADJOURNMENT

Workshop dismissed at 4:20 p.m.

Respectfully submitted,

Rebecca Yacklon
Town Clerk