

**TOWN OF SPRINGWATER
TOWN BOARD & ORGANIZATIONAL MEETING
JANUARY 6, 2026 - APPROVED**

Supervisor Babbitt Henry calls the meeting to order at 6:00 P.M.

Pledge of Allegiance

Roll Call of Board **Roll Call of Board** – Present: Councilmember Thomas Canute Jr., Councilmember Timothy Haywood, Council Member Tracey Proctor, Deputy Supervisor Lawrence Gnau, Supervisor Babbitt Henry.

Present – Town Clerk Joyce Nisbet, Highway Superintendent Matt Nisbet, and one member of the public.

Acceptance of Minutes

Motion made by Deputy Supervisor Gnau to accept the minutes for the December 8th, 2025, Regular Board Meeting, seconded by Councilmember Canute Jr.; motion carried with all ayes.

Acceptance of Minutes

Motion made by Deputy Supervisor Gnau to accept the minutes for the December 29th, 2025, Closing Board meeting, seconded by Councilmember Haywood; motion carried with all ayes.

Supervisor

Organizational Policies and Procedures for 2026. Resolved that the following Policies and Procedures be adopted for the Springwater Town Government for the calendar year 2026:

Resolution # 1 - 2026

Supervisor Babbitt-Henry appoints **Tracey Proctor** as Deputy Supervisor. The Deputy Supervisor position shall be paid \$2400.00 annually.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye

Councilmember Lawrence Gnau, Aye

Councilmember Timothy Haywood, Aye

Councilmember Tracey Proctor, Aye

Supervisor Deborah Babbitt-Henry, Aye

Resolution # 2 - 2026

Town Board meetings will be held on the SECOND (2nd) Monday of each month at the Town Hall beginning at 6:30 pm and ending by 9 pm. Should this date fall on a legal holiday, the meeting may be held the following evening. Planning Board Meetings throughout 2026, will be held at 6:30 pm on the first Monday of the month. Should this date fall on a legal holiday, the

meeting may be held the following evening. Court Meetings – will be held on the 2nd Thursday with court starting at 9:00AM except for legal holidays; court retains the option of adding the 4th Thursday of the month starting at 9:00AM if needed. Board of Appeals meetings will be held as needed. The Town Hall shall be open to the public on the following days; Wednesday, between the hours of 9:30 am until 3 pm. Town clerk's office shall make sure that the Town Hall is appropriately staffed during those hours.

Resolution moved by Supervisor Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 3 - 2026

Legal Holidays for non-highway employees, excluding Highway Employees, for the year shall be: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day the Town Hall and all town buildings shall be closed on those days.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution #4 – 2026

The Legal newspaper will be the Livingston County News for notices of legal ads. Area Penny Saver(s) may be utilized for informational purposes.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 5 - 2026

Five Star Bank of Wayland will be designated as legal depository for Town of Springwater funds. Funds shall be deposited into checking accounts as needed, money market deposits and certificates of deposit for interest bearing accounts.

The Town Supervisor Deborah Babbitt-Henry and the Councilmember Lawrence Gnau be empowered and they hereby are to carry out all necessary financial transactions of town funds, including but not limited to opening any deposit or checking account(s) in the name of the municipality; endorsing checks and orders for payment of money and withdraw funds on deposit; enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in the financial institute; entering into any arrangement with the financial institute such as remote deposit capture, cash management, bill payment, automated clearing house, or other services or products offered by the financial institute. These actions as listed above may be accomplished with a single signature.

The Town Supervisor Deborah Babbitt-Henry and the Councilmember Lawrence Gnau be empowered and they hereby are to carry out all necessary financial transactions of town funds, including but not limited to borrow money on behalf and in the name of this Municipality, sign execute and deliver promissory notes or other evidence of indebtedness and execute and deliver loan documents to pledge collateral for such indebtedness; endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this Municipality as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all notes, bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. These actions as listed shall require both signatures.

The Town retains the right to select additional financial institutes as may be necessary.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Deputy Supervisor Tracey Proctor

Roll Call:

- Councilmember Thomas Canute, Jr., Aye
- Councilmember Lawrence Gnau , Aye
- Councilmember Timothy Haywood, Aye
- Deputy Supervisor Tracey Proctor, Aye
- Supervisor Deborah Babbitt-Henry, Aye

Resolution # 6 - 2026

Salaries of all elected officials be approved for payment as entered in the 2025 budget.

POSITION	ANNUAL SALARY UNLESS OTHERWISE NOTED	FREQUENCY
Supervisor	\$12,960	Monthly
Town Council Deputy Supervisor (Proctor)	\$3,409 \$2,400 <5,809>	

Town Councilmember (Canute, Jr.)	\$3,409	Monthly
Town Council (Gnau)	\$3,409	Monthly
Town Council (Haywood)	\$3,409	Monthly
Town Justice (1)	\$11,000	Bi-Weekly
Town Clerk	\$34,000	Bi-Weekly
Highway Superintendent	\$85,500	Bi-Weekly

Resolution moved by Supervisor Deborah Babbitt Henry
 Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
 Councilmember Lawrence Gnau, Aye
 Councilmember Timothy Haywood, Aye
 Deputy Supervisor Tracey Proctor, Aye
 Supervisor Deborah Babbitt-Henry, Aye

Resolution # 7 - 2026

The Town-appointed Assessor shall be **HOLLEY SMALT**. The assessor's term of office shall end on 12/31/2026

Resolution moved by Supervisor Deborah Babbitt-Henry
 Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
 Councilmember Lawrence Gnau , Aye
 Councilmember Timothy Haywood, Aye
 Deputy Supervisor Tracey Proctor, Aye
 Supervisor Deborah Babbitt-Henry, Aye

Resolution # 8 - 2026

The Town appointment for Chairman of the Town Planning Board for 2026 shall be decided upon by a vote of the planning board members. This position shall be an annual appointment for a term of one (1) year.

Resolution moved by Supervisor Deborah Babbitt-Henry
 Seconded by Deputy Supervisor Tracey Proctor

Roll Call:

Councilmember Thomas Canute, Jr., Aye

Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 9 - 2026

The Town appoints **Jade Perkins** as the Confidential Secretary to the Supervisor/Bookkeeper. Her duties shall entail those as assigned by the Town Supervisor.
Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 10 - 2026

The Town appoints **BALDWIN BUSINESS SERVICES (BBS)** as Book-Keeper for the Town of Springwater.

The Town retains the right to select additional accounting representatives as may be necessary.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Thomas Canute, Jr.

