

MARCH 6, 2024
REGULAR MEETING – 4:00 PM

Present: Mayor Grimshaw, Trustees: Emery, Harter and Linerode, John Power, Justin Herrington, Matt Halsey, Gladys Davies, Marion Ruigrok, Nancy Smith, Jacki Rhinehart and Attorney Seiter
Absent: Trustees: Hotchkiss

Mayor Grimshaw called the regular meeting to order at 4:00 pm.

The Minutes of the Regular Meeting of February 7, 2024 were approved on motion of Trustee Emery, seconded by Trustee Harter, all aye. If Trustee Hotchkiss notes an error the correction will be made.

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

General Fund Abstract:	9C: \$8,567.15
	10A: \$2,881.55
	10B: \$24,194.48

Water Fund Abstract:	9C: \$24,307.40
	10A: \$18,258.51
	10B: \$6,188.84

Sewer Fund Abstract:	9C: \$13,447.75
	10A: \$4,221.42
	10B: \$15,753.48

Reports were given by John Power/Village Administrator and Mayor Grimshaw on behalf of William Hamacher Zoning/Code Enforcement Officer

On motion of Trustee Harter, seconded Trustee Linerode, all aye, the board Filed and Verified the ***FINAL*** Assessment Roll.

The Village Clerk provided a copy of the tentative budget to the Village Board.

On motion of Trustee Emery, seconded Trustee Harter, all aye, the Public Hearing on the proposed 2024-2025 Village Budget will be held on April 3, 2024 at 4:00 pm at the Village Hall, 3236 Main Street, Mexico NY.

On motion of Trustee Linerode, seconded Trustee Harter, all aye, the board agreed to renew the Butler Disposal System contract for the period of June 1, 2024 through May 31, 2025 in the amount of \$114,711.00.

On motion of Trustee Emery, seconded Trustee Linerode, all aye the following resolution was passed:

Received Date

**Standard Work Day and
 Reporting Resolution for
 Elected and Appointed Officials**

1572

Employer Location Code
 4 0 3 9 5

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev. 11/19)

BE IT RESOLVED, that the Village of Mexico

/ 40395

hereby established the following standard work days for these titles and will

report the officials to the New York State and Local Retirement based on their record of activities:

Elected Officials:		NYS SLRS ID		Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Appointed Officials:										
WILLIAM HAMACHER	0029	R12941264	CODE ENFORCEMENT	3/1/24-4/30/25	8	9	<input type="checkbox"/>	<input type="checkbox"/>	BIWEEKLY	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



I, **TRACI WALLACE** (Name of Secretary or Clerk) secretary/clerk of the governing board of the **VILLAGE OF MEXICO** (Name of Employer) of the State of New York,

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the **6TH** day of **MARCH**, 20 **24** on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the **VILLAGE OF MEXICO** on this **6TH** day of **MARCH**, 20 **24**

Traci Wallace (Signature of Secretary or Clerk)
 Affidavit of Posting: I, **TRACI WALLACE** (Name of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on **3/6/2024** (Date) and continued for at least 30 days. That the Resolution was available to the public on the:

- Employer's website at: _____
- Official sign board at: _____
- Main entrance Secretary or Clerk's office at: **3236 MAIN STREET**

(seal)

On motion of Trustee Harter, seconded Trustee Linerode, all aye, the following employee contract for water/wastewater has been updated:

WATER/WASTEWATER EMPLOYMENT CONTRACT

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.

