

MEETING OF THE ROTTERDAM TOWN BOARD

October 28, 2026

7:00 PM

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

**PUBLIC HEARING #1- TO RECOGNIZE THE INTRODUCTION OF
INTRODUCTORY LOCAL LAW NO. __ OF 2026 AMENDING TO ADD SECTION 233,
ENTITLED SHORT TERM RENTALS, EVENT VENUE RENTALS AND
RESIDENTIAL AMENITY RENTALS OF THE TOWN CODE OF THE TOWN OF
ROTTERDAM**

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR:

Those members of the public wishing to address the Town Board will be asked to sign in before the meeting is called to order on the sign-in sheets being provided. Speakers will be called to the podium in order of their signing in. Persons recognized by the Chair to speak during the privilege of the floor shall direct his/her comments to the Town Supervisor as Chair of the meeting. Persons granted the privilege of the floor shall first clearly state his/her name and whether they are a resident or non-resident of the Town of Rotterdam for the record. Persons so addressing the Chair through the use of a prepared written statement shall submit a copy of the same to the Town Clerk for the purpose of maintaining clear and accurate official minutes of the Town Board meeting.

GENERAL RULES OF PROCEDURE FOR PUBLIC HEARINGS & PRIVILEGE OF THE FLOOR:

Any person recognized by the Town Supervisor to speak during the privilege of the floor shall direct his/her comments to the Town Supervisor as chair of the meeting. Any person granted the privilege of the floor shall first clearly state his/her name and whether they are a resident or non-resident of the Town of Rotterdam for the record. The purpose of the privilege of the floor shall be for speakers to express their views, thoughts, and speak freely. Each speaker who wishes to address the Town Board shall have an equal and reasonable opportunity to be heard by the Town Board. Each speaker should be given a maximum of four (4) minutes to address the Town Board.

**INTRODUCTION OF MOTIONS, ORDERS AND RESOLUTIONS
RESOLUTIONS**

267.26 ACCEPTING TOWN BOARD MEETING MINUTES OF THE SEPTEMBER 23, 2026 TOWN BOARD MEETING

268.26. REQUEST FOR BIDS FOR ROTTERDAM POLICE DEPARTMENT VEHICLE MAINTENANCE AND REPAIRS

269.26 REQUEST FOR BIDS FOR ROTTERDAM POLICE DEPARTMENT CAR WASH SERVICES

270.26 REQUEST FOR BIDS FOR ROTTERDAM POLICE DEPARTMENT UNIFORM AND CIVILIAN CLOTHING DRY CLEANING

271.46 A RESOLUTION ESTABLISHING WATER/SEWER RENTS AND CONTRACT ASSESSMENTS FOR THE YEAR 2026 FOR THE WATER/SEWER DISTRICTS

272.26 TO SCHEDULE A SPECIAL MEETING OF THE TOWN BOARD

273.26 TO AMEND RESOLUTION 249.26

274.26 TO CALL FOR A PUBLIC HEARING ON THE 2027 PRELIMINARY TOWN BUDGET FILED WITH THE TOWN CLERK

275.26 TO ADOPT LOCAL LAW 7 OF 2026, AMENDING CHAPTER 27 OF THE ROTTERDAM TOWN CODE, TITLED "EMERGENCY MEDICAL BOARD," IN RELATION TO REPRESENTATION OF TOWN-BASED AMBULANCE SERVICE PROVIDERS ON THE ROTTERDAM EMERGENCY MEDICAL BOARD

276.26 TO RECOGNIZE THE INTRODUCTION OF INTRODUCTORY LOCAL LAW NO. __ OF 2026 TO AMEND THE ROTTERDAM TOWN CODE 255, TAXATION, ADDING ARTICLE VIII, SECTION 15, TAX LEVY IN RELATION TO EXCEEDING THE TAX LEVY PURSUANT TO GENERAL MUNICIPAL SECTION 3C LAW AND SCHEDULING A PUBLIC HEARING THEREON.

277.26 TO APPROVE BUDGET TRANSFERS TO THE 2026 BUDGET

278.26 TO AUTHORIZE THE TOWN SUPERVISOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH AXON ENTERPRISE, INC.

279.26 TO AUTHORIZE THE PURCHASE OF ONE VEHICLE FOR THE ROTTERDAM WATER PLANT

280.26 EMERGENCY MEDICAL BOARD APPOINTMENT

281.26 TO ACCEPT A MONETARY DONATION FROM THE CRAFT PROGRAM AT THE ROTTERDAM SENIOR CENTER

282.26 EMERGENCY MEDICAL BOARD APPOINTMENT

**283.26 A RESOLUTION OF SUPPORT ENDORSING SCHENECTADY COUNTY'S
URBAN AND COMMUNITY FORESTRY GRANT APPLICATION FOR THE FUTURE
TOWN PARK AT ROTTERDAM COMMONS**

**284.26-TO APPROVE 2026 QUARTERLY EXPENSE TRANSFERS OF GAS AND
DIESEL**

**285.26 TO AUTHORIZE PATRIOT HILLS OF NEW YORK TO CONSTRUCT ADA
COMPLIANT BATHROOMS AT 212 PHILLIPS RD**

**286.26 REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL AUDITOR
SERVICES**

MISCELLANEOUS

SUPERVISOR'S REMARKS: Supervisor John Polimeni

ADJOURNMENT John Polimeni, Supervisor

PUBLIC HEARING

#1

**TO RECOGNIZE THE INTRODUCTION OF INTRODUCTORY LOCAL LAW NO. ___
OF 2026 AMENDING TO ADD SECTION 233, ENTITLED SHORT TERM RENTALS,
EVENT VENUE RENTALS AND RESIDENTIAL AMENITY RENTALS OF THE TOWN
CODE OF THE TOWN OF ROTTERDAM**

10/28/26

Proposed Local Law No. ____ of 2026

A LOCAL LAW amending the Code of the Town of
Rotterdam, in relation to short-term rental and
event permits, zoning and code enforcement

BE IT ENACTED by the Town Board of the Town of Rotterdam, Schenectady County,
New York as follows:

Section 1. Legislative intent and findings.

The Town Board of the Town of Rotterdam hereby finds and determines that the increased use of dwelling units in residential neighborhoods as short-term rentals has created substantial and recurring concerns relating to neighborhood character, noise, parking, overcrowding, refuse, transient occupancy, property maintenance, and demands on police, fire, emergencies, and code enforcement services.

The Town Board further finds that short-term rentals differ in significant respects from traditional owner-occupied residences because such uses may involve frequent guest turnover, absentee ownership or management, online booking platforms, and intensive commercial use of homes originally designed and approved for ordinary residential occupancy.

The Town Board further finds that, when not carefully regulated, short-term rentals may function in practice as de facto hotels, motels, event venues, or party houses within residential districts, to the detriment of nearby property owners and residents and in a manner inconsistent with the quiet enjoyment, stability, and residential character of established neighborhoods.

The Town Board further finds that the Town already maintains important code provisions that address noise, hotel and transient occupancy, code enforcement, and zoning review, including Chapter 188, Noise, Chapter 271, Hotel Use Regulations, Chapter 89, Building Code Administration and Code Enforcement Program, and Article XIX of Chapter 270, Zoning, concerning special use permits.

The Town Board further finds that these existing provisions should be supplemented by a clear local short-term rental law that defines where short-term rentals may operate, requires permitting and local accountability, impose enforceable operational standards, and creates a direct mechanism for the suspension or revocation of problematic short-term rental operations.

The Town Board further finds that New York's recent short-term rental framework contemplates county registration and reporting functions while preserving the authority of local governments to enact and enforce additional zoning, health, safety, nuisance, and operational regulations applicable to short-term rentals.

It is therefore the intent of this Local Law to protect the health, safety, peace, comfort, and general welfare of the residents of the Town of Rotterdam; to preserve the quality of life and quiet enjoyment of residential neighborhoods; to prevent residential dwellings from being used in a manner that creates nuisance, disorder, or unsafe transient occupancy; to maintain local housing stock for long-term residential use; to complement County and State short-term rental registration requirements; and to provide reasonable standards and effective enforcement tools for short-term rental activity within the Town.

§2. Areas of existing Town Code relevant to short-term rentals.

The Town Board expressly finds that the following existing code provisions are applicable to, and shall continue to apply to, short-term rentals to the extent not inconsistent with this Local Law:

- Chapter 89, Building Code Administration and Code Enforcement Program, including the authority of the Code Enforcement Officer to review complaints, conduct inspections, issue orders, and pursue enforcement.
- Chapter 188, Noise, including restrictions on unreasonable and unnecessary noise, parties, entertainment, music and social gatherings at private residences, and penalties for violations.
- Chapter 270, Zoning, including district use regulations, off-street parking requirements, and the special use permit standards set forth in Article XIX, including the requirement that a special use not be detrimental to the public health, safety, morals, convenience or general welfare, nor injurious to neighboring properties.
- Chapter 271, Hotel Use Regulations, including the Town's existing regulation of transient lodging providers, identification, registers, inspections, sanitary conditions, and enforcement by the Police Department and Building/Code Enforcement Department.
- Chapter 126, Fees, for the establishment of permit, renewal, inspection, and reinspection fees as may be adopted by resolution of the Town Board.

§3. Section 270-5 of Chapter 270 of the Rotterdam Town Code is amended by adding the following definitions:

BOOKING SERVICE

Any person or entity that provides an online, digital, software-based, app-based, or other platform through which a short-term rental may be advertised, reserved, or paid for, whether directly or indirectly.

EVENT

Any gathering at a short-term rental property or at any residential property offered or used as an Event Venue Rental that exceeds the maximum permitted overnight occupancy or maximum permitted vehicle count, or that involves amplified music, outdoor commercial entertainment, admission charges, tents, vendors, catered functions, parties, weddings, receptions, reunions, or similar uses not incidental to ordinary residential occupancy.

EVENT VENUE RENTAL

The use, rental, lease, license, or making available of a dwelling unit, or of any lot, yard, swimming pool, patio, deck, accessory structure, or other portion of residential property, for compensation or other consideration, for the holding of an Event, whether or not any overnight occupancy is offered or provided, and whether or not such use is arranged through a booking service, online platform, broker, manager, or other intermediary. An Event Venue Rental applies only to residential property and shall not include any event, function, or assembly use conducted as an accessory or incidental part of a restaurant, tavern, hotel, motel, banquet facility, catering establishment, or other nonresidential use lawfully operating under a valid certificate of occupancy, site plan approval, or special use permit.

HOSTED SHORT-TERM RENTAL

A short-term rental in which the owner or lawful permanent occupant remains on-site overnight during the guest stay.

LOCAL CONTACT PERSON

A natural person designated by the short-term rental host who is available twenty-four hours per day, seven days per week for the purpose of responding to complaints and emergencies, and who is capable of being physically present at the short-term rental property within sixty (60) minutes after being contacted by the Town.

SHORT-TERM RENTAL

The use, rental, lease, license, or occupancy of a dwelling unit, or any lawful portion thereof, for occupancy by one or more persons for compensation or other consideration for a period of less than 30 consecutive days, whether or not such use is arranged through a booking service, online platform, broker, manager, or other intermediary. A short-term rental shall not include a hotel, motel, bed-and-breakfast, inn, or boardinghouse already lawfully operating pursuant to Chapter 271 of the Code of the Town of Rotterdam.

SHORT-TERM RENTAL HOST

Any owner of record of real property, or lawful permanent occupant with written owner authorization, who offers, operates, manages, or permits a short-term rental.

WHOLE-HOUSE SHORT-TERM RENTAL

A short-term rental of an entire dwelling unit in which no owner or lawful permanent occupant remains on-site overnight during the guest stay.

§4. Chapter 270 of the Rotterdam Town Code is amended by adding a new Article XXXII to read as follows:

Article XXXII

Short-Term Rentals

§ 270-270. Purpose.

The purpose of this Article is to establish local zoning and operational standards for short-term rentals in order to preserve neighborhood quality of life, protect the quiet enjoyment of adjacent properties, reduce nuisance conditions, and ensure that any permitted short-term rental use remains compatible with the district in which it is located. Chapter 270 currently runs through § 270-260, so the new Article XXXII beginning at § 270-270 is sequentially available and does not conflict with the published Code.

§ 270-271. Applicability.

No dwelling unit, or portion thereof, shall be used, advertised, offered, or operated as a short-term rental except in compliance with this Article, Chapter 271, Chapter 188, Chapter 89, and all other applicable provisions of the Code of the Town of Rotterdam, as well as any applicable County registration requirement.

§ 270-272. District regulations.

1. Hosted short-term rentals shall be permitted in the R-1 and R-2 Districts only upon issuance of a Town short-term rental permit by the Code Enforcement Officer in accordance with this Article and Article II of Chapter 271, provided that the dwelling is the host's primary residence.
2. Whole-house short-term rentals shall be prohibited in the R-1 and R-2 Districts.
3. Short-term rentals in the B-1 District or in the CORR District shall be permitted only upon issuance of a special use permit by the Planning Board pursuant to Article XIX of Chapter 270 and a Town short-term rental permit pursuant to Article II of Chapter 271, unless the use is otherwise properly classified and approved as a hotel, motel, bed-and-breakfast, inn, or boardinghouse.
4. Nothing herein shall be construed to authorize a short-term rental in any district where the use would otherwise be prohibited by law.

§ 270-273. Standards in residential districts.

No hosted short-term rental in the R-1 or R-2 District shall be permitted unless the applicant demonstrates compliance with the following standards:

1. The dwelling unit shall be the host's primary residence.
2. The host shall maintain current County short-term rental registration, if required by County law or policy, and shall provide the Town with the current registration number.
3. The maximum overnight occupancy shall not exceed two people per lawful bedroom, plus two additional people, and in no event more than ten persons overnight.
4. The maximum number of vehicles associated with any short-term rental stay shall not exceed the number of legal off-street parking spaces available on the property, and in no event shall guest parking obstruct sidewalks, fire lanes, neighboring driveways, or public rights-of-way.
5. Outdoor amplified sound is prohibited.
6. Quiet hours shall be observed between 10:00 p.m. and 8:00 a.m., and all activity shall comply with Chapter 188, Noise.
7. Events are prohibited.
8. The host shall provide and maintain smoke detectors, carbon monoxide detectors, fire extinguishers, clearly posted emergency information, and a diagram showing means of egress where required by the Code Enforcement Officer or other applicable law.
9. The host shall designate a local contact person and shall provide that person's name, address, telephone number, and email address to the Town.
10. Trash and recyclables shall be stored and placed for pickup in compliance with Town law and in a manner that does not create litter, overflow, odor, or other nuisance conditions.
11. The short-term rental shall comply with all applicable provisions of the Uniform Code, Energy Code, Property Maintenance Code, and Town Code.

§ 270-274. Additional standards for special use permits in non-residential districts.

In considering any application for a special use permit for a short-term rental in the B-1 District or CORR District, the Planning Board may impose such conditions as are necessary to protect neighboring properties and the public interest, including but not limited to conditions relating to occupancy, hours, lighting, signage, buffering, parking, refuse, security, on-site management, frequency of rental, and prohibition of events, consistent with §§ 270-166 and 270-167.

§ 270-275. Prohibited acts.

It shall be unlawful to:

1. Operate, advertise, list, or offer a short-term rental without a valid Town short-term rental permit.
2. Operate, advertise, list, or offer a short-term rental without any required County registration.
3. Exceed approved occupancy limits or approved parking limits.

4. Conduct or permit an event.
5. Permit noise in violation of Chapter 188, including noise from parties, entertainment, music, or social gatherings audible inside any residence during the prohibited hours or otherwise unreasonable under the circumstances.
6. Fail to respond through the host or local contact person within sixty (60) minutes of notice from the Town of a complaint or emergency condition.
7. Provide false or misleading information in any application, renewal, or record required by this Article.

§ 270-276. Event venue rentals.

1. Event venue rentals are prohibited in the R-1 and R-2 Districts. No dwelling unit, lot, yard, swimming pool, patio, deck, or accessory structure in a residential district shall be used, offered, or advertised as an event venue rental.
2. Event venue rentals shall be permitted in the B-1 District or CORR District only upon issuance of a special use permit by the Planning Board pursuant to Article XIX of Chapter 270 and an event venue rental permit pursuant to § 271-19. In acting on such application, the Planning Board may impose conditions relating to occupancy, attendance, hours, parking, traffic, lighting, signage, buffering, refuse, sanitation, security, and on-site management.

§5. Chapter 271 of the Rotterdam Town Code is hereby retitled, and a new Article III is added as follows:

Chapter 271 [Hotel Use Regulations] Hotel and Short-Term Rental Regulations.

Article III

Short-Term Rentals

§ 271-11. Permit required.

No person shall operate a short-term rental in the Town of Rotterdam without first obtaining a Town short-term rental permit from the Code Enforcement Officer. The published Code currently contains §§ 271-1 through 271-10, so beginning the new article at § 271-11 is sequential and nonconflicting.

§ 271-12. Application.

An application for a short-term rental permit shall be made on forms approved by the Town and shall include, at a minimum:

1. Name, address, telephone number, and email address of the owner of record and of any operator or property manager.
2. The property address and tax map parcel number.

3. Proof that the dwelling is the applicant's primary residence, where required.
4. The maximum number of bedrooms and proposed maximum occupancy.
5. A site plan or sketch showing buildings, driveways, legal parking areas, and means of ingress and egress.
6. Proof of liability insurance in an amount satisfactory to the Town Board and set by resolution, but not less than \$500,000 per occurrence.
7. The name and contact information of the local contact person.
8. Proof of current County short-term rental registration, where applicable.
9. Such other information as the Code Enforcement Officer may reasonably require to determine compliance with this Code.

§ 271-13. Inspections.

A. Prior to issuance or renewal of any short-term rental permit, the Code Enforcement Officer or designee may inspect the premises for compliance with this Code and applicable State law.

B. As a condition of permit issuance and renewal, the applicant shall consent to reasonable inspections upon notice, except that no advance notice shall be required where otherwise authorized by law, where necessary to address an immediate threat to life or safety, or where inspection is sought in connection with enforcement of this Code after complaints or observed violations.

C. The Code Enforcement Officer may coordinate inspections and information-sharing with Schenectady County and with the Rotterdam Police Department, Fire Districts, and other governmental agencies authorized by law.

§ 271-14. Permit term; renewal.

A short-term rental permit shall be valid for one year unless sooner suspended or revoked.

§ 271-15. Operating requirements.

Every short-term rental permit holder shall:

1. Post the Town permit number and any County registration number on every listing or advertisement.
2. Post inside the dwelling, in a location visible to occupants, the maximum occupancy, maximum permitted vehicle count, quiet hours, emergency contact information, evacuation information, and a statement that events and parties are prohibited.
3. Maintain a register of all guests stays for not less than two years, including dates of occupancy, number of guests, and the name of the person who made the reservation, and make such records available upon lawful request to the Town's Code Enforcement Officer or Police Department.