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 11 - 2026

The Town appoints the following Attorney(s) Firm(s) as legal counsel for the following projects:

General Council: Kruk & Campbell, James Campbell, Esq.

Labor Negotiations: Osborn Reed & Burke, LLP

The Town retains the right to select additional legal representatives as may be necessary.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye

Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 12 - 2026

The Town appoints **Joyce Nisbet**, as the Registrar of Vital Statistics with an annual salary of \$500.00.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Deputy Supervisor Tracey Proctor

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau, Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 13 - 2026

The Town appoints **Christi Johnson**, as the Deputy Registrar of Vital Statistics with an annual salary of \$0.00.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 14 - 2026,

Reimbursement per mile for necessary Town travel, as approved by the town board, not utilizing a Town vehicle, shall be at the Federal Rate of **\$0.73** per mile.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Timothy Haywood

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 15- 2026

Justice Christi Johnson appoints **Sheila Duffy** as court clerk as of 1.1. 2026.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau, Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 16 - 2026

The Town Board authorizes the Town Superintendent of Highways to purchase equipment, tools and implements during the year without prior approval of the Town Board in an amount not to exceed \$15,000.00 following town procurement procedures.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Thomas Canute Jr.

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 17 - 2026

APPROVAL OF STANDARD WORK HOURS FOR ALL HIGHWAY OFFICERS AND FULLTIME EMPLOYEES: Resolved that the Town Board approve the eight (8) hours per day as the standard number of work hours for all full-time highway officers and other full-time employees of the Town of Springwater for retirement purposes.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 18- 2026

The Town resolves that the standard workday for the following elected/appointed officials for retirement reporting purposes shall be:

Town Councilperson/Board member 6 hours

Town Justice 6 hours
Town Assessor 6 hours
Town Supervisor 6 hours
Town Clerk 8 hours
Code Enforcement officer 8 hours
Highway Superintendent 8 hours

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 19 - 2026

AUTHORIZATION FOR SNOW AND ICE REMOVAL FOR FIRE AND EMERGENCY DEPARTMENTS:

WHEREAS Article VII - Town Highway Superintendents, Section 140-b and 142-b (3) Town Highway Law and Article I, Section 4-1 Association of Towns, Town Highway Superintendents, does allow the Town Highway Department to utilize Town Highway Department Equipment to remove and control ice and snow to assist the Town Fire Department with ice and snow control on Fire Department Property.

WHEREAS the above-named references allow the Town Highway Department to assist the Town Fire Department and Medical Personnel during times of emergency.

WHEREAS the articles outlined above state the town board of any town may permit the use of town highway machinery and equipment within the town by any fire district upon agreement of the town board and the governing body of any such district.

WHEREAS the expenditures of taxpayers' funds to contract these services would cause unnecessary expense to the taxpayers.

THEREFORE, the Town Board hereby resolves to authorize the Highway Department to use Highway Department Equipment and Personnel to remove and control ice and snow on Town Fire Department property and to assist the Town Fire Department during times of emergency.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Timothy Haywood

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau, Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye

Supervisor Deborah Babbitt-Henry, Aye

Resolution # 20 - 2026

The following positions shall have petty cash funds in an amount of:

- ♦ Town Clerk: \$100.00
- ♦ Court Clerk: \$100.00

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Deputy Supervisor Tracey Proctor

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 21 - 2026

Highway Superintendent, Matthew Nisbet, appoints **DAVID PROCTOR** as Deputy Highway Superintendent at the contract rate.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 22 - 2026

The Town Clerk appoints **Christi Johnson** as 1st deputy town clerk, Sheila Duffy as 2nd deputy town clerk. All positions at the budgeted rate.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 23- 2026

The Town of Springwater Resolves that every organization applying for a Bingo and/or Games of Chance License from the Town of Springwater shall submit each year with the

Application an Affidavit of Good Moral Character, signed by every Member-in-Charge and Assistants-to-Members-in-Charge, asserting that they have never been convicted of a crime; And further, Resolves that this Affidavit shall constitute a background check for Bingo and/or Games of Chance licensing purposes.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution #24 - 2026

Seasonal Roadways in Springwater: The Town of Springwater contains THIRTEEN (13) SEASONAL USE ONLY roadways or sections of roadways within the town limits.

Those roadways are: *COATES ROAD (portion), FEATHER STREET (portion), GILES ROAD (portion), GROUSE ROAD (portion), MAY ROAD (portion), PEGLOW ROAD (portion), QUANZ ROAD (portion), SCHRIBNER ROAD (portion), ASHLEY ROAD, LIDDIARD ROAD, RICHARDS ROAD, ROBINSON ROAD, WARNER ROAD.*

The Town of Springwater does not plow or maintain these roadways during the winter season: November 1 through April 1. Travel and usage of these roads during the winter season is prohibited and any usage of these roads will be at the driver's own risk.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Canute, Jr.

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution #25 – 2026

Adopting the **TOWN OF SPRINGWATER DISASTER PREPAREDNESS PLAN – 2026** as updated. **[Attachment #1]**

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye

Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 26 - 2026

The Town Board authorizes the Town Supervisor to authorize the automatic payments for the following recurring town utility bills; Frontier Telephone, AT&T, NYSEG, and Spectrum to expedite and eliminate potential late payment penalties during the year without prior approval of the Town Board. These utility invoices will still be vouchered and approved at the regular town board meetings with appropriations deducted from the appropriate budgeted line items. These utility charges are necessary for the functioning of Town offices and departments.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Deputy Supervisor Tracey Proctor

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 27 - 2026

The Town Board authorizes the Town Supervisor to authorize the automatic payments for the following recurring medical, dental, vision & life insurance payments; Excellus of Rochester, Optima to expedite and eliminate potential late payment penalties during the year without prior approval of the Town Board. These Medical/Dental invoices will still be vouchered and approved at the regular town board meetings with appropriations deducted from the budgeted appropriate line items. These medical charges are necessary and monthly recurring for the town employees.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 28- 2026

Town of Springwater Cell Phone / Smart Phone Policy - 2026
[Attachment #2]

The Town Board enacts the attached Town of Springwater Policy & Procedure for Cell Phone usage for all town employees.

