

APRIL 3, 2024
REGULAR MEETING – 4:00 PM

Present: Mayor Grimshaw, Trustees: Emery, Harter and Hotchkiss, John Power, Bryan Haynes, Matt Halsey, Barry Lane, Amanda McIntyre, Sarah and Peter Mattix, Hayley Parkhurst, William Hamacher and Attorney Seiter
Absent: Trustee Linerode

Mayor Grimshaw opened the Public Hearing at 4:00 pm on the proposed 2024-2025 Village Budget. After a brief discussion the public hearing was closed at 4:01 pm on motion of Trustee Hotchkiss, seconded Trustee Harter, all aye. No public comment.

Mayor Grimshaw called the regular meeting to order at 4:01 pm.

The Minutes of the Regular Meeting of March 6, 2024 and Election minutes from March 19, 2024 were approved on motion of Trustee Harter, seconded by Trustee Emery, all aye.

The following claims were approved for payment on motion of Trustee Hotchkiss seconded by Trustee Harter, all aye:

General Fund Abstract:	10C:	\$12,240.36
	11A:	\$2,713.87
	11B:	\$32,385.68
Water Fund Abstract:	10C:	\$196,628.49
	11A:	\$17,565.56
	11B:	\$10,44.05
Sewer Fund Abstract:	10C:	\$11,356.81
	11A:	\$3,848.82
	11B:	\$3,721.27

Reports were given by John Power/Village Administrator and William Hamacher Zoning/Code Enforcement Officer.

The proposed 2024-2025 Village Budget was approved on motion of Trustee Harter, seconded Trustee Hotchkiss, all aye.

On motion of Trustee Hotchkiss, seconded Trustee Harter, all aye the following Employee Regulations for non-union employees was approved:

NON-UNION EMPLOYEE REGULATIONS

All new employees hired full-time will be considered probationary employees for a period of six months. Upon successful completion of that period the employee shall be entitled to full employee benefits. Benefits being Health & Disability Insurance, Retirement, Clothing and leave time.

All employees will work as one department-streets, cemetery, parks, water, sewer and Village Office maintenance.

Status of current driver’s license must be registered with Village Clerk.

Work week begins on Monday. Overtime is considered any time over 35 hours in a one-week period. A holiday in work week counts as 7 hours and overtime to be paid after 35 hours for that week, unless on vacation.

When an employee is off for a day or part of a day, the time must be charged to personal leave, vacation time or sick leave. A doctor’s statement will be required for sick leave absences of more than three days.

Payroll is certified by the Village Clerk and should be accurate per time off. Payday is bi-weekly on Thursday.

Wages-Wages shall be determined by the Mayor and Village Board based on experience and credentials. Wage increases will take effect June 1 if warranted and according to the budget.

Holidays-New Year’s Day, Martin Luther King Day, President’s Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving and the day after and Christmas.

When a holiday falls on Saturday the observation of the holiday shall be on the preceding Friday. Any holiday that falls on Sunday shall be observed the following Monday. If any holiday falls on a non-scheduled workday that is not a weekend, employee shall be provided a day off in observance with pay.

Personal Leave-Six days paid per year. Upon employee’s anniversary date unused hours will be added to sick leave.

Sick Leave-Five days paid per year, maximum of 720 hours. Accumulated sick time is reimbursable upon retirement only.

Vacation Time- One week after one year of employment
 Two weeks after two years
 Three weeks after ten years
 Four weeks after fifteen years
 Five weeks after twenty-five years

Employees shall be able to accrue/carry over up to 80 hours of vacation time at their anniversary date. Employees will be reimbursed for any unused vacation time at the time of separation from the village.

Funeral Leave-If there is a death in the immediate family or household of any employee, the Employer shall pay the employee eight (8) or ten (10) hours pay per day, as applicable, in addition to all other benefits provided for by this Agreement, for each day of leave. This leave is to enable the employee to attend the deceased’s funeral as well as to attend to matters relating to the death of the member of the Employee’s immediate family or household. Compensation under this Section shall not exceed three (3) working days.

The term “immediate family” means father, mother, stepfather, stepmother, father-in-law, mother-in-law, spouse, children, stepchildren, brothers, sisters, brother-in-law, sister-in-law, niece, nephew, grandparents, the employee’s spouse’s grandparents, step-siblings and grandchildren.

Salaried employees will receive full salary if called for jury duty; hourly employees will receive wages not covered by jury duty.

Village Clerk must be notified by 8:00 a.m. if employee is unable to report to work.

Employees to be given 30 days’ notice in advance of any proposed changes to their regulations.

