

Town Board Meeting

May 17, 2021

6:30 p.m.

Remote Meeting via www.zoom.com (id#: 89900900541 password 565696)

Present: Supervisor Aaron, Councilor Tucker, Councilor McCormack, Councilor Alexander, Councilor Legg, Attorney Smith

Also, Present: Sue Murphy, Kim Benda, Miranda Robinson, Allan Wellington, Paula Powell, Jason Gabak (Skaneateles Press), Chris Buff, Jacque McConnaghy, Rochele Locey, Brooke Williams, Keri Fey, Sandy D 'Arrigo, Steve Datz.

Highway, Water, Transfer Station: Highway Superintendent Allan Wellington reported in the Highway Department all plowing equipment had been removed from the trucks. They had completed 3600 feet of ditching along Sheldon Road, in preparation of paving and the Onondaga County Soil and Water District had been contacted for hydroseeding. They cleaned ditches on Albring Road, cleaned out a backed up cross pipe on Highland Avenue, installed a catch basin on O'Neil Lane, removed broken blacktop and cleaned ditches on Sugar Maple Lane and began to mow roadsides. In the Water Department new employee Brandon Mercado completed Water School in Cortland. They had replaced curb boxes on Jordan Road and State Street, repaired a water main rupture on County Line Road and all hydrants had been flushed in District #3. At the Transfer Station DeMarco continued to remove last years' mulch, security cameras had been installed and progress is being made on the Solar Farm installation.

Parks: Parks Manager Sue Murphy reported they continued to install the lights in the Austin Pavilion. They are preparing for the start of the Farmers Market and the boat launch. The Farmers Market starts Thursday May 27th. She reported the cameras are being installed in the Park and the wi-fi is up and running and being used by many people in the Park. She is continuing interviews for Playday councilors and lifeguards. They need lifeguards to open the swim area and it has been a struggle finding qualified candidates if they do not get additional lifeguards the swim area will not be able to open. They launched the new Parks Reservation Program last week and it has taken off.

Supervisor Aaron thanked Sue Murphy for the tulips she planted at the Town Hall. They were beautiful.

Staff Engineer: Staff Engineer, Miranda Robinson reported the Solar Farm is coming along steadily at the Transfer Station. There will be a presentation from True Green Capital and Solomon Solar at the next board meeting. They will be discussing next steps in how to get residents to sign up for the solar rebate.

The Water Department performed a fire flow test out along West Genesee Street last week. Also, the Annual Water Quality Report is posted online on the website.

Syracuse Innovations Group reported that the install of the cameras is nearly complete. The wi-fi and cameras have been installed and tested. We are currently waiting for assistance from the Village of Skaneateles Electric Department to hook us up in the park. We are also waiting on an

item from Verizon. Our IT group is working on setting up training with the vendor and then we are hoping to all be trained in what we would like to see from these data-analytic cameras.

Loan Closet: Supervisor Aaron reported Councilor Legg and Highway Superintendent Wellington had met with Jacque McConnaghy, and found a location to put a shed that will house the loan closet at the Highway Department site on Transportation Drive. Jacque McConnaghy reported she received quotes from 4 companies for a 10'x20' shed:

Tyson Backyard Outfitters	\$5,322.50
Syracuse Sheds	\$5,263.92
Fred's Sheds	\$4,595.00
Tuff Shed	\$6,300.00

She explained these quotes were received in April. Tyson's price would increase by 30% for an additional material surcharge, the others would guarantee the quotes from April. Fred's Sheds would be the lowest cost and guaranteed a delivery date of September. Ms. McConnaghy recommended to purchase the 20'x10' shed from Fred's Sheds with Highway Superintendent Wellington's review and approval of the plans and building materials.

She reported they had cleaned out some of the older medical equipment in the current Loan Closet. The new Loan Closet shed will be smaller than the space they are currently using.

Jacque McConnaghy reported they sent out the Playday registration forms to her outreach families. The Outreach Department has money to offer scholarships to children this summer. They are continuing to work remotely with their clients and plan to be back in the office in July, when the Food Pantry reopens.