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 29 – 2026

**ADOPTING BENEFITS FOR FULL TIME AND PART TIME EMPLOYEES NOT COVERED
BY A COLLECTIVE BARGAINING AGREEMENT**

[Attachment #3]

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 30– 2026

**ADOPTING BENEFITS FOR ALL FULL TIME AND PART TIME EMPLOYEES
INCLUDING THOSE COVERED BY A COLLECTIVE BARGAINING AGREEMENT**

[Attachment #4]

Resolution moved by Supervisor Deborah Babbitt-Henry
Seconded by Councilmember Lawrence Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Lawrence Gnau , Aye
Councilmember Timothy Haywood, Aye
Deputy Supervisor Tracey Proctor, Aye
Supervisor Deborah Babbitt-Henry, Aye

Abstract of Claims # 1 of 2026 \$ 174,183.31

Approving the Abstract of Claims #1 of 2026 for Audit date 1/6/2026

General Fund \$ 9,732.08

Vouchers 1- 13

Motion made by Councilmember Gnau, to approve abstract of claims #1 of 2026 for an overall total of \$ 174,183.31, seconded by Councilmember Canute Jr.; Roll Call: Councilmember Canute Jr., aye; Councilmember Haywood, aye; Councilmember Gnau, aye; Deputy Supervisor Proctor, aye; Supervisor Babbitt Henry, aye; motion carried.

Supervisor's Report:

1. The Town Supervisor Appoints the following board members to act as department liaisons for the year 2026:
 - a. **Highway:** Councilmember Canute
 - b. **Buildings/Grounds, Water/Sewer/LCWSA:** Councilmember Gnau
 - c. **Fire Department/ Cemeteries:** Councilmember Haywood
 - d. **Planning Board, Recreation, Justice, Town Clerk:** Councilmember Proctor
2. Authorize the Town Clerk's office to publish the appropriate quarterly legal ads for Fair Housing in January, April, July and October.

Motion made by Supervisor Babbitt-Henry, to authorize the Town Clerk's office to publish the appropriate quarterly legal ads for Fair Housing in January, April, July and October, seconded by Councilmember Gnau; Roll Call: Councilmember Canute Jr., aye; Councilmember Haywood, aye; Councilmember Gnau, aye; Deputy Supervisor Tracey Proctor; aye; Supervisor Babbitt Henry, aye, motion carried.

3. The Town Supervisor Babbitt Henry Appoints the following board members to perform the annual Justice Court Audit for the year 2025: Supervisor Babbitt Henry, Councilmember Gnau
A signed copy of the audit report is to be submitted to: Justice Court Clerk, Town Supervisor's office.
4. Seniorama Nominations for seniors for the year 2026 to be turned into the County no later than February 2, 2026.
5. Teen Recognition Nominations, for the year 2026, are to be turned into the County no later than February 2, 2026. Teens must be 15 years of age by February 2, 2026.
6. **Monthly Reports** - The following monthly reports were distributed to the board: Assessor Report December 2025, Justice Report December 2025, Town Clerk Report December 2025.

NEW Business

1. The Regular Town Board meeting schedule for 2026

Tuesday – January 6 th	Monday – September 14 th
Monday – February 9 th	Tuesday – October 13 th (Columbus Day – Legal Holiday)
Monday – March 9 th	Monday – November 9 th
Monday – April 13 th	Monday – December 14 th
Monday – May 11 th	Monday – December 30 th (Tentative Closing Meeting)
Monday – June 8 th	
Monday – July 13 th	
Monday – August 10 th	
2. The NYS minimum wage for 2026 is now \$16.00 per hour.

3. Motion to Appoint Benjamin Parker to the Board of Assessment Review.

Motion made by Supervisor Babbitt-Henry, to appoint Benjamin Parker to the Board of Assessment Review for a term of five years, October 1st, 2025 through September 30th, 2030, seconded by Councilmember Gnau; Roll Call: Councilmember Canute Jr., aye; Councilmember Haywood, aye; Councilmember Gnau, aye; Deputy Supervisor Tracey Proctor; aye; Supervisor Babbitt Henry, aye, motion carried.

4. Motion to approve and authorize Board Members to sign the Agreement to spend town highway funds from Livingston County Highway Department

Motion made by Councilmember Gnau to approve the spending of highway funds and authorize Board Members to sign the agreement, seconded by Councilmember Canute, Jr.; Roll Call: Councilmember Canute Jr., aye; Councilmember Haywood, aye; Councilmember Gnau, aye; Deputy Supervisor Tracey Proctor; aye; Supervisor Babbitt Henry, aye, motion carried.

1. Discussion with Board Members to fix the water filling station at the old highway town barns site or capping it off.

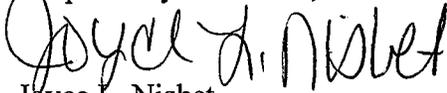
Motion made by Councilmember Canute Jr., to close off the water on the filling station at the old highway town barns site, seconded by Supervisor Babbitt-Henry; Roll Call: Councilmember Canute Jr., aye; Councilmember Haywood, aye; Councilmember Gnau, aye; Deputy Supervisor Tracey Proctor; aye; Supervisor Babbitt Henry, aye, motion carried.

Motion made by Councilmember Canute Jr., declare the water pump and operation from the water station surplus, if parts are salvageable put them up for auction, seconded by Supervisor Babbitt-Henry; Roll Call: Councilmember Canute Jr., aye; Councilmember Haywood, aye; Councilmember Gnau, aye; Deputy Supervisor Tracey Proctor; aye; Supervisor Babbitt Henry, aye, motion carried.

Adjournment

Motion made by Lawrence Gnau to adjourn the meeting at 7:25 pm, seconded by Supervisor Babbitt-Henry; Motion carried with all ayes.

Respectfully submitted,



Joyce L. Nisbet
Town Clerk

ATTACHMENTS:

- #1 – RESOLUTION #25-2026 Disaster Preparedness Plan 2026
- #2 – RESOLUTION #28-2026 Employee Cell Phone Policy
- #3 – RESOLUTION #29-2026 Adopting Benefits for Employees not covered by a collective bargaining agreement
- #4 – RESOLUTION #30-2026 Adopting Benefits for ALL Employees including those covered

by a collective bargaining agreement

Resolution #25 – 2026
ATTACHMENT #1

TOWN OF SPRINGWATER DISASTER PREPAREDNESS PLAN – 2026

A. CHAIN OF COMMAND

Pursuant to Article 23 of NYS Executive Law 2-B, the Town Supervisor of the Town of Springwater is empowered to proclaim a local state of emergency and to promulgate local emergency orders to protect life and property or to bring the emergency situation under control.