4. Use best efforts to ensure compliance by guests with this Code and all other applicable laws.
5. Immediately notify the Town of any change in ownership, local contact person, insurance coverage, or County registration status.

§ 271-16. Complaints and local contact response.

The host or local contact person shall be available at all times and shall respond to any complaint or emergency notice from the Town within sixty (60) minutes. Failure to respond shall constitute a violation of this chapter.

§ 271-17. Suspension and revocation.

A. The Code Enforcement Officer may suspend or revoke a short-term rental permit upon notice and an opportunity to be heard before the Town Board or such hearing officer as may be designated by resolution, upon a finding that:

1. The permit was issued on the basis of false or misleading information.
2. The permit holder has violated any condition of approval or any provision of this Code.
3. The property has been the subject of two or more substantiated violations of Chapter 188, Chapter 89, Chapter 271, or other applicable law within any twelve-month period.
4. The permit holder has failed to maintain required insurance or County registration.
5. Continued operations would threaten public health, safety, or welfare.

B. In addition to any other remedy, the Town may impose a suspension for a stated period, revoke the permit, or declare the property ineligible for a new short-term rental permit for a period not to exceed twelve months.

§ 271-18. Penalties and enforcement.

A. Any violation of this Article shall constitute an offense punishable by a fine of not less than \$500 and not more than \$1,000 for a first offense, by a fine of not less than \$1,000 and not more than \$2,000 for a second offense within five years, and by a fine of not less than \$2,000 and not more than \$5,000 for a third or subsequent offense within five years. Each day a violation continues shall constitute a separate offense.

B. The Town of Rotterdam Police Department and Building/Code Enforcement Department are hereby authorized to issue appearance tickets and shall be primarily responsible for enforcement of this Article, in coordination as necessary with other Town officials.

C. The Town may also seek injunctive relief or any other civil remedy available by law.

§ 271-19. Event venue rental permit.

A. The provisions of §§ 271-13, 271-16, 271-17, and 271-18 shall apply to event venue rentals and event venue rental permits to the same extent as they apply to short-term rentals.

B. Each event venue rental shall comply with the following operating standards:

1. All activity shall comply with Chapter 188, Noise, and applicable quiet hours.
2. Amplified outdoor sound shall cease no later than 10:00 p.m.
3. Attendance and vehicle counts shall not exceed the limits stated in the permit.
4. Event parking shall be arranged so that no parking obstructs sidewalks, fire lanes, neighboring driveways, or public rights-of-way.
5. A local contact person shall be available as provided in § 271-16.
6. Sanitary facilities and refuse removal adequate for the maximum permitted attendance shall be provided.

C. An application for an event venue rental permit shall be made on forms approved by the Town and shall include the information required under § 271-12, together with:

1. The date or dates and hours of each proposed event.
2. The maximum number of attendees and vehicles.
3. A parking and traffic management plan.
4. A sanitation, refuse, and restroom plan.
5. A security and noise-management plan.
6. Proof of liability insurance in an amount satisfactory to the Town Board and set by resolution, but not less than \$1,000,000 per occurrence.

D. An event venue rental permit may be issued either on a per-event basis or as an annual venue permit, as requested by the applicant and approved by the Code Enforcement Officer.

E. Event venue rentals are prohibited in the R-1 and R-2 Districts and shall be permitted only in the B-1 District or CORR District in accordance with § 270-276.

F. No person shall conduct, offer, advertise, or permit an event venue rental in the Town of Rotterdam without first obtaining an event venue rental permit from the Code Enforcement Officer.

§6. Chapter 126 of the Rotterdam Town Code, titled “Fees” is amended to read as follows:

The Town Board is authorized to establish by resolution application fees, renewal fees, inspection fees, reinspection fees, and hearing fees applicable to short-term rental permits, event venue rental permits (including per-event and annual venue permit fees), and special use permits associated with short-term rental or event venue rental activity. All such fees shall be reasonably related to the cost of administering and enforcing this Local Law.

§7. Severability.

If any clause, sentence, paragraph, subdivision, section, or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence,

paragraph, subdivision, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

§8. Supersession and consistency.

To the extent necessary and permitted by law, this Local Law shall supersede any inconsistent provision of the Code of the Town of Rotterdam. Except as expressly amended hereby, all other provisions of the Town Code shall remain in full force and effect.

§9. Effective date.

This Local Law shall take effect immediately upon filing in the Office of the Secretary of State.

RESOLUTION NO. 267.26

**TO ADOPT CERTIFIED RESOLUTION MINUTES OF OCTOBER 14, 2026, TOWN
BOARD MEETING**

THEREFORE, UPON MOTION OF Councilmember _____, seconded by
Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby adopts the Certified Resolution minutes of October 14, 2026, Town Board Meeting, as attached.

SECTION 2. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center * 1100 Sunrise Boulevard * Rotterdam, NY 12306
Telephone: 518-355-7575 * Fax: 518-355-7976 * Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 19, 2026

TO: Town Board

FROM: Megan Schlag (Griffin), Town Clerk

TITLE OF REQUEST: To adopt Certified Resolution minutes of October 14, 2026, Town Board Meeting

TOWN BOARD MEETING DATE: October 28, 2026

Background Information: To adopt Certified Resolution minutes of October 14, 2026, Town Board Meeting.

Evaluation/Analysis: N/A

Recommendation(s): To adopt Certified Resolution minutes of October 14, 2026.

Attachment/Document(s): Certified Resolutions #255.26 through #266.26 from the October 14, 2026, Town Board Meeting.

Compliance with Purchasing Policy? N/A

Effect(s) on Existing Law(s)? N/A

LEGISLATION PREPARED BY: Town Clerk, Megan Schlag (Griffin)



TOWN OF ROTTERDAM

TOWN CLERK

Megan Griffin

John F. Kirvin Government Center ♦ 1100 Sunrise Boulevard, Rotterdam, NY 12306

Telephone: (518)355-7575 Ext: 352 ♦ Fax: (518)355-7837

Website: www.townofrotterdam.gov ♦ Email mgriffin@townofrotterdam.gov

October 15, 2026

Certified Resolution Nos. **255.26 through 266.26** for the year 2026 were duly adopted by the Town Board of the Town of Rotterdam at a regular Town Board Meeting held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306, on **Wednesday, October 14, 2026**. The meeting commenced at approximately **7:00 p.m.**

Public Hearing No. 1 was closed by motion of Councilmember Gallucci, seconded by Councilmember DeSantis.

Resolution Nos. **256.26, 257.26, 258.26, 259.26, 261.26, 262.26, & 264.26** were adopted on consent without objection upon motion by **Councilmember Matelitz**, seconded by **Councilmember DeSantis**.

Resolution Nos. **255.26, 263.26, 265.26, & 266.26** were decided by roll call vote.

Resolution No. **260.26** was tabled.

Motion No. 26.26 made by **Councilmember Gallucci** and seconded by **Councilmember DeSantis**, carried to close public hearing no. 1.

Motion No. 27.26 made by **Councilmember DeSantis** and seconded by **Councilmember Matelitz**, carried to amend Resolution 266.26.

Motion No. 28.26 made by **Councilmember Gallucci** and seconded by **Councilmember DeSantis** carried to table Resolution 260.26.

The Town Board Meeting adjourned at approximately **8:04 p.m.** upon motion by **Councilmember DeSantis**, seconded by **Supervisor Polimeni**. All Councilmembers present were in favor of adjournment.

Megan Griffin

Megan Griffin, Town Clerk

MEETING OF THE ROTTERDAM TOWN BOARD

October 14, 2026

7:00 PM

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC HEARING #1 CONTINUATION- TO RECOGNIZE THE INTRODUCTION OF INTRODUCTORY LOCAL LAW NO. __ OF 2026 AMENDING CHAPTER 27 OF THE CODE OF THE TOWN OF ROTTERDAM, ENTITLED “EMERGENCY MEDICAL BOARD,” RELATING TO REPRESENTATION OF TOWN-BASED AMBULANCE SERVICES ON THE ROTTERDAM EMERGENCY MEDICAL BOARD - CLOSED

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR:

Those members of the public wishing to address the Town Board will be asked to sign in before the meeting is called to order on the sign-in sheets being provided. Speakers will be called to the podium in order of their signing in. Persons recognized by the Chair to speak during the privilege of the floor shall direct his/her comments to the Town Supervisor as Chair of the meeting. Persons granted the privilege of the floor shall first clearly state his/her name and whether they are a resident or non-resident of the Town of Rotterdam for the record. Persons so addressing the Chair through the use of a prepared written statement shall submit a copy of the same to the Town Clerk for the purpose of maintaining clear and accurate official minutes of the Town Board meeting.

GENERAL RULES OF PROCEDURE FOR PUBLIC HEARINGS & PRIVILEGE OF THE FLOOR:

Any person recognized by the Town Supervisor to speak during the privilege of the floor shall direct his/her comments to the Town Supervisor as chair of the meeting. Any person granted the privilege of the floor shall first clearly state his/her name and whether they are a resident or non-resident of the Town of Rotterdam for the record. The purpose of the privilege of the floor shall be for speakers to express their views, thoughts, and speak freely. Each speaker who wishes to address the Town Board shall have an equal and reasonable opportunity to be heard by the Town Board. Each speaker should be given a maximum of four (4) minutes to address the Town Board.

INTRODUCTION OF MOTIONS, ORDERS AND RESOLUTIONS
MOTIONS

- 26.26** To Close Public Hearing: To recognize the introduction of introductory Local Law No. ___ of 2026; Amending Chapter 27 of the Code of the Town of Rotterdam, entitled "Emergency Medical Board," relating to Representation of Town-Based Ambulance Services on the Rotterdam Emergency Medical Board.
- 27.26** To amend Resolution 266.26.
- 28.26** To table Resolution 260.26.

RESOLUTIONS

- 255.26** Accepting Town Board Meeting Minutes of the September 23, 2026 Town Board meeting.
- 256.26** Accept Town Clerk Revenue for the month of September.
- 257.26** To accept KB Engineering proposal.
- 258.26** To accept bid and award contract for 200A Steeple Way Gas Generator Replacement.
- 259.46** To adopt Local Law 6 of 2026, amending Chapter 194 of the Rotterdam Town Code, in relation to use of electric bicycles, electric scooters and certain motorized devices.
- 260.26** A resolution of support endorsing Schenectady County's Urban and Community Forestry grant application for the future town park at Rotterdam Commons. **TABLED**
- 261.26** To enter into an agreement with Niagara Mohawk for the authorization of hanging illuminated snowflakes on utility poles in the Town of Rotterdam.
- 262.26** To negotiate and execute an amendment to an existing agreement with Hydrosorce Associates, PC for change order #3 to include additional hydrogeological services.
- 263.26** Call for bids for one (1) Interstate Model 40 DLA or comparable 20-ton equipment trailer.
- 264.26** To approve budget transfers to the 2026 budget.
- 265.26** To recognize the introduction of introductory Local Law No. ___ of 2026 to amend section 233-2, entitled Short Term Rentals and Event Venue Rentals of the Town Code of the Town of Rotterdam and scheduling a public hearing thereon.
- 266.26** To authorize the Supervisor to approve and execute a Capital Improvement and reimbursement agreement with RC Little League, Inc.

MISCELLANEOUS

SUPERVISOR'S REMARKS: Supervisor John Polimeni

ADJOURNMENT John Polimeni, Supervisor

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following motion was duly passed:

MOTION 26.26

THEREFORE, UPON MOTION OF Councilmember **GALLUCCI**, seconded by Councilmember **DESANTIS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Councilmember Gallucci made a motion, seconded by Councilmember DeSantis to close public hearing no. 1.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing motion was passed by the Town Board of the Town of Rotterdam on October 14, 2026, and that the foregoing motion is a true and correct transcript of the original motion and of the whole thereof and that said motion is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.


Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following motion was duly passed:

MOTION 27.26

THEREFORE, UPON MOTION OF Councilmember **DESANTIS**, seconded by Councilmember **MATELITZ**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Councilmember DeSantis made a motion, seconded by Councilmember Matelitz to amend Resolution 266.26.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing motion was passed by the Town Board of the Town of Rotterdam on October 14, 2026, and that the foregoing motion is a true and correct transcript of the original motion and of the whole thereof and that said motion is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.


Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following motion was duly passed:

MOTION 28.26

THEREFORE, UPON MOTION OF Councilmember **GALLUCCI**, seconded by Councilmember **DESANTIS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Councilmember Gallucci made a motion, seconded by Councilmember DeSantis to table Resolution 260.26.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing motion was passed by the Town Board of the Town of Rotterdam on October 14, 2026, and that the foregoing motion is a true and correct transcript of the original motion and of the whole thereof and that said motion is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.


Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 255.26

TO ADOPT CERTIFIED RESOLUTION MINUTES OF SEPTEMBER 23, 2026, TOWN BOARD MEETING

THEREFORE, UPON MOTION OF Councilmember **GALLUCCI**, seconded by Councilmember **MATELITZ**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby adopts the Certified Resolution minutes of September 23, 2026, Town Board Meeting, as attached.

SECTION 2. This resolution shall become effective October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis			X
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin
Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 256.26

TO ACCEPT REVENUE FOR THE TOWN CLERK'S OFFICE FOR SEPTEMBER 2026

THEREFORE, UPON MOTION OF Councilmember **MATELITZ**, seconded by Councilmember **DESANTIS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Clerk's report for September 2026 was placed on file, and the Town Clerk's check in the amount of four thousand two hundred fifty-three dollars and 31/100 (\$4,253.31) was submitted to the Supervisor for deposit.

SECTION 2. This resolution shall become effective October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.


Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 257.26

TO ACCEPT KB ENGINEERING PROPOSAL

THEREFORE, UPON MOTION OF Councilmember **MATELITZ**, seconded by Councilmember **DESANTIS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to accept the proposal dated September 17, 2026 from KB Engineering and to execute an agreement with KB Engineering to make improvements on the Helderberg Water Tank pursuant to said proposal, in the amount not to exceed forty-eight thousand nine hundred sixty and 00/100 (\$48,960.00) dollars.

SECTION 2. This resolution shall become effective October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin
Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 258.26

**TO ACCEPT BID AND AWARD CONTRACT FOR 200A STEEPLE WAY GAS
GENERATOR REPLACEMENT**

WHEREAS, Pursuant to notice duly published according to Section One Hundred Three of the General Municipal Law of the State of New York, the Town of Rotterdam posted an official report of all bid submissions received to the Empire State Purchasing Group on BidNet (<http://bidnetdirect.com/townofrotterdam>). Additionally, the official bid report and all bids were made available in the Office of the Town Clerk for public inspection upon request, for the purchase by the Town of Rotterdam of the following:

**BID FOR REPLACEMENT OF NATURAL GAS GENERATOR FOR PUMP STATION
AT 200A STEEPLE WAY**

THEREFORE, UPON MOTION OF Councilmember **MATELITZ**, seconded by Councilmember **DESANTIS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam does hereby accept and award the bid for Replacement of the Natural Gas Generator for the Pump Station at 200A Steeple Way for the Town of Rotterdam to B&D Industries, of 9720 Bell Ave SE, Albuquerque, NM 87123, pursuant to the attached schedule;

SECTION 2. The Supervisor of the Town of Rotterdam is hereby authorized to execute a contract with said bidders in accordance with the terms of the bid proposals as submitted. Summary of bid prices are on file in the Town Clerk's office;

SECTION 3. This resolution shall become effective October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin

Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 259.26

**TO ADOPT LOCAL LAW 6 OF 2026, AMENDING CHAPTER 194 OF THE
ROTTERDAM TOWN CODE, IN RELATION TO USE OF ELECTRIC BICYCLES,
ELECTRIC SCOOTERS AND CERTAIN MOTORIZED DEVICES**

THEREFORE, UPON MOTION OF Councilmember **MATELITZ**, seconded by
Councilmember **DESANTIS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby adopts Local Law #6 of 2026.

SECTION 2. The Town Clerk is directed, following consultation with the Town Attorney, to file said Local Law in final form with the New York State Department of State.

SECTION 3. This resolution shall become effective October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin
Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly **tabled**:

RESOLUTION NO. 260.26 TABLED BY MOTION NO. 28.26

A RESOLUTION OF SUPPORT ENDORSING SCHENECTADY COUNTY'S URBAN AND COMMUNITY FORESTRY GRANT APPLICATION FOR THE FUTURE TOWN PARK AT ROTTERDAM COMMONS

WHEREAS, Schenectady County intends to submit an application to the New York State Department of Environmental Conservation ("NYSDEC") for a project grant under the Department of Environmental Conservation Urban and Community Forestry Grant Program for a project to be located at Rotterdam Commons, within the territorial jurisdiction of the Town of Rotterdam; and

WHEREAS, the proposed project is intended to support urban and community forestry improvements at the future Town Park at Rotterdam Commons; and

WHEREAS, as a requirement of the New York State Department of Environmental Conservation Urban and Community Forestry Grant Program, the applicant must obtain the "approval/endorsement of the governing body of the municipality in which the project will be located"; and

WHEREAS, the Town Board of the Town of Rotterdam recognizes the value of urban and community forestry and the potential benefits of the proposed project to the residents and community of the Town of Rotterdam; and

WHEREAS, the Town Board has reviewed the proposed grant application and desires to formally support and endorse Schenectady County's application for funding under the New York State Department of Environmental Conservation Urban and Community Forestry Grant Program;

THEREFORE, UPON MOTION OF Councilmember **MATELITZ**, seconded by Councilmember **GALLUCCI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. That the Town of Rotterdam hereby approves and endorses Schenectady County's application to the New York State Department of Environmental Conservation for a grant under the Urban and Community Forestry Grant Program for a project to be located at the future Town Park at Rotterdam Commons.

SECTION 2. That this Resolution shall constitute the Town of Rotterdam's formal approval and endorsement of Schenectady County's Urban and Community Forestry Grant application for the proposed project at Rotterdam Commons.

SECTION 3. That the Town Clerk is hereby authorized and directed to provide a certified copy of this Resolution to Schenectady County for inclusion with its grant application, and to take such other administrative actions as may be necessary to evidence the Town's approval and endorsement.

SECTION 4. This tabled resolution shall become effective October 14, 2026.

DATED: October 14, 2026, **TABLED**

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was **tabled** by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin

Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 261.26

**TO ENTER INTO AN AGREEMENT WITH NIAGARA MOHAWK FOR THE
AUTHORIZATION OF HANGING ILLUMINATED SNOWFLAKES ON UTILITY
POLES IN THE TOWN OF ROTTERDAM**

THEREFORE, UPON MOTION OF Councilmember **MATELITZ**, seconded by
Councilmember **DESANTIS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to negotiate and execute an agreement with Niagara Mohawk Power Corporation for the purpose of installing and hanging illuminated Snowflakes on utility poles along Curry Road, within the Town of Rotterdam.

