

TOWN OF CORINTH

ORGANIZATIONAL MEETING JANUARY 6th, 2022

6:00PM

Roll Call:	SUPERVISOR BUTLER COUNCILMAN BYRNES COUNCILMAN COLLURA COUNCILMAN HALLIDAY HIGHWAY SUPERINTENDENT EGGLESTON TOWN CLERK PERIS
EXCUSED:	COUNCILWOMAN CROOKS BOOKKEEPER YOUNG BUILDING/CODE OFFICER BROOKS EMS COORDINATOR FOGARTY
C. ERIC BUTLER	BUDGET OFFICE
*****	EMERGENCY MANAGEMENT COORDINATOR
BRENDA PERIS	TAX COLLECTOR/TOWN CLERK/KEEPER OF VITAL STATISTICS
MILLER, MANNIX, SCHACHNER & HAFNER, LLC	TOWN COUNSEL/ROBERT HAFNER
KATE HALLIDAY	DEPUTY TAX COLLECTOR
HELEN BARDIN	ACCOUNT CLERK
ALBERT BROOKS, SR.	CODE ENFORCEMENT OFFICER AND BUILDING INSPECTOR
LAURIE CROSSMAN	DIRECTOR SENIOR CITIZENS CENTER
ALICIA FLOUD	DOG CONTROL OFFICER
DAVID BARRASS	CHAIRMAN PLANNING BOARD

RACHAEL CLOTHIER	TOWN HISTORIAN/MUSEUM CURATOR
MARCIA BREakeY	DEPUTY TOWN HISTORIAN
CHERIE DELANCEY	ACCOUNT CLERK/TYPIST
*****	ACCOUNT CLERK/TYPIST/FIXED ASSET COORDINATOR
MICHEAL YOUNG	BOOKKEEPER/CONFIDENTIAL SECRETARY
DEREK BRINER	DEPUTY EMS DIRECTOR
TRISHA SANTIAGO	BUILDING DEPARTMENT SECRETARY
LYNN SUMMERS	PLANNING/ZONING BOARD SECRETARY
BEVERLY JACON	ASSESSOR'S SECRETARY
GEORGE KNAUER	CHAIRMAN BOARD OF ASSESSMENT REVIEW
CHRISTOPHER EGGLESTON	LANDFILL ATTENDENT
JAMES YATTAW	LANDFILL ATTENDENT
Bill Duell	LANDFILL ATTENDENT
JASON DELONG	DEPUTY HIGHWAY SUPERINTENDENT
KEVIN MANN	SECOND DEPUTY SUPERINTENDENT
PAUL COONS	RECYCLING ATTENDENT
ROBERT BURNHAM	RECYCLING ATTENDENT
MILLER, MANNIX, SCHACHNER & HAFNER, LLC	PLANNING BOARD ATTORNEY/ ZONING BOARD OF APPEALS ATTORNEY JACKIE WHITE
MARK DEUEL	GROUNDKEEPER/CUSTODIAN
JAMES MURRY	GROSSING GUARD

RESOLUTION #1

APPROVE THE MINUTES FROM Dec 22nd, 2021

AYES	4
NAYES	0
ABSENT	1

MOTION PASSED

RESOLUTION #2

MOTION TO ADOPT ORGANIZATIONAL RESOLUTIONS AS PRESENTED

A Motion by Councilman Collura and Seconded by Councilman Halliday that the following Organizational Resolutions **#3** through **# 73** be approved with these exceptions as follows:

C Eric Butler	-abstains from Resolutions #4, #5
Councilman Halliday	-abstain from Resolution #23
Councilman Byrnes	-abstains from Resolution #8
Resolution #7	Each Councilman abstained for their own salary
Resolution #45	Highway Superintendent Expenditures, waves the reading of the Procurement policy
Resolution #69	Waiving the reading of the full Code of Ethics

Roll Call:	C. Eric Butler	YES
	Edward Byrnes	YES
	Kiley Crooks	Excused
	Jeffrey Collura	YES-to everything except Resolution #71 not entire only as Article XIX
	Joshua Halliday	YES

****Motion removes the reading of the whole reorganizational minutes instead, giving each department a copy of said minutes and posting on website.**

Carried

AYES	4
NAYS	0
Excused	1

RESOLUTION # 3
BUDGET

BE IT RESOLVED that the Corinth Town Board hereby adopts the Final Budget for the year 2022 in the amount of total Appropriations \$6,129,401.06 with estimated revenues of \$2,625,198.99

RESOLUTION #4
SUPERVISOR'S SALARY

BE IT RESOLVED, that the salary of Supervisor C. Eric Butler at \$28,400.00 for the year 2022.

RESOLUTION #5
BUDGET OFFICER

BE IT RESOLVED, C. Eric Butler be named Budget Officer at a salary of \$3,362 for the year 2022

RESOLUTION#6
JUSTICES SALARY

BE IT RESOLVED, that the Town Justice Lane J. Schermerhorn be set at \$18,116 for 2022 and Michael T. Woodcock be set at \$18,116 for 2022

RESOLUTION #7
COUCILMAN'S SALARIES

BE IT RESOLVED that the salary of Councilwoman Kiley Crooks be set at \$7,062.00; the salary for Edward Byrnes be set at \$7,062.00; the salary for Joshua Halliday be set at \$7,207.00 and the salary for Jeffrey Collura be set at \$5,995.08, all with no raises for the year 2022.

RESOLUTION #8
DEPUTY SUPERVISOR

BE IT RESOLVED THAT Councilman Edward Byrnes be named Deputy Supervisor at a salary of \$1,305.00 for the year 2022 with no increase

RESOLUTION #9
HIGHWAY SUPERINTENDENT SALARY

BE IT RESOLVED that the Town Highway Superintendent Shawn Eggleston's salary be set at \$68,085.00 for the year 2022.

RESOLUTION #10
SOLE ASSESSOR'S SALARY

BE IT RESOLVED that Tina Dimitriadis be named SOLE ASSESSOR at a salary of \$51,600.00 for the remainder of her six- year appointment, with no health insurance for the year. She is part time and not eligible for sick or vacation time. For this salary she is responsible for assessments, preparing for revals, county work and office work. She will work 8:00AM to 4:00PM, Monday and Tuesday each week. When a holiday falls on a scheduled day to work, she must make up this day or any other day off during the two-week pay period. Tina must also, like any other employee, follow the rules in the Town of Corinth employee handbook. Tina will now punch the time clock daily. Any town issues or directives to or for Tina must be given to or handled by the supervisor or a Town Board member to relate to her. If there are any missed punches, or different time issues, please email the bookkeeper.

RESOLUTION #11
ASSESSOR'S OFFICE SECRETARY'S SALARY

BE IT RESOLVED THAT THE Assessor's office will have regular hours at which time there will be an Assessor's Office Secretary to help the public. This secretary will be Beverly Jacon an hourly salary of \$17.03 an hour for actual time worked or benefited time earned for the year 2022.

RESOLUTION #12
TOWN HALL CUSTODIAN'S AND BUILDING AND GROUNDSKEEPER'S SALARY

BE IT RESOLVED that the salary for the Custodian and Grounds Keeper, Mark Deuel will be \$21.68 per hour for actual time worked or benefited time earned for the year 2022; and

BE IT FURTHER RESOLVED that Emergency Part-time Town Hall Custodial help be paid \$15.00 per hour for the year 2022.

RESOLUTION #13
TOWN COUNSEL

BE IT RESOLVED THAT Miller, Mannix, Schachner & Hafner, LLC be named Town Counsel at a contract of \$58,000.00 for the year 2022.

RESOLUTION #14
ZONING BOARD OF APPEALS STIPEND

BE IT RESOLVED THAT THE Chairman of the Zoning Board of Appeals be paid a stipend of Eighty Dollars and 08/100 Dollars (\$80.08) per meeting that is attended for the year 2022 and the Zoning Board of Appeals Members receive a stipend of Sixty dollars and 82/100 (\$60.82) for each meeting attended, and

BE IT FURTHER RESOLVED that the following are the names and the terms of the members of the Zoning Board of Appeals:

- William Clarke - 3 years - Chairman
- Sigrid Koch - 4 years
- Tracey Chandler - 5 Year

RESOLUTION #15
ATTORNEY FOR ZONING BOARD OF APPEALS

BE IT RESOLVED THAT Miller, Mannix, Schachner & Hafner, LLC be APPOINTED ATTORNEY FOR THE Zoning Board of Appeals for the year 2022, and be it further

RESOLVED that the attorney be paid Four Hundred Dollars (\$400.00) for each Zoning Board of Appeals meeting they attend and Two Hundred Dollars (\$200.00) if they do not attend a monthly meeting for the year 2022.