The Chain of Command for the Town of Springwater shall be:

Order of Contact	Name	Address	Contact Number(s)
Springwater Town Supervisor	Deborah Babbitt-Henry	6976 May Road Webster Crossing	585-402-6790 - Cell
Deputy Town Supervisor	Tracey Proctor	8298 Canadice Road Springwater	585-406-0189 - Cell
Springwater Fire Chief	Brian Nadeau	8012 School Street Springwater	585- 683-1827 – Cell
Highway Superintendent	Matthew Nisbet	8903 Pardee Hollow Rd Springwater	585-519-2936 - Cell
Sewer/Water	Jason Molino - LCSWA	1997 D'Angelo Drive Lakeville, NY 14480	585- 346-3523

B. EMERGENCY NOTIFICATION

The following persons shall be notified in the case of a bona fide, or pending, emergency:

Name	Address	Contact Number(s)
Deborah Babbitt-Henry	6976 May Road Webster Crossing	585-402-6790– Cell
Tracey Proctor	8298 Canadice Road Springwater	585-406-0189 – Cell
Larry Gnau	7863 Main St Springwater	585-944-6358 – Cell
Matthew Nisbet	8903 Pardee Hollow Rd Springwater	585-519-2936 - Cell
Jason Molino Executive Director Livingston County Water & Sewer Authority	1997 D'Angelo Drive Lakeville, NY 14480	Phone: (585) 346-3523

C. COMMAND CENTER LOCATION

The local Command Center shall be located as follows:

1st Choice – Springwater Fire Hall, 8145 South Main Street, #669-9342

2nd Choice – Springwater Town Hall, 8022 South Main Street, #669-2545

3rd Choice – Springwater Highway Barn, Hudson Rd

(Or as designated by the Town Supervisor or designee)

C. COMMAND CENTER LOCATION

The local Command Center shall be located as follows:

1st Choice – Springwater Fire Hall, 8145 South Main Street, #669-9342

2nd Choice – Springwater Town Hall, 8022 South Main Street, #669-2545

3rd Choice – Springwater Highway Barn, Hudson Rd

(Or as designated by the Town Supervisor or designee)

EMERGENCY OPERATIONS PLAN
FOR THE
TOWN OF SPRINGWATER
COUNTY OF LIVINGSTON

Date: Updated by Resolution 01/06/2026

TABLE OF CONTENTS

Table of Contents	i
Preface	ii
Certification	iii

Disaster Response Plan

Purpose	1
Authority	1
Preparedness	2
Mobilization	2
Responsibilities	3
Sequence of Action	5
Documentation	5
Staffing Flow Chart	6
EOC Staff	7
Call Down List	8

CERTIFICATION

**Joyce Nisbet, Town Clerk of the Town of Springwater, hereby
certifies that on the 6th of January 2026, the foregoing Emergency/Disaster
Preparedness Plan (aka Emergency Operations Plan) was adopted by
Resolution of a majority vote of the Town Board of the Town of Springwater.**



Town of Springwater Town Clerk

Date: 01/06/2026

EMERGENCY/DISASTER RESPONSE PLAN – 2026

**Town of Springwater – Update Adopted by Resolution 01/06/2026
Original Resolution 02/19/2013**

PURPOSE

The purpose of this plan is to minimize disasters or potential disasters and their effects, provide for effective local responses when disasters and/or emergencies occur, and facilitate local recovery.

AUTHORITY

New York State Executive Law Article 2-B, amended July 1994. Under this law, the Town of Springwater is authorized to prepare an Emergency/Disaster Plan to enable the Town to deal effectively with real or potential disaster situations.

Statutory authority is given to the Springwater Town Supervisor (STS) to designate and be responsible for an emergency situation, real or potential, occurring in or affecting the Town of Springwater.

The STS, or his/her designee, is the only person who may request assistance from the next higher level of government, which is the County government. A line of succession shall be set up to designate who shall act as the agent for the Town of Springwater when the STS is unavailable or his/her arrival constitutes an unacceptable delay.

STS (Springwater Town Supervisor) – Deborah Babbitt Henry
Designee 1 (Deputy Supervisor) – Tracey Proctor
Designee 2 (Fire Chief) – Brian Nadeau

A list of the order of designees for disaster declaration and emergency management will be on file in the Town Hall, and with the Livingston County Office of Emergency Management Services. Said Designee may, under those conditions where the Springwater Town Supervisor (STS) is unavailable or his/her arrival constitutes an unacceptable delay, issue a declaration of emergency, which shall be followed by the steps required by Article 2-B amended, July 1994.

PREPAREDNESS

The STS, or designee, shall, in consultation with others whom he/she deems appropriate, make such plans, as he/she deems necessary to prevent and minimize the effects of disaster. These steps shall include, but need not be limited to:

- Identify potential disasters and disaster sites.
- Recommend disaster prevention projects.
- Suggest revisions and additions to building and safety codes and zoning other land use programs.
- Take such other measures as reasonably can be taken to prevent disasters or mitigate their impacts.
- Establish a Disaster Mitigation Plan with Livingston County and New York State as required by FEMA (Federal Emergency Management Act) regulations.

MOBILIZATION

- The Emergency Operations Center (EOC) will be the Springwater Fire Department Station located on Route 15 (8145 South Main Street) in the Town of Springwater. The alternate EOC will be the Springwater Town Hall located on Route 15 (8022 South Main Street) in the Town of Springwater. The EOC to be used will be determined by the STS, or his/her designee, at the time of the emergency/disaster.
- The STS, or designee, shall assess all information received from any/or all Town Departments, the County and New York State Police Departments, local Fire Departments, Town Board members, and the Livingston County Office of Emergency Management Services (LC – OEMS).
- The STS, or designee, may declare an Emergency Declaration, or choose to observe and standby, after all information is assessed.

RESPONSIBILITIES

Springwater Town Supervisor:

- Is responsible for the conduct of disaster operations within his/her political supervision.
- Shall use any and all facilities, equipment, supplies, personnel and other resources of the political subdivisions in such a manner as may be necessary or appropriate to cope with the disaster.
- Shall direct the activities of all agencies within the political subdivision against the effects of the emergency.
- Shall utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.
- May appoint an Emergency Coordinator to coordinate the operation of the EOC and to coordinate emergency response.

Springwater Town Board:

- Shall take all appropriate steps to prepare for any disaster or emergency.
- Shall generally be responsible for the implementation of this and any other emergency preparedness or mitigation plans.
- Shall serve and assume duties as directed by the CTS for the duration of the disaster/emergency, or until properly relieved of the duty assignment.
- Shall have an approved Disaster Mitigation Plan filed with Livingston County and New York State as mandated by FEMA (Federal Emergency Management Act) regulations.