SECTION 2. This resolution shall become effective October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin
Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 262.26

TO NEGOTIATE AND EXECUTE AN AMENDMENT TO AN EXISTING AGREEMENT WITH HYDROSOURCE ASSOCIATES, PC FOR CHANGE ORDER #3 TO INCLUDE ADDITIONAL HYDROGEOLOGICAL SERVICES

THEREFORE, UPON MOTION OF Councilmember **MATELITZ**, seconded by Councilmember **DESANTIS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to negotiate and execute an amendment to an existing agreement with HydroSource Associates PC, located at 120 Daniel Webster Highway, Meredith, NH03253, for Change Order #3 to include Additional Hydrogeological Services concerning Town of Rotterdam's Well No. 6 project, for an increase not to exceed three hundred twenty-five thousand and six hundred and 00/100 (\$325,600.00) dollars, for a new total project cost not to exceed one million four hundred and eighty seven thousand one hundred and 00/100 (\$1,487,100.00) dollars.

SECTION 2. This resolution shall become effective October 14, 2026

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin
Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 263.26

**CALL FOR BIDS FOR ONE (1) INTERSTATE MODEL 40 DLA OR COMPARABLE
20-TON EQUIPMENT TRAILER**

THEREFORE, UPON MOTION OF Councilmember **DESANTIS**, seconded by Councilmember **GALLUCCI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to call for bids for one (1) Interstate Model 40 DLA or Comparable 20-Ton Equipment Trailer.

SECTION 2. The Town Clerk of the Town of Rotterdam shall cause the following public notice to be published in the official newspaper of the Town of Rotterdam, and the Supervisor of the Town of Rotterdam shall cause the following public notice be published to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) at least five (5) days before the date of reception of bid proposals:

**TOWN OF ROTTERDAM
NOTICE TO BIDDERS**

PLEASE TAKE NOTICE: That all bids received by the Town Board of the Town of Rotterdam, by Tuesday October 27th, 2026 at 10:00 A.M., will be opened electronically and in person at that time. The Town Board will subsequently post an official report to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) by the close of business the next day, of all bid submissions received pursuant to this notice. Additionally, the official bid report and all bids shall be available in the office of the town clerk for public inspection during regular business hours, for purchase by the Town of Rotterdam of the following:

INTERSTATE MODEL 40 DLA OR COMPARABLE 20-TON EQUIPMENT TRAILER

Digital Copies of Specifications may be obtained from the Empire State Purchasing Group on BidNet at <http://www.bidnetdirect.com/townofrotterdam>. Copies of RFP documents obtained from any other source are not considered official copies. The Town of Rotterdam cannot guarantee the accuracy of any information not obtained from the BidNet Direct website and is not responsible for any errors contained by any information received from an alternate source. Only those vendors who obtain ITB, RFP or RFQ documents from the BidNet system are guaranteed to receive addendum information, if such information is issued. If you obtain the document from a source other than the source indicated, it is recommended that you register on the Empire State Purchasing Group website, <http://www.bidnetdirect.com/new-york> and obtain an official copy.

**ALL BID PROPOSALS MUST BE SUBMITTED TO THE TOWN CLERK OFFICE AT
1100 SUNRISE BOULEVARD, ROTTERDAM NY, 12306 OR ELECTRONICALLY ON
BIDNET PRIOR TO 10:00 A.M., OCTOBER 27, 2026**

The Town Board reserves the right to accept or reject any and all bids or proposals or any specific part of any item of any bid.

**BY ORDER OF THE ROTTERDAM TOWN BOARD
MEGAN GRIFFIN, TOWN CLERK**

DATED: October 14, 2026

BidNet: Please publish on October 15, 2026

Daily Gazette: Please publish once on October 16th, 2026

Town Clerk Post

SECTION 3. This resolution shall become effective October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin
Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 264.26

TO APPROVE BUDGET TRANSFERS TO THE 2026 BUDGET

THEREFORE, UPON MOTION OF Councilmember **MATELITZ**, seconded by Councilmember **DESANTIS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Pursuant to Section 36 of the General Municipal Law of the State of New York and Sections 102, 112 and 113 of Town Law of the State of New York, regarding the Uniform System of Accounts, the following transfers to the various accounts for 2026 are hereby audited and approved:

<u><i>Fund</i></u>	<u><i>Account No.</i></u>	<u><i>Title</i></u>	<u><i>Amount</i></u>
SW3	W38320 4904	Building Maintenance	\$23,000.00
SW3	W38320 4880	Equipment Maintenance & Repair	(\$8,000.00)
SW3	W38320 4850	Consultant	(\$1,000.00)
SW3	W38320 2000	Equipment Maintenance & Repair	(\$5,000.00)
SW3	W38340 4877	Main & Hydrant	(\$9,000.00)
A	A6772 4000	Seniors Outreach Program	\$600.00
A	A6772 2005	Equipment	(\$600.00)
DA	DA5142 4713	Hwy Salt Snow	\$40,150.00
DA	DA5142 4720	Hwy Sand Snow	(\$40,150.00)
DA	DA5130 4113	Hwy SM hand tools	\$1,000.00
DA	DA5130 4711	Sidewalk repair	(\$1,000.00)
A	A5010 4100	Office supplies	\$300.00
A	A5010 4201	Hwy Super. Cell Phone	(\$300.00)
DA	DA5110 4710	Drainage	\$19,393.00
DA	DA5110 4705	Blacktop	(\$19,393.00)
DA	DA5140 140054	PT Laborer Brush/weed	\$3,650.00
DA	DA5142 140054	PT Laborer Snow	\$5,475.00
DA	DA5110 160054	Seasonal Labor	(\$9,125.00)

A	A1440 4810	Town Planning/Maps	\$1,392.00
A	A1440 2000	Equipment	(\$1,392.00)

SECTION 2. This resolution shall become effective October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin
Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 265.26

**TO RECOGNIZE THE INTRODUCTION OF INTRODUCTORY LOCAL LAW NO. __
OF 2026 TO ADD SECTION 233, ENTITLED SHORT TERM RENTALS, EVENT
VENUE RENTALS AND RESIDENTIAL AMENITY RENTALS OF THE TOWN CODE
OF THE TOWN OF ROTTERDAM AND SCHEDULING A PUBLIC HEARING
THEREON**

THEREFORE, UPON MOTION OF Councilmember **MATELITZ**, seconded by
Councilmember **GALLUCCI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board recognizes the introduction of Introductory Local Law No. __ of 2026 to add Section 233, ENTITLED SHORT TERM RENTALS, EVENT VENUE RENTALS AND RESIDENTIAL AMENITY RENTALS, of the Town Code of the Town of Rotterdam.

SECTION 2. The Town Clerk of the Town of Rotterdam is hereby directed to publish in the official newspaper of the Town of Rotterdam not less than ten (10) days prior to the date designated for the public hearing provided for hereby the following notice:

**TOWN OF ROTTERDAM
NOTICE OF HEARING**

PLEASE TAKE NOTICE: That the Town Board of the Town of Rotterdam will hold a public hearing at the Rotterdam Town Hall, 1100 Sunrise Blvd, Rotterdam, New York 12306 at 7:00 p.m. on the 28th day of OCTOBER for the following purpose:

For the enactment of Introductory Local Law No. __ of 2026 to add Section 233,
Adding Short-term rentals, Event Venue Rentals and Residential Amenity
Rentals, of the Town Code of the Town of Rotterdam.

**BY ORDER OF THE ROTTERDAM TOWN BOARD
MEGAN GRIFFIN, TOWN CLERK**

DATED: October 14, 2026

Daily Gazette: Please publish once on October 16, 2026

Town Clerk Post

SECTION 3. This resolution shall become effective October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin

Megan Griffin, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, October 14, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 266.26

**TO AUTHORIZE THE SUPERVISOR TO APPROVE AND EXECUTE A CAPITAL
IMPROVEMENT AND REIMBURSEMENT AGREEMENT WITH RC LITTLE
LEAGUE, INC.**

WHEREAS, the Town of Rotterdam controls the Leonard C. White Field under a permit from the State of New York; and

WHEREAS, certain time-sensitive capital improvement work at the Field is necessary, and RC Little League, Inc. has agreed to reimburse the Town for the full cost of such work; and

WHEREAS, the Town Board finds that performing the work through the Town Highway Department under Town control, funded by League reimbursement, is in the public interest and is the most transparent and expeditious means of completing the work; and

WHEREAS, the Town Board has reviewed the form of Capital Improvement and Reimbursement Agreement (the "Agreement"); NOW

THEREFORE, UPON MOTION OF Councilmember **DESANTIS**, seconded by Councilmember **MATELITZ**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby:

1. Approves the Agreement in substantially the form presented and authorizes the Town Supervisor to execute it on behalf of the Town;
2. Authorizes the Town Highway Department to perform the Work described therein at the Field;
3. Delegates to the Town Supervisor the authority to finalize the scope of work and authorize commencement of the Work, provided the total cost shall not exceed Fifteen Thousand Dollars (\$15,000.00) without further Board approval;
4. Directs that the Work be procured and performed in accordance with all applicable law, including General Municipal Law § 103 and applicable prevailing wage requirements; and
5. Directs the Town Clerk to maintain the Agreement and all related records for public inspection.

SECTION 2. This resolution shall take effect October 14, 2026.

DATED: October 14, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci	X		
Matelitz	X		
DeSantis	X		
Polimeni	X		

I, Megan Griffin, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was passed by the Town Board of the Town of Rotterdam on **October 14, 2026**, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office. **I DO FURTHER CERTIFY** that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 15, 2026.

Megan Griffin

Megan Griffin, Town Clerk



RESOLUTION NO. 268.26

**REQUEST FOR BIDS FOR ROTTERDAM POLICE DEPARTMENT VEHICLE
MAINTENANCE AND REPAIRS**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to call for bids for Rotterdam Police Department Vehicle Maintenance and Repairs.

SECTION 2. The Town Clerk of the Town of Rotterdam shall cause the following public notice to be published in the official newspaper of the Town of Rotterdam, and the Supervisor of the Town of Rotterdam shall cause the following public notice be published to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) at least five (5) days before the date of reception of bid proposals:

**TOWN OF ROTTERDAM
NOTICE TO BIDDERS**

PLEASE TAKE NOTICE: That all bids received by the Town Board of the Town of Rotterdam, by November 23, 2026, at 10:30 a.m., will be opened electronically and in person at that time. The Town Board will subsequently post an official report to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) by the close of business the next day, of all bid submissions received pursuant to this notice. Additionally, the official bid report and all bids shall be available in the office of the Town Clerk for public inspection during regular business hours, for the purchase by the Town of Rotterdam of the following:

ROTTERDAM POLICE DEPARTMENT VEHICLE MAINTENANCE AND REPAIRS

Digital Copies of Specifications may be obtained from the Empire State Purchasing Group on BidNet at <http://www.bidnetdirect.com/townofrotterdam>. Copies of RFB documents obtained from any other source are not considered official copies. The Town of Rotterdam cannot guarantee the accuracy of any information not obtained from the BidNet Direct website and is not responsible for any errors contained by any information received from an alternate source. Only those vendors who obtain RFB, ITB, RFP or RFQ documents from the BidNet system are guaranteed to receive addendum information, if such information is issued. If you obtain the document from a source other than the source indicated, it is recommended that you register on the Empire State Purchasing Group website, <http://www.bidnetdirect.com/new-york> and obtain an official copy.

**ALL BID PROPOSALS MUST BE SUBMITTED ON BIDNET OR TO THE TOWN
CLERK OFFICE AT 1100 SUNRISE BOULEVARD PRIOR TO
10:30 A.M., NOVEMBER 23, 2026**

All handling costs (mail, delivery services, printing etc.) shall be the responsibility of the bidder. The Town Board reserves the right to reject any and all bids or proposals or any specific part of any item of any bid.

**BY ORDER OF THE ROTTERDAM TOWN BOARD
MEGAN GRIFFIN, TOWN CLERK**

DATED: October 28, 2026

BidNet: Please publish on November 09, 2026

Daily Gazette: Please publish on November 09, 2026

Town Clerk Post

SECTION 3. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 15, 2026

TO: Legislative Review Board

FROM: Deputy Chief Patrick Farry

TITLE OF REQUEST: Rotterdam Police Department vehicle maintenance and repair
Request for Proposal (RFP)

TOWN BOARD MEETING: October 28, 2026

Background Information: The Town of Rotterdam Police Department is requesting the issuance of a notice for RFP for vehicle maintenance and repair services for Police Department vehicles for years 2027 and 2028.

Evaluation/Analysis: The current two year contract will expire on December 31, 2026.

Recommendation(s): Post the notice for RFP on November 09, 2026 with a bid opening date of November 23, 2026 at 10:30AM.

Attachment/Document(s): Bid form with bidding instructions is attached.

Compliance with Purchasing Policy: The purchasing policy has been reviewed and the bid package is in compliance.

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: Rotterdam Police Department

Town of Rotterdam

Request for Bids

Rotterdam Police Department
Vehicle Maintenance and Repairs

Bid Opening:

November 23, 2026

@ 10:30 a.m.

TOWN OF ROTTERDAM BID FORM:
Rotterdam Police Department Vehicle Maintenance and Repairs

*The undersigned has read, understands, and agrees to all conditions of this bid form and will
furnish material as follows:*

Sealed bids for the furnishing of all labor and/or material necessary for the Town of Rotterdam Police Department Vehicle Maintenance and Repairs will be received by the Town of Rotterdam Town Clerk at 1100 Sunrise Boulevard, Rotterdam, New York 12306 until **10:30 a.m.** local time on **Monday November 23, 2026** at which time and place they will be publicly opened and read aloud.

ITEM I – ADVERTISEMENT

1. Automotive service, preventative maintenance, and repair work on police vehicles shall be given priority service over others. All repairs are to be made within twenty-four (24) hours, unless the bidder notifies and receives approval from the Chief of Police or his/her designee that additional time is necessary. If the work is not completed in a timely manner, the Town reserves the rights to utilize another vendor for the repair.
2. Vehicles required to be kept overnight for work shall be secure indoors. The bidder will be responsible for any and all damage incurred while the vehicle is in their possession.
3. All automotive service, preventative maintenance, and vehicle repairs shall be completed using parts that either meet or exceed the manufacturer's recommendation. All parts and materials will be supplied and/or purchased by the bidder as an agent of the Town. Where applicable state contracts or fleet rates shall be utilized. The bidder agrees to bill all necessary parts and materials at 35% over vendor cost, with no additional handling charge or mark-up.
4. All repairs must be accompanied by a complete invoice detailing the repair, number of hours required to perform the work and a list of parts and/or material. No work exceeding (\$200.00) two hundred dollars is to be performed without the prior approval of the Chief of Police or his/her designee. The bidder can only charge for actual time spent on a repair. At a minimum, 15 minutes of labor can be charged.
5. Records of all vehicles will be kept on a computer file and will be designated by unit number, year, make, model, VIN# and plate #. All services, repairs, parts and materials, labor hours as well as shipping costs, parts prices and repair rates are to be listed subtotaled and totaled at the end of invoice for final cost of repair. With the exception of services and repairs listed as A, B and C on the final page of the bid. All labor billed must be in compliance with either NATIONAL SERVICE ALL DATA PRO FLAT RATE DATA TIME SYSTEM and/or MITCHELL ESTIMATING MANUAL and/or CHILTON LABOR GUIDE. The invoice shall then be dated and duplicated. One invoice is to accompany the vehicle at time of pickup or delivery and a second copy will be sent with the monthly vouchers.

6. There will be a ninety (90) day warranty on all work performed. All parts shall have a manufacturer's warranty where applicable. If none is available the bidder must provide a ninety (90) day warranty. The bidder is responsible for determining whether a manufacturer's warranty is in effect. If the bidder fails to do so they will be responsible for any charges incurred, which would have been covered by warranty. Any work that is deemed inferior or unacceptable by the Chief of Police or his/her designee shall be corrected at no additional cost to the Town.
7. Bidder must employ at least one A.S.E. Certified Technician and must attach documentation of certification to bid proposal.
8. Service must be available at a minimum of Monday through Friday 9:00 a.m. to 5:00 p.m.
9. Bidders shall be licensed by the State of New York for both repair work and the ability to complete the New York State inspection service.
10. Bidders must have an established business within a ten (10) mile radius of the Rotterdam Police Headquarters. Consideration may be given to businesses that operate within the jurisdictional boundaries of the Town of Rotterdam.
11. Transmissions will be serviced by a pressurized system which pumps out the old transmission fluid and replaces it with new fluid.
12. Radiators will be serviced by a pressurized system which pumps out the old radiator fluid and replaces it with new radiator fluid.

ITEM II- INTENT

1. The specifications listed are intended for police vehicle maintenance used by the Rotterdam Police Department.
2. We are requesting these bids for Police Vehicle Maintenance and Repairs for the calendar years 2027 and 2028. Prices must be for the complete length of the contract.

ITEM III- BID FORMAT

1. We are requesting each bidder to submit a bid offering an hourly rate for services.

ITEM IV -GENERAL BIDDER INFORMATION

1. No bid will be considered unless the bidder can meet the following conditions:
 - a) Bidder must guarantee all work must be done properly and without damage to vehicle. If such faults develop, the fault shall be replaced and/or repaired without cost to the Town of Rotterdam.
 - b) Bidder must expressly understand and agree to:

SECTION 103 OF THE GENERAL MUNICIPAL LAW - WAIVER OF IMMUNITY (CHAPTER 675) - LAWS OF 1966 - It is expressly understood and agreed that upon refusal of the bidder or any agent or employee of the bidder, when called before a Grand Jury to testify concerning any transaction of bid with the State of New York any political subdivision thereof, a public authority thereof or a waiver of immunity against subsequent prosecution to answer any relevant questions concerning such transaction or bid, shall cause the cancellation termination of this bid and the municipality shall be liable the bidder only for goods delivered or work done prior to the time of said cancellation.

SECTION 220-3-(b) OF THE LABOR LAW - NON, DISCRIMINATION - Neither contractor nor any person on their behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of

work under, this contract on account of race, creed, color, sex or national origin.

SECTION 109 OF THE GENERAL MUNICIPAL LAW - NON- ASSIGNABILITY -

The contractor is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this contract, or of contractor's power to execute this contract, to any other person or corporation without the previous consent in writing of the owner.

TOWN OF ROTTERDAM BID PROPOSAL:
Rotterdam Police Department Vehicle Maintenance and Repairs

*The entire bid is strictly in accordance with the specification set forth in the bid documents herein. **NOTE:** Any questions should be submitted in writing to Deputy Chief Patrick Farry, Town of Rotterdam Police Department pfarry@rotterdamny.org*

Hourly Labor Rate: _____

Signature

Name of Company or Corporation

Address

City

State

Zip

Email & Telephone

I understand if I am chosen as the lowest responsible bidder, that I must comply with all federal, state, and local laws, as well as rules, regulations, policies and guidance, including the State of New York's newly released guidance on sexual harassment. By submitting a bid, I acknowledge receipt of the Town of Rotterdam "Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace" Policy.