Supervisor Aaron asked Bookkeeper Fey if the Outreach budget could support the purchase of the shed. Bookkeeper Fey stated, yes, the general fund would support the Outreach purchase of a shed for the Loan Closet. Jacque had received four quotes which meets the requirements of the Town's Procurement Policy.

Councilor Tucker asked about the quality of the building material and if she had contacted the company where the Town purchased the shed for the boat washing station. That shed was constructed well and at a low cost. Councilor Tucker asked to get another quote from that company. Jacque McConnaghy said she would contact the company and get a quote.

Supervisor Aaron stated the Town Board could schedule a special meeting to review these quotes and decide once Jacque receives the additional quote. This will allow Highway Superintendent Wellington time to review the quotes as well.

Minutes of May 3, 2021 and May 6, 2021: On a motion of Councilor Alexander, seconded by Councilor Tucker, and with a (5-0) affirmation of the Town Board the minutes of May 3, 2021 and May 6, 2021 were accepted as presented.

Chase Design Presentation – New Town Signage: Supervisor Aaron reported Chase Design had been working with Sue Murphy and Councilor Alexander on new Town signage. Rochele Locey and Brooke Williams are here this evening for a presentation on the proposed new Town signage.

Councilor Alexander stated the project started out looking at the Parks signage and grew to look at all the signage in the Town. It grew into an all-encompassing branding for all Town Departments. Currently most of the signage is different, for example the Town Hall signs are different than the sign design at the Transfer Station. This proposal is to bring a continuity to all the signs in the Town. Chase Design had done a great job creating a complete package for the Town to consider.

Rochele Locey with Chase Design thanked Councilor Alexander and Parks Director Sue Murphy for all they had done with this project and she stated how much they had enjoyed working with the Town.

Brooke Williams reviewed the current signs in the Town, focusing on the Parks. They reviewed the site audits they performed in the Parks displaying the current signs and their poor condition. She reviewed the secondary signs and additional signs that would be replaced in the Parks. The areas in the Town they are proposing the new signs is Austin Park, Charlie Major Nature Trail, Skaneateles Falls, Skaneateles Boat Launch, Transfer Station, Highway Department, Town Hall, Mable Reynolds Nature Preserve and the Skaneateles Conservation Area. This will have a large impact on the Town. This cohesive signage system will help show what areas are the Town of Skaneateles.

They reviewed the signage and brand designs. Brooke Williams stated the new branding design incorporates the lake, the colors of the land and the sea. She reviewed the structure of the signs. The signs would be made of wood laminate and black metal to enhance the structures in the park, such as the fencing and light posts. She reviewed the logo and the emblem design. This logo can be designed to any specific area. The new logo and design could be used to update the website and printing material, such as letterhead and envelopes.

Councilor Alexander stated this was a quick overview for the Board to review. The current logo and signage do not go together throughout Town facilities. This new logo will pull in all the areas and facilities in the Town. This new design is fresh and well done. The current Town logo has the teal as a focal point and most people do not know the significance of the teal to the Town of Skaneateles, it is time for a new look.

Supervisor Aaron agreed, it would be nice to see the consistency. Councilor Alexander reviewed the construction material proposed by Chase Design. The material is “graffiti proof”, it could be cleaned off very easily and maintenance would be minimal.

Supervisor Aaron stated the next step in this process would be for the Board to approve the Additional Signage Addendum presented by Chase Design to include the additional signage design for the Town.

Councilor Alexander stated the initial quote was for the Parks and Skaneateles Falls. This addendum adds the other Town departments and facilities. This additional cost for the design is \$10,150.00. This addendum would be for signage for the following: Transportation Center, Transfer Station, Skaneateles Town Hall, and the Conservation Areas

Councilor Tucker asked about the size of the new signs. The sign they showed for the entrance to Austin Park looks quite a bit larger than the old sign. Should this be considered and should we talk to the Village regarding their sign regulations.

Brook Williams stated measurements were taken of all the current signs. The Austin Park entrance sign presented is the same in length and width as the old sign. The difference is in the curve at the top.

Councilor Tucker asked where the funding would come from in the budget. Budget Officer Winkelman stated the additional funding would come from the general fund contingency line. When the signs go into production is when the Town will have to look at banding for the funds.