RESOLUTION #16
MACHINE OPERATOR'S AND LABORERS' SALARY

BE IT RESOLVED that the salary of machine operators in the Town of Corinth be set at \$24.38 per hour, and the salary of laborers in the Town of Corinth be set at \$21.82 per hour both plus longevity of 5 cents per hour after five years' service, and an additional 5 cents per hour after ten years of service, and an additional 5 cents per hour after fifteen years of service for the year 2022.

BE IT FURTHER RESOLVED that the following is a list of the individual highway employees and their hourly rate of pay not including longevity and stipend:

Jason Lent (MEO)	\$24.38
John Mann Jr. (MEO/Mechanic)	\$24.38
Kevin Mann (Welder/MEO)	\$24.38
Travis Conklin (MEO)	\$24.38
Wade Holmes (MEO)	\$24.38
Jason DeLong (MEO)	\$24.38
Adam Vincent	\$24.38
Michael Eggleston	\$21.82
Christopher Eggleston (Full Time Weigh Master)	\$20.25
James Yattaw (Part Time Weigh Master)	\$15.00
Brian Lucia (Cleaner)	\$15.00
Paul Coons (Part-Time Landfill Recycling Attendant)	\$15.00
Robert Burnham (Part-Time Landfill Recycling Attendant)	\$15.00

BE IT RESOLVED that each full time Highway Department Employee will be given a \$450.00 clothing allowance to be paid by voucher with receipts.

RESOLUTION #17
EMERGENCY HELP

BE IT RESOLVED that the Emergency Highway Help for the Town of Corinth be set a salary of \$15.00 per hour for the year 2022 and

BE IT FURTHER RESOVLED that Summer Highway Help for the Town of Corinth be set at a salary of \$15.00 per hour for the year 2022

RESOLUTION #18
SUPERVISOR'S ACCOUNT CLERK/TYPIST

BE IT RESOVLED THAT Cherie DeLancey be appointed Account Clerk/Typist at an hourly salary of \$17.19 an hour for actual time worked up to twenty-four (24) hours a week for the year 2022.

BE IT FURTHER RESOLVED that ***** be appointed Account Clerk/Typist and Fixed Asset Coordinator at an hourly salary of \$15.00 per hour for actual time worked up to Sixteen (16) hours a week for the year 2022.

RESOLUTION #19
BOOKKEEPER/CONFIDENTIAL SECRETARY

BE IT RESOLVED that Michael Young be appointed Bookkeeper/Confidential Secretary, a full time position at an rate of \$19.00 an hour for actual time worked for the year 2022.

RESOLUTION #20
CLERK OF THE COURT

BE IT RESOLVED that Colette Straight be appointed Clerk of the Court at an hourly rate of pay of \$20.20 per hour for 33.5 hours per week to be disbursed on an hourly basis for actual time worked plus benefits for the year 2022.

RESOLUTION #21
CLERK OF THE COURT

BE IT RESOLVED that Lori Pike be appointed Clerk of the Court at an Hourly rate of pay of \$20.00 per hour for 28 hours per week to be disbursed on an hourly basis for actual time worked for the year 2022.

RESOLUTION #22
TOWN CLERK'S SALARY

BE IT RESOLVED THAT THE SALARY OF Town Clerk Brenda Peris be set at \$39,308 for the year 2022.

RESOLUTION #23
DEPUTY TOWN CLERK

BE IT RESOLVED that the Town Clerk be authorized to appoint Kate Halliday as Deputy Town Clerk, Deputy Tax Collector and Deputy Registrar of Vital Statistics at an hourly rate of \$19.00 per hour full time for the year 2022.

BE IT FURTHER RESOLVED that Helen Bardin be appointed as Account Clerk at an hourly rate of \$15.00 per hour as needed for the year 2022.

RESOLUTION #24
REGISTRAR OF VITAL STATISTICS

BE IT RESOLVED that the Town Clerk Brenda Peris be appointed Registrar of Vital Statistics at a salary of \$1975 for the year 2022.

RESOLUTION #25
COLLECTOR OF TAXES

BE IT RESOLVED that Brenda Peris be named Collector of Taxes for the year 2022 with a salary of \$8,997

RESOLUTION #26
SENIOR CITIZEN DIRECTOR

BE IT RESOLVED that Laurie Crossman shall be named Director of the Corinth Senior Citizens Center Program for the year 2022 at a salary of \$21.68 and the person substituting for the Director be paid the hourly rate of \$16.00 per hour.

BE IT FURTHER RESOLVED that the person substituting for the van driver will be paid \$15.00 per hour on all.

RESOLUTION #27
DOG CONTROL OFFICER

BE IT RESOLVED that Alicia Floud shall be named Town of Corinth Dog control Officer at an annual salary of \$ 27,504.28 to be paid pursuant to a contract with the Town of Corinth for the year 2022.

RESOLUTION #28
BUILDING INSPECTOR, CODE ENFORCEMENT OFFICER AND
ZONING ADMINISTRATOR

BE IT RESOLVED THAT Albert Brooks Sr. be named part-time Building Inspector and Code Enforcement Officer for the Town of Corinth at an hourly salary of \$18.00 for the year 2022. The office will be open from 6:00AM to Noon. The Inspector will be here from 6:00AM to 11:00AM for a total of 20 hours per week, and

BE IT FURTHER RESOLVED that James Martin be named Zoning Administrator for the year 2022 with a contract.

RESOLUTION #29
ATTORNEY FOR PLANNING BOARD

BE IT RESOLVED that Miller, Mannix, Schachner & Hafner, LLC be appointed attorney for the Planning Board for the year 2022, and be it further RESOLVED that the attorney be paid Four Hundred Dollars (\$400.00) for each Planning Board meeting she attends and Two Hundred Dollars (\$200.00) if she does not attend a monthly meeting

RESOLUTION #30
PLANNING BOARD CHAIRMAN STIPEND

BE IT RESOLVED that the Chairman of the Planning Board be paid a stipend of \$80.88 per meeting that is attended, plus \$75.00 per month for work performed at home, for the year 2022 and the Planning Board Member receive a stipend of \$61.43 for each meeting attended.

BE IT FURTHER RESOLVED that the members of the Planning Board served as board members for the following terms:

Melanie Denno	5 years
Joan Beckwith	2 years
David Barrass	3 years
Daniel Willis	1 years
Darren Potter	4 years

RESOLUTION #31
BUILDING DEPARTMENT CLERICAL
AND ZONING BOARD OF APPEALS/PLANNING BOARD SECRETARY

BE IT RESOLVED that Trisha Santiago be appointed part time status, Building Department Secretary at a salary of \$15.00 for the year 2022; from 8:00AM to 12 Noon, Monday-Thurs. and be it further

RESOLVED that Lynn Summers be appointed Zoning Board of Appeals Secretary and Planning Board Secretary at a combined hourly salary of \$15.00 per hour including all jobs to be disbursed on an hourly basis for actual time worked at part

time status for the year 2022. She will work from 12:00PM to 4:00PM Wednesday and Thursday.

RESOLUTION #32
TOWN BOARD’S MEETING WITH PLANNING BOARD AND ZONING
BOARD OF APPEALS

BE IT RESOLVED that the Town Board will meet with the Planning Board and Zoning Board of Appeals once a year:

*The Town Board will meet with the Planning board and Zoning Board once the Covid is no longer a threat.

RESOLUTION #33
YOUTH COMMISSION CHAIRMAN

BE IT RESOLVED that Jackie Sarnelli be appointed as Youth Commission Chairman for the Town of Corinth for the year 2022, a salary of \$15.00 per hour, be paid on presentation of voucher.

RESOLUTION #34
BOARD OF ASSESSMENT REVIEW

BE IT RESOLVED that the Chairman of the Board of Assessment Review be paid the sum of Two Hundred Dollars (\$200.00) and the members be paid One Hundred Dollars (\$100.00) for the year 2022, and

BE IT FURTHER RESOLVED that the names of the members of the Board of Assessment Review and their terms are as follows:

William Clarke	10/01/2019 to 09/30/2024
David R Woodcock	10/01/2020 to 09/30/2025
Gregory Berg	10/01/2021 to 09/30/2026
George Knauer	10/01/2018 to 09/30/2023
Nicholas Denno	10/01/2017 to 09/30/2022

RESOLUTION #35

HIGHWAY FOREMAN

BE IT RESOLVED that Highway Superintendent Shawn Eggleston be authorized to appoint a Highway Foreman at his discretion as needed for the year 2022. The Foreman Position pays an additional .50 cents per hour during time served in that position

RESOLUTION #36

TOWN HISTORIAN

BE IT RESOLVED that Rachel Clothier be appointed Museum Curator for the year 2022 with a salary of \$1600

RESOLUTION #37

MUSEUM CURATOR

BE IT RESOLVED that Rachel Clothier be appointed Museum Curator for the year 2022 with a salary of \$1600

RESOLUTION #38

CROSSING GUARDS

BE IT RESOLVED that the Town appoint James Murray as Crossing Guard at an hourly rate of \$15.00 per hour and,

BE IT FURTHER RESOLVED that the Town appoint ***** as substitute Crossing Guard at an hourly rate of \$15.00 per hour.