1574

PURPOSE

- A. The Village has constructed a Water distribution system and a Wastewater Treatment Plant that requires the services of an individuals to run the daily operation and maintenance of same.
- B. This agreement shall be for a description of the related duties for the position of Water/Wastewater Operator
- C. The employee shall work under the direct supervision of the Village Administrator to assist in all duties related to the operation and maintenance of both systems. They must obtain the appropriate water license established by the NYS Health Department rules within two years from start of employment. Employee must obtain a wastewater operator's license needed to operate the Village's Wastewater Treatment Plant within three years. If employee chooses to dissolve employment with the Village of Mexico within (3) years of obtaining licenses they will be responsible for reimbursing the village for all costs associated with both water and wastewater licenses.
- D. Employee agrees that they shall perform the necessary activities to assist in the operation and maintenance of the Village's water and wastewater distribution system including, but not limited to, the following:
 - 1. Make frequent inspections of pumping facilities, equipment and water supply in order to check operations and execute repairs.
 - 2. Read all water district meters using the Town/Village Remote Read system, including all aspects of the metered system which also includes the Town of New Haven's meters
 - 3. Assist and participate in the repair of water mains, hydrants, meters, and service lines to consumers premises
 - 4. Investigate complaints and maintain proper customer relations
 - 5. Assist with the inventory of repair parts and supplies
 - 6. Participate in the installation, testing, reading and replacing of water meters
 - 7. Be required to perform weekend duties as needed
 - 8. Maintain maps, blueprints and other departmental records
 - 9. Coordinate department activities with the work of other municipal departments and outside agencies
 - 10. Maintain records, prepare reports, create and update work orders utilizing computer systems and software
 - 11. Assist with system flushing
 - 12. Conduct periodic examinations of equipment and perform necessary repairs and maintenance
 - 13. Must be able to climb ladders, carry 50lbs, work in tight places, etc.
 - 14. Must maintain a professional appearance and conduct all village business in a professional manner
 - 15. Any other related circumstance that should arise in the water or wastewater field.
 - 16. Must obtain and keep current both a water system operators and wastewater operators licenses as a condition of employment

HOURS

The standard work week will be (40) hours. The standard work week shall consist of (5) consecutive (8) hour work days running Monday through Friday.

Employee shall receive two paid (10) minute breaks per (8) hour shift.

Employee shall also be entitled to one (1/2) hour unpaid lunch break per (8) hour shift

WORK SHOES AND UNIFORMS

Employees shall be reimbursed up to two hundred fifty dollars per calendar year for the purchase of work boots.

The VILLAGE shall provide at least eleven (11) pairs of pants, eleven (11) shirts and two (2) work jackets. The VILLAGE shall pay the full cost of maintenance and laundering.

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.

PAY DAY

1576

Employees shall be paid bi-weekly on Thursdays.

HOLIDAYS

The following are paid holidays observed by the Village of Mexico:

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

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.

LEAVE TIME

PERSONAL HOURS

Six days paid per year, based on employee's anniversary date. Upon employee's anniversary date unused hours will be added to sick leave.

SICK HOURS

Five days per year, based on employee's anniversary date. Maximum accumulation is 720 hours. Accumulated sick time is reimbursable upon retirement only.

VACATION HOURS

Based on anniversary date:

- 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.

Employee shall have the option of converting up to 40 hours of overtime to 60 hours of straight time compensatory time each calendar year. Compensatory time may be taken when mutually agreed upon by the employee and the Superintendent of Public Works. A maximum of 40 hours of unused compensatory time shall be paid the first payday of December of each year.

Notice must be given to Village Administrator at least 2 weeks in advance for any leave time unless it's deemed an emergency

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.

Village Administrator must be notified by 6:00 am if employee is unable to report to work.

Two weeks' notice of intention to resign to be given to Village Administrator in order to be entitled to any leave credits.

Any employee called in for work shall be paid one and one-half times his/her regular rate of pay. Employees shall be paid for all time worked, with a minimum of two hours pay guaranteed at the overtime rate regardless of actual time worked. Effective August 1, 2017.

1578

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 receive 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.

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

Beginning June 1, 2023 employees will receive \$120.00 per fiscal year for cell phone reimbursement.

On motion of Trustee Emery, seconded Trustee Harter, all aye, the board agreed to purchase a New Kubota for \$37,500 with the monies to come to be split three ways using the capital reserve, water capital and sewer capital funds.

On motion of Trustee Harter, seconded Trustee Emery, all aye, the board agreed to increase the funds for the Mexico Senior Stars program by \$700.00 for the 2024-2025 fiscal year.

On motion of Trustee Emery, seconded Trustee Harter, all aye, the board appropriated unappropriated funds in the amount of \$1,809.00 in each general, water and sewer fund for a total of \$5,427.00 to cover payroll costs.

The meeting adjourned at 5:04pm on motion of Trustee Emery, seconded Trustee Linerode, all aye.

Respectfully submitted,

Traci Wallace
Village Clerk