



TOWN OF ARIETTA

in
HAMILTON COUNTY, NY
toa@townofarietta.com

1722 State Route 8
PO Box 37
Piseco, NY 12139
TEL: (518) 548-3415 FAX: (518) 548-6203

Agenda

July 21, 2025

5pm at Piseco Common School
Town of Arietta

- Call to Order
- Pledge of Allegiance
- Roll Call
- Motion to approve minutes for the July 7, 2025 meeting

- Resolutions
 - 25-07-27 Transfer
 - 25-07-28 Snowmobile Contracts & Apply Grant Funding
 - 25-07-29 Donate Sick Time

- **Snowmobile Trails / Fuel at K09 – Grier**
- **Town Buildings / Grounds - Stobo**
- **Recreation / Website / Campsite - Wilt**
- **Lake / Dam / Cemetery - Rhodes**
- **Finance / Airport / Internal Management / Insurance - Rhodes**
- **Superintendent / Report – Small**
- **Codes and Zoning – Lascola**

- **Old Business**

- **New Business**
 - . Gov Domain

- Motion to accept the bills
- Public Comment
- Designation of next Meeting Monday, August 4, 2025
- **Motion to adjourn**

TOWN OF ARIETTA

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

July 21, 2025, at 5:00 pm

Resolution # 25-07-27

Subject: **Transfer of Funds**

Resolution Offered By: _____

WHEREAS: the Town of Arietta will give the Town Supervisor permission to make the following transfer of money:

General Fund

\$1,500.00 to #A0-4068-100, Vector Control Personal Expense
from #A0-4068-400 Vector Control Contractual Expense

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does approve the above transfers of money.

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

AYES:		NOES:		ABSTAIN		ABSENT:	
Jacquelyn Grier	_____	Jacquelyn Grier	_____	Jacquelyn Grier	_____	Jacquelyn Grier	_____
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

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

July 21, 2025 at 5:00 pm

Resolution # 25-07-28

Subject: **Approve Snowmobile Grooming Contracts and Apply for Grant Funding**

Resolution Offered By: _____

WHEREAS: the Town Board, Town of Arietta has applied in the past for grant funding for the grooming and maintenance of the Arietta Snowmobile Trails with the NY Office of Parks, Recreation and Historic Preservation, and

WHEREAS: the Town Board, Town of Arietta has decided to reapply for the 2025/2026 snowmobile season and continue to contract out four (4) different sections of trail and hire employees to maintain the remaining sections of trail, and

WHEREAS: these annual contracts are a necessary part of the Town's application requesting grant money from the NYS Office of Parks, Recreation & Historical Preservation for trail clearing, maintenance and grooming, and

THEREFORE, LET IT BE RESOLVED: the Town Board authorizes to issue the contract agreements for the 2025/2026 grooming season to the two snowmobile clubs and the Town of Inlet for four (4) trail sections and give the Town Supervisor permission to sign the necessary documents to apply for grant funding and execute the contracts.

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

AYES:	NOES:	ABSTAIN	ABSENT:
Jacquelyn Grier _____	Jacquelyn Grier _____	Jacquelyn Grier _____	Jacquelyn Grier _____
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

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

July 21, 2025, at 5:00 pm

Resolution # 25-07-29

Subject: Approve Volunteer Donation of Sick Leave Benefits for a Current Employee Experiencing a Major Illness with Extenuating Circumstances

Resolution Offered By: _____

WHEREAS: the Town of Arietta recognizes that a current eligible full-time employee has been affected by a major illness, resulting in a need for additional time off in excess of their available benefit time, which will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available, and

WHEREAS: there is not a current policy in place for donation of sick leave and some employees would like to be able to donate a portion of their accrued sick leave to said employee, and

WHEREAS: to address this need, all eligible employees will be allowed to voluntarily donate accrued sick leave hours from their unused balance to said co-worker in need of additional paid time off, in accordance with the attached outline, and

WHEREAS: if in the future the need arises, the Arietta Town Board will review the case, revisit this resolution, make updates that may be required, and if the employee is eligible, a new resolution will follow, and

THEREFORE, LET IT BE RESOLVED: that the Town of Arietta Town Board does approve the donation of accrued sick leave, as per the attached outline, for the said current employee and will revisit in the future if the need arises.