Councilor Alexander stated this could be all part of the Austin Pavilion renovations and could be bonded together.

Councilor McCormack asked, does the Village have to approve these signs. Councilor Alexander stated yes, they would have to apply for a permit from the Village.

Councilor Alexander stated there will be the history built into the signage. To give some history on the buildings and locations in the Town.

Councilor Legg stated this is a great Town package and the logo is wonderful.

Councilor Tucker asked about the quote for the additional maps of the Conservation Area. Councilor Alexander stated this could be looked at separately. She would like to review all the trail maps in the town and do one cohesive package. One large map would be posted at Austin Park with information and list all the locations in the Park.

On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board, the Board approved the Additional Signage Addendum with Chase Design in the amount of \$10,150 to design signs for the Transportation Center, Transfer Station, Town Hall, and the Conservation Areas, this is a considered a type II action under SEQRA.

Brook Williams reviewed the proposal for the Skaneateles Conservation Area maps. Councilor Alexander stated she asked Conservation Committee member Mathew Leveroni to give a presentation to the Board at the June 7th meeting. He is a young college student who is heading up this project.

Councilor Alexander reviewed the map for the Conservation Area. Right now, they are focusing on the Conservation Area trails. Matthew Leveroni studied the trails for a school project. He is an environmental student at the University of Vermont in Burlington and put together a

comprehensive look at how we can tag the trails and create a map with Chase Design. These maps need to be redesigned and printed. The new maps will have a QR code to scan on a cell phone which will take you to the online version of the map. Councilor Alexander stated they are looking at approval from the Board to go forward with this project. The cost of this project would not exceed \$3,600. The funds are available from the Conservation Area maintenance fund.

On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the Board approved the proposal from Chase Design for maps of the Skaneateles Conservation Area not to exceed \$3,600, this is a type II action under SEQRA.

Future Uses of Austin Pavilion – Presentation and Community Input: Supervisor Aaron stated they had been meeting with Tim Johnson, Chad Rogers, and Bill Murphy. They are ready to schedule meetings with the community to get input on what could be done with the Austin Pavilion. The Board would like to schedule three meetings on the following dates and times: June 12, 2021 10:00 a.m., June 22, 2021 7:00 p.m., and June 23, 2021 7:00 p.m. (via zoom). At these meetings Chad, Tim and Bill will be there along with the Board to hear the communities' thoughts on the future of the Austin Pavilion.

Councilor Alexander stated these times give the community three different options. They could put an advertisement in the paper, post on Facebook and on the Town website.

On a motion of Councilor Legg, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the Board approved three dates for community input meeting on the future of the Austin Pavilion on June 12, 2021 10:00 a.m., June 22, 2021 7:00 p.m., at the Austin Pavilion and June 23, 2021 7:00 p.m. via zoom.

Mill Road Parking: Supervisor Aaron stated at the last Town Board meeting a Public Hearing was held regarding on Introductory Local Law C of 2021 “A Law Amending the Town Code of the Town of Skaneateles With Respect to the Parking of Vehicles on Town Roads”. A no parking zone was being proposed on the west side of Mill Road; 1050 feet, along the South bound lane of Mill Road. Beginning approximately 1800 feet south of the intersection of Crow Hill Road and the ending approximately 1300 feet North of the intersection of Old Seneca Turnpike.

Supervisor Aaron stated all the Board members had visited the site. She stated the area on Mill Road in question presents challenges for parking on both sides of the road. The Board could consider a no parking zone on both sides of Mill Road for a certain distance. This option would help with safety. The road is narrow and has a curve and a hill the causes safety hazards.

Councilor Legg stated he had visited the site and spoke with the owner. He stated Mill Road is only about 20-22 feet wide with poor site distance on both sides, along the stretch from the hill to the curve, parking on either side is unsafe. The success of Skaneateles Brewery and the Last Shot Distillery has been great, but we need to make the parking safe for their patrons and our residents. He would be in favor of no parking on both sides, outside the area that allows parking off the road. With the correct signage this could work. The west side could have no parking further south for safety.

Supervisor Aaron agreed.

Councilor Alexander agreed. This is an unsafe situation and there are 65 available parking spots on the site.