*If submitting bid in person or by mail, **please write bid title on the outside envelope** and submit in a sealed envelope to the Town Clerks Office, 1100 Sunrise Blvd, Rotterdam, NY 12306, during regular business hours, Monday – Friday 8am- 4pm.*

INSTRUCTIONS TO BIDDERS

1. All bids must be submitted before **10:30 a.m. on November 23, 2026** the day of opening.
2. Electronic and in person proposals for the furnishing and delivery of goods/services as required for the Town of Rotterdam, as set forth in the specifications prepared by the Town Board and received by **10:30 a.m. November 23, 2026** will be opened electronically and in person at that time, via Empire State Purchasing Group on the BidNet website (<http://www.bidnetdirect.com/townofrotterdam>). The Town Board will subsequently post an official report to the Empire State Purchasing Group on BidNet by the close of business the same day, of all bid submissions received. Additionally, the official bid report and all bids shall be available in the Office of the Town Clerk for public inspection during regular business hours.
3. Digital Copies of Drawings and Specifications may be obtained from the Empire State Purchasing Group on BidNet at <http://www.bidnetdirect.com/townofrotterdam>. Copies of RFP documents obtained from any other source are not considered official copies. The Town of Rotterdam cannot guarantee the accuracy of any information not obtained from the BidNet Direct website and is not responsible for any errors contained by any information received from an alternate source. Only those vendors who obtain ITB, RFP or RFQ documents from the BidNet system are guaranteed to receive addendum information, if such information is issued. If you obtain the document(s) from a source other than the source indicated, it is recommended that you register on the Empire State Purchasing Group website, <http://www.bidnetdirect.com/new-york> and obtain an official copy.
4. Purchases made by the Town of Rotterdam are not subject to State or local taxes or Federal excise taxes. Exemption certificates will be furnished upon request.
5. An "Affidavit of Non-Collusion" is attached and forms a part of this bid proposal. By submission of this bid, each bidder and each person signing on behalf of any bidder, certifies under penalty of perjury, that to the best of his/her knowledge and belief that the prices of the bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter related to such prices with any other bidder or competitor; that the prices quoted have not and will not be disclosed prior to opening, directly or indirectly, to any other bidder or competitor; that no attempt has been or will be made to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition. Each bidder must state that no officer of the Town of Rotterdam or member of the Town Board is directly or indirectly interested in the proposal. Failure to sign this statement will constitute grounds for rejection of bid.
6. Each bidder must acknowledge receipt of and comply with the Town's Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace policy.
7. Bid proposals shall remain firm, pending bid award, for a period not to exceed thirty (30) days from the bid opening date.
8. The Town Board reserves the right to reject any or all bids and re-advertise.

9. All bids are to be on the basis of delivery prepaid to destination, which shall be buildings of the Town of Rotterdam as specified (if applicable).
10. Delivery(if applicable): Time is of the essence. Material is required as soon as possible and guaranteed date of delivery may be taken into consideration in making award. Upon failure to make delivery as promised, the Town Board of the Town of Rotterdam, New York, may consider the contract breached and will then feel free to go into the open market and to maintain an action against the contractor to recover any differences which the Town Board might stand to lose between the contract price and the market price.
11. Where items or articles or equipment or supplies are designated as manufactured by a specific manufacturer, it is to be understood that the articles as specified represent an accepted standard. Where certain brands of materials, apparatus, or equipment are specified, such goods have been selected in order to establish a standard for the particular service required, but it is not the intention to limit competition thereby. If the bidder proposes to furnish the article which is specified, he is to fill in the amount on the line indicated. If he desires to bid on a substitute for the article specified, which is claimed to be equivalent to the standard specified, the amount should be recorded and also identified as "substitute" bid and furnish the required information relating to the manufacturer. In cases where the bid is based upon a substitute article, the bidder will be asked to submit a sample. Samples will be returned, if desired, as soon as the award is made.
12. The Town Board of the Town of Rotterdam reserves the right to waiver any informalities on bids received, and to accept reasonable substitutes for specified items as long as such substitutes in no way affect the performance of the item for which the bid has been requested.
13. The approximate quantities shown in the bidding documents are not meant to imply that said quantities will in fact be purchased. Payment will be based on an "as delivered" basis at the facilities listed using actual quantities received.
14. Failure to adequately and fully complete the bid packet and/or questions contained in the RFP shall be disqualified and the bid shall be rejected.

NON-COLLUSION BIDDING CERTIFICATION

- A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - 3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- B. A bid shall not be considered for award nor shall any award be made where (A), (1), (2), and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certifying, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. Where (A), (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- C. The fact that the bidder (A) has published price lists, rates or tariffs governing items being procured, (B) has informed prospective customers of proposed or pending publication of new or revised price lists for such items or (C) has sold the same item to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph (A)(1).
- D. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or state services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one (1) of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Name of Firm: _____

Signed by: _____ Title: _____

Signature: _____ Date: _____

Email: _____

**RESOLUTION AUTHORIZING SUBMISSION OF BIDS BY
CORPORATION AND EXECUTION OF NON-COLLUSION CERTIFICATE AND
WAIVER OF IMMUNITY CLAUSE**

Resolved that _____ be authorized to sign and submit the bid or proposal of this corporation for _____ Town of Rotterdam, New York, Schenectady County, and to include in such bid or proposal the certificate as to non-collusion and waiver of immunity clause required by Section 103 of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____ corporation at a meeting of its board of directors held on the _____ day of _____, 20__.

(SEAL OF THE CORPORATION)

Signature of Secretary

**INDIVIDUAL EXECUTION OF NON-COLLUSION
CERTIFICATE AND WAIVER OF IMMUNITY CLAUSE**

I, _____ hereby sign and submit this bid or proposal for _____ Town of Rotterdam, New York, Schenectady County, and to include in such bid or proposal the certificate as to non-collusion and waiver of immunity clause required by Section 103 of the General Municipal Law as the act and deed of this individual, and for any inaccuracies or misstatements in such certificate this individual bidder shall be liable under the penalties of perjury.

Signature of Individual

Date

**TOWN OF ROTTERDAM
WAIVER ON IMMUNITY CLAUSE**

The undersigned bidder agrees to sign a Waiver of Immunity Clause agreeing if called before a Grand Jury to testify concerning the bid or contract, to sign a Waiver of Immunity against Criminal transaction, bid or contract:

Name of Firm: _____

Signed by: _____ Title: _____

Signature: _____ Date: _____

903 Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace

Policy Statement – It is the policy of the Town of Rotterdam to promote a productive work environment and to prohibit conduct by any Elected Official or employee (as defined in Section 104 of the Employee Handbook) that disrupts or interferes with another’s work performance or that creates an intimidating, offensive, or hostile work environment. In keeping with this goal, the Town is committed to educate Elected Officials and employees in the recognition and prevention of workplace discrimination and harassment, including sexual harassment, and to provide an effective means of eliminating such discrimination and harassment from the workplace. In short, the Town does not tolerate any form of discrimination or harassment, including sexual harassment, and will take all steps necessary to prevent and stop the occurrence of such activity in the workplace. The accompanying complaint procedure is intended to provide an effective mechanism for reporting, and resolving promptly, complaints of discrimination and harassment, including sexual harassment, without any risk of repercussion to any individual covered by this policy who, in good faith, files such complaint.

Applicability of Policy – This policy applies to all Elected Officials, Appointed Members of Boards and Commissions, employees, supervisors, and Department Heads, whether employed full or part-time, temporary or seasonal, paid or unpaid interns, volunteers, and those employed by companies contracting to provide services in the workplace. Depending on the extent of the Town’s exercise of control, this policy may be applied to the conduct of non-Town employees with respect to harassment of Town employees in the workplace.

Prohibited harassment (including sexual harassment) is not limited to the physical workplace itself. It can occur while Elected Officials, employees or other individuals covered by this policy are traveling for Town business or at Town sponsored events or parties. Calls, texts, emails, and social media usage by employees or other individuals covered by this policy can constitute workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Prohibited Activity – No Elected Official, employee or other individuals covered by this policy shall engage in any of the following:

- Harassment: Unwanted, unreasonable verbal or physical conduct directed toward or affecting another person that disturbs, frightens, insults, threatens, intimidates, demeans, or offends that other person, that continues or is repeated after a request to cease, and that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; 2) has the purpose or effect of unreasonably interfering with an individual’s work performance; or 3) otherwise adversely affects an individual’s employment opportunities. Harassment includes offensive or inappropriate images or written materials or electronic communications (e.g. letters, e-mail, text messages, or graffiti) as well as bias-based harassment and sexual harassment (see below).
- Bias-Based Harassment: Harassment that denigrates, offends or shows hostility or aversion toward an individual on the basis of sex, (including gender identity and the

status of being transgender), sexual orientation, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, arrest or conviction record, genetic information or predisposing characteristics, domestic violence victim status, or any other protected status. Bias-based harassment includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written, electronic, or graphic material that denigrates, ridicules, objectifies, or shows hostility, aversion or contempt toward an individual or group and that is placed on walls, bulletin boards, lockers or elsewhere on or in the Town's premises, vehicles, or equipment, or is circulated in the workplace, including through electronic means.

- Discrimination: The Town of Rotterdam is an Equal Opportunity Employer. The Town does not unlawfully discriminate on the basis of sex, (including gender identity and the status of being transgender), sexual orientation, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, arrest or conviction record, genetic information or predisposing characteristics, domestic violence victim status, or any other protected status. Unlawful discrimination based on membership in these categories is prohibited by applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, assignments, compensation, promotion, transfer, training, leave of absence, and termination.

Definition of Sexual Harassment – This policy places special attention on the prohibition of sexual harassment in the workplace.

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually

discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment - The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;

- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Prohibition Against Retaliation – Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a claim of discrimination or harassment, including sexual harassment. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Unlawful retaliation against any employee who has engaged in “protected activity” is strictly prohibited by this policy as well as (where applicable) federal, state, and local law. Protected activity occurs when a person has:

- made a complaint of harassment or discrimination, either internally or with any anti-discrimination agency;
- opposed harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or management of harassment or discrimination;
- reported that another employee has been subjected to harassment or discrimination;
- encouraged a fellow employee to report harassment or discrimination;
- participated in a workplace investigation regarding harassment or discrimination;
- testified or assisted in a proceeding involving harassment or discrimination under the Human Rights Law or other anti-discrimination laws.

Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination or harassment.

Reporting of Discrimination and Harassment (including Sexual Harassment) – Reports of alleged discrimination and/or harassment (including sexual harassment) or retaliation may be made verbally or in writing. A form for the submission of a written complaint is attached to this policy and individuals are encouraged to use this form. If an individual chooses to submit a verbal complaint, such complaint will be recorded by the receiver of this complaint on this form. Employees are encouraged to report incidents of discrimination, harassment (including sexual harassment), or retaliation to their Department Head and/or the Town Supervisor as soon as possible after their occurrence. If the employee's Department Head is believed to be involved in the incident, or if the employee is not comfortable in addressing the incident with the Department Head, the report should be made directly to the Town Supervisor. If the Town Supervisor is believed to be involved in the incident or the employee is not comfortable reporting the incident to the Town Supervisor, the employee should report the incident to a member of the Town Board. Employees who believe they have been discriminated against or harassed and would like to obtain guidance as to how to proceed in filing a complaint, should contact their immediate supervisor, their Department Head, the Town Supervisor, or any member of the Town Board. Employees who work during off-hours are encouraged to contact their supervisor, their

Department Head, the Town Supervisor, or any member of the Town Board at home if these individuals do not work during the employee's shift. Non-employees are encouraged to report incidents of alleged discrimination and harassment (including sexual harassment) to either the Department Head of the department where services are being provided, the Town Supervisor, or a member of the Town Board.

Supervisory Responsibility – Supervisory personnel must make every effort to ensure a work environment that is free from discrimination and harassment, including sexual harassment. Any Department Head or supervisor who receives a complaint or information about suspected prohibited activity (as outlined above), observes behavior that may constitute prohibited activity, or for any reason suspects that prohibited activity is occurring, is required to report such suspected prohibited activity to the Town Supervisor, or any member of the Town Board.

In addition to being subject to corrective action or discipline if they engaged in prohibited activity themselves, supervisory personnel will be subject to discipline for failing to report suspected prohibited activity or otherwise knowingly allowing prohibited activity to continue. Supervisory personnel will also be subject to corrective action or discipline for engaging in any form of retaliation prohibited by this policy.

Investigation of Complaint – The Town Supervisor, in consultation with the Town Board, will determine the appropriate individual(s) to conduct the investigation. All complaints pursuant to this policy, whether reported in verbal or written form, will be investigated promptly, thoroughly, and in as impartial a manner as possible. The investigation will normally include conferring with the parties involved and any named or apparent witnesses. All employees are required to cooperate in an investigation, if so directed. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation. All relevant materials, including all electronic communications, documents, emails or phone records that are relevant to the allegations will also be considered. A written report will be prepared documenting the results of the investigation. The individual who reported the complaint and the individual about whom the complaint was made will be notified of the final determination.

Confidentiality – Complaints of discrimination and harassment, including sexual harassment, will be handled and investigated promptly and in a manner that is as impartial and confidential as possible. In no event will information concerning a complaint be released by the Town to third parties or to anyone within the Town employment who is not directly involved in the investigation or handling of the complaint unless otherwise required by law.

Corrective Action and Discipline – Any employee who is found to have violated any aspect of this policy will be subject to corrective or disciplinary action, up to and including termination of employment, as provided by Town operating procedures, including Civil Service Law Section 75, or a collective bargaining agreement. Any Elected Official who violates this policy will be subject to remedial action as provided for and/or allowed under NYS Public Officers Law, as well as any other applicable statutes. Any vendor, supplier, visitor, customer, or other non-

employee who violates this policy will be subject to remedial action, to the extent that the Town is empowered to take such action.

Legal Protections and External Remedies – Nothing in this policy should be construed as in any way limiting employees' rights to file a formal complaint with the appropriate state or federal agencies responsible for administering anti-discrimination laws. Complainants should be aware that time restrictions may apply and need to be considered.

Harassment (including sexual harassment) is not only prohibited by Town policy but is also prohibited by federal, state, and (where applicable) local law. Aside from the Town's internal process, employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL) applies to employers in New York State with regard to harassment and protects employees and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed an HRL complaint in state court. Filing an internal complaint with the Town does not extend the time limits to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. An attorney is not needed to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the Town to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400. Contact DHR at (888) 392- 3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. If an employee believes that he/she has been

discriminated against at work, he/she can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Rotterdam Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the Rotterdam Police Department.

RESOLUTION NO. 269.26

REQUEST FOR BIDS FOR ROTTERDAM POLICE DEPARTMENT CAR WASH SERVICES

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to call for bids for Rotterdam Police Department Car Wash Services.

SECTION 2. The Town Clerk of the Town of Rotterdam shall cause the following public notice to be published in the official newspaper of the Town of Rotterdam, and the Supervisor of the Town of Rotterdam shall cause the following public notice be published to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) at least five (5) days before the date of reception of bid proposals:

**TOWN OF ROTTERDAM
NOTICE TO BIDDERS**

PLEASE TAKE NOTICE: That all bids received by the Town Board of the Town of Rotterdam, by November 23, 2026, at 10:45 a.m., will be opened electronically and in person at that time. The Town Board will subsequently post an official report to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) by the close of business the next day, of all bid submissions received pursuant to this notice. Additionally, the official bid report and all bids shall be available in the office of the Town Clerk for public inspection during regular business hours, for the purchase by the Town of Rotterdam of the following:

ROTTERDAM POLICE DEPARTMENT CAR WASH SERVICES

Digital Copies of Specifications may be obtained from the Empire State Purchasing Group on BidNet at <http://www.bidnetdirect.com/townofrotterdam>. Copies of RFB documents obtained from any other source are not considered official copies. The Town of Rotterdam cannot guarantee the accuracy of any information not obtained from the BidNet Direct website and is not responsible for any errors contained by any information received from an alternate source. Only those vendors who obtain RFB, ITB, RFP or RFQ documents from the BidNet system are guaranteed to receive addendum information, if such information is issued. If you obtain the document from a source other than the source indicated, it is recommended that you register on the Empire State Purchasing Group website, <http://www.bidnetdirect.com/new-york> and obtain an official copy.

**ALL BID PROPOSALS MUST BE SUBMITTED ON BIDNET OR TO THE TOWN
CLERK OFFICE AT 1100 SUNRISE BOULEVARD PRIOR TO
10:45 A.M., NOVEMBER 23, 2026**

All handling costs (mail, delivery services, printing etc.) shall be the responsibility of the bidder. The Town Board reserves the right to reject any and all bids or proposals or any specific part of any item of any bid.

BY ORDER OF THE ROTTERDAM TOWN BOARD
MEGAN GRIFFIN, TOWN CLERK

DATED: October 28, 2026

BidNet: Please publish on November 09, 2026

Daily Gazette: Please publish on November 09, 2026

Town Clerk Post

SECTION 3. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 15, 2026
TO: Legislative Review Board
FROM: Deputy Chief Patrick Farry
TITLE OF REQUEST: Rotterdam Police Department car wash services Request for Proposal (RFP)

TOWN BOARD MEETING: October 28, 2026

Background Information: The Town of Rotterdam Police Department is requesting the issuance of a notice for RFP for car wash services for Police Department vehicles for years 2027 and 2028.

Evaluation/Analysis: The current two year contract will expire on December 31, 2026.

Recommendation(s): Post the notice for RFP on November 09, 2026 with a bid opening date of November 23, 2026 at 10:45AM.

Attachment/Document(s): Bid form with bidding instructions is attached.

Compliance with Purchasing Policy: The purchasing policy has been reviewed and the bid package is in compliance.

Effect(s) on Existing Law(s): None.

LEGISLATION WILL BE PREPARED BY: Rotterdam Police Department

Town of Rotterdam

Request for Bids

Rotterdam Police Department

Car Wash Services

Bid Opening:

November 23, 2026

@ 10:45 a.m.

TOWN OF ROTTERDAM BID FORM:
Rotterdam Police Department Car Wash Services

*The undersigned has read, understands, and agrees to all conditions of this bid form and will
furnish material as follows :*

Sealed bids for the furnishing of all labor and/or material necessary for the Town of Rotterdam Police Department Car Wash Services will be received by the Town of Rotterdam Town Clerk at 1100 Sunrise Boulevard, Rotterdam, New York 12306 until **10:45 a.m.** local time on **Monday November 23, 2026** at which time and place they will be publicly opened and read aloud.