If an employee receives health insurance benefits, they will contribute the amount that union employees do according to the Union Contract.

An employee who retires from employment with the village pursuant to the provisions of the New York State and Local Employees Retirement System shall be eligible to choose to participate in any Teamster retiree health insurance plan or health insurance plan offered by the Village of Mexico by paying 50% of applicable premium for individual coverage and 65% of the cost for two-person dependent coverage. An employee must have fifteen years credit with the New York State Retirement system and the Village of Mexico in order to be entitled to this benefit.

Retired full-time or part-time employees with fifteen years credit with the Village of Mexico will be reimbursed their Medicare part “B” portion when eligible. Any employee hired after January 1, 2017 will not be entitled to this benefit.

Two weeks’ notice of intention to quit must be given in order to be entitled to any leave credits.

Employee must certify that they have has read and have a copy of employee regulations.

On motion of Trustee Hotchkiss, seconded Trustee Harter, all aye, the board passed resolutions to set up nine reserve accounts. General Capital Improvement or Equipment, General Retirement Contribution, General Employee Benefits, Water Capital Improvement or Equipment, Water Retirement Contribution, Water Employee Benefits, Sewer Capital Improvement or Equipment, Sewer Retirement Contribution, and Sewer Employee Benefits.

On motion of Trustee Hotchkiss, seconded Trustee Harter, all aye, the following monies were reallocated in NYCLASS:

- General:
General Capital Improvement or Equipment-\$450,000
Retirement Contribution-\$100,000
Employee Benefit-\$100,000
Water:
Water Capital Improvement or Equipment-\$15,000
Retirement Contribution-\$7,500
Employee Benefit-\$7,500

Sewer:
Sewer Capital Improvement or Equipment-\$200,000
Retirement Contribution-\$50,000
Employee Benefit-\$50,000

The following appointments were made by Mayor Grimshaw and approved by the Board of Trustees, all aye:

DEPUTY CLERK	DESIRAY TANNER	1 YEAR
DEPUTY REGISTRAR	DESIRAY TANNER	1 YEAR
DEPUTY MAYOR	JAMES HOTCHKISS	1 YEAR
CEMETERY SEXTON	JOSHUA RHINEART	1 YEAR
HISTORIAN	JUDY GREENWAY	1 YEAR
SAFETY INSPECTOR	FIRE CHIEF- SHAWN EDWARDS	1 YEAR
ZONING/CODE ENFORCEMENT	WILLIAM HAMACHER	1 YEAR
ATTORNEY	GRAHAM SEITER	1 YEAR
BUDGET OFFICER	TRACI WALLACE	1 YEAR
OFFICIAL PUBLICATION	OSWEGO COUNTY NEWS OR PALLADIUM TIMES	1 YEAR
OFFICIAL DEPOSITORY	PATHFINDER BANK NYCLASS	1 YEAR
SEWER COMMISSIONER	JAMES HOTCHKISS	1 YEAR
CEMETERY & WATER COMMISSIONER	ROBERT HARTER	1 YEAR
RECREATION COMMISSIONER	SUSAN LINERODE	1 YEAR
PERSONNEL & HIGHWAY COMMISSIONER	JAMES EMERY	1 YEAR
CEMETERY BOARD	KAREN GRIMSHAW	1 YEAR
ZONING BOARD	NICK CHAPIN BRADTRUDELL AMANDA MAGRO	3 YEARS 2 YEARS 1 YEAR

On motion of Trustee Harter, seconded Trustee Hotchkiss, all aye, ARPA funds were used for the installation of the Cemetery gate for a total of \$7,922.45.

On motion of Trustee Hotchkiss, seconded Trustee Harter, all aye, the board approved to use capital reserve funds for the 2021 Kubota and Kubota SCL for a total of \$43,474.99 to be split evenly between capital reserve, water capital and sewer capital.

Peter Mattix asked the board about the audit and the reserve amount the state was talking about. Mayor Grimshaw showed him a resolution the board had done in September 2023 however, the state prefers the money in reserve accounts. These accounts are what the village board established tonight.

On motion of Trustee Emery, seconded Trustee Hotchkiss, all aye, the board would like to move forward with the Pathways to Progress Downtown Revitalization Plan with MSPEN with a projected fee of \$60,000.00.

On motion of Trustee Harter, seconded Trustee Emery, all aye, the board denied the sewer reduction request from Halsey’s Machinery.

The meeting adjourned at 4:44pm on motion of Trustee Emery, seconded Trustee Harter, all aye.

Respectfully submitted,

Traci Wallace
Village Clerk