Councilor Tucker agreed. The road is too narrow and when parked on one side it only allows for one lane of traffic, which is a safety hazard. He stated it could be considered to make the no parking area a “tow away zone”. There is parking at either end of the Nature Trail that could be used.

Councilor McCormack asked if there were areas the owner could rent for parking. Councilor Legg stated the owner is working on that. Councilor McCormack agreed with the Board and their safety concerns and thought no parking on both sides is the better, safer option.

Highway Superintendent Wellington stated he had visited the site many times and the safest place for parking would be on the east side south of the curve and at the Nature Trail.

Supervisor Aaron stated since this would be considered a substantial change to the original Introductory Local Law C of 2021 the Board should reintroduce the amended Introductory Local Law D of 2021 and schedule another public hearing. The new Introductory Local Law D of 2021 should be redrafted and advertised. Attorney Smith agreed since it is not a minor change, and the public should have the opportunity to comment the Board should schedule another public hearing.

Councilor Alexander asked if it could be both a no parking and tow away zone. Attorney stated if it is a tow away zone it is definitely a no parking zone. If you pass a no parking zone it could be articulated in the signage what the consequence would be in this case it could be “vehicle towed at the owner’s expense”. You could decide now or later.

Councilor Alexander stated she would be in favor of the “tow away zone”. Supervisor Aaron and the Board agreed. The Board agreed to schedule a public hearing for Introductory Local Law D of 2021 and add the ‘tow away zone’ to the Introductory Local Law for no parking on both sides of Mill Road from the crest of the hill to the curve past the fire hydrant at the Brewery/Last Shot Distillery and eliminate the area where the residents at 4035 Mill Road park.

On a motion of Councilor Legg, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board, the Board scheduled a public hearing for Introductory Local Law D of 2021 “A Law Amending the Town Code of the Town of Skaneateles With Respect to the Parking of Vehicles on Town Roads”, and add the ‘tow away zone’ to the Introductory Local Law for no parking on both sides of Mill Road from the crest of the hill to the curve past the fire hydrant at the Brewery/Last Shot Distillery and eliminate the area where the residents at 4035 Mill Road park and in front of the Menapace property (Skaneateles Brewery/Last Shot Distillery).

Amendment to Highway 284 Agreement: Highway Superintendent Wellington stated he is requesting the Board approve the proposed amendment to the Town of Skaneateles Highway 284 Agreement. The additional 20% of State CHIPS funds is going to be released to the Towns. With this funding the Highway Department will be able to pave Butters Farm Road.

The amendment would read as follows:

May 17, 2021 Amendment

Permanent Improvements

On Butters Farm Road, commencing and ending on Jordan Road, a distance of .53 miles, expending no more than \$39,720.00.

On a motion of Councilor Tucker, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board, the Board authorized the following amendment to the 2021 Highway 284 Agreement: Permanent Improvements- On Butters Farm Road, commencing and ending on Jordan Road, a distance of .53 miles, expending no more than \$39,720.00.

Employee Handbook Update- Volunteer Firefighters/Emergency Responders: Supervisor Aaron stated at the last meeting the Board introduced the Employee Handbook Update-Volunteer Firefighters/Emergency Responders. The update was distributed to all employees for questions or comments.

Supervisor Aaron stated a comment was received from Highway employee and Union Steward Brian Buff which he stated the phrase “department head” should be “department head/highway superintendent. Councilor Legg made some changes to the proposed update and the Board agreed it should be “elected official”.

Supervisor Aaron stated a comment was submitted by Dana Pickering, Transfer Station Foreman asking when does the schedule come out? Would it be every 30 days? She stated in the handbook update it states the schedule would be distributed the month before. Dana also asked if the employee scheduled to respond on that day does not want to respond to the emergency call does the other responder get to respond. Supervisor Aaron stated this should be worked out within each department.

Councilor Legg stated, we are absolutely in support of any of our emergency responders and firefighters and the concern is with the small size of our departments, the loss of one employee could shut down a department. Most municipalities do not allow employees to respond during working hours or if they do, they are not paid. We are committed to our first responders.

