

Agenda

April 1, 2024

at Piseco Common School

Town of Arietta

- Call to Order
- Roll Call
- Motion to approve minutes for the March 18, 2024 meeting
- Resolutions
 - 24-04-20 **Handbook Update**
 - 24-04-21 **Groomer Bid Award**

- **Snowmobile Trails – Grier**
- **Town Buildings / Grounds - Stobo**
- **Recreation / Website / Campsite - Wilt**
- **Lake / Dam / Cemetery - Rajca**
- **Finance / Airport / Internal Management / Insurance - Rhodes**
- **Superintendent / Report – Small**
- **Codes and Zoning – Lascola**

- **Old Business**

- **New Business**
 - TOA 2024 Subdivision Form Update
 - Hangar Lease

- Motion to accept the bills
- Motion to accept the financial statements
- Public Comment
- Designation of next Meeting Monday, April 15, 2024
- **Motion to adjourn**

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School on 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

April 1, 2024

Resolution # 24- 04 - 20

Subject: Update Employee Handbook

Resolution Offered By: _____

WHEREAS: the Town Board of the Town of Arietta is desirous of maintaining an up-to-date Employee Handbook which details current and accurate personnel policies and procedures, employee benefits, compliance policies, and other pertinent information governing employment related matters, and

WHEREAS: the Town Board has reviewed the adopted 2013 version of said updated Employee Handbook and has made determinations as to appropriate content, and

WHEREAS: after review and discussion, the Town Board has made changes in the Handbook as per the new wording that is outlined in the attached pages, therefore

BE IT RESOLVED: this 1st day of April, 2024, that the attached documents be adopted as changes to the official Employee Handbook of the Town of Arietta, and

FURTHER BE IT RESOLVED: that the Town of Arietta Town Board rescinds all prior passed resolutions regarding the attached outlined sections of the Handbook and approves the newly updated and revised changes to the Town of Arietta Employee Handbook as attached, and a copy of said changes shall be distributed, with a signed copy of this resolution, to all Town officials and employees.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jacquelyn Grier _____
John Rajca _____
Douglas Stobo _____
Christy Wilt _____
Christian Rhodes _____

Jacquelyn Grier _____
John Rajca _____
Douglas Stobo _____
Christy Wilt _____
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Jacquelyn Grier _____
John Rajca _____
Douglas Stobo _____
Christy Wilt _____
Christian Rhodes _____

Town Clerk

Date

102 Definitions

Town of Arietta – For purposes of this Employee Handbook, the Town of Arietta may be referred to as the "Town".

Town Board – For purposes of this Employee Handbook, "Town Board" will mean the Town Board of the Town of Arietta.

Elected Official – For the purposes of this Employee Handbook, "Elected Official" will mean and refer to any of the following elected officials of the Town of Arietta:

- Town Supervisor
- Town Board Members
- Town Justices
- Town Clerk
- Superintendent of Highways
- Receiver of Taxes

Town Supervisor – For purposes of this Employee Handbook, "Town Supervisor" will mean the Town Supervisor of the Town of Arietta. When referenced in this Employee Handbook, Town Supervisor shall also mean an individual acting with the Town Supervisor's properly designated authority.

Department Head – For purposes of this Employee Handbook, "Department Head" will mean the person in charge of any department, agency, bureau, unit, or subdivision of the Town of Arietta. This definition will be applicable in the event such person is serving in an acting, temporary, or provisional status in the position of Department Head. This term shall also include the Town Supervisor, where any individual must report directly to the Town Supervisor.

Supervisor – For purposes of this Employee Handbook, "supervisor" will mean the individual so designated by the Department Head to direct and inspect the performance of employees.

Employee – For the purposes of this Employee Handbook, "employee" will mean a person employed by the Town, including, but not limited to, an appointed official, an appointed member of a board or commission, Department Head, managerial employee, confidential employee, supervisory employee, provisional employee, probationary employee, temporary employee, seasonal employee, trainee, or student intern, but not an independent contractor.

