

TOWN OF EDINBURG
 ORGANIZATIONAL MEETING
 JAN. 5, 2024

RESOLUTION # 1-2024

Resolved that:

The Town Board shall convene at 4.00 p.m. on the third Thursday of each month in the Town Hall. In 2024 the meeting dates are: 1/18, 2/15, 3/21, 4/18, 5/16, 6/20, 7/18, 8/15, 9/19, 10/17, 11/28, 12/19.

In December the meeting will be the second Thursday

RESOLUTION # 2-2024

Resolved that:

The salary and payment schedule for 2024 shall be as follows:

Position	Annual/Hr.	Payable
Supervisor	\$ 55908.00	Monthly
Budget Officer	\$ 5160.00	Monthly
Bookkeeper	\$ 4548.00	Monthly
Councilperson (4)	\$ 5712.00	Monthly
Town Clerk	\$ 46200.00	Monthly
Reg. of Vital Statistics	\$ 6612.00	Monthly
Records Management Officer	\$ 9276.00	Monthly
Justice	\$ 10404.00	Monthly
Tax Collector	\$ 6888.00	Monthly
Assessor	\$ 24684.00	Monthly
Highway Superintendent	\$ 73980.00	Monthly
Dir Buildings/Grounds/Park	\$ 7062.00	Monthly
Dir Cemetery Maint. & Burials	\$ 7062.00	Monthly
Deputy Highway Superintendent	No Compensation	
Attorney for Town	\$ 19284.00	Monthly by Contract
Historian	\$ 2081.00	Monthly
Health Officer		Semi-annually (currently vacant)
Building Insp. /Code Enforc.	\$ 22548.00	Monthly (currently vacant)
Deputy Building Inspector		Voucher (<u>currently vacant</u>)
Dog Control Officer	\$ 7260.00	Monthly
Hwy MEO	\$ 26.59 per hr.	Bi-Weekly
Hwy Automotive Mech	\$ 28.69 per hr.	Bi-Weekly

Highway Employees will receive \$120.00 in November annually for Safety Shoes.

Landfill/Recycle MEO (1)	\$ 26.59 per hr.	Bi-Weekly
Refuse and Recycling Laborer	\$ 16.64 per hr.	Bi-Weekly
PT Highway or Refuse with CDL	\$ 20.00 per hr.	Bi-Weekly or Voucher
Clerk to Assessor	\$ 16.64 per hr.	Bi-Weekly
Clerk to Planning/Zoning Board	\$ 7008.00	Monthly
Justice Clerk	\$ 3840.00	Monthly
Building Repair & Carpentry PT	\$ 30.00 per hr.	Bi-Weekly
Board of Tax Review	\$ 15.00 per hr.	Voucher
<u>(New minimum wage)</u>		
Museum Attendant	\$ 15.00 per hr.	Voucher
<u>(New or minimum wage)</u>		
Members Planning Board	\$ 25.00 per month	Voucher ¼ ly
Members Zoning Board	\$ 25.00 per month	Voucher ¼ ly

These pay rates become effective with the first day worked on or after Jan. 1, 2024.

Any new full time employees hired to the positions of Landfill/Recycle Operator, MEO or other Highway employees will receive \$1.00 per hour under the full rate with a \$.50 per hour increase after six (6) months and the full rate after one (1) year.

Bi-weekly payroll will be paid on the Thursday following the end of the pay period unless Thursday is a holiday. In the event of a holiday on Thursday pay checks will be issued on Wednesday. Monthly checks will be issued on the last working day of the month.

RESOLUTION # 3-2024

Resolved that:

The policy for Holidays, Health Insurance, Vacation, Overtime Pay, Compensatory Time Off, Sick Pay, Length of Work Week for State Retirement and Personal Days shall be as follows:

HOLIDAYS

The following days are designated holidays and full time employees shall be paid for these days, New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the Friday after Thanksgiving and Christmas.