On a motion of Councilor Legg, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board, the Board authorized the May 17, 2021 draft **Section 609** “Employee Handbook Update- Volunteer Firefighters/Emergency Responders” as presented.

*see attached.

Talcott Waterline Extension: Supervisor Aaron stated a request had been received for an extension to the Talcott Water District. The request is for 10 more properties on the west side of East Lake Road. The addition of 10 properties will help off set the cost of the project. The district is being solely funded by the members of the district. Engineer John Camp provided an update Map, Plan and Report to include the additional properties. A petition was submitted with the additional property owners and the original property owners stating they all agree to the additional properties. The 10 new property owners had signed the petition stating they agree pay their portion of the total cost of the project. The main does not need to be extended to serve this extension. This request would need to be referred to the Village and approved by the Village before the Town Board could close the public hearing and approve the extension.

Attorney Smith stated the Board could schedule the public hearing for the June 7, 2021 Town Board meeting and if the Village has responded they could make their decision, if the Village has not responded by June 7, 2021, they could either continue the Public Hearing or reschedule.

On a motion of Councilor Legg, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board, the Board referred the request, petition and Map, Plan and Report for an extension of the Talcott Water District to the Village of Skaneateles and scheduled the public hearing for June 7, 2021 at 7:15 p.m.

Skaneateles Highschool Request to use Austin Pavilion for Commencement in the Event of Inclement Weather: Supervisor Aaron reported a letter was received from the Skaneateles Central School requesting the use of the Austin Pavilion Sunday June 27th from 8:00 a.m. to 6:30 p.m. for their 2021 Commencement ceremony in the event of inclement weather.

Parks Director Sue Murphy stated she had no problem with this request. Supervisor Aaron stated the School should contact Sue Murphy regarding scheduling.

On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the Board approved the Skaneateles School's request to use the Austin Pavilion for the 2021 Commencement ceremony in case of inclement weather on June 27, 2021 from 8:00 a.m. to 6:30 p.m.

Skaneateles Fire Department Request to use Austin Park – Labor Day Field Days: Supervisor Aaron announced a request had been received from the Skaneateles Fire Department to hold the 2021 Field Days and Labor Day Parade at Austin Park and the Austin Pavilion.

The Skaneateles Fire Department stated in their request the Field Days would run Saturday September 4th and Sunday September 5th, with fireworks on Sunday night and the parade beginning at 2:00 p.m.

Supervisor Aaron stated it was good to see the Field Days returning this year. This request would waive any fee and waive the no alcohol regulation for the Austin pavilion.

On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board, the Board approved the Skaneateles Fire Department's request to use Austin Park for the 2021 Labor Day Field Days, September 4th and 5th, to waive any fees and waive the no alcohol regulation in Austin Pavilion only.

Conservation Area – Proposal for Equipment Tires: Councilor Alexander stated a piece of Equipment used by the Town of Skaneateles Conservation Committee needed to have new tires. This equipment was called the "billy goat". The cost of the tires would be \$416.20, and it would be paid for from the Conservation Area Maintenance budget.

On a motion of Councilor Alexander, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board, the Board approved the purchase of 4 new tire for the

Conservation Area's piece of equipment referred to as the "billy goat", at a cost not to exceed \$416.20.

Announcements/Correspondence/Updates

▪ *Grievance Day Procedures:* Clerk to the Assessor, Kim Benda reviewed the following procedures for the 2021 Grievance Day:

2021 Grievance Procedures

- Upon Arrival Sign-In at the BACK DOOR of the Town Hall and provide your cell phone number.
 - Please wait outside until you are called in to go before the Board of Assessment Review.
 - If you have an appointment with the Board of Assessment Review you will be called in at that time.
 - If you are arriving as a walk-in, you will be seen in the order as names appear on the Walk-In Sign-In sheet. If the BAR adjourns to a future date, you will be notified of that date.
 - **ALL** Grievance Forms (RP524) must be submitted by **8:00pm Tuesday, May 25th** to be eligible for review by the Board.
- *Letter – United Methodist Church:* Supervisor Aaron announced a letter we received from the Skaneateles United Methodist Church thanking Sue Murphy, Parks Director for all she does.
- *Letter – Chris Buff:* A letter was received from Chris Buff with concerns over the event center in her neighborhood.
- *Parks Laborer Position:* Supervisor Aaron announced the position for a Parks Laborer was still vacant. Anyone interested please contact Sue Murphy in the Parks Department.
- *Town of Skaneateles Seeking residents interested in serving on the Planning Board:* Supervisor Aaron announced the Town Board is still seeking interested residents to serve on the Town of Skaneateles Planning Board. Anyone interested please contact Julie Stenger, Town Clerk.