ITEM I - INTENT

1. The specification as listed is intended for Car Wash Services for all Rotterdam Police Department Vehicles, marked and unmarked.
2. We are requesting these bids for Car Wash Services for the years **2027-2028**. Prices must be for the complete contract period.

ITEM II- BID FORMAT

1. We are requesting each bidder to submit a bid offering the cost per vehicle, per wash.

ITEM III-GENERAL BIDDER INFORMATION

1. No bid will be considered unless the bidder can meet the following conditions:
 - a) Bidder must guarantee all cleaning must be done properly and without damage to vehicles. If such damage develops the damage shall be replaced and/or repaired without cost to the Town of Rotterdam.
 - b) Bidder must expressly understand and agree to:
SECTION 103 OF THE GENERAL MUNICIPAL LAW - WAIVER OF IMMUNITY (CHAPTER 675) - LAWS OF 1966 - It is expressly understood and agreed that upon refusal of the bidder or any agent or employee of the bidder, when called before a Grand Jury to testify concerning any transaction of bid with the State of New York any political subdivision thereof, a public authority thereof or a waiver of immunity against subsequent prosecution to answer any relevant questions concerning such transaction or bid, shall cause the cancellation termination of this bid and the municipality shall be liable the bidder only for goods delivered or work done prior to the time of said cancellation.
SECTION 220-3-(b) OF THE LABOR LAW - NON, DISCRIMINATION - Neither contractor nor any person on their behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under, this contract on account of race, creed, color, sex or national origin.
SECTION 109 OF THE GENERAL MUNICIPAL LAW - NON-ASSIGNABILITY -The contractor is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this contract, or of contractor's power to execute this contract, to any other person or corporation without the previous consent in writing of the owner.

TOWN OF ROTTERDAM BID PROPOSAL:
Rotterdam Police Department Car Wash Services

*The entire bid is strictly in accordance with the specification set forth in the bid documents herein. **NOTE:** Any questions should be submitted in writing to Deputy Chief Patrick Farry, Town of Rotterdam Police Department: pfarry@rotterdamny.org*

COST PER VEHICLE _____ PER VEHICLE WASH _____

WE THE UNDERSIGNED hereby offer to supply Car Wash Services to the Town of Rotterdam Police Department for vehicles, marked and unmarked. The services shall not be limited to these specifications if your standard equipment exceeds such specifications. Further, all standard or necessary services not specified or stipulated will be included. All bids must be per item, EACH.

Signature

Name of Company or Corporation

Address

City

State

Zip

Email & Telephone

I understand if I am chosen as the lowest responsible bidder, that I must comply with all federal, state, and local laws, as well as rules, regulations, policies and guidance, including the State of New York's newly released guidance on sexual harassment. By submitting a bid, I acknowledge receipt of the Town of Rotterdam "Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace" Policy.

*If submitting bid in person or by mail, **please write bid title on the outside envelope** and submit in a sealed envelope to the Town Clerks Office, 1100 Sunrise Blvd, Rotterdam, NY 12306, during regular business hours, Monday – Friday 8am- 4pm.*

INSTRUCTIONS TO BIDDERS

1. All bids must be submitted before **10:45 a.m. on November 23, 2026** the day of opening.
2. Electronic and in person proposals for the furnishing and delivery of goods/services as required for the Town of Rotterdam, as set forth in the specifications prepared by the Town Board and received by **10:45 a.m. November 23, 2026** will be opened electronically and in person at that time, via Empire State Purchasing Group on the BidNet website (<http://www.bidnetdirect.com/townofrotterdam>). The Town Board will subsequently post an official report to the Empire State Purchasing Group on BidNet by the close of business the same day, of all bid submissions received. Additionally, the official bid report and all bids shall be available in the Office of the Town Clerk for public inspection during regular business hours.
3. Digital Copies of Drawings and Specifications may be obtained from the Empire State Purchasing Group on BidNet at <http://www.bidnetdirect.com/townofrotterdam>. Copies of RFP documents obtained from any other source are not considered official copies. The Town of Rotterdam cannot guarantee the accuracy of any information not obtained from the BidNet Direct website and is not responsible for any errors contained by any information received from an alternate source. Only those vendors who obtain ITB, RFP or RFQ documents from the BidNet system are guaranteed to receive addendum information, if such information is issued. If you obtain the document(s) from a source other than the source indicated, it is recommended that you register on the Empire State Purchasing Group website, <http://www.bidnetdirect.com/new-york> and obtain an official copy.
4. Purchases made by the Town of Rotterdam are not subject to State or local taxes or Federal excise taxes. Exemption certificates will be furnished upon request.
5. An "Affidavit of Non-Collusion" is attached and forms a part of this bid proposal. By submission of this bid, each bidder and each person signing on behalf of any bidder, certifies under penalty of perjury, that to the best of his/her knowledge and belief that the prices of the bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter related to such prices with any other bidder or competitor; that the prices quoted have not and will not be disclosed prior to opening, directly or indirectly, to any other bidder or competitor; that no attempt has been or will be made to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition. Each bidder must state that no officer of the Town of Rotterdam or member of the Town Board is directly or indirectly interested in the proposal. Failure to sign this statement will constitute grounds for rejection of bid.
6. Each bidder must acknowledge receipt of and comply with the Town's Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace policy.
7. Bid proposals shall remain firm, pending bid award, for a period not to exceed thirty (30) days from the bid opening date.
8. The Town Board reserves the right to reject any or all bids and re-advertise.

9. All bids are to be on the basis of delivery prepaid to destination, which shall be buildings of the Town of Rotterdam as specified (if applicable).
10. Delivery(if applicable): Time is of the essence. Material is required as soon as possible and guaranteed date of delivery may be taken into consideration in making award. Upon failure to make delivery as promised, the Town Board of the Town of Rotterdam, New York, may consider the contract breached and will then feel free to go into the open market and to maintain an action against the contractor to recover any differences which the Town Board might stand to lose between the contract price and the market price.
11. Where items or articles or equipment or supplies are designated as manufactured by a specific manufacturer, it is to be understood that the articles as specified represent an accepted standard. Where certain brands of materials, apparatus, or equipment are specified, such goods have been selected in order to establish a standard for the particular service required, but it is not the intention to limit competition thereby. If the bidder proposes to furnish the article which is specified, he is to fill in the amount on the line indicated. If he desires to bid on a substitute for the article specified, which is claimed to be equivalent to the standard specified, the amount should be recorded and also identified as "substitute" bid and furnish the required information relating to the manufacturer. In cases where the bid is based upon a substitute article, the bidder will be asked to submit a sample. Samples will be returned, if desired, as soon as the award is made.
12. The Town Board of the Town of Rotterdam reserves the right to waiver any informalities on bids received, and to accept reasonable substitutes for specified items as long as such substitutes in no way affect the performance of the item for which the bid has been requested.
13. The approximate quantities shown in the bidding documents are not meant to imply that said quantities will in fact be purchased. Payment will be based on an "as delivered" basis at the facilities listed using actual quantities received.
14. Failure to adequately and fully complete the bid packet and/or questions contained in the RFP shall be disqualified and the bid shall be rejected.

NON-COLLUSION BIDDING CERTIFICATION

- A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - 3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- B. A bid shall not be considered for award nor shall any award be made where (A), (1), (2), and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certifying, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. Where (A), (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- C. The fact that the bidder (A) has published price lists, rates or tariffs governing items being procured, (B) has informed prospective customers of proposed or pending publication of new or revised price lists for such items or (C) has sold the same item to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph (A)(1).
- D. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or state services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one (1) of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Name of Firm: _____

Signed by: _____ Title: _____

Signature: _____ Date: _____

Email: _____

**RESOLUTION AUTHORIZING SUBMISSION OF BIDS BY
CORPORATION AND EXECUTION OF NON-COLLUSION CERTIFICATE AND
WAIVER OF IMMUNITY CLAUSE**

Resolved that _____ be authorized to sign and submit the
bid or proposal of this corporation for _____ Town of
Rotterdam, New York, Schenectady County, and to include in such bid or proposal the certificate
as to non-collusion and waiver of immunity clause required by Section 103 of the General
Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements
in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____
_____ corporation at a meeting of its board of directors held on the _____ day of _____
_____, 20__.

(SEAL OF THE CORPORATION)

Signature of Secretary

**INDIVIDUAL EXECUTION OF NON-COLLUSION
CERTIFICATE AND WAIVER OF IMMUNITY CLAUSE**

I, _____ hereby sign and submit this bid or proposal for
_____ Town of Rotterdam, New York, Schenectady County, and
to include in such bid or proposal the certificate as to non-collusion and waiver of immunity clause
required by Section 103 of the General Municipal Law as the act and deed of this individual, and
for any inaccuracies or misstatements in such certificate this individual bidder shall be liable under
the penalties of perjury.

Signature of Individual

Date

**TOWN OF ROTTERDAM
WAIVER ON IMMUNITY CLAUSE**

The undersigned bidder agrees to sign a Waiver of Immunity Clause agreeing if called before a
Grand Jury to testify concerning the bid or contract, to sign a Waiver of Immunity against Criminal
transaction, bid or contract:

Name of Firm: _____

Signed by: _____ Title: _____

Signature: _____ Date: _____

Policy Statement – It is the policy of the Town of Rotterdam to promote a productive work environment and to prohibit conduct by any Elected Official or employee (as defined in Section 104 of the Employee Handbook) that disrupts or interferes with another’s work performance or that creates an intimidating, offensive, or hostile work environment. In keeping with this goal, the Town is committed to educate Elected Officials and employees in the recognition and prevention of workplace discrimination and harassment, including sexual harassment, and to provide an effective means of eliminating such discrimination and harassment from the workplace. In short, the Town does not tolerate any form of discrimination or harassment, including sexual harassment, and will take all steps necessary to prevent and stop the occurrence of such activity in the workplace. The accompanying complaint procedure is intended to provide an effective mechanism for reporting, and resolving promptly, complaints of discrimination and harassment, including sexual harassment, without any risk of repercussion to any individual covered by this policy who, in good faith, files such complaint.

Applicability of Policy – This policy applies to all Elected Officials, Appointed Members of Boards and Commissions, employees, supervisors, and Department Heads, whether employed full or part-time, temporary or seasonal, paid or unpaid interns, volunteers, and those employed by companies contracting to provide services in the workplace. Depending on the extent of the Town’s exercise of control, this policy may be applied to the conduct of non-Town employees with respect to harassment of Town employees in the workplace.

Prohibited harassment (including sexual harassment) is not limited to the physical workplace itself. It can occur while Elected Officials, employees or other individuals covered by this policy are traveling for Town business or at Town sponsored events or parties. Calls, texts, emails, and social media usage by employees or other individuals covered by this policy can constitute workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Prohibited Activity – No Elected Official, employee or other individuals covered by this policy shall engage in any of the following:

- Harassment: Unwanted, unreasonable verbal or physical conduct directed toward or affecting another person that disturbs, frightens, insults, threatens, intimidates, demeans, or offends that other person, that continues or is repeated after a request to cease, and that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; 2) has the purpose or effect of unreasonably interfering with an individual’s work performance; or 3) otherwise adversely affects an individual’s employment opportunities. Harassment includes offensive or inappropriate images or written materials or electronic communications (e.g. letters, e-mail, text messages, or graffiti) as well as bias-based harassment and sexual harassment (see below).
- Bias-Based Harassment: Harassment that denigrates, offends or shows hostility or aversion toward an individual on the basis of sex, (including gender identity and the status of being transgender), sexual orientation, race, color, national origin, religion,

disability, pregnancy, age, marital status, veteran status, military status, arrest or conviction record, genetic information or predisposing characteristics, domestic violence victim status, or any other protected status. Bias-based harassment includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written, electronic, or graphic material that denigrates, ridicules, objectifies, or shows hostility, aversion or contempt toward an individual or group and that is placed on walls, bulletin boards, lockers or elsewhere on or in the Town's premises, vehicles, or equipment, or is circulated in the workplace, including through electronic means.

- **Discrimination:** The Town of Rotterdam is an Equal Opportunity Employer. The Town does not unlawfully discriminate on the basis of sex, (including gender identity and the status of being transgender), sexual orientation, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, arrest or conviction record, genetic information or predisposing characteristics, domestic violence victim status, or any other protected status. Unlawful discrimination based on membership in these categories is prohibited by applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, assignments, compensation, promotion, transfer, training, leave of absence, and termination.

Definition of Sexual Harassment – This policy places special attention on the prohibition of sexual harassment in the workplace.

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory

remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment - The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Prohibition Against Retaliation – Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a claim of discrimination or harassment, including sexual harassment. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Unlawful retaliation against any employee who has engaged in “protected activity” is strictly prohibited by this policy as well as (where applicable) federal, state, and local law. Protected activity occurs when a person has:

- made a complaint of harassment or discrimination, either internally or with any anti-discrimination agency;
- opposed harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or management of harassment or discrimination;
- reported that another employee has been subjected to harassment or discrimination;
- encouraged a fellow employee to report harassment or discrimination;
- participated in a workplace investigation regarding harassment or discrimination;
- testified or assisted in a proceeding involving harassment or discrimination under the Human Rights Law or other anti-discrimination laws.

Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination or harassment.

Reporting of Discrimination and Harassment (including Sexual Harassment) – Reports of alleged discrimination and/or harassment (including sexual harassment) or retaliation may be made verbally or in writing. A form for the submission of a written complaint is attached to this policy and individuals are encouraged to use this form. If an individual chooses to submit a verbal complaint, such complaint will be recorded by the receiver of this complaint on this form. Employees are encouraged to report incidents of discrimination, harassment (including sexual harassment), or retaliation to their Department Head and/or the Town Supervisor as soon as possible after their occurrence. If the employee’s Department Head is believed to be involved in the incident, or if the employee is not comfortable in addressing the incident with the Department Head, the report should be made directly to the Town Supervisor. If the Town Supervisor is believed to be involved in the incident or the employee is not comfortable reporting the incident to the Town Supervisor, the employee should report the incident to a member of the Town Board. Employees who believe they have been discriminated against or harassed and would like to obtain guidance as to how to proceed in filing a complaint, should contact their immediate supervisor, their Department Head, the Town Supervisor, or any member of the Town Board. Employees who work during off-hours are encouraged to contact their supervisor, their Department Head, the Town Supervisor, or any member of the Town Board at home if these individuals do not work during the employee’s shift. Non-employees are encouraged to report incidents of alleged discrimination and harassment (including sexual harassment) to either the Department Head of the

department where services are being provided, the Town Supervisor, or a member of the Town Board.

Supervisory Responsibility – Supervisory personnel must make every effort to ensure a work environment that is free from discrimination and harassment, including sexual harassment. Any Department Head or supervisor who receives a complaint or information about suspected prohibited activity (as outlined above), observes behavior that may constitute prohibited activity, or for any reason suspects that prohibited activity is occurring, is required to report such suspected prohibited activity to the Town Supervisor, or any member of the Town Board.

In addition to being subject to corrective action or discipline if they engaged in prohibited activity themselves, supervisory personnel will be subject to discipline for failing to report suspected prohibited activity or otherwise knowingly allowing prohibited activity to continue. Supervisory personnel will also be subject to corrective action or discipline for engaging in any form of retaliation prohibited by this policy.

Investigation of Complaint – The Town Supervisor, in consultation with the Town Board, will determine the appropriate individual(s) to conduct the investigation. All complaints pursuant to this policy, whether reported in verbal or written form, will be investigated promptly, thoroughly, and in as impartial a manner as possible. The investigation will normally include conferring with the parties involved and any named or apparent witnesses. All employees are required to cooperate in an investigation, if so directed. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation. All relevant materials, including all electronic communications, documents, emails or phone records that are relevant to the allegations will also be considered. A written report will be prepared documenting the results of the investigation. The individual who reported the complaint and the individual about whom the complaint was made will be notified of the final determination.

Confidentiality – Complaints of discrimination and harassment, including sexual harassment, will be handled and investigated promptly and in a manner that is as impartial and confidential as possible. In no event will information concerning a complaint be released by the Town to third parties or to anyone within the Town employment who is not directly involved in the investigation or handling of the complaint unless otherwise required by law.

Corrective Action and Discipline – Any employee who is found to have violated any aspect of this policy will be subject to corrective or disciplinary action, up to and including termination of employment, as provided by Town operating procedures, including Civil Service Law Section 75, or a collective bargaining agreement. Any Elected Official who violates this policy will be subject to remedial action as provided for and/or allowed under NYS Public Officers Law, as well as any other applicable statutes. Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, to the extent that the Town is empowered to take such action.

Legal Protections and External Remedies – Nothing in this policy should be construed as in any way limiting employees' rights to file a formal complaint with the appropriate state or federal

agencies responsible for administering anti-discrimination laws. Complainants should be aware that time restrictions may apply and need to be considered.

Harassment (including sexual harassment) is not only prohibited by Town policy but is also prohibited by federal, state, and (where applicable) local law. Aside from the Town's internal process, employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL) applies to employers in New York State with regard to harassment and protects employees and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed an HRL complaint in state court. Filing an internal complaint with the Town does not extend the time limits to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. An attorney is not needed to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the Town to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400. Contact DHR at (888) 392- 3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an

administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Rotterdam Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the Rotterdam Police Department.

RESOLUTION NO. 270.26

**REQUEST FOR BIDS FOR ROTTERDAM POLICE DEPARTMENT UNIFORM AND
CIVILIAN CLOTHING DRY CLEANING**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to call for bids for Rotterdam Police Department uniform and civilian clothing dry cleaning.

SECTION 2. The Town Clerk of the Town of Rotterdam shall cause the following public notice to be published in the official newspaper of the Town of Rotterdam, and the Supervisor of the Town of Rotterdam shall cause the following public notice be published to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) at least five (5) days before the date of reception of bid proposals:

**TOWN OF ROTTERDAM
NOTICE TO BIDDERS**

PLEASE TAKE NOTICE: That all bids received by the Town Board of the Town of Rotterdam, by November 23, 2026, at 11:00 A.M., will be opened electronically and in person at that time. The Town Board will subsequently post an official report to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) by the close of business the next day, of all bid submissions received pursuant to this notice. Additionally, the official bid report and all bids shall be available in the office of the Town Clerk for public inspection during regular business hours, for the purchase by the Town of Rotterdam of the following:

**ROTTERDAM POLICE DEPARTMENT UNIFORM AND CIVILIAN CLOTHING DRY
CLEANING**

Digital Copies of Specifications may be obtained from the Empire State Purchasing Group on BidNet at <http://www.bidnetdirect.com/townofrotterdam>. Copies of RFB documents obtained from any other source are not considered official copies. The Town of Rotterdam cannot guarantee the accuracy of any information not obtained from the BidNet Direct website and is not responsible for any errors contained by any information received from an alternate source. Only those vendors who obtain RFB, ITB, RFP or RFQ documents from the BidNet system are guaranteed to receive addendum information, if such information is issued. If you obtain the document from a source other than the source indicated, it is recommended that you register on the Empire State Purchasing Group website, <http://www.bidnetdirect.com/new-york> and obtain an official copy.