RESOLUTION #39

EMERGENCY MANAGEMENT COORDINATOR

BE IT RESOLVED that the Town appoint ***** as Emergency Management Coordinator for the year 2022 with a Salary of \$1,310.00

RESOLUTION #40

REGULAR MEETING NIGHTS

BE IT RESOLVED that the Town Board shall meet on the second Thursday of each month at 6:00PM and the Fourth Thursday of each month at 4:30PM. The meetings will deal with bill pay, pending business and public input.

* For Vouchers to be paid they must be to the Town Clerk by 12:00 noon the Monday before the bill pay meetings.

RESOLUTION #41

WORKDAY

BE IT RESOLVED THAT Resolution #71 sets forth that full time Town Hall employees will work four days a week for a total of 33.5 hours per week. Actual work hours may vary with flex time at the discretion of the Town Board or Supervisor in 2022.

RESOLUTION #42

OFFICIAL DEPOSITORY

BE IT RESOLVED that Saratoga National Bank, the Corinth Branch, be designated as the official depository for all funds for the Town of Corinth for the year 2022.

RESOLUTION #43

OFFICIAL NEWSPAPER

BE IT RESOLVED THAT THE Glens Falls Post Star be designated as the Official Newspaper of the Town of Corinth for the year 2022 and may also be sent to The Local First, the Town Web Master, and to Town Facebook Coordinator

RESOLUTION #44

INVESTMENT POLICY

BE IT RESOLVED in 2022, that the Town Supervisor and/or the Deputy Supervisor be authorized to invest moneys not immediately needed as prescribed by the Town of Corinth's Investment Policy adopted January 1, 2014. A copy of said Investment Policy is on file in the Town Clerk's Office.

RESOLUTION #45
HIGHWAY SUPERINTENDENT EXPENDITURES

BE IT RESOLVED in 2022, that the Town of Corinth Highway Superintendent be authorized to expend money according to a Procurement Policy adopted January 1, 2014. Said Procurement Policy is on file in the Town Clerk's Office and the Town Clerk shall give a copy yearly to the department heads, and

BE IT FURTHER RESOLVED on motion of Councilman Collura and Seconded by Councilman Halliday to waive the reading of the Procurement Policy since only the amounts have changed.

RESOLUTION #46
TOWN EXPENSES

BE IT RESOLVED THAT ANY Town Department purchase must be according to the terms in the Procurement Policy adopted by the Town of Corinth on January 1, 2014. A copy of said Procurement Policy is on file in the Town Clerk's Office.

RESOLUTION #47
MONTHLY FINANCIAL REPORT

BE IT RESOLVED THAT the Town Supervisor be authorized to make monthly financial reports as prescribed by Article 4 Section 50F of the General Municipal Law. Each Member of the Town Board is to receive a copy of such report, at the meeting, as presented, for them to look over for any changes to be brought up at the next meeting.

BE IT FURTHER RESOLVED that the Town Board will be adopting a policy requiring the bookkeeper to produce the following three reports: Operating Statement,

Balance Sheet, and A Budget/Actual Comparison, along with a Fund Analysis on a monthly basis along with any notes or anecdotal information that will inform the Town Board in 2021.

RESOLUTION #48
TOWN BOARD COMMITTEES

BE IT RESOLVED that the Town Supervisor appoints the following persons listed on the following committees for the year 2022 and they will hereby work with and report on said committees at the Town Board meetings.

Emergency Management	Council people Collura and Crooks
Town Building and Lands	Council people Byrnes and Crooks
Town Roads	Councilmen Byrnes and Collura Highway Supt. Shawn Eggleston
Town/Village Relations (Includes Fire Department Budget Meetings)	Councilmen Collura and Halliday
Equalization and Assessment	Council people Byrnes and Crooks
Town Youth Committee	Council people Byrnes, Crooks, and Jackie Sarnelli
Town Insurance	Melanie Denno, Lori Hay, Town Board and Town Employees
Landfill	Councilmen Collura and Halliday Highway Supt. Eggleston
Records Management / Advisory Committee	Supervisor Butler, Councilmen Halliday and Town Clerk Brenda Peris
Chaplain	*****

Town Web Page	Councilwoman Crooks
Senior Citizen Board	Supervisor Butler
Town Facebook Coordinator	Mike Young
Advisor to County Youth Bureau	Jackie Sarnelli
Land Use/Zoning Liaison	Dave Barrass
Advisory to County Fire Council	Graham Champagne
Advisory Committee to EMS	Supervisor Butler, Councilman Byrnes and Coordinator Matt Fogarty
Personnel Committee	Supervisor Butler, Town Clerk Peris, Councilmen Byrnes and Halliday, Highway Superintendent Shawn Eggleston and Coordinator Fogarty
Cemetery Committee	Jeff Collura

RESOLUTION #49
ASSOCIATION OF TOWNS / TRAINING

BE IT RESOLVED that The Town Board will make 1 appointment to the Association of Towns in 2022.

RESOLUTION #50
PARAMEDICS

BE IT RESOLVED that The Town of Corinth hire part-time paramedics at an hourly rate of \$22.65 and

BE IT FURTHER RESOLVED that the Town of Corinth hire a paramedic director/paramedic, Matthew Fogarty, at a salary of \$68,905.04 for the year 2022. Mr. Fogarty will work 24 hours as a paramedic and 16 hours as coordinator per week; and

BE IT FURTHER RESOLVED that full time paramedics will be paid \$24.82 an hour after their 90 day probationary period and \$25.82 per hour for Saturday and Sunday after their 90 day probationary period; full time with a minimum of 36 hours per week with health insurance at this time, for the year 2022;

- The full-time paramedics Standard Work Day (SWD) will be recognized as SWD = 7.2 hours
- 7.2 hours x 5 days = 36 hours of work week
- All full-time paramedics will receive 7.2 hours pay for any holiday in the Town's list of holidays
- Permanent, fulltime paramedics are entitled to 14.4 hours of personal time per year. This time to be used within the year not accumulative
- All permanent, full-time paramedics of the Town accumulate one (1) (7.2Hour) of sick leave per month, at the completion of the month

BE IT FURTHER RESOLVED that a full-time paramedic can be mandated to fill an open paramedic or EMT shift in the event of a shift short at the discretion of the EMS Director. The full- time paramedic who is mandated will not receive overtime rate until the employee works more than 40 hours in a work week and

BE IT FURTHER RESOLVED that the hired EMTs will be paid an hourly rate of \$16.00 per hour Monday through Friday and \$17.00 for Saturday and Sunday

RESOLUTION #51
VILLAGE FIRE PROTECTION

BE IT RESOLVED that the Town Board of the Town of Corinth and the Village of Corinth duly enter into a contract for fire protection to said district of the Town of Corinth upon terms and provisions set forth, amount of said contract for the year

2022 is \$449,858. A copy of said contract to be filed in the office of the Town Clerk.

RESOLUTION #52
WATER RENT PENALTY

BE IT RESOLVED that the Town of Corinth shall charge 10% penalty after the first 30 days, and then 1% every month thereafter on the remaining unpaid balances.

RESOLUTION #53
BUDGET APPROPRIATIONS

BE IT RESOLVED that except as authorized by law, no officer, board (does not mean Town Board), department, or commission shall incur any liability or enter into any contract without its provision, therefore shall have been made in the annual Budget, and in case, in excess of the amount appropriated for such year, and

BE IT FURTHER RESOLVED that pursuant to Section 117 of Town Law of New York State, any contract, verbal or written, and in violation of this section shall be null and void as to the Town and no money belonging to the Town shall be paid therefore, and

BE IT FURTHER RESOLVED that if funds appropriated for a particular Town Department are completely depleted before the close of a fiscal year, no further expenditures shall be made for liabilities incurred for that Department unless the amount of the appropriation is increased by the Town Board, and funds are available to finance the increase, and BE IT FURTHER RESOLVED that each Elected Official and Employee, paid and non-paid, shall be given a certified copy of this resolution by the Town Clerk in 2022.