In 2024 the dates for the above holidays for determining holiday shall be as follows:

President’s Day	Monday	Feb. 19, 2024
Memorial Day	Monday	May 27, 2024
Independence Day	Thursday	July 4, 2024
Labor Day	Monday	Sept. 2, 2024
Columbus Day	Monday	Oct. 14, 2024
Veterans Day	Monday	Nov. 11, 2024
Thanksgiving Day	Thursday	Nov. 28, 2024
Day after Thanksgiving	Friday	Nov. 29, 2024
Christmas	Monday	Dec. 25, 2024
New Years Day	Monday	January 2, 2025

HEALTH INSURANCE

Health Insurance will be carried with CDPHP unless the Town Board approves an alternate coverage for an employee. Insurance coverage will be provided to all full time elected and appointed employees beginning the first of the month following full time employment. Full time shall be determined based upon the work week established by the Town Board for the New York State Retirement System. Part time appointed employees and elected officials will be eligible to self pay for coverage under the group insurance plan. All co-payments, deductibles and notifications shall be the responsibility of the employee.

Employee Health Insurance Co-Payment

All employees shall pay the following co-pays.

One Person Coverage-\$100.00 per month

Two Person Coverage-\$200.00 per month

Parent and Child or Children-\$200.00 per month

Family Coverage \$300.00 per month

Payable bi-weekly or monthly based upon their pay period (payment deducted from payroll).

If any person on the insurance plan becomes disabled or dies with individual/dependent/spouse coverage, insurance will be discontinued at the end of the month. If a person is laid off, insurance will be discontinued at the end of the month and then resumed again on the first of the month after returning to full time employment. If an employee retires, quits or is fired insurance will be discontinued at the end of the month, but the employee may pay the premium themselves as prescribed by federal guidelines.

HEALTH INSURANCE AFTER RETIREMENT

The Town of Edinburg will provide health insurance coverage upon employee retirement under the following terms:

An employee who has completed 20 years of continuous employment and is eligible to collect New York State Retirement benefits and is employed by the Town at the time of retirement will receive health benefits from the Town of Edinburg upon enrolling in Medicare coverage. The employee will receive reimbursement of Medicare Part B costs and will receive Medicare supplemental coverage from the town or be reimbursed for an equivalent plan at the same or a lesser price. The reimbursement for Part B coverage will be capped at \$150.00 per month.

An employee who has completed 30 years of continuous employment and is eligible to collect New York State Retirement benefits and is employed by the Town at the time of retirement will receive health benefits from the Town of Edinburg upon enrolling in Medicare coverage. The employee will receive reimbursement of Medicare Part B costs and will receive Medicare supplemental coverage from the town or be reimbursed for an equivalent plan at the same or a lesser price. The Town of Edinburg will pay 50% of the cost of Medicare supplemental coverage for his or her spouse upon the spouse enrolling in Medicare, or be reimbursed for an equivalent plan at the same or a lesser price. The reimbursement for Part B coverage will be capped at \$150.00 per month. The spousal coverage will not include reimbursement of Part B coverage.

The designated Plan for retirees shall be MVP Medicare Advantage (through Saratoga County) at a rate of

\$349.61 per month.

The appropriate paperwork will need to be supplied to the town in a form deemed sufficient.

The Town Board reserves the right to require co-pays in the future.

VACATION

Paid Vacation- Following twelve (12) months of continuous service as a full time employee, the employee is entitled to 40 hours paid vacation, following twenty-four (24) months of continuous service as a full time employee and following each twelve (12) month period of continuous service as a full time employee thereafter, up to completion of one hundred twenty (120) months (ten years) of continuous service, the employee is entitled to 80 hours paid vacation. Following one hundred twenty (120) months (ten years) of continuous service as a full time employee, and following each twelve (12) month period of continuous service as a full time employee thereafter, the employee is entitled to 120 hours paid vacation. Vacations will be scheduled at the discretion of the Highway Superintendent or the Supervisor either on an individual basis or at the time of operation shutdown. Employees entitled to vacation must take their vacation during operation shutdown if scheduled. Vacation days may not be accrued.