Springwater Fire Chief (and Fire Officers):

- Shall be responsible for the direction of all action to contain and extinguish fire resulting from emergencies, and/or disasters.
- Shall be responsible for the removal of trapped and/or injured persons from damaged buildings, disaster sites, flooded areas, or any area where needed.
- May call upon the Director of Emergency Management Services for advice and/or assistance concerning fire related emergencies and relief operations.
- And his Fire District shall adopt, incorporate, and participate in any Fire Mutual Aid Plan and the Livingston County Hazardous Materials Response Plan or any other plan deemed in the best interest of the residents of the Town of Springwater.

Public Information Officer:

- The STS, or designee, shall appoint a Public Information Officer (PIO).
- The PIO shall direct the local dissemination of emergency information.
- Shall issue news reports to the public.
- Shall be responsible for establishing a staging area for all media personnel to congregate.
- Shall establish such staging area at least 3000 feet from any emergency/disaster site.
- Shall maintain all media personnel in said staging area and disseminate verified information in regular, timely intervals.

Law Enforcement:

The STS, or designee, shall request that the Livingston County Sheriff's Department and the New York State Police assign their personnel:

- To maintain order
- Prevent looting
- Direct traffic
- Assist the Fire Department(s) until all fires have been extinguished
- To direct the injured to medical installations

Springwater Highway Superintendent

- Shall be responsible for maintaining essential public facilities and services
- Shall be responsible for the maintenance of streets, roads, highways, bridges, public buildings and other vital community services.
- Shall cooperate with all other Town of Springwater departments to restore and maintain essential services.

Springwater Water/Sewer

- **AHJ shall be Livingston County Water And Sewer Authority (WASA)**
- Shall be responsible for maintaining essential public facilities and services
- Shall be responsible for the maintenance of water, wastewater, parks, public buildings and other vital community services.
- Shall cooperate with all other Town of Springwater departments to restore and maintain essential services.

Code Enforcement Officer (CEO)

- Shall be responsible for the safety inspection of any building(s) damaged or involved in the emergency/disaster before evacuees are allowed to reoccupy such building(s).
- Shall make sure all Code violations are noted and a timely repair scheduled established.
- Shall correct any life or health safety issues immediately, if immediate correction is not possible, in no case shall it take longer than 24 hours, or the area shall be quarantined and restricted from entry.
- Shall remember that the CEO records may be vital to the post disaster recording and insurance concerns.

SEQUENCE OF ACTION

- The Springwater Town Supervisor (STS), Springwater Town Board Members, Highway Superintendent, Water/Sewer Authority (WASA) designee, the Springwater Town Clerk, and

other Town personnel, as designated previously by the STS, shall assemble with the STS upon notification of an emergency either existing or pending. An Emergency Notification List shall be kept on file with the Springwater Town Clerk and as a part of this Plan.

- The STS, or designee, shall be responsible for making the formal declaration and proper notification of a disaster. Proper notification includes:
 1. A letter to the Springwater Town Clerk, the Livingston County Clerk, the Livingston County Office of Emergency Management Services (LC – OEMS) and the NYS Secretary of State within seventy-two (72) hours.
 2. A telephone call or letter to the official town newspaper.
 3. The STS, or designee, shall contact the Livingston County Office of Emergency Management Services for assistance only after all local or mutual aid resources are exhausted, or it is foreseen that the magnitude of the emergency will exhaust all local resources.
 4. When there is a need for mass care of persons, the American Red Cross is the recognized agency responsible and should be notified as soon as the need becomes apparent. If this mechanism is not used, then the burden of expense of sheltering and feeding may be assumed by the community.

DOCUMENTATION

- The maintaining of logs by EOC staff and all Town departments must be retained until the STS is made aware they are no longer needed.
- The logs and records shall document personnel times, personnel comings and goings, any and all materials used, equipment utilized (and owner agency if applicable), and any other information that EOC staff may deem necessary to the emergency or later records utilization.

STAFFING FLOW CHART

This Chart needs to be upgraded as needed but at the minimum annually.

Appropriate names need to correspond with the job titles. One person may occupy one or more positions.

A three-tiered listing system is desired because it allows for additional persons to contact if necessary.

Town Supervisor or Designee

1. Deborah Babbitt Henry
2. Tracey Perkins
3. Jade Perkins

Town Board

1. Thomas Canute Jr
2. Lawrence Gnau
3. Timothy Haywood

Liaison to County OEMS

1. Deborah Babbitt Henry
2. Tracey Proctor
3. Brian Nadeau

Highway Department

1. Matthew Nisbet
2. Justin Shutt

3. Dennis Bauer

Public Information Officer

1. Deborah Babbitt Henry
2. Tracey Proctor
3. Jade Perkins

Law Enforcement

1. Livingston County Sheriffs Dept.
2. New York State Police

Attorney

1. James Campbell – Kruk & Campbell, P.C.

Town Clerk

1. Joyce Nisbet
2. Christi Johnson

Code/Zoning Enforcement Officer

1. Allen Henry
2. Deputy CEO

Fiscal Officer

1. Deborah Babbitt Henry
2. Lawrence Gnau
3. Baldwin Business Services

Emergency Medical Services

1. Livingston County Ambulance EMS
2. Springwater Fire Department

Fire Department

1. Brian Nadeau
2. Mike Edward

EMERGENCY OPERATIONS CENTER (EOC) STAFF

The EOC staff is not limited to those listed below nor is the list all inclusive.

Position	Name
Town Supervisor	Deborah Babbitt Henry
Deputy Town Supervisor	Tracey Proctor
Councilman	Thomas Canute Jr
Councilman	Lawrence Gnau
Councilman	Timothy Haywood
Town Clerk	Joyce Nisbet
Supt. of Highways	Matthew Nisbet
Supt. Water/Sewer	Livingston County WASA
Code Enforcement	Allen Henry
Supervisor Confidential Secretary	Jade Perkins
Deputy Town Clerk	Christi Johnson
Police/Law Enforcement	Sheriff's Department
Fire Chief – Springwater, FD	Brian Nadeau
Liv. Cty. Highway Supt	Jason Wolfanger

CONTACTING THE OFFICE OF EMERGENCY MANAGEMENT SERVICES (OEMS)

The STS, or designee, has the responsibility for supplying the Livingston County Office of Emergency Management Services (OEMS) with the following information when requesting additional aid:

1. Assessment of damage to the Town.
2. Information regarding the extent of the disaster response by the Town.
3. The special need(s) of the Town of Springwater.