RESOLUTION #54
HEALTH OFFICER

BE IT RESOLVED that George Siniapkin, MD shall be named Health Officer for the Town of Corinth for the year 2022.

RESOLUTION #55
CORINTH FREE LIBRARY

BE IT RESOLVED that the Town of Corinth shall contribute \$15,000.00 for the year 2022 to the Corinth Free Library.

RESOLUTION #56
PAY PERIODS

BE IT RESOLVED that all wages of all Town Employees be paid on a bi-weekly basis for the year 2022.

RESOLUTION #57
TOWN ENGINEERS

BE IT RESOLVED that LaBerge Group and LA Group be named Town Engineers on an as needed basis, and

BE IT FURTHER RESOLVED that the Town Supervisor can seek other local qualified engineers for some areas of work during 2022.

RESOLUTION #58
INDEPENDENT AUDITORS

BE IT RESOLVED that Thomas Bodden be appointed as Independent Auditor for the Town of Corinth for the year 2022 pursuant to his contract with the Town of Corinth

RESOLUTION #59
MEMORANDUM OF UNDERSTANDING

BE IT RESOLVED that the annual memorandum of understanding, including culverting, bridge repairs, channel clearing and/or realignment of streams for a distance of 100 feet or less, be entered into with the Regional Office of the

Department of Environmental conservation under Article 15 of the Environmental conservation Law.

RESOLUTION #60
LANDFILL CLOSURE PROVISION

BE IT RESOLVED that the Town Supervisor be authorized to sign any D.E.C. mandates on Landfill Closure that may come about.

RESOLUTION #61
SMOKING AREAS

BE IT RESOLVED that the Corinth Town Hall is a NO SMOKING HALL other than designated smoking area. This area is outside. All smoking to be done at least twenty (20) feet away from the doorways, also all breaks are to be taken on premises.

BE IT FURTHER RESOLVED that smoking breaks need to be limited to two (2) 10-minute breaks per day. The recommended times for these breaks are 10:00AM and 2:00PM. These breaks must be limited to two (2) per day. These breaks are to be staggered by personnel, so someone is in the building to cover each office and not everyone is out the building at once. A copy of this resolution shall be given to each person working in the Town Hall and will be enforced. Those violating the designated breaks could be docked time as these breaks are on the cameras.

RESOLUTION #62
HOSPITAL RECORDS

BE IT RESOLVED the fees for obtaining old hospital records will be a search fee of \$5.00 and .25 cents each for a copy, plus postage and handling for a patient's own request, a legal request will have a \$15.00 search fee, and a .25 cents per copy, plus postage and handling. A patient is urged to sign out his or her own records to keep. We are on the last year of keeping these records except for the forever ones.

RESOLUTION #63

COMMITTEE CHARIMAN

BE IT RESOLVED that committees working for the Town of Corinth listed below will be continued and the person listed below will serve as Chairman of said Committees for a term of one year each, up for re-appointment each year.

Planning Board	David Barrass
Zoning Board of Appeals	William Clarke
Assessment Board of Review	George Knauer
Landfill C & D	Jeffrey Collura
Scenic Rail	Ed Byrnes
County Senior Advisory Committee	John Randall
County Fire Advisory Board	Graham Champagne
County Youth Board	Jackie Sarnelli
County EMS Advisory Board	Matthew Fogarty

RESOLUTION #64

DEPUTY HIGHWAY SUPERINTENDENT

BE IT RESOLVED the Town Board appoints Jason DeLong to be Deputy Highway Superintendent and Kevin Mann be appointed Second Deputy Highway Superintendent to assume the duties of that office when the Highway Superintendent (Shawn Eggleston) is absent in 2022.

RESOLUTION #65

OTHER PRACTICES

BE IT RESOLVED THE Town Hall Business Hours will be as follows:

Monday through Wednesday

7:30AM to 4:00PM

Thursday	8:00AM to 4:00PM
Friday	Closed

Building Department

Monday through Thursday	6:00AM to 12:00PM
Building Inspector	6:00AM to 11:00AM
Secretary present	8:00AM to 12:00PM

Justice Court Hours

Monday Through Wednesday	7:30AM to 4:00PM
Thursday	8:00AM to 4:00PM
Friday	Closed

BE IT FURTHER RESOLVED that the Town Board requests Town Hall employees to dress accordingly for an office job serving the public.

BE IT FURTHER RESOLVED that no Department Head may give another employee permission to break a law or rule established by the Town Board.

BE IT FURTHER RESOLVED that anyone hired to work for the Town of Corinth as of January 1, 2016, and thereafter. Must submit to a mandatory drug test.

BE IT FURTHER RESOLVED that the only Town of Corinth employees that are allowed to take a motor vehicle owned by the Town home are as follows:

- * Supervisor Butler
- * Highway Superintendent Shawn Eggleston
- * Mechanic John Mann, Jr.
- * Dog Control Officer/Deputy Dog Control Officer
- * EMS Director Matthew Fogarty

All other vehicles must remain on Town of Corinth property during the nighttime hours due to liability issues according to the insurance company.

BE IT FURTHER RESOLVED that all cell phones or electronic devices are to be turned off upon entering the Town Hall. Employees may only use their cell phones or electronic devices during lunch or breaks. In the event that an

employee is using their personal electronic device for anything other than Town business, within the Town Hall, disciplinary action up to and including termination may be taken. These rules will be closely monitored this year as we talk about evaluations and time studies.

BE IT FURTHER RESOLVED if an employee has a grievance with his or her immediate supervisor, said grievance should go to the Town Supervisor. In the event that said grievance cannot be satisfied then the grievance must be taken to the full Town Board. All issues with another employee, the public, or personal must go to the Supervisor for a path to resolve. This issue must be presented to the Supervisor in writing at this time.

RESOLUTION #66
TOWN HALL EMERGENCY CLOSURE

BE IT RESOLVED that in inclement weather Employees are expected to report to work and remain at work during inclement weather conditions unless otherwise notified by the Town Supervisor. Employees should use their own discretion in determining whether they can commute safely to work due to inclement weather. If the Town Supervisor has not officially shut down operations, an employee who does not report to work or requests to arrive at work late or leave work early due to inclement weather, must use paid vacation or personal time, if available, or take the time off without pay, not sick time. If an FMLA exempt employee has no paid leave benefits available, the employee will only be docked if a full workday is taken and,

BE IT FUTHER RESOLVED that in the event of an emergency closure by the Town Supervisor, due to inclement weather, all employees scheduled to work at that given time will be compensated for any time off. Any employee NOT SCHEDULED to be at work at the time of closure WILL NOT be compensated in any way, and,

BE IT FURTHER RESOLVED that this resolution will supersede any previous resolutions in the organizational or in the handbook.

RESOLUTION #67

PETTY CASH FUND

BE IT RESOLVED that there be established a petty cash fund in the Bookkeeper’s office of \$100.00 for the year 2022, for use in small items such as extra postage, miscellaneous and such.

RESOLUTION #68
CODE OF ETHICS

BE IT RESOLVED that every employee of the Town of Corinth receive a copy of the adopted Town of Corinth Code of Ethics by the Town Clerk.

RESOLUTION #69
CODE OF ETHICS WAIVER

On motion made by Councilman Collura and Seconded by Councilman Halliday the reading of the Code of Ethics is hereby waived.

AYES	4
Nays	0
Absent	1

SECTION 1: Pursuant to the provisions of Section 860 of the General Municipal Law, the Town Board of the Town of Corinth recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the Town of Corinth. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Corinth. The rules of ethical conduct of this resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal offices and employees.

SECTION 2: DEFINITIONS: (A) Municipal officers or employees mean an officer or employee of the Town of Corinth, whether paid or unpaid, including members of any administrative board or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a chief engineer or assistant chief engineer.

(B) Interest” means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

SECTION 3: STANDARD OF CONDUCT: Every officer or employee of the Town of Corinth shall be subject to and abide by the following standards of conduct:

(a) **GIFTS:** He shall not directly or indirectly, solicit any gift or accept or receive any gift having a value of Seventy-five Dollars (\$75.00), whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.

(b) **CONFIDENTIAL INFORMATION:** He shall not disclose confidential information acquired by him, in the course of his official duties or use such information to further his personal interest.

(c) **REPRESENTATION BEFORE ONE’S OWN AGENCY:** He shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer. Member or employee of any municipal agency which he has jurisdiction, or which has power to appoint any member, officer or employee.

(d) **REPRESENTATION BEFORE ANY AGENCY FOR A CONTINGENT FEE:** He shall not receive or enter into any agreement, expressed or implied for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value or the services rendered.