PERSONAL DAYS

Full time employees each January 1st shall be eligible annually, upon prior approval of their Department Head, to 32 hours paid personal off. Personal days may not be accrued.

SICK PAY

Full time employees shall receive 48 hours' sick leave per year, 8 hours at the end of each two (2) months of actual employment (not including sick leave or disability) until 48 hours have been earned. Employees may accumulate up to 720 hours of sick leave.

Personal, Vacation and Sick leave must be taken in full or half day increments.

Personal, Vacation and Sick time will not be paid in the event of termination of employment.

OVERTIME

Overtime will be paid in emergency situations such as snow removal, repair of highways or bridges, extended refuse or recycling collection.

To set the basis for computing overtime pay:

Employees shall be paid time and one half of regular wages for hours worked in excess of forty (40) in one

week including sick, vacation, personal and holidays. If they are required to work on Christmas Day, December, 25th or New Years Day, Jan. 1st time and one half will be paid. Employees may choose to receive a compensatory day off in lieu of eight (8) hours holiday pay. Employees may elect to accrue overtime hours (1 1/2 hours for each 1 hour of overtime worked) up to a total of 80 hours a year. The time can be used the same as vacation time. It must be used in the year it was earned.

LENGTH OF WORK WEEK FOR NEW YORK STATE RETIREMENT

The length of the work week shall be established as follows:

Full Time

Highway Department –Forty (40) hours, 8 hours’ standard workday for NYS retirement.

Refuse and Landfill-Forty (40) hours, 8 hours’ standard workday for NYS retirement.

All other appointed and elected officials-30 hours, 6 hours’ standard workday for NYS retirement.

Employees will be required to maintain a calendar, as required by the State Comptroller, to establish the amount of actual hourly credit reported. Upon beginning a new term employee must recertify their hours worked as required by the New York State Comptroller.

RESOLUTION # 4-2024

Resolved that:

The following people are appointed to the following offices for the following terms:

Budget Officer	Jean Raymond	12/31/2024
Bookkeeper	Jean Raymond	12/31/2023
Director Buildings/Grounds/Parks	Wayne Seelow	12/31/2024
Director Cemetery Maint. /Burials	Wayne Seelow	12/31/2024
Attorney for Town	Mary Beth Walsh	12/31/2024
Records Management Officer	Denise Ferguson	12/31/2024
Town Historian	Priscilla Edwards	12/31/2024
Assistant Historian	Vacant	
Dog Control Officer	William VanNostrand	12/31/2024
Health Officer (4-year term)	Vacant	
Member Planning Board	Wendy Clark	12/31/2026
Member ZBA	Sharon Leighton	12/31/2026
Chairman Planning Board	Douglas Sterling	12/31/2024
Chairman ZBA	Sharon Leighton	12/31/2025
Building Inspector*	Terrence Anthony	12/31/2023

***position not being filled at this time**

Deputy Building Inspector	Vacant
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The following are appointed or reappointed:

Deputy Supervisor-Marie Penino
Deputy Highway Superintendent-Vacant
Registrar of Vital Statistics-Denise Ferguson
Deputy Registrar of Vital Statistics-Priscilla Edwards
Delegate to A.A.T.V.-Jean Raymond
Alternate to A.A.T.V.-Marie Penino

RESOLUTION # 5-2024

Resolved that:

The Recycling and Refuse Collection Center hours shall be;

Friday 9:00 a.m. to 3:00 p.m. May 3rd-October 25th.
Friday 12:00 noon to 3:00 p.m. November 1st to April 26th.
Saturday 9:00 a.m. to 3:00 p.m.