**ALL BID PROPOSALS MUST BE SUBMITTED ON BIDNET OR TO THE TOWN
CLERK OFFICE AT 1100 SUNRISE BOULEVARD PRIOR TO
11:00 A.M., NOVEMBER 23, 2026**

All handling costs (mail, delivery services, printing etc.) shall be the responsibility of the bidder. The Town Board reserves the right to reject any and all bids or proposals or any specific part of any item of any bid.

BY ORDER OF THE ROTTERDAM TOWN BOARD
MEGAN GRIFFIN, TOWN CLERK

DATED: October 28, 2026

BidNet: Please publish on November 09, 2026

Daily Gazette: Please publish on November 09, 2026

Town Clerk Post

SECTION 3. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 15, 2026
TO: Legislative Review Board
FROM: Deputy Chief Patrick Farry
TITLE OF REQUEST: Rotterdam Police Department uniform and civilian clothing dry cleaning Request for Proposal (RFP)

TOWN BOARD MEETING: October 28, 2026

Background Information: The Town of Rotterdam Police Department is requesting the issuance of a notice for RFP for dry cleaning services for uniforms and civilian clothing for years 2027 and 2028.

Evaluation/Analysis: The current two year contract will expire on December 31, 2026.

Recommendation(s): Post the notice for RFP on November 09, 2026 with a bid opening date of November 23, 2026 at 11:00AM.

Attachment/Document(s): Bid form with bidding instructions is attached.

Compliance with Purchasing Policy: The purchasing policy has been reviewed and the bid package is in compliance.

Effect(s) on Existing Law(s): None.

LEGISLATION WILL BE PREPARED BY: Rotterdam Police Department

Town of Rotterdam

Request for Bids

Rotterdam Police Department
Uniform and Civilian Clothing Dry Cleaning

Bid Opening:

November 23, 2026

@ 11:00 a.m.

TOWN OF ROTTERDAM BID FORM:

Rotterdam Police Department Uniform and Civilian Clothing Dry Cleaning

The undersigned has read, understands, and agrees to all conditions of this bid form and will furnish material as follows:

Sealed bids for the furnishing of all labor and/or material necessary for the Town of Rotterdam Police Department Uniform and Civilian Clothing Dry Cleaning will be received by the Town of Rotterdam Town Clerk at 1100 Sunrise Boulevard, Rotterdam, New York 12306 until 11:00 AM local time on **Monday November 23, 2026** at which time and place they will be publicly opened and read aloud.

ITEM I - INTENT

1. The specification as listed is intended for dry cleaning of standardized uniforms and civilian clothing as presently used by the Rotterdam Police Department.
2. We are requesting these bids for dry cleaning services of uniforms and street clothes for the years 2027-2028. Prices must be for the complete contract period.

ITEM II- BID FORMAT

1. We are requesting each bidder to submit on each item and not the total bid.

ITEM III-GENERAL BIDDER INFORMATION

1. No bid will be considered unless the bidder can meet the following conditions:
 - a) Bidder must guarantee all dry cleaning must be done properly and without damage to clothing. If such damage does develop the fault shall be replaced and/or repaired without cost to the Town of Rotterdam.

b) Bidder must expressly understand and agree to:

SECTION 103 OF THE GENERAL MUNICIPAL LAW - WAIVER OF IMMUNITY (CHAPTER 675) - LAWS OF 1966 - It is expressly understood and agreed that upon refusal of the bidder or any agent or employee of the bidder, when called before a Grand Jury to testify concerning any transaction of bid with the State of New York any political subdivision thereof, a public authority thereof or a waiver of immunity against subsequent prosecution to answer any relevant questions concerning such transaction or bid, shall cause the cancellation termination of this bid and the municipality shall be liable the bidder only for goods delivered or work done prior to the time of said cancellation.

SECTION 220-3-(b) OF THE LABOR LAW - NON, DISCRIMINATION - Neither contractor nor any person on their behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under, this contract on account of race, creed, color, sex or national origin.

SECTION 109 OF THE GENERAL MUNICIPAL LAW - NON-ASSIGNABILITY -The contractor is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this contract, or of contractor's power to execute this contract, to any other person or corporation without the previous consent in writing of the owner.

TOWN OF ROTTERDAM BID PROPOSAL:
Rotterdam Police Department Uniform and Civilian Clothing Dry Cleaning

BID PROPOSAL SHEET

1. **PANTS**

Dress \$ _____ each

Uniform \$ _____ each

Bicycle Shorts \$ _____ each

2. **SHIRTS**

Short Sleeves \$ _____ each

Long Sleeves \$ _____ each

3. **COATS**

A. Dress Coat \$ _____ each

B. Dress Blouse \$ _____ each

C. Winter Coat \$ _____ each

4. **Sweater/Commando** \$ _____ each

5. **Tie** \$ _____ each

6. **Suit** \$ _____ each

7. **Sport Jacket** \$ _____ each

TOWN OF ROTTERDAM

Rotterdam Police Department Uniform and Civilian Clothing Dry Cleaning

The entire bid is strictly in accordance with the specification set forth in the bid documents herein. NOTE: Any questions should be submitted in writing to Deputy Chief Patrick Farry, Town of Rotterdam Police Department pfarry@rotterdamny.org

Signature

Name of Company or Corporation

Address

City

State

Zip

Email & Telephone

I understand if I am chosen as the lowest responsible bidder, that I must comply with all federal, state, and local laws, as well as rules, regulations, policies and guidance, including the State of New York's newly released guidance on sexual harassment. By submitting a bid, I acknowledge receipt of the Town of Rotterdam "Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace" Policy.

*If submitting bid in person or by mail, **please write bid title on the outside envelope** and submit in a sealed envelope to the Town Clerks Office, 1100 Sunrise Blvd, Rotterdam, NY 12306, during regular business hours, Monday – Friday 8am- 4pm.*

INSTRUCTIONS TO BIDDERS

1. All bids must be submitted before **11:00 a.m. on November 23, 2026** the day of opening.
2. Electronic and in person proposals for the furnishing and delivery of goods/services as required for the Town of Rotterdam, as set forth in the specifications prepared by the Town Board and received by **11:00 a.m. November 23, 2026** will be opened electronically and in person at that time, via Empire State Purchasing Group on the BidNet website (<http://www.bidnetdirect.com/townofrotterdam>). The Town Board will subsequently post an official report to the Empire State Purchasing Group on BidNet by the close of business the same day, of all bid submissions received. Additionally, the official bid report and all bids shall be available in the Office of the Town Clerk for public inspection during regular business hours.
3. Digital Copies of Drawings and Specifications may be obtained from the Empire State Purchasing Group on BidNet at <http://www.bidnetdirect.com/townofrotterdam>. Copies of RFP documents obtained from any other source are not considered official copies. The Town of Rotterdam cannot guarantee the accuracy of any information not obtained from the BidNet Direct website and is not responsible for any errors contained by any information received from an alternate source. Only those vendors who obtain ITB, RFP or RFQ documents from the BidNet system are guaranteed to receive addendum information, if such information is issued. If you obtain the document(s) from a source other than the source indicated, it is recommended that you register on the Empire State Purchasing Group website, <http://www.bidnetdirect.com/new-york> and obtain an official copy.
4. Purchases made by the Town of Rotterdam are not subject to State or local taxes or Federal excise taxes. Exemption certificates will be furnished upon request.
5. An "Affidavit of Non-Collusion" is attached and forms a part of this bid proposal. By submission of this bid, each bidder and each person signing on behalf of any bidder, certifies under penalty of perjury, that to the best of his/her knowledge and belief that the prices of the bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter related to such prices with any other bidder or competitor; that the prices quoted have not and will not be disclosed prior to opening, directly or indirectly, to any other bidder or competitor; that no attempt has been or will be made to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition. Each bidder must state that no officer of the Town of Rotterdam or member of the Town Board is directly or indirectly interested in the proposal. Failure to sign this statement will constitute grounds for rejection of bid.
6. Each bidder must acknowledge receipt of and comply with the Town's Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace policy.
7. Bid proposals shall remain firm, pending bid award, for a period not to exceed thirty (30) days from the bid opening date.
8. The Town Board reserves the right to reject any or all bids and re-advertise.

9. All bids are to be on the basis of delivery prepaid to destination, which shall be buildings of the Town of Rotterdam as specified (if applicable).
10. Delivery(if applicable): Time is of the essence. Material is required as soon as possible and guaranteed date of delivery may be taken into consideration in making award. Upon failure to make delivery as promised, the Town Board of the Town of Rotterdam, New York, may consider the contract breached and will then feel free to go into the open market and to maintain an action against the contractor to recover any differences which the Town Board might stand to lose between the contract price and the market price.
11. Where items or articles or equipment or supplies are designated as manufactured by a specific manufacturer, it is to be understood that the articles as specified represent an accepted standard. Where certain brands of materials, apparatus, or equipment are specified, such goods have been selected in order to establish a standard for the particular service required, but it is not the intention to limit competition thereby. If the bidder proposes to furnish the article which is specified, he is to fill in the amount on the line indicated. If he desires to bid on a substitute for the article specified, which is claimed to be equivalent to the standard specified, the amount should be recorded and also identified as "substitute" bid and furnish the required information relating to the manufacturer. In cases where the bid is based upon a substitute article, the bidder will be asked to submit a sample. Samples will be returned, if desired, as soon as the award is made.
12. The Town Board of the Town of Rotterdam reserves the right to waiver any informalities on bids received, and to accept reasonable substitutes for specified items as long as such substitutes in no way affect the performance of the item for which the bid has been requested.
13. The approximate quantities shown in the bidding documents are not meant to imply that said quantities will in fact be purchased. Payment will be based on an "as delivered" basis at the facilities listed using actual quantities received.
14. Failure to adequately and fully complete the bid packet and/or questions contained in the RFP shall be disqualified and the bid shall be rejected.

NON-COLLUSION BIDDING CERTIFICATION

- A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - 3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- B. A bid shall not be considered for award nor shall any award be made where (A), (1), (2), and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certifying, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. Where (A), (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- C. The fact that the bidder (A) has published price lists, rates or tariffs governing items being procured, (B) has informed prospective customers of proposed or pending publication of new or revised price lists for such items or (C) has sold the same item to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph (A)(1).
- D. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or state services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one (1) of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Name of Firm: _____

Signed by: _____ Title: _____

Signature: _____ Date: _____

Email: _____

**RESOLUTION AUTHORIZING SUBMISSION OF BIDS BY
CORPORATION AND EXECUTION OF NON-COLLUSION CERTIFICATE AND
WAIVER OF IMMUNITY CLAUSE**

Resolved that _____ be authorized to sign and submit the bid or proposal of this corporation for _____ Town of Rotterdam, New York, Schenectady County, and to include in such bid or proposal the certificate as to non-collusion and waiver of immunity clause required by Section 103 of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____ corporation at a meeting of its board of directors held on the _____ day of _____, 20__.

(SEAL OF THE CORPORATION)

Signature of Secretary

**INDIVIDUAL EXECUTION OF NON-COLLUSION
CERTIFICATE AND WAIVER OF IMMUNITY CLAUSE**

I, _____ hereby sign and submit this bid or proposal for _____ Town of Rotterdam, New York, Schenectady County, and to include in such bid or proposal the certificate as to non-collusion and waiver of immunity clause required by Section 103 of the General Municipal Law as the act and deed of this individual, and for any inaccuracies or misstatements in such certificate this individual bidder shall be liable under the penalties of perjury.

Signature of Individual

Date

**TOWN OF ROTTERDAM
WAIVER ON IMMUNITY CLAUSE**

The undersigned bidder agrees to sign a Waiver of Immunity Clause agreeing if called before a Grand Jury to testify concerning the bid or contract, to sign a Waiver of Immunity against Criminal transaction, bid or contract:

Name of Firm: _____

Signed by: _____ Title: _____

Signature: _____ Date: _____

Policy Statement – It is the policy of the Town of Rotterdam to promote a productive work environment and to prohibit conduct by any Elected Official or employee (as defined in Section 104 of the Employee Handbook) that disrupts or interferes with another’s work performance or that creates an intimidating, offensive, or hostile work environment. In keeping with this goal, the Town is committed to educate Elected Officials and employees in the recognition and prevention of workplace discrimination and harassment, including sexual harassment, and to provide an effective means of eliminating such discrimination and harassment from the workplace. In short, the Town does not tolerate any form of discrimination or harassment, including sexual harassment, and will take all steps necessary to prevent and stop the occurrence of such activity in the workplace. The accompanying complaint procedure is intended to provide an effective mechanism for reporting, and resolving promptly, complaints of discrimination and harassment, including sexual harassment, without any risk of repercussion to any individual covered by this policy who, in good faith, files such complaint.

Applicability of Policy – This policy applies to all Elected Officials, Appointed Members of Boards and Commissions, employees, supervisors, and Department Heads, whether employed full or part-time, temporary or seasonal, paid or unpaid interns, volunteers, and those employed by companies contracting to provide services in the workplace. Depending on the extent of the Town’s exercise of control, this policy may be applied to the conduct of non-Town employees with respect to harassment of Town employees in the workplace.

Prohibited harassment (including sexual harassment) is not limited to the physical workplace itself. It can occur while Elected Officials, employees or other individuals covered by this policy are traveling for Town business or at Town sponsored events or parties. Calls, texts, emails, and social media usage by employees or other individuals covered by this policy can constitute workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Prohibited Activity – No Elected Official, employee or other individuals covered by this policy shall engage in any of the following:

- Harassment: Unwanted, unreasonable verbal or physical conduct directed toward or affecting another person that disturbs, frightens, insults, threatens, intimidates, demeans, or offends that other person, that continues or is repeated after a request to cease, and that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; 2) has the purpose or effect of unreasonably interfering with an individual’s work performance; or 3) otherwise adversely affects an individual’s employment opportunities. Harassment includes offensive or inappropriate images or written materials or electronic communications (e.g. letters, e-mail, text messages, or graffiti) as well as bias-based harassment and sexual harassment (see below).
- Bias-Based Harassment: Harassment that denigrates, offends or shows hostility or aversion toward an individual on the basis of sex, (including gender identity and the status of being transgender), sexual orientation, race, color, national origin, religion,

disability, pregnancy, age, marital status, veteran status, military status, arrest or conviction record, genetic information or predisposing characteristics, domestic violence victim status, or any other protected status. Bias-based harassment includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written, electronic, or graphic material that denigrates, ridicules, objectifies, or shows hostility, aversion or contempt toward an individual or group and that is placed on walls, bulletin boards, lockers or elsewhere on or in the Town's premises, vehicles, or equipment, or is circulated in the workplace, including through electronic means.

- **Discrimination:** The Town of Rotterdam is an Equal Opportunity Employer. The Town does not unlawfully discriminate on the basis of sex, (including gender identity and the status of being transgender), sexual orientation, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, arrest or conviction record, genetic information or predisposing characteristics, domestic violence victim status, or any other protected status. Unlawful discrimination based on membership in these categories is prohibited by applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, assignments, compensation, promotion, transfer, training, leave of absence, and termination.

Definition of Sexual Harassment – This policy places special attention on the prohibition of sexual harassment in the workplace.

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory

remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment - The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Prohibition Against Retaliation – Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a claim of discrimination or harassment, including sexual harassment. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Unlawful retaliation against any employee who has engaged in “protected activity” is strictly prohibited by this policy as well as (where applicable) federal, state, and local law. Protected activity occurs when a person has:

- made a complaint of harassment or discrimination, either internally or with any anti-discrimination agency;
- opposed harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or management of harassment or discrimination;
- reported that another employee has been subjected to harassment or discrimination;
- encouraged a fellow employee to report harassment or discrimination;
- participated in a workplace investigation regarding harassment or discrimination;
- testified or assisted in a proceeding involving harassment or discrimination under the Human Rights Law or other anti-discrimination laws.

Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination or harassment.

Reporting of Discrimination and Harassment (including Sexual Harassment) – Reports of alleged discrimination and/or harassment (including sexual harassment) or retaliation may be made verbally or in writing. A form for the submission of a written complaint is attached to this policy and individuals are encouraged to use this form. If an individual chooses to submit a verbal complaint, such complaint will be recorded by the receiver of this complaint on this form. Employees are encouraged to report incidents of discrimination, harassment (including sexual harassment), or retaliation to their Department Head and/or the Town Supervisor as soon as possible after their occurrence. If the employee’s Department Head is believed to be involved in the incident, or if the employee is not comfortable in addressing the incident with the Department Head, the report should be made directly to the Town Supervisor. If the Town Supervisor is believed to be involved in the incident or the employee is not comfortable reporting the incident to the Town Supervisor, the employee should report the incident to a member of the Town Board. Employees who believe they have been discriminated against or harassed and would like to obtain guidance as to how to proceed in filing a complaint, should contact their immediate supervisor, their Department Head, the Town Supervisor, or any member of the Town Board. Employees who work during off-hours are encouraged to contact their supervisor, their Department Head, the Town Supervisor, or any member of the Town Board at home if these individuals do not work during the employee’s shift. Non-employees are encouraged to report incidents of alleged discrimination and harassment (including sexual harassment) to either the Department Head of the

department where services are being provided, the Town Supervisor, or a member of the Town Board.

Supervisory Responsibility – Supervisory personnel must make every effort to ensure a work environment that is free from discrimination and harassment, including sexual harassment. Any Department Head or supervisor who receives a complaint or information about suspected prohibited activity (as outlined above), observes behavior that may constitute prohibited activity, or for any reason suspects that prohibited activity is occurring, is required to report such suspected prohibited activity to the Town Supervisor, or any member of the Town Board.

In addition to being subject to corrective action or discipline if they engaged in prohibited activity themselves, supervisory personnel will be subject to discipline for failing to report suspected prohibited activity or otherwise knowingly allowing prohibited activity to continue. Supervisory personnel will also be subject to corrective action or discipline for engaging in any form of retaliation prohibited by this policy.

Investigation of Complaint – The Town Supervisor, in consultation with the Town Board, will determine the appropriate individual(s) to conduct the investigation. All complaints pursuant to this policy, whether reported in verbal or written form, will be investigated promptly, thoroughly, and in as impartial a manner as possible. The investigation will normally include conferring with the parties involved and any named or apparent witnesses. All employees are required to cooperate in an investigation, if so directed. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation. All relevant materials, including all electronic communications, documents, emails or phone records that are relevant to the allegations will also be considered. A written report will be prepared documenting the results of the investigation. The individual who reported the complaint and the individual about whom the complaint was made will be notified of the final determination.