- (e) **DISCLOSURE OF INTEREST IN LEGISLATION:** To the extent that he knows thereof, a member of the Town Board and any officer or employee of the Town of Corinth, whether paid or unpaid, who participates in the discussion gives official opinion to the Town Board on any legislation before the Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation.
- (f) **INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES:** He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his official duties.
- (g) **PRIVATE EMPLOYMENT:** He shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his official duties.
- (h) **FUTURE EMPLOYMENT:** He shall not, after termination of service or employment with such municipality, appear before any board or agency of the Town of Corinth in relation to any case, proceeding or application in which he personally participated during the period of his service or employment which was under his active consideration.

SECTION 4: Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee or any claim, account, demand or suit against the Town of Corinth, or any agency thereof on behalf of himself or any member of his family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

SECTION 5: DISTRIBUTION OF CODE OF ETHICS The Supervisor of the Town of Corinth shall instruct the Town Clerk to distribute a copy of this Code of Ethics to every officer and employee of the Town of Corinth within Thirty (30) days after the adoption of this resolution. Each officer or employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

SECTION 6: PENALTIES In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of

the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

SECTION 7 EFFECTIVE DATE This resolution shall take effect January 1, 2011.

RESOLUTION #70
CORINTH INDUSTRIAL AGENCY APPOINTMENTS

The Corinth IDA is not in operation

RESOLUTION #71
TOWN OF CORINTH BENEFITS FOR FULL TIME EMPLOYEES

On motion made by Councilman Collura and Seconded by Councilman Halliday the reading of the Town of Corinth Benefits for Full Time Employees can hereby be waived by a roll call vote:

Ayes	4
Nays	0
Absent	1

I.WAGE COMPENSATION:

- A. Hourly rate for Town hourly employees and yearly annual salary for appointed employees shall be established by the Town Board annually.
- B. Full time employment should be defined as 40 hours per week for the Highway Department and 33 ½ hours per week for Town Hall and 33.5 hours per week for the Justice Court.
 - 1. Highway Department employees and full-time paramedics shall be paid time and one half for any hours worked in excess of forty hours per week. The need for employees to work overtime will be decided on a daily basis and will be authorized by the Superintendent of Highways and Paramedic Director.
- C. All full time and part time employees of the Town of Corinth will be paid longevity of 5 cents per hour after five years of consecutive service, and an additional 5 cents per hour after ten years of service and an additional 5

cents after 15 years of service in 2022. This will not include elected officials.

- D. According to State Law regardless of the defined full- time hours, overtime will only be paid after the employee has worked 40 hours.
- E. All full- time employees will receive eight (8) hours pay for any holiday in the Town's list of Holidays. If the Holiday is worked, they will receive, time and one half for the hours worked that day, plus the eight (8) hours holiday pay.
- F. All personal and vacation time must be used by December 31st of the current year. Only sick time may be carried over to another year.

II-VACATION TIME:

- A. Vacation time is based upon the following:
 - (All based on forty hours per week/5 days per week-highway)
 - (All based on 34 hours per week/4 days per week-Town Hall)
 - (All based on 36 hours per week / EMS)

Vacation Time, Holiday Time, Personal Time and Sick Time will be deducted in hourly increments.

After an anniversary date of 1 year, 5 years or 10 years vacations will be paid as follows:

1. Length of employment by Town 1-4 Years= 2 weeks paid
2. Length of employment by Town 5-9 Years= 3 weeks paid
3. Length of employment by Town 10+ years= 4 weeks paid

- B. Vacation time is to be requested one (1) week in advance. In case of emergency, subject to the Department Head, an exception may be made.

All advance request for time off must be made in writing on the Time-Off Request form and submitted first to the Department Head and thereafter to the Town Supervisor for final approval. Vacation time is not intended to be used to change the employee's normal work schedule.

III-BEREAVEMENT LEAVE:

Permanent-Full Time employees are eligible to three (3) days funeral leave for the death of the following: mother, father, sister, brother, spouse, significant other, child, grandmother, grandfather, mother- in- law, father- in- law, or the grandparent of the employee's spouse. These three (3) days must be sequential and include the date of the funeral.

IV-JURY DUTY:

Permanent, full- time employees will be paid the jury fee of \$40.00 a day for the first three days of jury duty. Employees are to return to regular duties provided he or she has four (4) or more hours left of his or her regular day.

V-HOLIDAYS:

A. All permanent, full- time employees shall have the following paid holidays (following Saratoga County):

- | | |
|--------------------------------------|---------------------------------------|
| 1. New Year's Day (01/01/22) | 7. Columbus Day (10/10/22) |
| 2. Martin Luther King Day (01/17/22) | 8. Veterans Day (11/11/22) |
| 3. President's Day (02/21/22) | 9. Thanksgiving Day (11/24/22) |
| 4. Memorial Day (5/30/22) | 10. Day after Thanksgiving (11/25/22) |
| 5. Fourth of July (07/04/22) | 11. Christmas Friday (12/25/22) |
| 6. Labor Day (09/05/22) | |

B. When Highway Department employees are called in on an emergency basis on a paid holiday, the employee would receive holiday pay plus time and one-half for the hours worked.

c. Employees must work the regular day before and after the holiday in order to receive holiday pay if scheduled to work.

VI-PERSONAL DAYS:

Permanent, full- time employees are entitled to two (2) days per year personal time. This time to be used within the year not accumulative.

VII-SICK LEAVE:

All permanent, full-time employees of the Town accumulate one (1) day of sick leave per month, at the completion of the month. Sick leave may be used only in the event of the employee's own illness, or in the event the employee needs to care for a family member who resides in the employee's household. Sick days may not be used before they are accrued. Sick leave may be used in one-hour increments. Employees are encouraged to schedule doctors' appointments outside of their regular working hours. In the event this is not possible, sick leave for doctors' appointments may be used with advance approval of the employee's supervisor.

If an employee retires from employment with the Town, and qualifies for retirement under the New York State Retirement System, he/she may be paid for unused sick leave up to the 120- day cap. (For employees hired January 1, 2011 and after the cap will be 60 days) Payment will be calculated as follows: The hourly rate of the employee will be determined based upon the average base hourly salary for the three years prior to retirement. No adjustment will be made for shift differentials, overtime, stipend or other payments that may have been paid above and beyond the hourly base rate.

If an employee is terminated from employment for any reason other than retirement or disability retirement, the employee shall have no claim for pay in lieu of unused sick leave.

Employees returning to work after three consecutive sick days shall provide written documentation from their doctor of their illness and their fitness to return to work. If the absence was due to a family member's illness, written documentation of illness, from a doctor, shall be provided.

If an employee calls in sick the last scheduled working day before a holiday for the first schedule working day after a holiday, he/she is required to have a written confirmation of illness from a doctor in order to be paid for the holiday.

All leaves must be reported to the Supervisor and the Bookkeeper on a daily basis. Work- place accidents must be promptly reported on a form provided by the employer.

If an employee is eligible for leave under the Family Medical Leave Act (FMLA), such employee must use all available paid sick leave before taking unpaid leave for the remainder of the FMLA leave. The employee may, at his/her option, use accumulated vacation or personal leave during an FMLA leave. Employees on FMLA leave will not accrue additional sick or vacations days.

Abuse of sick leave may result in discipline up to and including discharge.

VIII-NEW YORK STATE RETIREMENT COVERAGE

A Three (3) percent contribution will be paid by any employee who has not been in the retirement system for 10 years and who are in Tiers 3, 4, and 5. Also part time employees may join if they desire. Employees in the New York State Retirement System more than 10 years do not have to contribute as per new rule set forth by the New York State Retirement as of October 1999.

When a permanent, full- time employee reaches 55 years of age, AND has been a Town Employee for a minimum of 15 consecutive years, he will be eligible for paid medical insurance (not including vision and dental) upon retirement, for the employee only as long as the retiree is under the town's insurance plan and the cap set by Town Board. A surviving spouse may purchase their insurance (not including dental and vision) through the Town Plan at their own expense.

A Town permanent, full time retired employee is eligible for Medicare eligibility medical insurance upon retirement, for the employee only, as long as the retiree is under the cap set by Town Board. A surviving spouse may purchase their insurance (not including dental and vision) through the Town Plan at their own expense.

A Town permanent, full time retired employee is eligible for Medicare eligibility reimbursement from the S. S. check on a year to year motion by Corinth Town Board.

All town retirees retiring prior to the 1998 resolution will have paid insurance only as long as they remain under the town's insurance plan.

IX-DEFERRED COMPENSATION

All employees of the Town of Corinth if they wish are entitled to enroll in New York State Deferred Compensation Plan.