CALL DOWN LIST

This list needs to be upgraded as needed but at the minimum annually.

Position	Name	Work Phone#	Home/Cell Phone #
Town Supervisor	Deborah Babbitt Henry	585-669-2545	585-402-6790©
Deputy Town Supervisor	Tracey Proctor		585-406-0189 ©
Councilman	Thomas Canute Jr		585-734-9203©
Councilman	Lawrence Gnau		585-944-6358 ©
Councilman	Timothy Haywood		585-519-3340©
Town Clerk	Joyce Nisbet	585-669-2545	585-880-1721©
Supt. of Highways	Matthew Nisbet	585-519- 2936©	
Supt. Water/Sewer	Jason Molino LCWSA	(585) 346-3523	
Code Enforcement	Allen Henry	585-447- 0249©	
Deputy Town Clerk	Christi Johnson		585-233-8612 ©
Supervisor Confidential Secretary	Jade Perkins		585-734-7634©
Assessor	Holley Smalt		585-447-9366©
Police/Law Enforcement	Sheriff's Department	243-7100 (911)	
Fire Department	Springwater Fire Hall	585- 669-9342	
Fire Chief – Springwater, FD	Brian Nadeau		585-6831827©
Liv. Cty. Highway Supt	Jason Wolfanger	243-6701 or 6703	
NYSDOT – Regional		272-3300 (oper.)	272-3460 (T & S)
NYSDOT - Lakeville Off	Dwayne Acock	346-3036 (info)	
NYSDOT - Dansville Off		335-2830 (info)	
Liv Cty, Emergency Mng CoOrd	Will Gall	585-243-7160	Alternate Phone: 585-335- 1727

Resolution moved by
Seconded by

Roll Call:

Councilmember Thomas Canute, Jr.
Councilmember Lawrence Gnau
Councilmember Timothy Haywood
Deputy Supervisor Tracey Proctor
Supervisor Deborah Babbitt-Henry

Resolution # 28 – 2026
(ATTACHMENT #2)

Town of Springwater Cell Phone / Smart Phone Policy - 2026

Personal Cell/Smart Phones.

The purpose of this cell phone policy is to form a work environment that is productive and free of distractions.

All employees must operate under this policy, regardless of position. It is the Town of Springwater's expectation that all personal cell phones will be off or on silent during your normal business hours so normal workflow remains undisturbed. It is expected that employees will only use their personal cell phones for emergencies or while taking your meal break or an unpaid break. You may not use your cellular phone or similar device to receive or place calls, text messages, surf the internet, check phone messages, or receive or respond to email while you are in any way doing activities that are related to your employment.

Due to research that indicates that smartphone or cell phone use while driving is dangerous, and may even approach the equivalent danger of driving while drunk, according to some studies, we are prohibiting employee use of cellular phones, either hands-on or hands-free, or similar devices, for business purposes related in any way to our town, while driving town owned equipment or vehicles.

This prohibition of cell phone or similar device use, whether personal or town issued, while driving includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the town; or any other town-related activities not named here while driving.

We recognize that other distractions occur during driving, however curbing the use of cell phones and smartphones while driving, is one way to minimize the risk, for our employees, of accidents. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device if you need to make or respond to an emergency phone call.

Town Issued Cell/Smart Phones.

The purpose of this cell phone policy is to create consistency in our workplace operations, including how we minimize distractions and allow for our normal workflow to continue

When cell phones are in use, please do so away from your colleagues so you don't become a distraction. Cell phones are not to be used to record or share confidential town information or use the Town of Springwater's network to download illegal or inappropriate materials from the internet.

Our town reserves the right to monitor your cell phone usage and take disciplinary action up to and including termination for more serious violations.

Resolution moved by
Seconded by

Roll Call:

Councilmember Thomas Canute, Jr.
Councilmember Lawrence Gnau
Councilmember Timothy Haywood
Deputy Supervisor Tracey Proctor
Supervisor Deborah Babbitt-Henry

Resolution # 29 – 2025
(ATTACHMENT #3)

**ADOPTING BENEFITS FOR FULL TIME AND PART TIME EMPLOYEES NOT COVERED
BY A COLLECTIVE BARGAINING AGREEMENT**

RESOLVED, that the benefits for employees of the Town of Springwater covered by a collective bargaining agreement shall be provided in accordance with the terms and conditions set forth within the applicable collective bargaining agreement;
and be it further

RESOLVED, that employee benefits for full-time, and part-time, permanent employees not covered by a collective bargaining agreement shall be provided as follows:

1. New York State Retirement Plan Participation, Sick Leave, Bereavement Leave, Holidays and Personal Leave.

Retirement, sick leave, bereavement leave, holidays and personal leave shall be provided as follows: All full-time employees not covered by a collective bargaining agreement, shall receive these benefits as set forth in this Resolution. The Town Board may for good cause shown waive some or all of the requirements for payment of personal leave upon a Department Head's termination of employment.

a. New York State Retirement Plan Participation

- i. All employees of the Town of Springwater, including full time, part time, and seasonal employees, are encouraged to participate in the New York State Retirement Plan. There are no mandatory participation requirements. Employee if participating agrees to appropriate automatic withholdings from their earnings. Applications are available through the Town Supervisors office.

b. Sick Leave

- i. Sick leave constitutes absence for reasons of illness or injury; dental, medical, optical or therapy appointments which cannot be scheduled outside the regular work day; and serious illness in the employee's immediate family requiring care and attendance by the employee. For purposes this Section, immediate family includes any person who is a member of the employee's household.