The Refuse and Recycling Collection Schedule

Refuse will be collected on the North Shore on Mondays and the South Shore on Tuesdays. Recyclables will be collected town wide on Thursdays. During the summer months' recyclable collection may be divided into two days if quantities make it impossible to complete the collection in one day.

During winter months' collection may be moved ahead one day in the event of snow and ice storms.

Collection days will be changed for holidays in the following weeks:

Refuse will be collected on Tuesday and Wednesday in these weeks:

Jan. 15, Martin Luther King Day, Monday
Feb 19, President's Day, Monday
May 27, Memorial Day, Monday
Sept. 2, Labor Day, Monday
Oct.14, Columbus Day, Monday
Nov. 11, Veterans Day, Monday
Dec. 25, Christmas Day, Monday
Jan. 1, 2024 New Year's Day, Monday

There will be no recycling collection Thursday, November 28, Thanksgiving Day.

The Recycling Center will be closed Friday, November 29th, Day after Thanksgiving.

Permits for resident use of the landfill/recycling facility shall be renewed for one year on June 15th for \$10.00 per vehicle. The permit is for resident owned vehicles and is NOT TRANSFERABLE to any other vehicle. The sticker will be placed upon the vehicle by a town employee on either the front bumper (driver's side) or the rear window (driver's side). Permits that are damaged or lost will be replaced at no fee on the same

vehicle.

Car tires (no rims) disposal fee shall be \$5.00 per tire and truck tires (no rims) \$10.00 per tire.

RESOLUTION # 6-2024

Resolved that:

The cemeteries in the Town of Edinburg are open for burials on May 1st of each year and closed on December 1st, unless an exception is authorized by the Town Supervisor or Deputy Supervisor & Highway Superintendent based upon weather conditions. Every day after May 15th the fee for vault storage will be \$100.00 per day. The town reserves the right to inter bodies stored after May 15th and charge the cost to the estate of the deceased.

The cemeteries are always open to individuals wishing to visit a grave (no vehicles between December 1st and May 1st).

The vault will be available for use from December 1, to May 1, only under the terms and conditions of the Bylaws of the Cemeteries of the Town of Edinburg and any rules approved by the Town Board.

The following fees and charges are established for 2024:

Grave Opening	\$500.00
Cremation Burial	\$150.00
Full Burials on Saturday	\$600.00
Cremation Burials on Saturday	\$250.00
No Burials on Sunday or Holidays	

Disinterment fees will be the same as grave opening fees above.

Vault storage for burial in the Town of Edinburg	\$110.00
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There will be no fee for vault use if required after May 1st.

(After May 15, storage fee is \$100.00 per day)

Vault Storage for burial outside the Town of Edinburg	\$150.00
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Cemetery lots in Clarkville

Cemeteries (Ten plot lots)	Resident	\$1000.00
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Plus \$75.00 for corner markers (4)

	Non-Resident	\$3000.00
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Plus \$225.00 for corner markers (4)

Partial lots with a lesser number of plots will be prorated and must include corner markers. No lot will be divided in less than 1/2.

Cemetery lots in Robinson Cemetery (single lots) Resident \$100.00
Plus \$75.00 for corner markers (4)

Non-Resident \$300.00

Plus \$225.00 for corner markers (4)

Multiple lots in the same ownership will require only one set of corner markers.

Transfer of lot and placement of corner markers \$75.00 Resident

Non-resident \$225.00

Corner Markers only \$75.00 Resident

Non-resident \$225.00

Lot transfer with no corner markers required No Fee

All lot sales must include the placement of four corner markers

Half lots will be one half price plus the corner marker fee

There will be no burials permitted on lots that have not been paid in full

Lot sales in Robinson Cemetery will be done by section

Center Section II, Blocks A, B, C, D and Rear Left Section 1, Blocks G & H are currently available for sale

The cemeteries will be operated in accordance with the bylaws or rules currently in effect

All transfers of cemetery lot ownership must be approved by the Town Board and placement of corner markers will be required

RESOLUTION # 7-2024

Resolved that:

The official newspaper of the Town of Edinburg will be The Leader Herald.