X-HEALTH INSURANCE

- A. Permanent, full- time employees shall have their health insurance benefits paid by the Town of Corinth as follows:

Individuals, the Town pays 92% of the monthly premium and the employee pays 8% as a payroll deduction for the year 2022.

Two person and family, the Town pays 80% of the monthly premium and the employee pays 20% as a payroll deduction for the year 2022.

Retirees at no cost for the year 2022.

If any permanent, full- time employee chooses not to participate in the health insurance plan for an entire year they will receive a payment of \$1000.00 at the end of the year.

XI-FAMILY MEDICAL LEAVE ACT

The Town of Corinth complies with the Federal Family and Medical Leave Act (FMLA) of 1993. This provides for up to 12 weeks (defined by employee's normal work week) in a 12- month period, of unpaid job protected leave for eligible employees for certain medical or family needs.

The Highway Superintendent is the manager for the FMLA compliance for all highway employees. The Town Supervisor is the manager for FMLA compliance for all Town Employees.

Employee Eligibility

An eligible employee is one who has been employed by the Town of Corinth for at least 12 months before leave request and who has worked at least 1,250 hours in the 12 months prior to date leave commences.

Leave Entitlement

An eligible employee may request a FMLA leave for one or more of the following reasons:

1. The birth of his/her child and to care for the newborn child
2. The placement with the employee or a child for adoption or foster care.
3. To care for the employee's spouse, son, daughter or parent with a serious health condition.
4. Because of a serious health condition that makes the employee unable to perform the functions of his/her job.
5. The employee must provide medical certification 30 days before the leave begins or if the leave was unforeseeable, 15 days from the date the leave was requested.
6. The employer may require medical certification to support a request for leave because of a serious or chronic health condition.

The Town of Corinth reserves the right to request a second or third opinion (at the employer's expenses) and a fitness for duty report to return to work.

Conditions

1. The 12-week leave is based on a rolling 12-month period measured forward from the first date the leave is used.
2. All eligible accrued paid vacation, sick time and personal days must be used first and are a part of the maximum 12-week leave. The remaining days of the FMLA leave will be unpaid. However, employee benefits (Health Insurance, Disability Insurance) will be continued by the Town of Corinth during this unpaid balance of the FMLA leave.

In case of an employee who is responsible for payment of health insurance benefits, the contribution will be paid at the same level for the 12-week leave as if he/she was working. Coverage will cease if payments made by employee are not made within 30 days of due date. Premium payments for policy coverage are subject to change.

3. Employee will not continue to accrue paid time off while on FMLA.
4. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Job Restoration

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA.

XII-MILEAGE REIMBURSEMENT

All officers and employees of the Town of Corinth using their personal vehicles for necessary travel in performance of their duties will be reimbursed at the Saratoga County rate .56 cents for the year 2022. Certificates of insurance are required for all officers and employees using their private vehicles. All mileage must be itemized showing starting point, destination and place of return. Said statement shall be attached to a voucher before payment can be made.

XIII-DRUG AND ALCOHOL TESTING

Beginning January 1, 2003, the State Mandated Drug and Alcohol testing program will be implemented for all Town employees driving Town Vehicles.

Beginning January 1, 2016, the Town of Corinth will require mandatory drug testing for all employees prior to being hired by the Town of Corinth.

Upon notification of being chosen for a random drug test it is mandatory to immediately take the drug test. If a person refuses to take the random drug test for any reason whatsoever disciplinary action will be taken up to and including termination.

It is against the Town of Corinth policy to operate equipment or motor vehicles under the influence of drugs or alcohol (prescription drugs included). If an employee is on a prescription drug and should not operate equipment or drive a motor vehicle he or she must tell their supervisor immediately.

XIV-TOWN OF CORINTH SEXUAL HARASSMENT POLICY STATEMENT

The United States Equal Employment Opportunity Commission (EEOC) on September 23, 1980 amended its guidelines on sex discrimination to establish the fact that sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Town of Corinth is committed to a policy that sexual harassment constitutes illegal behavior and is prohibited in any and every work- place in which Town employees are required to conduct business.

Under EEOC Guideline, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to the conduct is either an implicit term or condition of employment, or (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting the person's rejecting or submitting to the conduct, or (3) the conduct has the purpose or effect of unreasonably interfering with an affected person's work performance or creating an intimidating, hostile or offensive work environment.

The EEOC Guideline hold employers accountable for sexual harassing conduct by (1) Supervisory personnel, (2) between fellow employees, and even by non-employees (for example persons delivering goods) where the employer “knows or should have known” of such conduct.

Town of Corinth recognizes sexual harassment as a form of employee misconduct and provides affected employees with rights of redress and compliant resolution channels for incidents of sexual harassment. Complaints which cannot be resolved between the involved parties should be recorded by the victim of sexual harassment and presented in writing to (1) supervisory personnel, (2) Department Heads and (3) the Town Supervisor, in successive order. Complaints may also be made to either the New York State Human Rights Division or the United States Equal Employment Opportunity Commission.

The Town Attorney will conduct swift and thorough investigations of all unresolved allegations of sexual harassment including follow-up reports and will enforce appropriate sanctions including disciplinary action against employees engaging in sexual harassment.

Training for appropriate staff in each department shall be given on the identification of sexual harassment how to process complaints, and the role and responsibility of supervisory personnel in the prevention of sexual harassing incidents.

Town of Corinth is committed to a working environment free from sexual harassment and its effects. This policy shall be distributed to all Town departments for posting in a common location within such areas.

XV-INTERNET POLICY

Effective January 1, 2002 the Town of Corinth hereby adopts a policy entitled, “Use of Technology and Internet Policy”. A copy of said policy is on file in the Town Clerk’s Office.

USE OF TECHNOLOGY AND THE INTERNET POLICY

Town of Corinth's technical resources -- including desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, and electronic mail (e-mail) enable employees to quickly and efficiently access and exchange information throughout the Town and around the world. When used properly, we believe these resources greatly enhance employee productivity and knowledge. In many respects, these new tools are similar to other Town tools, such as stationary, file cabinets, photocopiers and telephones. Because these technologies are both new and rapidly changing, it is important to explain how they fit within the Town and within your responsibilities as an employee.

This policy applies to all technical resources that are owned or leased by the Town of Corinth that are used on or accessed from Town premises, or that are used on Town business. This policy also applies to all activities using any Town of Corinth paid accounts, subscriptions or other technical services, such as Internet and Web access, voice mail and e-mail, whether or not the activities are conducted from Town premises.

Note: As you use the Town's technical resources, it is important to remember the nature of the information created and stored. Because they seem informal, e-mail messages are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what an employee knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete e-mail messages or close a computer session, it may still be recoverable and may even remain on the system.

Acceptable Uses

The Town's technical resources are provided for the benefit of the Town, its vendors and suppliers. These resources are provided for use in the pursuit of Town business and are to be reviewed, monitored and used only for that purpose, except as otherwise provided in this policy.

Employees are otherwise permitted to use the Town's technical resources for occasional, non-work purposes during lunch hours, breaks, after work for a reasonable amount of time, not to exceed 30 minutes, and with permission of the Town Supervisor. Nevertheless, employees have no right of privacy as to any information or file maintained in or on the Town's property or transmitted or stored through the Town's computer, voice mail, e-mail or telephone systems.

Unacceptable Uses

The Town's technical resources should not be used for personal gain or the advancement of individual views. Employees who wish to express personal opinions on the Internet are encouraged to obtain a personal account with a commercial Internet service provider and to access the Internet without using the Town's resources.

Solicitation for any non-Town business or activities using Town resources is strictly prohibited. Your use of the Town's technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of the Town's technical resources. Employees may not play games on the Town's computers and other technical resources.

All e-mail and other documents produced on Town equipment are the property of the Town of Corinth. Like other Town communications, staff e-mail messages should be professional and courteous in tone. A communication that violates the Town's anti-harassment and anti-discrimination policies, demeans others, or would be otherwise offensive to a reasonable person, is prohibited.

You may not send e-mail or other communications that either mask your identity or indicate that they were sent by someone else.

You may not access any technical resources using another employee's password.

You may access the libraries, files, data programs and directories that are related to your work duties.

Unauthorized review, duplication, dissemination, removal, installation, damage or alteration of files, passwords, computer systems or programs or other property of the Town, or improper use of information, if obtained by unauthorized means, is strictly prohibited.