Confidentiality – Complaints of discrimination and harassment, including sexual harassment, will be handled and investigated promptly and in a manner that is as impartial and confidential as possible. In no event will information concerning a complaint be released by the Town to third parties or to anyone within the Town employment who is not directly involved in the investigation or handling of the complaint unless otherwise required by law.

Corrective Action and Discipline – Any employee who is found to have violated any aspect of this policy will be subject to corrective or disciplinary action, up to and including termination of employment, as provided by Town operating procedures, including Civil Service Law Section 75, or a collective bargaining agreement. Any Elected Official who violates this policy will be subject to remedial action as provided for and/or allowed under NYS Public Officers Law, as well as any other applicable statutes. Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, to the extent that the Town is empowered to take such action.

Legal Protections and External Remedies – Nothing in this policy should be construed as in any way limiting employees' rights to file a formal complaint with the appropriate state or federal

agencies responsible for administering anti-discrimination laws. Complainants should be aware that time restrictions may apply and need to be considered.

Harassment (including sexual harassment) is not only prohibited by Town policy but is also prohibited by federal, state, and (where applicable) local law. Aside from the Town's internal process, employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL) applies to employers in New York State with regard to harassment and protects employees and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed an HRL complaint in state court. Filing an internal complaint with the Town does not extend the time limits to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. An attorney is not needed to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the Town to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400. Contact DHR at (888) 392- 3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an

administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Rotterdam Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the Rotterdam Police Department.

RESOLUTION NO 271. 26

A RESOLUTION ESTABLISHING WATER/SEWER RENTS AND CONTRACT ASSESSMENTS FOR THE YEAR 2026 FOR THE WATER/SEWER DISTRICTS

THEREFORE, UPON MOTION of Councilmember _____,
seconded by Councilmember _____,

BE RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. That water/sewer rents and contract assessments for the year 2026 for the water/sewer districts of the Town of Rotterdam hereinafter set forth, be and they hereby are established and that the Receiver of Taxes and Assessments, is hereby directed to receive and collect from the several persons named on the water rent roll, the several sums mentioned in the last column thereof opposite their respective name on or after July 1 through July 31, 2026. All charges unpaid by July 31, 2026, will be placed on Town Tax Rolls with additional penalties and collected in the same manner as other Town taxes:

District:	Charge per unit:	Total Collected:
Water 3&4	\$551.32	\$201,231.80
Water 5	\$115.75	\$1,320,942.22
Sewer 2	\$439.85	\$1,395,705.72
Sewer 3	\$273.22	\$42,895.54
Sewer 4	\$555.56	\$2,222.24
Sewer 6	\$1193.18	\$18,613.61
Sewer 7	\$379.72	\$126,522.69
Grand Total:		\$3,108,133.82

SECTION 2. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 20, 2026

TO: John Polomini, Supervisor

FROM: Diane J. Martin, Receiver of Taxes

TITLE OF REQUEST: 2026 Water/Sewer Rent Collection

TOWN BOARD MEETING: October 28, 2026

Background Information: Annual water rent collection for Water Districts 3&4 and Water 5/Sewer categorized by user type

Evaluation/Analysis: User fee per unit set by Town Board resolution

Recommendation(s): Accept Receiver of Taxes 2026 Water/Sewer Collection totals per district from collection.

Attachment/Document(s): Water/Sewer Collection totals breakdown from Receiver of Taxes.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: Diane Martin, Receiver of Taxes

TOTALS FOR 2026 WATER/SEWER COLLECTION

Water 3&4 \$551.32 per unit

Total Collected: \$201,231.80

Water 5 \$115.75 per unit

Total Collected: \$1,320,942.22

Sewer

Sewer 2	\$439.85 per unit	\$1,395,705.72
Sewer 3	\$273.22 per unit	\$42,895.54
Sewer 4	\$555.56 per unit	\$2,222.24
Sewer 6	\$1,193.18 per unit	\$18,613.61
Sewer 7	\$379.72 per unit	\$126,522.69

Total Collected: \$1,585,959.80

Water 3&4	\$201,231.80
Water 5	\$1,320,942.22
Sewers	\$1,585,959.80

Total Collected: \$3,108,133.82

RESOLUTION NO. 272.26

TO SCHEDULE A SPECIAL MEETING OF THE TOWN BOARD

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby schedules a special meeting of the Town Board of the Town of Rotterdam, to be held Wednesday, November 4, 2026, at 7:00 p.m., at the John F. Kirvin Government Center, Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306 for the purpose of holding a Public Hearing of the 2027 Preliminary Budget, and for any other purpose as may come before the Town Board.

SECTION 2. The Town Clerk of the Town of Rotterdam is hereby directed to transmit to the news media, to publish in the official newspaper of the Town of Rotterdam, to post on the Town website, to post on the Town Clerk signboard, and to provide written notice to each member of the Town Board not less than two (2) days prior to the date designated for the special meeting, the following notice of special meeting:

**TOWN OF ROTTERDAM
NOTICE OF SPECIAL MEETING**

PLEASE TAKE NOTICE: That the Town Board of the Town of Rotterdam will hold a special meeting at the John F. Kirvin Government Center, Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306 at 7:00 p.m. on the 4th day of November, 2026 for the purpose of holding a Public Hearing of the 2027 Preliminary Budget and for any other purpose as may come before the Town Board.

**BY ORDER OF THE ROTTERDAM TOWN BOARD
MEGAN GRIFFIN, TOWN CLERK**

DATED: October 28, 2026

Daily Gazette: Please publish once on or before October 30, 2026

Town Clerk: Post, Transmit to News Media, Provide Written Notice to Councilmembers

SECTION 3. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center * 1100 Sunrise Boulevard * Rotterdam, NY 12306
Telephone: 518-355-7575 * Fax: 518-355-7976 * Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 28, 2026

TO: Town Board

FROM: John Polimeni, Town Supervisor

TITLE OF REQUEST: Schedule a Special Meeting

TOWN BOARD MEETING: October 28, 2026

Background Information: The Town Clerk presented the 2027 tentative budget to the Town Board at a regular meeting on September 23, 2026.

Evaluation/Analysis: There have been budget workshops held for discussion and modifications to the tentative budget to get it to the "preliminary" stage of budgeting. The next step, after adopting the preliminary budget is to hold a public hearing.

Recommendation(s): Schedule the Special Meeting for November 4, 2026, for the intent of holding a public hearing on the 2027 preliminary budget, and whatever other business the board sees fit.

Attachment/Document(s): N/A

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: Supervisors Office

RESOLUTION NO. 273.26

TO AMEND RESOLUTION 249.26

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Amend Resolution 249.26, to amend the annual salary per the CSEA agreement of eighty thousand one hundred seventy-seven and 30/100 (\$80,177.30) dollars, commencing November 2, 2026

SECTION 2. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

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LEGISLATIVE REQUEST FORM

DATE: October 20, 2026

TO: John Polimeni, Town Supervisor
Town Board

TITLE OF REQUEST: Correction to resolution 249.26 appointing Kyle Steele to Chief Wastewater Treatment Plant Operator.

TOWN BOARD MEETING: October 28, 2026

Background Information: Chief Wastewater Treatment Plant Operator was appointed at the September 23, 2026 Town Board meeting; however, salary needs to be updated as follows:
\$80,177.30

Recommendation: Correction to the Salary of the Chief Wastewater Treatment Plant Operator.

Attachment/Document(s):

LEGISLATION WILL BE PREPARED BY: Supervisor's Office

RESOLUTION NO. 274.26

**TO APPROVE CHANGES MADE TO THE 2027 TENTATIVE BUDGET AND TO
ESTABLISH THE 2027 'PRELIMINARY' BUDGET AND CALL FOR A PUBLIC
HEARING ON THE 2027 PRELIMINARY TOWN BUDGET**

WHEREAS, the 2027 Tentative Budget was presented by the Town Clerk to the Town Board on September 23, 2026; and

WHEREAS, the Town Board thereafter reviewed and modified the 2027 Tentative Budget at various workshops and meetings; and

WHEREAS, the changes made by the Town Board to the 2027 Tentative budget have been incorporated into the draft 2027 Preliminary Budget; and

WHEREAS, the Town Board desires to obtain the input of the public on the draft 2027 Preliminary Budget; **NOW**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The 2026 Tentative Budget, with the changes made by the Town Board during the various workshops incorporated therein, is hereby established as the 2027 Preliminary Budget. The 2027 Preliminary Budget shall be made available for public inspection in both the office of the Town Clerk, Monday through Friday, exclusive of holidays, between the hours of 8:00 a.m. and 4:00 p.m. and through the Town of Rotterdam website, www.rotterdamny.org, around the clock.

SECTION 2. The Town Board hereby calls for a public hearing to be held on the 2027 Preliminary Budget as set forth in the form of notice set forth below. The Town Clerk of the Town of Rotterdam is hereby directed post a copy of the notice on the signboard of the Town, maintained pursuant to subdivision 6 of section 30 of the Town Law of the State of New York, and to publish in the official newspaper of the Town of Rotterdam not less than three (3) days prior to the date designated for the public hearing provided for by the following public notice:

**TOWN OF ROTTERDAM
NOTICE OF HEARING**

PLEASE TAKE NOTICE: The Town Board of the Town of Rotterdam will hold a public hearing at the John F. Kirvin Government Center, Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, November 4, 2026, at 7:00 p.m. for the following purpose:

To hear comments by the public both in favor and against the Town Board's 2027 Preliminary Budget as compiled and both for and against any item(s) contained therein. The Town Board's 2027 Preliminary Budget shall be available for public inspection in the office of the Town Clerk, Monday through Friday, from 8:00 a.m. through 4:00 p.m.

In 2027, the proposed salary of each Town Board member shall be eight thousand and 00/100 dollars (\$8,000.00), the proposed salary of the Town Supervisor shall be eleven thousand and 00/100 dollars (\$11,000.00), the proposed stipend of the Deputy Supervisor shall be zero 00/100 dollars (\$0.00), the proposed salary of the Superintendent of Highways shall be seventy three thousand four hundred forty nine and 00/100 (\$73,449.00), the proposed salary of the Town Clerk shall be sixty one thousand, five hundred twenty and 00/100 dollars (\$61,520.00) and the proposed salary for the Receiver of Taxes shall be sixty one thousand, five hundred twenty 00/100 dollars (\$61,520.00).

**BY ORDER OF THE ROTTERDAM TOWN BOARD
MEGAN GRIFFIN, TOWN CLERK**

DATED: October 28, 2026

Daily Gazette: Please publish once on October 30, 2026

Town Clerk

Post

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

The 2027 Preliminary Budget *once adopted*, shall be made available for public inspection in both the office of the Town Clerk, Monday through Friday, exclusive of holidays, between the hours of 8:00 a.m. and 4:00 p.m. and through the Town of Rotterdam website, www.rotterdamny.org around the clock.

RESOLUTION NO. 275.26

**TO ADOPT LOCAL LAW 7 OF 2026, AMENDING CHAPTER 27 OF THE
ROTTERDAM TOWN CODE, TITLED “EMERGENCY MEDICAL BOARD,” IN
RELATION TO REPRESENTATION OF TOWN-BASED AMBULANCE SERVICE
PROVIDERS ON THE ROTTERDAM EMERGENCY MEDICAL BOARD**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby adopts Local Law #7 of 2026.

SECTION 2. The Town Clerk is directed, following consultation with the Town Attorney, to file said Local Law in final form with the New York State Department of State.

SECTION 3. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 21, 2026

TO: Town Board

FROM: Patricia Matelitz, Councilmember

TITLE OF REQUEST: TO ADOPT LOCAL LAW 7 OF 2026, amend Chapter 27, of the Code of The Town of Rotterdam, Titled "Emergency Medical Board," In Relation To Representation Of Town-Based Ambulance Service Providers On The Rotterdam Emergency Medical Board

TOWN BOARD MEETING: October 28, 2026

Background Information: To Amend Chapter 27 of the Code of the Town of Rotterdam relating to Representation of Town-Based Ambulance Service Providers on the Rotterdam Emergency Medical Board

Evaluation/Analysis: Draft of new Local Law

Recommendation(s): Town Board to adopt the New Local Law 7 of 2026, To Amend Chapter 27, Relating To the Town Based Ambulance Service Providers on the Rotterdam Emergency Medical Board.

Attachment/Document(s): New Local Law draft to Department of State

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): Town of Rotterdam Local Law 27

LEGISLATION WILL BE PREPARED BY: Town Attorney



Department of State
Corporations, State Records & UCC

New York State
Department of State
DIVISION OF CORPORATIONS,
STATE RECORDS AND
UNIFORM COMMERCIAL CODE
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
dos.ny.gov

Local Law Filing

Pursuant to Municipal Home Rule Law §27

Local Law Number ascribed by the legislative body of the local government listed below:

7 of the year 20 26

Local Law Title: ADOPT LOCAL LAW NO 7 OF 2026 TO AMEND CHAPTER 27, TITLED "EMERGENCY
MEDICAL BOARD," IN RELATION TO REPRESENTATION OF TOWN-BASED
AMBULANCE SERVICE PROVIDERS ON THE ROTTERDAM EMERGENCY MEDICAL
BOARD

Be it enacted by the ROTTERDAM TOWN BOARD of the
(Name of Legislative Body)

☐ County ☐ City ☒ Town ☐ Village
(Select one)

of ROTTERDAM as follows on the attached pages:
(Name of Local Government)

For Office Use Only

Department of State Local Law Index Number: _____ of the year 20 ____

(The local law number assigned by the Department of State for indexing purposes may be different from the local law number ascribed by the legislative body of the local government.)

Local Law Filing

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto ascribed as local law number 7 of 2026 of the (County)(City)(Town)(Village) of ROTTERDAM was duly passed by the ROTTERDAM TOWN BOARD on OCTOBER 28, 2026 in accordance with the applicable provisions of law.

(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 20____ in accordance with the applicable provisions of law.

(Name of Legislative Body)

(Elective Chief Executive Officer*)

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 20____.

(Name of Legislative Body)

(Elective Chief Executive Officer*)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____ in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____ in accordance with the applicable provisions of law.

(Name of Legislative Body)

(Elective Chief Executive Officer*)

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

Local Law Filing

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20 ____ of the City of _____ having submitted to referendum pursuant to the provisions of Section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20 ____ became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed thereto, ascribed as local law number _____ of 20 ____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20 ____ pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in the paragraph ¹ _____ above.

(Seal)

Clerk of the county legislative body, City, Town or Village Clerk or
officer designated by local legislative body

(Date)

RESOLUTION NO. 276.26

TO RECOGNIZE THE INTRODUCTION OF INTRODUCTORY LOCAL LAW NO. __ OF 2026 TO AMEND THE ROTTERDAM TOWN CODE 255, TAXATION, ADDING ARTICLE VIII, SECTION 15, TAX LEVY IN RELATION TO EXCEEDING THE TAX LEVY PURSUANT TO GENERAL MUNICIPAL SECTION 3C LAW AND SCHEDULING A PUBLIC HEARING THEREON.

THEREFORE, UPON MOTION OF Councilmember _____, seconded by Councilmember _____,

WHEREAS, the Town Board of the Town of Rotterdam has received a proposed Local Law, to be known as Local Law No. _ of 2026, entitled “To Add to The Rotterdam Town Code, Section 255-15, under Tax Levy In Relation To exceeding the tax levy pursuant to General Municipal Law Section 3-c, Taxation; and

WHEREAS, in accordance with the provisions of General Municipal Law Section 3-c. The Town Board of the Town of Rotterdam hereby authorizes by local law to override the tax levy limit established for the 2027 Annual Budget of the Town of Rotterdam,

THEREFORE, UPON MOTION OF Councilmember _____, seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board recognizes the introduction of Local Law No. __ of 2026 to amend the Rotterdam Town Code in relation to Taxation adding Tax Levy, Section 255-15 Article VIII, and:

SECTION 2. The Town Clerk of the Town of Rotterdam is hereby directed to publish in the official newspaper of the Town of Rotterdam not less than three (3) days prior to the date designated for the public hearing provided for hereby the following notice:

**TOWN OF ROTTERDAM
NOTICE OF HEARING**

PLEASE TAKE NOTICE: That the Town Board of the Town of Rotterdam will hold a public hearing at the Rotterdam Town Hall, 1100 Sunrise Blvd, Rotterdam, New York 12306 at 7:00 p.m. on the 4th day of November 2026 for the following purpose:

For the enactment of Local Law No. __ of 2026 amending the Rotterdam Town Code in relation to Taxation, adding Tax Levy Section 255-15, Article VIII.

**BY ORDER OF THE ROTTERDAM TOWN BOARD
MEGAN GRIFFIN, TOWN CLERK**

DATED: October 28, 2026

Daily Gazette: Please publish once on October 30, 2026

Town Clerk

Post

SECTION 3. This resolution shall become effective October 28, 2026

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

CHAPTER 255, **Taxation**, Article VIII Tax Levy

Section 255-15 **2027 Tax Levy**

In accordance with the provisions of General Municipal Law Section 3-c, The Town Board of the Town of Rotterdam hereby authorizes by local law the override the tax levy limit established for the 2027 Annual Budget of the Town of Rotterdam.

RESOLUTION NO. 277.26

TO APPROVE BUDGET TRANSFERS TO THE 2026 BUDGET

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Pursuant to Section 36 of the General Municipal Law of the State of New York and Sections 102, 112 and 113 of Town Law of the State of New York, regarding the Uniform System of Accounts, the following transfers to the various accounts for 2026 are hereby audited and approved:

<u><i>Fund</i></u>	<u><i>Account No.</i></u>	<u><i>Title</i></u>	<u><i>Amount</i></u>
A	A1315 4400	COMPT REPAIR/MCH CONTRACT	\$700.00
A	A1315 2000	COMPT OFFICE EQUIPMENT	(\$700.00)
A	A1620 4102	CUSTODIAL SUPPLIES	\$2,000.00
A	A1620 2000	EQUIPMENT	(\$2,000.00)
A	A1220 180003	SUPERVISOR OVERTIME (IT)	\$34.91
A	A1220 4270	MISCELLANEOUS EXPENSES	\$103.47
A	A1220 135503	CONFIDENTIAL INVESTIGATOR	(\$138.38)
SW3	W38340 2000	EQUIPMENT	\$8,000.00
SW3	W38340 4877	W3 MAIN & HYDRANT REPAIR	(\$8,000.00)
SW5	W58340 2000	EQUIPMENT	\$18,480.00
SW5	W58320 4880	W5 EQUIP MAINT & REPAIR	(\$12,000.00)
SW5	W58340 4875	W5 PIPES & FITTINGS	(\$6,480.00)

SECTION 2. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

LEGISLATIVE REQUEST FORM

DATE: **October 21, 2026**
TO: **John Polimeni, Supervisor**
FROM: **Comptroller's Office** 

TITLE OF REQUEST: To approve budget transfers to the 2026 budget.