Civil Service Law – For purposes of this Employee Handbook, "Civil Service Law" shall mean the New York State Civil Service Law and shall include the *Rules for the Classified Civil Service of Hamilton County*.

Hire Date – For purposes of this Employee Handbook, "Hire Date" will mean the date an employee begins working in exchange for wages. (Added for clarity 4/1/24)

Anniversary Date – For purposes of this Employee Handbook, "Anniversary Date" will mean the date an employee becomes a permanent employee upon successful completion

of their probationary period. The term 'Anniversary Date' is synonymous and interchangeable with the term 'Permanent Hire Date' (Added for clarity 4/1/24)

Permanent Hire Date – For purposes of this Employee Handbook, "Permanent Hire Date" will mean the date an employee becomes a permanent employee upon successful completion of their probationary period. The term 'Permanent Hire Date' is synonymous and interchangeable with the term "Anniversary Date" (Added for clarity 4/1/24)

103 The Purpose of this Employee Handbook

Statement of Purpose – The purpose of this Employee Handbook is to communicate the Town's personnel policies and practices to all employees and Elected Officials. It is extremely important that each employee understand the policies that relate to rules, regulations, procedures, practices, work standards, employment classifications, compensation, and benefits. **This Employee Handbook is not a contract of employment, express or implied, and should not be construed as such.** That is, employment can be terminated at any time at the will of either the employer or the employee, subject only to such procedural requirements as may be specified pursuant to New York State Civil Service Law, Town Law, or any other applicable law, rule, or regulation. The provisions and policies contained in this Employee Handbook are intended to supersede any and all prior manuals, guidelines or related policies issued by the Town of Arietta.

Unless otherwise required by law, the provisions of this Employee Handbook are for Town use only and do not apply in any criminal or civil proceeding. The Employee Handbook provisions shall not be construed as a creation of higher legal standard of safety or care. Notwithstanding the above, a violation of a Handbook provision may form the basis for administrative action by the Town and any subsequent judicial or administrative proceeding.

Plan Documents – Some of the subjects described in this Handbook are covered in greater detail in benefit plan documents or applicable laws governing the benefit, such as New York State Retirement Law for retirement benefits. This handbook only briefly summarizes those benefits. The terms of written insurance policies, benefit plans, and applicable laws and regulations control in all cases.

Previous Employee Handbook – Unless otherwise specified, this Employee Handbook supersedes and replaces any previous employee handbook or personnel policies issued by the Town concerning all policies contained herein.

Superseding Agreements – In the event an expressed and explicit provision set forth in a separate written agreement between the Town and an employee should conflict with any employee benefit, personnel policy, personnel procedure, or other provision set forth in this Employee Handbook, the expressed and explicit provision of that agreement will control. Otherwise, unless expressly excluded herein, this Employee Handbook will be applicable to all employees.

Questions – Any questions regarding any topic covered in this Employee Handbook should be directed to the appropriate Department Head.

800 EMPLOYEE BENEFITS

801 *Holidays*

Designated Holidays – The Town of Arietta will follow the designated holidays established annually by the Hamilton County Board of Supervisors.

Eligibility – A full-time employee is eligible for holiday pay at the employee's regular rate of pay **after completion of their probationary period and effective on their permanent hire date (aka anniversary date). (Revised 4/1/24)** A part-time, temporary, or seasonal employee is not eligible for holiday pay.

Holiday Observance – In the event a designated holiday occurs on a Saturday, the holiday will be observed on the preceding Friday. In the event a designated holiday occurs on a Sunday, the holiday will be observed on the following Monday.

Holiday Pay Requirement – Unless otherwise authorized, a FLSA non-exempt employee must work the employee's scheduled workday before and the employee's scheduled workday after a designated holiday in order to receive holiday pay.

Assigned to Work on a Holiday – A full-time FLSA non-exempt employee who is required to work on a designated holiday will receive holiday pay plus wages at one and one-half times the employee's regular rate of pay. A part-time, temporary, or seasonal employee who works on a designated holiday will be paid at the employee's regular rate of pay.