RESOLUTION # 8-2024

Resolved that:

The following bank is designated as the depository for Town funds, National Bank and Trust Company. All funds will be invested in accordance with the investment policy of the Town of Edinburg. The Supervisor, Deputy Supervisor and Town Clerk are authorized to sign checks and make transfers and withdrawals from all funds and accounts.

RESOLUTION # 9-2024

Resolved that:

The Highway Superintendent or Supervisor are authorized to declare as junk or surplus items with a resale value under \$300.00 and to dispose of items with the consent of the Supervisor or at least one town board member at the best possible price. Any sales are to be reported to the Town Board.

RESOLUTION # 10-2024

Resolved that:

The Highway Superintendent is authorized to post weight limits on Town of Edinburg roads when and if deemed necessary and to remove those limits when deemed appropriate and to place legal notices as required by law.

RESOLUTION # 11-2024

Resolved that:

It is authorized that payment in advance of audit may be made for public utility services, solid waste disposal, postage and express charges and any other charges that must be paid prior to audit, and further be it resolved, To authorize the Supervisor to file a copy of the Annual Financial Report which is filed with the State Comptroller within sixty (60) days, with the Town Clerk in lieu of a report to be filed with the Town Clerk within thirty (30) days, and be it further resolved, That the mileage rate reimbursement for official business shall be at the rate of ~~62.5~~ .67 cents per mile. Round trip mileage to Ballston Spa shall be fixed at 56 miles.

RESOLUTION # 12-2024

Resolved that:

It is authorized that the Supervisor, elected officials and the Attorney and any other officials that the Board shall designate may attend the annual meeting of the Association of Towns in February in New York City and to designate the Supervisor as the delegate from the Town of Edinburg and the Deputy Supervisor as the alternate and to further authorize town officials to attend conferences, schools and meetings that may occur throughout the year with permission of the Supervisor and provided there are funds in that officials budget and be it further resolved that the meal reimbursement rate while attending conferences and meetings for meals not included in registration fees or as part of the program of the conference shall be set at a maximum of \$12.00/\$20.00/\$30.00 for breakfast, lunch and dinner, except in New York City where the rate will be \$20.00/\$30.00/\$40.00 for breakfast, lunch and dinner. All reimbursement shall require a receipt. Expenses without receipts shall be capped at 1/2 the above rates.

RESOLUTION # 13-2024

Resolved that:

The Supervisor is authorized to sign annual renewal permits such as the DEC Town Burning Permit, HRRD Permit, and others that require renewal, to authorize the Supervisor to prepare and advertise for bids for gas, diesel fuel, fuel oil and insurance and further to authorize the Supervisor to apply for financial funding and reimbursement for the Youth Program, and any other programs, permits, applications or reimbursements that may occur throughout the year and to further authorize the Supervisor to sign the annual Nutrition Agreement with Saratoga County for senior meals and to sign the annual contract with the Saratoga County Animal Shelter (within previously budgeted amounts), to sign the annual contract with the Edinburg Emergency Squad and Edinburg Volunteer Fire Company for plowing (at no cost to either party), to sign the contract with