- ii. A **full-time** employee will earn sick leave at the rate of six hours for each month of service to a maximum of one thousand three hundred twenty (1,320) hours. An employee must actually work or be on paid leave at least fifty percent of his/her regularly scheduled work days in a month to earn sick leave for that month. The six (6) hour sick leave credit will be applied immediately following the last day of each month of employee eligibility.
- iii. A **part-time** employee, with a work schedule of at least twenty (20) hours per week, will earn sick leave at the rate of three (3) hours for each month of service to a maximum of six hundred sixty (660) hours. An employee must actually work or be on paid leave at least fifty percent of his/her regularly scheduled work days in a month to earn sick leave for that month. The three (3) hour sick leave credit will be applied immediately following the last day of each month of employee eligibility. *Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.*
- iv. When absence is required under the provisions of sick leave, an employee or person acting on his/her behalf must notify the employees Supervisor, or his/her designee, of the absence and reason for same prior to the commencement of the work day. Failure to report the absence prior to the commencement of the work day without satisfactory reason shall cause the absence to be considered leave without pay. Sickness during the work day must be immediately reported to the Department Supervisor, or his/her designee.
- v. Sick leave which extends three or more consecutive working days shall be supported by a medical certificate completed by the attending physician. In addition, the Department Supervisor may request medical certification in circumstances where there is a pattern of sick leave use (to extend weekends or other time off). When sick leave is used for three or more consecutive days because of serious illness of an immediate family member, a certificate by the attending physician covering the nature of illness and need for the employee to be in attendance of the immediate family member may be requested at the discretion of the Department Supervisor. A requested medical certificate shall be submitted to the Department Supervisor within seven days. or in the event of the employees' own absence, within seven days of the employee returning to work. Failure to submit a requested medical certificate will cause the absence to be considered time off without pay.
- vi. An employee must use sick leave in at least one-hour increments.
- vii. The Town shall provide for full-time employees, the New York State Retirement System 41(j) benefit. There shall be no pay or other benefits for, or in lieu of, unused sick leave in excess of 200 hours. This benefit is not applicable to part-time employees.

c. Bereavement Leave

- i. In the event of a death in an employee's immediate family (defined as parent, spouse, child, brother, sister, grandparent or life partner) the employee shall be excused from work for three (3) days to attend the services/funeral, and in such circumstances shall be paid his regular rate of pay day, providing the day(s) lost were regularly scheduled work days.

d. Holidays

- i. Full-time and part-time employees with a work schedule of 20 hours or more per week will have 12 paid holidays. The following days are designated as paid holidays:

- 1. New Year's Day

2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Columbus Day
7. Election Day
8. Veterans Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day

- ii. A designated holiday which falls on Saturday or Sunday, will be observed on the following Monday
- iii. Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.

e. *Personal Leave*

- a. All full-time employees will receive ten (10) hours of personal leave at hire and ten (10) hours of personal leave on each subsequent anniversary date of his/her hire.
- b. All part-time employees with a work schedule of at least twenty hours per week, will receive five (5) hours of personal leave at hire and five (5) hours of personal leave on each subsequent anniversary date of his/her hire. Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.
- c. Personal leave will be permitted for any personal reason, provided the leave is not used in conjunction with holidays or vacation time.
- d. Personal leave cannot be carried over to the next anniversary year. However, any unused personal leave will be credited to the employees' accumulated sick leave at the completion of the anniversary year in which it is earned. Personal leave is not intended to increase the maximum sick leave accrual.
- e. Whenever possible, employees should request use of a personal leave at least two (2) business days in advance of the requested day for the leave. Personal leave is subject to the approval of the Department Supervisor. Any time taken without the prior authorization of the Department Supervisor is considered unauthorized and may be grounds for disciplinary action. Town employee is responsible for coding his/her timecard to reflect use of the personal leave.
- f. Personal leave must be taken in increments of at least one (1) hour.

2. Jury Duty Leave. Employees selected for jury duty shall receive paid leave not to exceed ten (10) working days annually, when attendance as a juror is required by the court on regularly scheduled working days of the employee. Employees requesting payment for jury duty must notify their supervisor and the Town Supervisor immediately upon receipt of a subpoena for jury duty as a condition of payment. An employee summoned to jury duty will cooperate with the Town in a request for deferral of jury duty service whenever in the Town's judgement such request is needed due to the

legitimate business needs of the Town. An employee on jury duty shall report to work whenever their presence for jury duty is not required during regularly scheduled working hours.

3. Vacation.

a. *Accrual.* All **full-time** employees not covered by a collective bargaining agreement, will accrue vacation in accordance with the following table:

Upon hire	5 days	
1 – 10 year	15 days	21 year 21 days
11 year	16 days	22 year 22 days
12 year	17 days	23 year 23 days
13 year	18 days	24 year 24 days
14 year	19 days	25+ years 25 days
15–20 year	20 days	

All part-time employees with a work schedule of at least 20 hours per week, will accrue vacation in accordance with the following table:

Upon hire	3 days	
1-15 year	5 days	15 -25 years 8 days
26 year and subsequent anniversaries	10 days.	

Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.

b. *Vacation leave* shall be credited on January 1st. of each year. An employee must actually work or be on paid leave at least fifty percent of his/her regularly scheduled work days in a month to earn vacation leave for that month. Vacation time may be taken in no less than one (1) hour segments.

c. *Vacation Carry Over.* A maximum of three (3) working days' vacation may be held over from one anniversary year to the next. These days will not accumulate from year to year, but must be used in the new anniversary year.

d. *Payment In Lieu of Vacation Time.* Full-time employees may elect to be paid for a maximum of five (5) days of vacation in lieu of such time off. Employees who wish to make this election must inform their department head and the Town Supervisor of their election at least two (2) weeks prior to December 1st. All vacation time must be earned before payment is made. No "Payment in Lieu" will be made until the end of employees second year of service.

e. *Payment of Vacation Upon Termination.* Only vacation accrued on and after the employee's first anniversary of his/her date of hire may be payable upon termination of employment. The Town Board may for good cause shown waive some or all of the requirements for payment of accrued vacation upon an employee's termination of employment.

4. Health Insurance

a. *Eligibility.* Full-time and part-time (part-time employees must have a work schedule of a minimum 20 hours per week), permanent employees not covered by a collective bargaining agreement shall be entitled to health insurance on the first day of the month following appointment. Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.

b. Plan Options. Eligible permanent employees not covered by a collective bargaining agreement hired on or after January 1, 2020 shall have the following health insurance options: the Town Premium Plan, the Town's Standard Plan, the Town High-Deductible Health Plan (HDHP) or substantially equivalent coverage. If such employee does not have the Premium plan or leaves the Premium Plan, that employee shall no longer be eligible for enrollment in the Premium Plan.

c. Unilateral Right. The Town has the unilateral right, in its sole discretion, to: determine details of the plan, determine the plan administrator (if any), and make any other decisions and take any other actions necessary to institute and administer the health insurance plans offered by the Town.

d. Employee Contributions Toward Cost of Coverage.