802 Vacation Leave

Eligibility – A full-time employee is eligible for paid vacation leave. A part-time, temporary, or seasonal employee is not eligible for paid vacation leave.

Allowance (Employees Hired Prior to July 1, 1999) – A full-time employee hired prior to July 1, 1999 will be credited with paid vacation leave in accordance with the vacation schedule below. Vacation Leave is based on the average number of hours an employee is normally scheduled to work each week. An employee may take vacation leave only after it has been credited. The employee will be credited on January 1 for the vacation leave earned during the previous year.

VACATION SCHEDULE EMPLOYEES HIRED PRIOR TO JULY 1, 1999	
After Completion Of:	Vacation Leave
1 year of continuous service	13 days
2 years of continuous service	14 days
3 years of continuous service	15 days
4 years of continuous service	16 days
5 years of continuous service	17 days
6 years of continuous service	18 days
7 or more years of continuous service	20 days

Allowance (Employees Hired On or After July 1, 1999) – A full-time employee hired on or after July 1, 1999 will be credited with paid vacation leave in accordance with the vacation schedule below. Vacation Leave is based on the average number of hours an employee is normally scheduled to work each week. An employee may take vacation leave only after it has been credited. The employee will be credited on January 1. A newly hired full-time employee will receive vacation leave depending upon the month in which the employee was hired as indicated below. The employee must successfully complete the probationary period before vacation leave is considered to have been earned.

VACATION SCHEDULE EMPLOYEES HIRED ON OR AFTER JULY 1, 1999	
Newly Hired Employee: If hired During the Months of	Vacation Leave Credited on following January 1
January – February – March	10 days
April – May – June	8 days
July – August – September	6 days
October – November – December	4 days
After Completion Of:	Vacation Leave Credited on following January 1
1 year of continuous service	10 days
5 years of continuous service	15 days
10 or more years of continuous service	20 days

Allowance (Employees Hired On or After April 1, 2024) – A full-time employee hired on or after April 1, 2024, will be credited with vacation leave in accordance with the Vacation Schedule below after successfully completing their probationary period and being given a permanent hire date (aka anniversary date). Vacation leave is based on the average number of hours an employee is normally scheduled to work each week. An employee may take vacation leave only after it has been credited. All earned vacation leave will be credited on January 1 in accordance with the Vacation Schedule below. (Added to clarify 4/1/24)

VACATION SCHEDULE EMPLOYEES HIRED ON OR AFTER APRIL 1, 2024	
Newly Hired Employee: If permanent hire date (aka anniversary date) falls during the month(s) of:	Vacation Leave Credited on the following January 1
January – February – March	10 days
April – May – June	8 days
July – August – September	6 days
October	4.25 days
November	3.5 days
December	2.5 days
After Completion Of:	Vacation Leave Credited on the following January 1
1 year of continuous service	10 days
5 years of continuous service	15 days
10 or more years of continuous service	20 days

Continuous Service – Continuous Service shall mean uninterrupted service. An authorized leave of absence without pay, or a resignation followed by reinstatement within one year following such resignation, shall not constitute an interruption of continuous service. Vacation is earned only for monthly pay periods during which an employee is in full pay status for at least fifteen working days during such monthly pay period.

Scheduling – An employee must receive prior approval from the employee’s Department Head to take vacation leave. The Department Head will have total discretion in the approval of vacation leave.

Accumulation – An employee **may not** accumulate vacation leave credits. Any vacation leave credits remaining unused at the close of business for the last payroll in December, which the Town Board establishes each year by resolution, will be cancelled.

Holiday During Scheduled Vacation – In the event a designated holiday occurs on an employee’s normal workday and the employee is on paid vacation, the employee will receive holiday pay for the day and the employee’s vacation leave credits will not be charged for that day.