Edinburg Common School to salt their parking lot upon request for the sum of \$100.00 per salting, to sign contracts with Edinburg Fire Company and Edinburg Emergency Squad to supply them with fuel at town cost, plus .05 cents per gallon and to sign the contract with Edinburg Emergency Squad to pay them \$30,000.00 annually for providing services to the Town of Edinburg, to sign the annual contract for testing of CDL drivers, to sign the annual contract with Northville Youth Recreation for the summer youth program (within budgeted amounts), to sign the annual agreement with the Saratoga Snowmobile Association for use of a 2 mile section of Fox Hill Road and to maintain the town snowmobile easement over the 1000 acre swamp parcel under the same terms and conditions as previous years contracts, to sign the annual software agreements and contracts for the various software programs in use, to sign the annual service contracts for the generator, fire alarm and HVAC (within budgeted amounts), to sign the annual contract and associated permit and paperwork with Fulton County for refuse disposal at the tipping fee of \$68.00-per ton or any other rate approved by the Town Board and further to apply through Employment and Training, Workfare, Inmate Labor or any other programs that provide employees not paid with town funds. The Supervisor is also authorized to sign the annual contract with the Attorney for the Town within budgeted amounts. It is further resolved to authorize the Supervisor to apply for grants as may be deemed to be for the benefit of the town. Such grants will be accepted if approved by the Town Board. It is further resolved to take the county sales tax in cash.

RESOLUTION # 14-2024

Resolved that;

The Supervisor is authorized to hire and replace employees within previously approved budget allocations as necessary throughout the year.

RESOLUTION # 15-2024

Resolved that;

Town Officials collecting money from persons doing business in the Town of Edinburg shall hereby charge \$20.00 for any check returned for insufficient funds, in accordance with Chapter 203 of the Laws of the State of New York, and that any person having had a check which was returned for insufficient funds shall be required to remit any further payments only in the form of cash or by certified or cashier's check, and that such fee may only be waived for those persons who can prove that it was through no fault of their own that a check was returned for insufficient funds.

RESOLUTION # 16-2024

Resolved that the following appointments and terms are confirmed:

Board of Assessment Review

Andre Garand 9/30/2024

Gus Muller 9/30/2025

Robert Anderson 9/30/2026
Norman Barton 9/30/2027
Robert Breen 9/30/2028

Planning Board

~~Bruce Brownell~~ 12/31/2023 **Position not being filled at this time**
Douglas Sterling 12/31/2024
Steve Arata 12/31/2025
Wendy Clark 12/31/2026
Richard Kedik 12/31/2027

Zoning Board of Appeal

Joseph Crean 12/31/2025
Sharon Leighton 12/31/2026
Donna Novotny 12/31/2027
Judy Sterling 12/31/2028
Robert Hartman 12/31/2024

RESOLUTION # 17-2024

Resolved that:

The following petty cash accounts are confirmed;

Town Hall	100.00
Recycling Center	50.00
Town Clerk	50.00
Tax Collector	25.00

May be increased to \$100.00 upon seasonal request.

RESOLUTION # 18-2024

Resolved that:

The fee schedule, as amended, for building inspection, planning and zoning shall remain in effect as attached hereto.

RESOLUTION # 19-2024

Resolved that:

The investment and purchasing policies have been reviewed and shall remain in effect as attached hereto.

RESOLUTION #20-2024

Resolved that:

Residents of Edinburg may send and receive fax transmissions from the Town Hall and have copies made for

the following fees:

Faxes:

From one page and up to and including four pages	\$1.00
Over four pages	\$2.00
Over fifteen pages	\$10.00

No fee for government papers required to be sent by residents

Limit 20 pages.

Fax transmissions beyond the continental United States will be triple the rate.

Receipt of fax Transmissions-Residents	No Fee (limit 5 pages)
	6-10 pages \$.25 per page
	11-20 pages \$.50 per page
	Over 20 pages \$1.00 per page

Non-resident faxes will be charged at triple the resident rate.

Copies:

All copies will be charged at the rate of \$.25 per page.

Copies required for other government agencies will be at no fee for Edinburg residents.

Copies for Edinburg non-profit and civic organizations will be \$.05 payable quarterly.

Copies requested under the Freedom of Information Law will be at .25 per page plus costs incurred to have oversize maps and other items duplicated and any postage costs if required.

RESOLUTION #21-2024

Resolved that:

The Registrar and Deputy Registrar are authorized to charge a fee per hour for genealogical research.