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

AYES:	NOES:	ABSTAIN	ABSENT:
Jacquelyn Grier _____	Jacquelyn Grier _____	Jacquelyn Grier _____	Jacquelyn Grier _____
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

SUBJECT: It's been noted that a full-time hourly town employee, due to a personal major illness, will exhaust their leave benefits and will otherwise be subject to a severe loss of income due to continuing absences from work. There is not a current policy in place for donation of sick leave benefits, and some employees would like to be able to donate a portion of their sick time to said employee. In lieu of a formal policy, the Town is being asked to consider a resolution to approve a volunteer donation of sick leave benefits for said employee, with the following requirements and understandings:

REQUIREMENTS:

Eligibility to Donate – In order to donate sick leave credits, the following eligibility criteria must be met:

- An employee must have a minimum sick leave credit balance of at least 120 hours after making the donation.
- Donations must be made in hourly units.
- Identity of donors may not be disclosed.
- Employees may not donate sick leave credits which would otherwise have been forfeited. (Refer to Section 803 Sick Leave - Accumulation)
- An employee who has submitted their resignation or retirement or who has received a notice of termination of employment cannot donate sick leave credits.

Eligibility to Receive Donations – In order to receive donated sick leave credits, said employee must meet the following eligibility criteria:

- Be a full-time hourly eligible employee.
- Absence(s) must be due to a non-occupational illness or disability for which medical documentation satisfactory to management is submitted as required. (Documented forms placed in personnel file)
- Said employee must exhaust all benefit leave credits. (Benefit leave credits are deemed to be exhausted if the employee has a balance of less than the number of hours in the employee's normal workday.)
- Said employee must have the approval of their Department Head.
- Said employee's eligibility to receive donated sick leave credits must be reviewed by the Supervisor/Highway Superintendent at least every thirty (30) days and more frequently if necessary.
- Employee's identity will be disclosed to donors. Reason for request will not be disclosed to donors.

UNDERSTANDINGS:

Overview - This sick leave donation provides a means to assist said employee who, because of a personal major illness, has exhausted leave benefits and would otherwise be subject to a severe loss of income due to continuing absence(s) from work. This is not intended to provide supplemental income which would result in compensation levels exceeding normal wages for said employee who may have other sources of substitute income such as that provided by disability insurance programs. The donation of sick time is strictly voluntary.

Allowance - The maximum amount of donated sick leave credits that said employee may receive is seven hundred twenty (720) hours, provided donated sick leave credits do not extend employment beyond the point it would otherwise end in accordance with any applicable law, rule or regulation. There is no maximum number of donors from whom said employee may accept donations.

Use - Donated sick leave credits may be used only after the recipient has exhausted all other benefit leave credits. Donated sick leave credits must be used in hourly units based on said employee's regular scheduled work day.

Donated sick leave credits are used in the order in which they were received. (It is not the intent of the volunteer donation of sick leave benefits to use all of the days donated by one employee.) If the recipient employee uses all donated sick leave credits, remains continuously eligible with no break in eligibility, and has their Department Head approval, the Department Head may recirculate the notice, redated as needed, as outlined under the **Solicitations** paragraph of this document. If the recipient employee is separated from the Town service or returns to work and no additional absences are anticipated or becomes otherwise ineligible for any reason, as determined by the Town Supervisor or Highway Superintendent, the Town should, at that point, return unused hours to any donor(s) whose donation was not fully utilized (as this is not a bank, but a donation specific to the recipient employee). Notification of returned leave credits should be in writing.

Status – Said employee will be deemed to be in full-time pay status for attendance and leave purposes, including bi-weekly accruals and holidays observed, while charging donated sick leave credits for intermittent absences, as is anticipated. Said employee's bi-weekly accruals and holidays observed will be suspended for attendance and leave purposes while charging donated leave credits for absences of forty (40) hours or more in any given pay period.

Said employee using donated sick leave credits will continue to receive retirement service credit for days in pay status.

While using donated sick leave credits, said employee will continue to have health insurance premiums, retirement contributions and other payroll deductions withheld from their paycheck, provided the paycheck is of an amount sufficient to cover these deductions.

If said employee does not have enough donated sick leave credits to cover the full payroll period, the employee will be placed in leave without pay status for the balance of the payroll period.

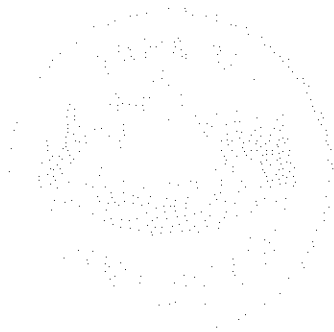
Any donated leave is taxable to the recipient. The dollar amount of any donated leave will be added to the recipient's W-2 as income.

As the recipient of donated sick leave credits, this does not serve to extend employment beyond the point it would otherwise have ended by operation of law, rule or regulation. For example, the fact that said employee has received donated sick leave credits, which would carry the employee beyond one (1) continuous year of absence, does not preclude the town from terminating the employee under Civil Service Law §73 once the employee has been absent for one (1) continuous year.