Separation of Employment – An employee who resigns, retires or is laid off will receive cash payment for unused vacation leave to which the employee is properly entitled at the employee’s then current rate of pay. To be eligible to receive this payment, an employee

who is to resign or retire must give written notice at least two weeks in advance of the last day of employment. In the event an employee leaves employment due to disciplinary action, the employee will not receive a settlement for unused vacation leave. In cases of death of an employee, the Town will pay the employee's designated beneficiary for any unused vacation leave.

803 Sick Leave

Eligibility – A full-time employee is eligible to use paid sick leave after the completion of six months of continuous employment. A part-time, temporary, or seasonal employee is not eligible for paid sick leave.

Allowance – New Employee – A newly hired full time employee will be credited with eight hours of sick leave time per month, but will not be able to use such until they have 6 months of continuous employment with the Town of Arietta. Effective 5-5-2022 for new employees only

Accrual During Leaves of Absence – An employee will be credited with sick leave credits while on a paid leave of absence, but not while on an unpaid leave of absence.

Proper Use of Sick Leave – Sick leave is provided to protect an employee against financial hardship during an illness or injury. An employee may use sick leave credits for personal illness or injury that inhibits the employee's work or for personal visits to a doctor or dentist.

Family Sick Leave – An employee may use up to five days of sick leave credits annually for family illness or injury if the employee must provide direct care to an immediate family member. Such leave will be subtracted from the employee's accumulated sick leave credits. For purpose of family sick leave, "immediate family member" will mean the employee's parent, spouse or child, including step-child and foster child.

Accumulation – An employee may accumulate sick leave credits to a maximum of 720 hours, **at which time sick leave credits will not resume accumulation until the payroll following the payroll covering the period in which the employee falls below the maximum 720 hours. (Reworded for clarity 4/1/24)**

Medical Verification – The Town may require medical verification of an employee's absence if the Town perceives the employee is abusing sick leave, or has used an excess amount of sick leave, or when an employee is absent for more than three consecutive workdays due to an illness or injury. If an employee is on an authorized leave of absence, the provisions of the Family and Medical Leave Policy in this Employee Handbook shall apply.

Abuse of Sick Leave – An employee who, after investigation, is found to have abused the use of sick leave or falsifies supporting documentation, will be subject to disciplinary action.

Separation of Employment – An employee whose employment with the Town is terminated for any reason, including retirement, will not receive cash payment for unused sick leave. Effective 5-5-2022

804 Personal Leave

Eligibility – A full-time employee is eligible for paid personal leave after the completion of one year of continuous employment. A part-time, temporary, or seasonal employee is not eligible for paid personal leave.

Allowance – New Employee – Upon the one-year mark of continuous service from an employee’s permanent hire date (aka anniversary date), an employee will be credited with Personal Leave time in accordance with the Personal Leave Schedule below. An employee may use personal leave only after it has been credited. (Revised 4/1/24)

Allowance – Subsequent to First Year of Continuous Service – All Personal Leave will be credited on January 1 based on continuous service in the prior year in accordance with the Personal Leave Schedule below. An employee may use personal leave only after it has been credited. (Revised 4/1/24)

PERSONAL LEAVE SCHEDULE	
Newly Hired Employee: If permanent hire date (aka anniversary date) falls during the month(s) of:	Personal Leave Credited on the following January 1
January – February – March	5 days
April – May – June	4 days
July – August – September	3 days
October	2 days
November	1.5 days
December	1 day
After Completion Of:	Vacation Leave Credited on the following January 1
Each subsequent year of continuous service	5 days

Proper Use of Personal Leave – An employee may use personal leave credits to conduct personal business which cannot be conducted outside of normal working hours, bereavement, and for personal emergencies.

Scheduling – An employee must receive prior approval from the employee’s Department Head to take personal leave. The employee does not have to provide the reason for the use of personal leave. The Department Head will have total discretion in the approval of personal leave.

Accumulation – An employee may not accumulate personal leave credits. Any personal leave credits remaining unused at the close of business for the last payroll in December, which the Town Board establishes each year by resolution, will be cancelled.