Public Comment: No comments.

Budget Amendments: On a motion of Councilor McCormack, seconded by Councilor Tucker and with unanimous (5-0) affirmation the following budget amendments were approved:

General Fund

\$ 85.00	Increase	085101.01.001.00	Comm. Beautification – P/S
\$ 85.00	Decrease	085104.01.004.00	Comm. Beautification – C/E

Additional costs for Parks Crew to work at Conservation Area

Highway Part Town Fund

\$ 24,000.00	Increase	051122.04.002.00	Chips Improvement
\$ 24,000.00	Increase	003501.04.000.00	State Funding - Chips

Additional CHIPS roads proposed through the Highway Superintendents 284 Agreement – additional funds were made available through State Funding

Abstract #21-02: On a motion of Councilor McCormack, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board vouchers #21-0499 - #21-0586 were authorized from the following funds:

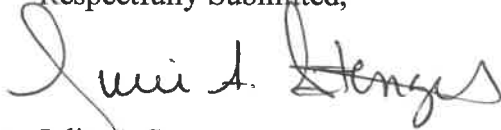
General Fund:	\$ 56,441.22	Highway:	\$ 6,490.60
Water:	\$ 24,363.11	Part Town:	\$ 3,656.10
Highway PT:	\$ 3,773.36	Sewer	\$ 1,613.93
T&A:	\$ 10,244.09		
TOTAL:	\$225,527.31		

Executive Session: On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 8:18 p.m. for attorney advice, property negotiations and potential litigation.

On a motion of Councilor Alexander, seconded by Councilor Legg the meeting was returned to open session at 9:08 p.m.

On a motion of Councilor Tucker, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned at 9:08 p.m.

Respectfully Submitted,



Julie A. Stenger
Town Clerk

609 Volunteer Firefighters / Emergency Responders

Policy – The Town of Skaneateles recognizes the importance of the support to our community provided by volunteer firefighters and emergency responders. To the extent possible, the Town will enable firefighters and emergency responders to answer emergency calls. In the event an employee is called upon to perform volunteer duties as a firefighter or emergency responder on a day the employee is scheduled to work, the employee will receive paid leave to perform such duties if so authorized. The employee may not leave the workplace until they have notified their appropriate supervisor.

Notification may be provided by text, email, voicemail, telephone conversation or in person. Depending on workload and safety, the supervisor may deny authorization to respond. The paid leave is limited to the extent of the employee's regular work schedule. Such leave will not be subtracted from any of the employee's leave credits. Time spent by the employee performing such duties, including driving to and from the scene, will not be included as time worked for purposes of computing overtime. The employee is required to return to the worksite upon completion of the emergency call and notify the department head of their return, unless such call ends after the end of the employee's scheduled work shift.

Documentation Requirements – The employee must account for all time spent responding to emergency calls on the employee's time sheet, including the time the employee left and returned to the worksite. The employee may be required to submit verification of the employee's attendance at such call.

Responding to Calls During Paid Leave – If the employee is on paid leave from the Town and the employee responds to a call, the employee will not receive additional compensation from the Town and the employee's appropriate leave time will still be charged.

Procedure for multiple responders in a department – Due to the few number of employees in each Town department, only one responder may be released to respond per department. If there is more than one responder in a department, the elected official/department head will assign a fixed rotation equally divided on a monthly basis for workdays among all responders. As examples, two responders would be scheduled for responses on alternating workdays or weeks, three would rotate every third workday or week, etc. The elected official/department head will provide a copy of the monthly schedule in advance of the month to all responders within the department. The employee is only permitted to respond on their assigned days. Any alteration from the assigned rotation must be approved by the elected official/department head.