Solicitations - Solicitation of employees for sick leave credit donations is prohibited. The Supervisor or Highway Superintendent shall circulate a notice to all full-time employees describing the need. Employees who wish to donate sick leave credit may apply with the Supervisor or Highway Superintendent.

An employee or supervisor may not directly or indirectly intimidate, threaten, coerce or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right an employee may have to donate or not donate under this requested resolution. Such action shall be grounds for disciplinary action up to and including dismissal on the basis of the personal conduct. Individual leave records are confidential, and only individual employees may reveal their donation or receipt of leave. The donating employee may not receive remuneration for the donation of sick leave.

Notification – The Town will not automatically assume that said employee wishes to receive sick leave donations. Said employee must notify the Supervisor or Highway Superintendent if they wish to participate in the sick leave donation as a recipient employee and fill out a form for approval. The Supervisor or Highway Superintendent is responsible for reviewing eligibility of the recipient employee. A copy of all paperwork will be put in the employee's personnel file.



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SICK LEAVE DONATION REQUEST

I hereby request to participate as the recipient in a sick leave donation. I certify that I meet the criteria and have been informed of and agree to the Requirements and Understandings as outlined in Resolution # _____, a copy of which is attached and of which I acknowledge receipt.

Date

Signature

____ Approve ____ Disapprove

Eligibility Review Notes:

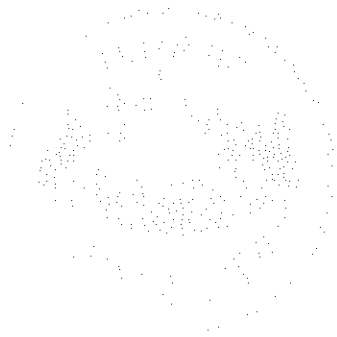
Signature

Title

Date

CONFIDENTIAL RECORD

7/2025



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NOTICE

TO: All Full-Time General Employees

FROM: Chris Rhodes

SUBJECT: Sick Leave Donation Request

DATE: _____

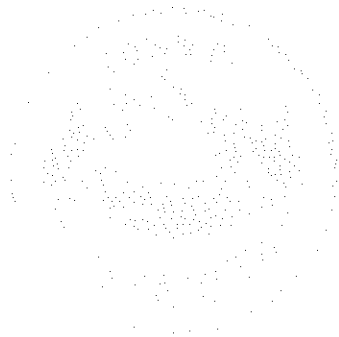
_____, an employee who works for the Town of Arietta, is requesting your sick time due to a major illness. If you would like to donate your sick time, please fill out the attached Sick Leave Donation Form and return it to my office as soon as possible and no later than four weeks from the date of this notice, so we can start processing the donation request. **The donation of sick time is strictly voluntary.** Time donated is irrevocable by the donor but may be returnable, if unused, once the recipient is no longer eligible, as determined by the Town Supervisor or Highway Superintendent.

Eligibility to Donate – In order to donate sick leave credits, the following eligibility criteria must be met:

- An employee must have a minimum sick credit balance of at least 120 hours after making the donation.
- Donations must be made in hourly increments.
- Identity of donors may not be disclosed.
- Employees may not donate sick leave credit which would otherwise have been forfeited. (Refer to Section 803 Sick Leave - Accumulation)
- An employee who has submitted their resignation or retirement or who has received a notice of termination of employment cannot donate sick time credits.

Thank you in advance for your generosity toward your co-worker in need.

If you have any questions, please feel free to contact me.



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NOTICE

TO: All Full-Time Highway Employees

FROM: Craig Small

SUBJECT: Sick Leave Donation Request

DATE: _____

_____, an employee who works for the Town of Arietta, is requesting your sick time due to a major illness. If you would like to donate your sick time, please fill out the attached Sick Leave Donation Form and return it to my office as soon as possible and no later than four weeks from the date of this notice, so we can start processing the donation request. **The donation of sick time is strictly voluntary.** Time donated is irrevocable by the donor but may be returnable, if unused, once the recipient is no longer eligible, as determined by the Town Supervisor or Highway Superintendent.

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SICK LEAVE DONATION FORM

Name of Donor Employee:

Title of Donor Employee:

Amount of Sick Leave Donated:

_____ **Hours**

I hereby authorize the Supervisor's Office to deduct from my sick accrual balance the number of hours indicated above to be used as sick leave by the recipient named below. I certify that the hours donated are not hours I would otherwise forfeit and that this donation does not cause me to drop below a balance of one hundred twenty (120) hours of sick time as of the date this donation is submitted. **I understand the donation of sick time is strictly voluntary.** Time donated is irrevocable by the donor but may be returnable, if unused, once the recipient is no longer eligible, as determined by the Town Supervisor or Highway Superintendent.

Date

Signature

Employee Recipient

Date Received: _____ **Time:** _____

CONFIDENTIAL RECORD

7/2025