Sending, saving, or viewing offensive material is prohibited. Messages or material downloaded, stored or transmitted by computer, voice mail, e-mail, or telephone systems may not contain content that may be reasonably considered offensive to any employee or that violates the Town's anti-harassment and anti-discrimination policies. Offensive material includes, but is not limited to, sexual comments, jokes or images; racial slurs; gender-specific comments; any comments, jokes or images that would offend someone on the basis of race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, or any other category protected by federal, state, or local laws. Any use of the Internet or World Wide Web to harass or discriminate is unlawful and strictly prohibited by the Town. Violators will be subject to discipline, up to and including discharge.

The Town of Corinth does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the Town reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

Town technical resources may not be used for any illegal purposes. The Town of Corinth will cooperate fully with Law Enforcement Agencies to investigate any potential illegal activities.

Access to Information

The Town of Corinth asks you to keep in mind that when you are using the Town's computers you are creating Town documents using a Town asset. The Town respects the individual privacy of its employees. However, that privacy does not extend to an employee's work-related conduct or to the use of Town-provided technical resources or supplies.

Electronic information created and/or communicated by an employee using Town tools, such as software, Internet and World Wide Web access, voice mail, telephones, faxes and e-mail, will be monitored by the Town.

Please keep in mind the following:

The Town monitors the performance, usage and cost-effectiveness of its technical resources and periodically gathers information such as the number, frequency, time of day and duration of calls or Internet/Web visit.

The Town may, at its discretion, review any employee's electronic files and messages as well as the content and volume of usage.

Revised January 1, 2014

Remember that your electronic communications and files are neither private nor confidential. They may be read by others within the Town and outside it without first obtaining your permission. If there is information that you do not want to be available to others, you should send that information in other ways.

Copyrighted Material

Copyrighted material (such as software, database files, documentation, articles, graphics files, downloaded information) may not be copied or distributed through the e-mail system or by any other means without confirmed advance permission from an appropriate source. Failure to observe a copyright may result in disciplinary action by the Town as well as legal actions by the copyright owner. Any questions concerning these rights should be directed to your Department Head.

Confidential Information

E-mail and access to the Internet/web are not secure and may be monitored by sources outside the Town for legitimate or non-legitimate reasons. For example, Internet sites maintain logs of visits by web users, identifying what company and/or person accessed the service. If your work requires a higher level of security, please contact your Department Head for guidance.

All employees should be diligent in safeguarding the Town's confidential information, as well as that of fellow-employees and others, from disclosure. Do not access new voice mail or e-mail messages with others present. Messages containing confidential information should not be left visible while you are away from your work area. Computers should not be left unattended while the employee is out of the office and out of sight.

E-mail messages containing confidential information should include the following statement, in all capital letters, at the top of the message:

CONFIDENTIAL: UNAUTHORIZED USE OR DISCLOSURE IS STRICTLY PROHIBITED.

Security of Information

Although access to computer, voice mail and e-mail systems is protected by individual passwords, these technical resources belong to the Town of Corinth. They must be accessible at all times by the Town of Corinth and subject to inspections by the Town with or without notice. The Town may override any applicable passwords or codes to inspect, investigate or search an employee's files and messages. All passwords must be provided to Department Heads so that in emergency situations the Town will have access to all information.

However, passwords should never be provided to other employees or anyone outside the Town Hall and it is forbidden to access any technical resource using another employee's password.

In order to facilitate the Town's access to information on its technical resources, you may not encrypt or encode any voice mail or e-mail communications or any other files or data stored or exchanged on Town systems without the express prior written permission from the Town Supervisor and your Department Head. As part of this approval, the Town Supervisor will indicate a procedure for you to deposit any password, encryption key or code, or software with the Department Head so that the encrypted or encoded information can be accessed in your absence.

Revised January 1, 2014

Information Gathered from Town of Corinth Websites

All information gathered on Town of Corinth website from visitors to the site shall be considered confidential and shall not be disclosed or used for unauthorized purposes, including sale to mailing houses and advertisers. Information gathered must be used by the Town only to better serve members and visitors at its web site. The Town's web site will display a message reassuring visitors that information collected is confidential, not for sale and used for positive purposes.

Town of Corinth's Software Policy

Employees are prohibited from installing any software on any Town technical resource without the express prior written permission of the Town Supervisor

Involving the Town Supervisor ensures that the Town can manage the software on Town systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law. Unauthorized copying or use of computer software exposes the Town and the individual employee to fines and imprisonment. Therefore, employees may not load personal software onto the Town's computer system and may not copy the Town's software for personal use.

Your Responsibilities

Each employee is responsible for the content of all text, audio or images that they place or send over the Town's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter. Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, the Town may advise appropriate legal officials of any violations.

Revised January 1, 2014

XVI-CELL PHONE POLICY

It is recognized that specific Town Employees will be required to carry cellular telephones to meet their job responsibilities. Job Titles requiring cellular telephones shall be listed and given to the Town Board each year along with a report of usage and costs involve.

The employee shall make every attempt to use their cellular phones for only business purposes, not barring an occasional Emergency call. Audits will be done monthly on all accounts so as to be no abuse of shared cellular minutes. If an abuse of outside to town business calls is made, the employee could be responsible for calls made outside of Town Business. If inappropriate call abuse is discovered, such employee shall be asked to sign a written financial responsibility statement to continue use of a Town of Corinth Cellular Telephone. Employees are also reminded of the State law preventing driving while on the telephone.

XVII-LIGHT DUTY POLICY

Any light duty medical cases coming before the Town will be handled on a case by case basis.

XVIII-EMPLOYEE PRIVACY POLICY

It is the policy of the Town of Corinth to protect and maintain the privacy of all employees, this policy extends to medical records and personal and financial information.

1. MEDICAL RECORDS & INFORMATION

- a. Pre-employment physicals, if required, will be limited to a determination of whether the individual is capable of performing their essential job functions with or without accommodation.

- b. Requests about an employee's fitness for continued employment will be limited to the determination of whether the employee is capable of returning to work and performing essential job functions and/or whether the employee poses a risk to others.
- c. Employee's medical records, including return to work slips, doctors' notices regarding absences, insurance application forms, etc. will be kept in a private and secure location and will not be subject to access by co-workers and/or the public.
- d. Medical information will not be forwarded from the Town of Corinth to anyone, including doctors, new employers, health insurance companies or administrators, etc. without the written consent of the employee.
- e. Results of drug or alcohol testing will be treated as medical records and afforded the same protections as other medical records.
- f. Notwithstanding the provisions of this policy, should an employee file for workers' compensation, disability and/or unemployment compensation benefits, and should it become necessary in the administration, management, or defense of such claims to review and/or release medical records, an employee who refuses to allow release of medical records for these purposes, may forfeit their rights to benefits and/or be subject to personnel action consistent with state and/or federal laws.

2. PUBLIC ACCESS TO RECORDS

The New York Public Officers Law, more commonly known as the Freedom of Information Law, requires the Town to make records available for public inspection and copying. It is the policy of this Town to comply with the Public Officers Law. Consistent with the Law, the following records may be released:

- a. An employee's name, public office address, title, and salary;
- b. Oaths of Office:

- c. Dates of Employment and/or Termination; and
- d. Employment history.
- e. The following information will not be released as part of a Freedom of Information Law response and, if part of a document that is otherwise subject to public inspection, this information will be redacted
 - i. Social Security Numbers;
 - ii. Medical records;
 - iii. Reasons for absences;
 - iv. Marital and/or family status; and
 - v. Banking information such as financial institutions and/or account numbers.

This list is subject to change based upon developments under this law.

3. COURT ORDERS/SUBPOENAS

Nothing in this policy shall prevent the release of information when required:

- a. To investigate a theft or crime believed to have been committed on Town property or involving Town property.
- b. In accordance with an Order or Subpoena which on its face appears to be duly issued; or
- c. When required by the Internal Revenue Service or other federal agency.

4. AUTHORIZED RELEASE OF INFORMATION

It is the policy of this Town to obtain releases from employees before transmitting information even if the transmittal of such information is for the benefit of the employee. Examples include:

- a. Transmittal of information necessary to activate a direct deposit or payroll transfer;
- b. Information necessary to obtain employee benefits;

- c. Information necessary for the initiation, management or termination of a workers' compensation, unemployment compensation, disability, or other claim.

Employees may be required to sign releases in order to participate in employee benefit programs or to receive wage compensation benefits.

5. GROUNDS FOR PERSONNEL ACTION

In the event that an employee accesses another employee's personal information without proper authority, disseminates private information in violation of this policy, or obtains and uses private employee information for any unauthorized purpose, that employee shall be subject to discipline consistent with state and federal laws.

XIX- WORK PLACE VIOLENCE

1. Purpose

To define the policy of the Town of Corinth that all employees have the right to work in an environment free from physical violence, threats and intimidation.

