

**TOWN OF NEW LEBANON
RESOLUTION # XX, 2018
TOWN CELL PHONE POLICY
FEBRUARY 13, 2018**

At the Regular Monthly Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 13th day of February 2018, the following Resolution was proposed and seconded:

Resolution by _____

Seconded by _____

TOWN CELL PHONE POLICY

WHEREAS, all Full Time Highway Employees, including the Highway Superintendent, and some other Town employees need a cell phone for the purposes of their job, and;

WHEREAS, the only phone services needed for work purposes are calling, voicemail and texting capabilities, and;

WHEREAS, some employees would rather utilize their personal cell phone for purposes of their job instead of having two phones, one for personal use and one for work purposes and some employees would like to add features like data to their work phone even though these features are not needed for the purposes of their job.

NOW, THEREFORE, BE IT RESOLVED, that the Town authorizes a cell phone plan through the Town in the amount of \$30 per month for all Full Time Highway Employees and the Highway Superintendent with any amount that exceeds \$30 per month being paid by the employee via payroll deductions.

FURTHER BE IT RESOLVED, that if a Highway Employee or the Highway Superintendent chooses to utilize their personal phone for work purposes instead of having a phone through the Town, the Town agrees to reimburse the employee in the amount of \$30 per month via monthly voucher.

FURTHER BE IT RESOLVED, that the Town agrees to purchase a cell phone, car charger, wall charger and cell phone case upon hiring and after every 5 years of consistent employment with the Town for all Highway Employees and the Highway Superintendent and upon termination of employment with the Town, the phone and accessories remain the property of the Town and must be surrendered to the Town Clerk's Office or purchased by the employee from the Town at the current fair market value.

FURTHER BE IT RESOLVED, that the Town agrees to reimburse all other Town employees who utilize a personal cell phone for work purposes and publish

the cell phone number on the Town website, at the Town Hall and on Town business cards in the amount of \$30 per month via monthly voucher.

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Mark Baumli	_____
Councilmember Norman Rasmussen	_____
Councilmember Jesse Newton	_____
Councilmember Kevin Smith	_____
Supervisor Colleen Teal	_____

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: February 13, 2018

Tistrya Houghtling
Town Clerk
Town of New Lebanon