Date of hire on or after January 1, 2021. Full-time, permanent employees not covered by a collective bargaining agreement hired on or after January 1, 2014 shall contribute 30% of the cost of their health insurance premium if in the Standard Plan for the first ten (10) years of employment. After ten years of consecutive employment, the employee shall contribute 25% of the cost of their Standard Plan health insurance premium. All employees in this category shall contribute 30% of the cost of their premium if enrolled in the HDHP. If the employee elects the HDHP the Town will make an annual contribution to the employee's health savings account as follows: \$250 for a single or two-person plan; \$500 for a family plan.

Part-time permanent employees not covered by a collective bargaining agreement hired on or after January 1, 2014 shall contribute 60% of the cost of their health insurance premium if in the Standard Plan for the first ten (10) years of employment. After ten years of consecutive employment, the employee shall contribute 50% of the cost of their Standard Plan health insurance premium.

e. Health Insurance Drop Payments.

i. Eligibility. Full-time only, permanent employees not covered by a collective bargaining agreement who drops or who forego Town health insurance coverage shall be entitled to a "drop payment" after they have been without Town health insurance for at least one year. New employees who are eligible for health insurance benefits and forego such benefits are eligible for a prorated drop payment in their first year as an employee only.

ii. Procedure to obtain benefit. In order to receive a drop payment, an employee must submit a request for the payment and provide an affidavit to the Town Supervisor proving that he/she has health insurance coverage through another source. Such request and affidavit must be provided between November 1 and November 15 of the year in which payment is requested.

iii. Date of payment. Drop payments will be made in a pay period of December each year.

iv. Amount of payment. The amount of the drop payment will be based upon the level of Coverage (e.g. two-person, family, etc.) the employee would have received. Payment amounts for those employees who went without coverage for a full plan year (January 1 through December 31) are as follows:

- (a) Dropped individual coverage: \$1,800;
- (b) Dropped two-person or family no spouse coverage: \$2,700; or
- (c) Dropped family coverage: \$3,600.

f. Dental Insurance Full-time and part-time (part-time employees must have a work schedule of a minimum 20 hours per week), permanent employees not covered by a collective bargaining agreement

shall have the option to elect dental coverage. In the event that the employee elect's coverage, the Town will contribute 70% of the cost of the premium. The Town has the unilateral right, in its sole discretion, to: determine details of the plan, determine the plan Board (if any), and make any other decisions and take any other actions necessary to institute and administer such plan. Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.

g. Vision Insurance Full-time and part-time (part-time employees must have a work schedule of a minimum 20 hours per week), permanent employees not covered by a collective bargaining agreement shall have the option to elect Vision coverage. In the event that the employee elect's coverage, the Town will contribute 100% of the cost of the premium. The Town has the unilateral right, in its sole discretion, to: determine details of the plan, determine the plan Board (if any), and make any other decisions and take any other actions necessary to institute and administer such plan. Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.

h. Employee Contributions Toward Cost of Coverage. Deductions for any premiums will be made from the employee's pay. If the employee's pay is insufficient to cover the premiums, the employee must make arrangements with the Town Treasurer's Office to pay the premiums directly. Failure to pay premiums as required will result in cancellation of coverage

5. Life Insurance Plan. Full-time and part-time (part-time employees must have a work schedule of a minimum 20 hours per week), permanent employees shall be provided with a Metlife Group Term Life policy with \$15k of coverage through OPTIMA Benefits Group. The Town will contribute 100% of the cost of the premium. Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.

6. Deferred Compensation Plan. Full-time, permanent employees not covered by a collective bargaining agreement shall be eligible to participate in the Town's deferred compensation plan. The Town has the unilateral right, in its sole discretion, to: determine details of the plan, determine the plan administrator (if any), and make any other decisions and take any other actions necessary to institute and administer such plan.

7. Uniforms. Full-time, permanent employees not covered by a collective bargaining agreement shall be required to dress in a reasonable and appropriate manner, which is understood to include the use of PESH approved safety shoes/boots. Beginning in 2021, the Town will supply appropriate uniforms, (excluding shorts) and grant each employee with an annual stipend of \$200.00 to be used for the purchase of the required PESH approved steel-toe safety shoes/boots if required. Payment shall be made by October 1ST. of each year. The Town will also provide PESH required Personal Protective Equipment, which shall include appropriately sized Class 2 safety vests and hardhats for use by employees.

8. Use of Town Owned Vehicles. Employees may be assigned the use of Town Vehicles in the performance of their job duties. The assignment of such vehicles does not create any precedent or past practice. Employees who are assigned Town Vehicles will be subject to Town Board policy with respect to such use, as such policy may be amended from time to time.

Resolution moved by
Seconded by

Roll Call:

Councilmember Thomas Canute, Jr.

Councilmember Lawrence Gnau

Councilmember Timothy Haywood
Deputy Supervisor Tracey Proctor
Supervisor Deborah Babbitt-Henry

Resolution # 30- 2026
(ATTACHMENT #4)

**ADOPTING BENEFITS FOR ALL FULL TIME AND PART TIME EMPLOYEES
INCLUDING THOSE COVERED BY A COLLECTIVE BARGAINING AGREEMENT**

RESOLVED, that the benefits for employees of the Town of Springwater covered by a collective bargaining agreement shall be provided in accordance with the terms and conditions set forth within the applicable collective bargaining agreement with the following 2025 additional benefits as provided herein;

and be it further

RESOLVED, that employee benefits for full-time, and part-time, permanent employees not covered by a collective bargaining agreement shall be provided as follows:

Life Insurance Plan. Full-time and part-time (part-time employees must have a work schedule of a minimum 20 hours per week), permanent employees, and all current town councilmembers including the supervisor, shall be provided with a Metlife Group Term Life policy with \$15k of coverage through OPTIMA Benefits Group. The Town will contribute 100% of the cost of the premium. Councilmembers and Supervisors coverage provision from the town shall end at the conclusion of their term of office. Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.

Vision Insurance Full-time and part-time (part-time employees must have a work schedule of a minimum 20 hours per week), permanent employees, including those covered by a collective bargaining agreement, shall have the option to elect Vision coverage. In the event that the employee elect's coverage, the Town will contribute 100% of the cost of the premium. The Town has the unilateral right, in its sole discretion, to: determine details of the plan, determine the plan Board (if any), and make any other decisions and take any other actions necessary to institute and administer such plan. Seasonal and part-time employees working less than 20 hours per week are not eligible for this benefit.

Resolution moved by
Seconded by

Roll Call:

Councilmember Thomas Canute, Jr.
Councilmember Lawrence Gnau
Councilmember Timothy Haywood
Deputy Supervisor Tracey Proctor
Supervisor Deborah Babbitt-Henry