2. Policy

The safety and security of all our employees is of utmost importance to the Town of Corinth (the Town"). The Town will not tolerate workplace violence of any type, from any source. This includes, but is not limited to, threats, threatening and abusive behavior, or acts of violence against (a) employees, visitors, users of our facilities or other individuals, or (b) Town buildings, equipment, or property. In addition, weapons of any kind are prohibited in the workplace, unless specifically authorized (see section 4 below for exceptions).

3. Definitions

3.1 Violence or Threats: Prohibited acts of workplace violence include but are not limited to threats, intimidation, physical attack or property damage.

Threat: the expression of intent to cause physical or mental harm. Such an expression constitutes a threat without regard to whether the person communicating the threat, has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether the conduct constitutes a threat, including whether the action causes a reasonable apprehension of harm, the Town will consider the totality of the circumstances.

Physical Attack: Without limitation, unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting.

Intimidation: includes but is not limited to stalking or engaging in actions, either verbal or physical, which frighten or coerce.

Property Damage: intentional damage to or destruction of property owned by the Town personnel, contract and temporary employees, volunteers, customers and anyone else on Town Property.

Other examples of violence include but are not limited to:

Stalking another employee

Distributing “hate” literature or engaging in other communication that advocates violence.

Any behavior that would qualify under the Town’s Anti-Harassment Policy including but not limited to threatening

phone calls, emails, letters, stalking, and/or suggestions or intimidation of violence.

Being in possession of weapons on Town property, including private vehicles in Town parking lots or in Town vehicles, unless specifically authorized (see Section 4 below for exceptions).

- 3.2 Weapon:** includes a device, instrument, material or substance which is used for, or can cause, death or bodily injury, or damage to property. Weapons include, but are not limited to: an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, machine gun, a rifle or shotgun, a handgun, a firearm silencer, a switchblade knife or any other type of knife or brass knuckles, or any other implement for infliction of bodily injury, damage to property, or death, which has no common lawful purpose. Pocket knives or knives used solely for eating, food preparation or distribution, are not considered “weapons” for purposes of this policy unless used to inflict bodily injury or property damage.
- 3.3 On the worksite/in the work place:** includes all real property owned or occupied by the Town, Town vehicles and personal vehicles when performing Town business off Town property
- 3.4 Reasonable suspicion:** the degree of knowledge sufficient to induce an ordinarily prudent and cautious person to believe that the circumstances being presented are more likely to be true than not. Reasonable suspicion must be based on an articulatory, specific and objective basis and may include direct observation, or information received from a source believed to be reliable.

3.5 Employee: for purposes of this policy, persons receiving a payroll check, contractors and volunteers.

3.6 Possession: includes but is not limited to, the presence of a weapon on the employee, in his/her motor vehicle, desk, lunch box, toolkit, bag, purse, cabinets, office, etc.

4. Weapons

Despite laws which provide for permits allowing individuals to carry concealed handguns (New York State Penal Law Article 400), it is the Town's policy to prohibit the possession of all weapons, including handgun, on property owned, operated or under the control of the Town. Weapons of any kind are prohibited in the workplace. The only exception to this prohibition, are as follows:

Firearms used for instructional or Town-sanctioned ceremonial purposes.

Persons employed in the Army, Air Force, Navy, Coast Guard, or Marine Service of the United States or any member of the New York National Guard when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons.

Civil officers of the United States in the discharge of their official duties.

Officers and soldiers of the militia and the National Guard when called into actual service.

Officer of the state, or any county, city or town, charged with the enforcement of the laws of the state, when in the discharge of their official duties.

Any registered security officer/guard who meets licensing requirements, who is discharging such officer's duties.

Any law enforcement officer, police officer, or bonded and sworn deputy sheriff may carry handguns always pursuant to a written directive by the executive supervisor of the organization to which the person is attached or employed, despite the person's regular duty hours or assignments.

5. Prohibited Activities

The Town specifically prohibits the following and may discipline an employee up to and including dismissal for any of the following:

- 5.1** Use, possession, or sale of any weapon on the work site.
- 5.2** Storing any weapon in a motor vehicle, desk, lunch box, locker, toolkit, bag, purse, cabinets, office or other repository on the worksite.
- 5.3** Refusing to submit to an inspection for the presence of weapon based on reasonable suspicion.
- 5.4** Refusing to allow inspection of storage areas specified in 5.2 above based on a reasonable suspicion that a weapon or weapons will be found in such an area.
- 5.5** Conviction under any criminal statute for the illegal use or possession of a weapon or for committing a violent act against the person or property of another.
- 5.6** Engaging in violence or threats of violence.

6. Notification and Reporting

All Town personnel are responsible for notifying the contact person designated below of any threats or violence that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of

an employee when the behavior might be or has been carried out on a Town - controlled site or is connected to Town employment or Town business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.

7. Restraining and Protective Orders

An employee who applies for or obtains a protective or restraining order that lists Town properties as protected areas must provide to the designated contact person listed below a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted.

8. Confidentiality

The Town understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee. Note that we cannot promise absolute confidentiality because we may have to report this to a law enforcement agency, other governmental agency, etc. However, we will maintain the anonymity of the reporting employee when at all possible.

9. Town Response to Threats and Violence

In the event a complaint or concern arises with regard to compliance with this policy, the Town will promptly conduct an investigation to determine the validity of the complaint and what, if any, corrective action should be taken to resolve the matter and promote a violence-free workplace.

Depending on the seriousness of the allegation(s) and other factors that the Town deems relevant, such as security concerns potential disruptions, etc., any person who makes threats, exhibits threatening behavior, or engages in violent acts on Town property shall be removed from the premises as quickly

as safety permits and shall remain off Town premises pending the outcome of an investigation.

Following investigation which indicates this policy was violated, the Town will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved. Other corrective action might include the following: coaching, mediation, other disciplinary action, transfer or demotion, reaffirmation of the policy, individualized or group training, etc.

10. Retaliation

The Town of Corinth respects the right of employees to raise concerns regarding violent activities and cooperate with necessary investigations. Retaliation against employees who report violence or participate in investigations is strictly prohibited. "Retaliation" is broadly construed. It includes not only overt retribution, but also acts such as refusal to communicate or cooperate regarding work related matters, withholding information or assistance needed to perform one's job, more closely scrutinizing and employee's work performance, etc.

An Employee who feels (s)he has been retaliated against for reporting violence or participating in an investigation should promptly report the retaliation to his/her immediate supervisor. If the employee, for any reason, feels uncomfortable reporting the alleged retaliation to his/her immediate supervisor, the employee may report to the Department Head or the Human Resources Director.

11. Coverage

The Town at its discretion may from time to time modify this policy. In the event the policy is revised, a copy of the revised policy will be provided to each employee.

12. Designated Contact Person

Name: C. Eric Butler
Title: Town Supervisor
Department: Supervisor
Phone: 518-654-9232 Ext. 3
Cell Phone: 518- 448-2584
Location: Corinth Town Hall
600 Palmer Avenue
Corinth, New York 12822

RESOLUTION #72
EMPLOYEES HANDBOOK

BE IT RESOLVED that each employee of the Town of Corinth be given an Employee Handbook. Each employee must sign for said handbook. The Employee Handbook includes the following: The Code of Ethic Policy, Benefits for Full Time Employees, Investment Policy, Procurement Policy, Harassment in the Work Place, Employee Disciplinary Procedures, Use of Technology and the Internet Policy, Cell Phone Policy, Workplace Violence Policy and Employee Privacy Policy.

RESOLUTION #73
FIXED ASSETS

BE IT RESOLVED That the Town Board appoint Michael Young as Fixed Asset Coordinator. Whenever a piece of equipment is purchased the department head approving the purchase must obtain a Fixed Asset Card from the bookkeeper and fill it out with all required information, for example price, model, brand, where purchased, serial numbers, source of funds, etc. They will return the completed card to Michael Young to be entered into his computer program and file.

Once a year fixed asset cards will be distributed to department heads and an audit will be done of each office. Each department will be required to audit another department and allow another department to audit theirs.

RESOLUTION #73
JUSTICE COURT AUDIT

BE IT RESOLVED that the Justice Court books will be audited by an independent auditor on or before January 20, 2022 and a copy of said audit will be given to the Town Board at their next meeting.

RESOLUTION #74
MOTION TO ADJOURN

On a motion by Councilman Collura and seconded by Councilman Halliday the following resolution was

Ayes	4
Nays	0
Absent	1

Motion Passed

Respectfully Submitted,
Brenda Peris
Town Clerk