Separation of Employment – An employee whose employment with the Town is terminated for any reason, including retirement, will not receive cash payment for unused personal leave.

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School on 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

April 1, 2024 at 5:00pm

Resolution # 24 – 04 - 21

Subject: **Authorize to Accept and Award the Bid for a 2008 Tucker Snow Cat Groomer**

Resolution Offered By: _____

WHEREAS: the Town Board received and opened bids at the regular meeting on March 18, 2024, for a used groomer, and

WHEREAS: the Town of Arietta has reviewed all bids submitted and will award the contract to Tweed Valley Travelers the lowest bidder for \$81,500.00 in accordance with the conditions of the award stipulated in their bid for a 2008 Tucker Snow Cat Model 2000 D1-28-6, Serial No. 2008R222, and

THEREFORE, LET IT BE RESOLVED: The Town Board, Town of Arietta does authorize the Town Supervisor to execute all necessary documents and contracts on behalf of the Town of Arietta with Tweed Valley Travelers for the purchase of the 2008 Tucker Snow Cat.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:	NOES:	ABSTAIN:	ABSENT:
Jacquelyn Grier _____	Jacquelyn Grier _____	Jacquelyn Grier _____	Jacquelyn Grier _____
John Rajca _____	John Rajca _____	John Rajca _____	John Rajca _____
Douglas Stobo _____	Douglas Stobo _____	Douglas Stobo _____	Douglas Stobo _____
Christy Wilt _____	Christy Wilt _____	Christy Wilt _____	Christy Wilt _____
Christian Rhodes _____	Christian Rhodes _____	Christian Rhodes _____	Christian Rhodes _____

Town Clerk

Date



TOWN OF ARIETTA
SMALL SCALE (MINOR) SUBDIVISION APPLICATION

An Adirondack Park Agency (APA) Jurisdictional Inquiry Form Determination from the APA is required before submitting this application. Form can be found at:

<https://apa.ny.gov/Forms/jiform.pdf>

Small Scale Subdivision - Less than five (5) lots intended to accommodate a single residential use, or less than three (3) multifamily residences, or a combination of the above totaling less than five (5) buildings. The Town of Arietta requires the filing of a Jurisdictional Inquiry Form with the APA prior to the application being considered by the Planning Board.

Omission of required information may delay approval by Zoning Officer and/or Planning Board.

DATE: _____ ZONE: _____ TAX MAP # _____

PROPOSED USE OF PROPERTY: i.e. SINGLE-FAMILY RESIDENCE, MULTI FAMILY RESIDENCE, COMMERCIAL, MOBILE HOME PARK: _____

LOCATION OF PROPERTY BEING SUBDIVIDED: _____

OWNER: _____

APPLICANT (IF DIFFERENT THAN OWNER): _____

ADDRESS OF APPLICANT: _____

TELEPHONE NUMBER OF APPLICANT: _____

REASON FOR SUBDIVISION: _____

PLEASE SUBMIT A MAP PREPARED BY A LICENSED SURVEYOR SHOWING THE FOLLOWING ON EACH PARCEL TO SCALE:

1. ENTIRE SIZE OF PARCEL, SIZE OF PROPOSED LOTS AND NORTH ARROW.
2. DRIVEWAYS, STREETS AND HIGHWAYS ON OR NEAR PROPERTY.
3. LAKE FRONTAGE, STREAMS OR WETLANDS ON OR NEAR PROPERTY.
4. EXISTING PRINCIPLE BUILDINGS, EXISTING ACCESSORY BUILDINGS, PROPOSED PRINCIPLE BUILDINGS, PROPOSED ACCESSORY BUILDINGS.
5. EXISTING SEWAGE DISPOSAL, PROPOSED SEWAGE DISPOSAL (DOH APPROVED), EXISTING WATER SYSTEMS, PROPOSED WATER SYSTEM.

WRITTEN CONSENT FROM OWNER MUST ALSO BE SUBMITTED IF OWNER IS NOT APPLICANT.