TOWN BOARD MEETING: To be placed on the Town Board Meeting of October 28, 2026

Background Information: To cover copier maintenance and repair in the comptroller office.
To cover custodial supplies for buildings.
To cover the overtime for IT department and expenses with in the account.
Purchase of a replacement truck for the water department.

Evaluation/Analysis: Lines with expenditures currently being appropriated to them need to be funded properly and budget transfers need to be made in order to do so.

Recommendation(s): To be placed on the Town Board meeting of October 28, 2026 and approve the transfers.

Attachment/Document(s):

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): Town Law 102, 112 & 113

LEGISLATION WILL BE PREPARED BY: Supervisor's Office

Memorandum

To: Alison Grace, Comptroller

From: Lisa Gallo, DPWC 

Subject: Budget Transfer

Date: October 16, 2026

Please transfer the following funds to cover expenses:

From A1620 2000 Equipment

Amount \$2,000.00

To A1620 4102 Custodial Supplies

Amount \$2,000.00

Thank you.

Memorandum

To: Alison Grace, Comptroller
From: Justin Peterson
Subject: Budget Transfer
Dated: October 21, 2026

Please transfer the following funds to cover the purchase of a 2027 F250 for the water department. This vehicle will replace a 2014 F250 and be used for service, repairs and maintenance in both water districts #3 and #5.

\$8,000 From: W38340-4877

To: W38340-2000

\$12,000 From: W58320-4880

\$6,480 From: W58340-4875

To: W58340-2000

Thank you,
Justin Peterson

RESOLUTION NO. 278.26

**TO AUTHORIZE THE TOWN SUPERVISOR TO NEGOTIATE AND EXECUTE AN
AGREEMENT WITH AXON ENTERPRISE, INC.**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Town Supervisor to enter into an agreement with Axon Enterprises, Inc. 17800 N. 85th Street, Scottsdale Arizona 85255, for Rotterdam Police body worn cameras, fleet vehicle cameras, digital evidence management and all of the licenses associated with these items.

SECTION 2. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 20, 2026

TO: Rotterdam Town Board

FROM: Deputy Chief Patrick Farry

TITLE OF REQUEST: Authorize the Town Supervisor to enter into an agreement with Axon Enterprise, Inc. 17800 N 85th Street Scottsdale, AZ 85255 for a term of 60 months.

TOWN BOARD MEETING: October 28, 2026

Background information: The current Rotterdam Police contract with AXON is set to expire 12/15/2026. The renewal contract with AXON is for a 60 month period. This contract will cover all police body worn cameras, fleet/vehicle cameras, digital evidence management and all of the licenses associated with these items. AXON Enterprise, Inc. holds a centralized New York State OGS (Office of General Services) Master Contract for the requested equipment and services. (Contract # PM69698)

Evaluation/Analysis: N/A

Recommendation(s): Authorize the Town Supervisor to enter into an agreement with AXON Enterprise, Inc. for a 60 month term.

Attachment/Document(s): Copies of service agreements.

Compliance with Purchasing Policy: Vendor currently holds a centralized NYS OGS Master Contract for the items and services requested. Contract # PM69698

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: RPD



Axon Enterprise, Inc.

17800 N 85th St, Scottsdale, Arizona 85255, United States
VAT: 86-0741227
Domestic: (800) 978-2737 | International: +1 800.978.2737

Q-914365-002

Acct: 102721

Issued
Expires
Payment Terms
Mode of Delivery

Sep 22, 2026
Nov 30, 2026
N30
AUTO-GND

Rotterdam Town Police Dept. - NY

Currency: USD

CUSTOMER DETAILS

SHIP TO

Rotterdam Town Police Dept. - NY
101 Princetown Rd
Schenectady, NY
12306-1543
USA

BILL TO

Rotterdam Town Police Dept. - NY
101 Princetown Rd
Schenectady, NY
12306-1543
USA

SALES REPRESENTATIVE

Allie Taylor
Email: allietaylor@axon.com

PRIMARY CONTACT

Joffrey Collins
Phone: (518) 858-9320
Email: jcollins@rotterdamny.org

QUOTE SUMMARY

Program Length	60 Months
Contract Start	Jan 15, 2027
Contract End	Jan 14, 2032
TOTAL CONTRACT	
Net Total	\$202,267.67
Est. Tax	\$0.00
Total Contract Value	\$202,267.67

DISCOUNT SUMMARY

MSRP	\$307,332.07
Total Savings	\$105,064.40

PAYMENT SUMMARY

DATE	SUBTOTAL	EST. TAX	TOTAL
Dec 15, 2026	\$15,000.00	\$0.00	\$15,000.00
Dec 15, 2027	\$46,816.91	\$0.00	\$46,816.91
Dec 15, 2028	\$46,816.92	\$0.00	\$46,816.92
Dec 15, 2029	\$46,816.92	\$0.00	\$46,816.92
Dec 15, 2030	\$46,816.92	\$0.00	\$46,816.92
Total	\$202,267.67	\$0.00	\$202,267.67



Axon Enterprise, Inc.

Q-914365-002

Tax estimates are approximate and subject to change at time of invoicing.

SUMMARY PRICING FOR TERM

ITEM	DESCRIPTION	QTY	TERM (START)	UNBUNDLED	LIST PRICE	NET PRICE	SUBTOTAL	EST. TAX	TOTAL
TRANSFER BALANCE									
100552	Transfer Balance - Goods	1	—	—	\$1.00	-\$443.96	-\$443.96	\$0.00	-\$443.96
100553	Transfer Balance - Software and Services	1	—	—	\$1.00	-\$6,586.15	-\$6,586.15	\$0.00	-\$6,586.15
Transfer Balance Total							-\$7,030.11	\$0.00	-\$7,030.11
BODY WORN CAMERA									
BWCainHBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	5	60 (1/2027)	\$47.85	\$62.52	\$43.76	\$13,128.00	\$0.00	\$13,128.00
BWCainTAP	Body Worn Camera TAP Bundle	36	60 (1/2027)	\$32.26	\$39.00	\$27.34	\$59,054.40	\$0.00	\$59,054.40
H00002	Axon Body 4 Multi-Bay Dock Bundle	1	60 (1/2027)	—	\$1,638.90	\$1,638.90	\$1,638.90	\$0.00	\$1,638.90
HWCNAB4	Axon Body 4 Connected Hardware Bundle	4	60 (1/2027)	—	\$1,049.00	\$85.07	\$340.28	\$0.00	\$340.28
Body Worn Camera Total							\$74,161.58	\$0.00	\$74,161.58
DIGITAL EVIDENCE MANAGEMENT									
BasicLicense	Basic License Bundle	41	60 (1/2027)	—	\$16.27	\$16.25	\$39,975.00	\$0.00	\$39,975.00
ProLicense	Pro License Bundle	4	60 (1/2027)	—	\$48.82	\$48.75	\$11,700.00	\$0.00	\$11,700.00
73603	Axon Evidence - Storage - 10GB A La Carte	32	60 (1/2027)	—	\$0.81	\$0.81	\$1,555.20	\$0.00	\$1,555.20
Digital Evidence Management Total							\$53,230.20	\$0.00	\$53,230.20
FLEET									
FleetSARo	Fleet 3 Advanced Renewal	10	60 (1/2027)	\$228.67	\$189.57	\$136.51	\$81,906.00	\$0.00	\$81,906.00
72036	Axon Fleet 3 - Standard 2 Camera Kit	10	—	—	\$2,695.00	\$0.00	\$0.00	\$0.00	\$0.00
Fleet Total							\$81,906.00	\$0.00	\$81,906.00
							SUBTOTAL	EST. TAX	TOTAL
Total							\$202,267.67	\$0.00	\$202,267.67



DELIVERY SCHEDULE

ESTIMATED SHIPPING DATE: Dec 15, 2026

Shipping Location: 101 Princetown Rd, Schenectady, NY, 12306-1543, USA

HARDWARE

		QTY
71019	Axon Body - Dock Powercord - North America	1
70033	Axon Body - Dock Wall Mount - Bracket Assembly	1
74028	Axon Body - Mount - Wing Clip Rapidlock	5
100466	Axon Body 4 - Cable - USB-C to USB-C	5
100147	Axon Body 4 - Camera - First Responder Black Rapidlock US	4
100206	Axon Body 4 - Dock - Eight-Bay	1
100776	Axon Body 4 - Magnetic Disconnect Cable	5
72036	Axon Fleet 3 - Standard 2 Camera Kit	10

SERVICES

		QTY
102769	Axon Body - License - Connected Camera 30 Months	4
73392	Axon Fleet 3 - Installation - Upgrade (Per Vehicle)	10

WARRANTIES

		QTY
80464	Axon Body - TAP Warranty - Camera	37
80465	Axon Body - TAP Warranty - Multi-Bay Dock	5
80495	Axon Fleet 3 - Ext Warranty - 2 Camera Kit	10

ESTIMATED SHIPPING DATE: Jan 15, 2027

Shipping Location: 101 Princetown Rd, Schenectady, NY, 12306-1543, USA

SOFTWARE

		QTY
80400	Axon Evidence - Fleet Vehicle License	10
73840	Axon Evidence - License - Basic	41
73746	Axon Evidence - License - Pro	4
73683	Axon Evidence - Storage - 10GB A La Carte	85
80410	Axon Evidence - Storage - Fleet 1 Camera Unlimited	20
80402	Axon Fleet - Real-Time Location, Alerts & Livestream License	10
80401	Axon Fleet 3 - ALPR License - 1 Camera	10

ESTIMATED SHIPPING DATE: Jun 15, 2029

Shipping Location: 101 Princetown Rd, Schenectady, NY, 12306-1543, USA

HARDWARE

		QTY
73309	Axon Body - TAP Refresh 1 - Camera	37
73689	Axon Body - TAP Refresh 1 - Dock Multi-Bay	5

ESTIMATED SHIPPING DATE: Dec 15, 2031

Shipping Location: 101 Princetown Rd, Schenectady, NY, 12306-1543, USA

HARDWARE

		QTY
72040	Axon Fleet - TAP Refresh 1 - 2 Camera Kit	10



Axon Enterprise, Inc.

Doc ID: 71-69-227271

Tax estimates are approximate and subject to change at time of invoicing.

TERMS & CONDITIONS

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

STANDARD TERMS AND CONDITIONS**Axon Master Services and Purchasing Agreement:**

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/soles-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/soles-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

EXCEPTIONS TO STANDARD TERMS AND CONDITIONS

Agency has existing contract(s) originated via Quote(s):

Q-346009, Q-350956, Q-425567, Q-560645, Q-714849,

Agency is terminating those contracts effective 1/15/2027. Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Transfer Balance of -\$7,030.11

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing quotes aforementioned above. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Any credits contained in this quote are contingent upon payment in full of the following amounts:

Outstanding Invoice - INUS404320 - 12/15/2025 - \$17,603.09

Outstanding Invoice - INUS404321 - 12/15/2025 - \$11,424.00

Outstanding Invoice - INUS413020 - 1/14/2026 - \$538.26

Rewrite Estimates

Estimated Amounts and Contract Terminations. Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

Refresh Shipment Timing

Technology Assurance Plan (TAP) Refresh Prior to Renewal. For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

Shipment Timing

Shipment Variance. Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.

Signature

9/22/2026

Date Signed

Axon Enterprise, Inc.

Doc ID: 7069622521

Tax estimates are approximate and subject to change at time of invoicing.

RESOLUTION NO. 279.26

**TO AUTHORIZE THE PURCHASE OF ONE VEHICLE FOR THE ROTTERDAM
WATER PLANT**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the acceptance of the bid from NYS OGS from Davidson Ford of Clay for the purchase of a 2027 Ford F250 with upfitter04, with compliance under NYS contract, in the amount of six-six thousand four hundred eighty and 45/100 (\$66,480.45).

SECTION 2. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: 10/20/2026

FROM: Justin Peterson, Sr. Water Plant Operator

TITLE OF REQUEST: Vehicle Purchase

TO: Town Board

TOWN BOARD MEETING: 10/28/2026

Background Information: The Water Department needs to replace a 2014 Ford F250 due to body corrosion and poor mechanical condition.

Evaluation/Analysis: A mini-bid solicitation was distributed through NYS OGS to locate a replacement vehicle at the lowest price. Only 2 bids that met the specification were received.

Recommendation(s): Authorize the purchase of (1) 2027 Ford F250 from Davidson Ford of Clay.

Attachment/Document(s): OGS distribution sheet and vehicle specification
OGS mini-bid response summary from Davidson Ford, window sticker, upfitter cost breakdown.
Written response from Depaula Ford on the window sticker and upfitter cost breakdown
(Same upfitter used in both bids.)

Compliance with Purchasing Policy: Yes

Effect(s) on Existing Law(s):

LEGISLATION WILL BE PREPARED BY:

Group 40440, Award 23166, Vehicles, Class 1-8**Form A (Chassis/Body): Mini-Bid Request**

MINI-BID SUMMARY	
Mini-Bid Name	OGS 23166 - 2026001 - (1) Class 3 Chassis w/ 1 Body - Town of Rotterdam
Mini-Bid Reference Number	2026001
Mini-Bid Release Date	9/28/2026
Mini-Bid Response Due Date	10/20/2026
Mini-Bid Response Due Time (Eastern Time)	9AM
Purchased or leased?	Purchased
BUYER CONTACT INFORMATION	
State or Non-State Entity?	Non-State
Authorized User Entity Name	Town of Rotterdam
Town/Village/City & County	Rotterdam, Schenectady County
Primary Contact Name & Title	Justin Peterson, Sr. Water Plant Operator
Primary Contact Email & Phone	jpeterson@rotterdamny.org, 518-393-1131
Secondary Contact Name & Title	None,
Secondary Contact Email & Phone	None,
MINI-BID PROCESS	
Anticipated method and timeframe for purchase	One-time purchase for the total number of Vehicles requested
Type of Vehicle(s) requested	Complete Vehicle
Type of Chassis Order	Specific Chassis (i.e., Model Year/Make/Model/Model Code)
Type of Body Order	Any Body that meets the specifications
Method of Award	Lowest price to a single contractor that can meet the specified delivery
Will offers for Vehicles that can be provided at a later delivery date than specified be considered?	Yes. If none of the Contractors responding to the Mini-Bid can meet the delivery date specified, the Mini-Bid will be awarded to the responsive Contactor with the Lowest price, regardless of delivery date.
VEHICLE INFORMATION (CHASSIS)	
Number of Chassis	1
Chassis Class	Class 3
Cab Type	Regular Cab
Drive/Axle Type	4x4
Fifth Wheel?	No
Fuel Type	Gasoline
Chassis Model Year	Any Model Year that meets specifications
Other Model Years considered?	Enter Data on Form A
Chassis Make	Ford
Chassis Model	F250, F350
Chassis Model Code	Any
Chassis Aftermarket Components Provider	See "Additional Vehicle Specifications" document
VEHICLE INFORMATION (BODY)	
Number of Bodies	1
Body Type	Service/Utility
Body Make	Any that meets specifications
Body Model	Any that meets specifications
Body Model Code	Any that meets specifications
Body Aftermarket Components Provider	Any Provider
ADDITIONAL SPECIFICATIONS	
Number of Items in this Mini-Bid Request	1
Additional Vehicle Specifications File Name	OGS 23166 - 2026001 - (1) Class 3 w/ Service/Utility - Town of Rotterdam - Specs
DELIVERY INFORMATION (If "Multiple" is listed, see the Additional Specifications document for all delivery locations)	
Delivery Date	12/30/2026
Delivery Location Name	Rotterdam Water Plant
Number of Vehicles to be delivered to this location	1
Delivery Address	49 Rice Rd.
Delivery City, State, Zip Code	Rotterdam, New York 12306
Delivery County	Schenectady

Water/Sewer Service Truck

Factory Equipment:

New 2025 or 2026 Regular Cab F250 or F350 Single rear wheel
White exterior paint
4x4, Gasoline powered
Trailer hitch with 7-way plug and brake controller
Vinyl seats with vinyl floor covering
Roof clearance lights
Air conditioning, Power windows, Door locks, Heated Mirrors
Black platform running boards
Wide angle backup camera
Chrome bumper
Backup Alarm
Upfitter switches

Aftermarket Equipment:

White Aluminum 8'-9' ft Service/Utility body with locks and compartment lighting
Spray bedliner on cargo area, top of body, tailgate and rear bumper
(Only Patriot, Rhino, Bullet or Line-x with a warranty are acceptable)
Backrack (or equal) cab protector
2 grill mounted Buyers 8890300 low pro wide angle led strobes Amber only
2 Rear box mounted Buyers 1492245 combination Amber led strobe/White flood lights
No-drill style 3rd brake light mount for mini light bar Buyers 8895551 (or equal)
Buyers 8891100 17" octagon mini light bar in Amber only

Please confirm **ANY** deviation from this spec prior to bidding via email at
Jpeterson@rotterdamny.org

Vehicle must be in suppliers' inventory and be delivered within 60 days of closing bid date.

Group 40440-23166, VEHICLES, Class 1-8 (Vehicle Marketplace)

**Form B (Chassis/Body): Mini-Bid Response
(Response Summary)**

Revision Date: 10/17/23

See the "Instructions and Definitions" worksheet for general form instructions. Cells below will be black-colored until Question 1.1 and 1.2 are answered. Complete all yellow-colored cells. Failure to enter a response in a yellow-colored cell may result in the Mini-Bid Response being being deemed non-responsive and in the disqualification of the Mini-Bid response.

Part A: Mini-Bid and Contractor Information

1.0 Mini-Bid Questions	Contractor Response
1.1 Mini-Bid Reference Number (e.g., T15060001; see Form A (Chassis/Body): Mini-Bid Request)	2026001
1.2 Number of Items included in this Mini-Bid (see Form A (Chassis/Body): Mini-Bid Request) (click on yellow cell and use drop-down menu)	1
2.0 Contractor Information	
2.1 Full Legal Business Name, including DBA if applicable	Davidson of Clay, Inc.
2.2 OGS Contract Number (e.g., PC12345)	PC71037
2.3 Federal Employer Identification Number / FEIN (e.g., 14-1234567)	47-2203590
2.4 NYS Vendor ID Number (e.g., 1000012345)	1100143860
3.0 Primary Contact Information	
3.1 Contact Name	Robert Thompson
3.2 Contact Email	robertthompson@davidsonautonet.com
3.3 Contact Phone (1)	315-870-7011
3.4 Contact Phone (2)	321-514-9759
4.0 Secondary Contact Information	
4.1 Contact Name	Mark Appleby
4.2 Contact Email	marka@davidsonautonet.com
4.3 Contact Phone (1)	315-608-2834
4.4 Contact Phone (2)	

Part B: Mini-Bid Response Summary

Part B: Mini-Bid Response Summary shall be automatically populated, based on Contractor input on the "Item" worksheets. Cells in each Item Row will be black-colored until a number of Items is indicated in Question 1.1 above. After a number of Items is selected, the corresponding Rows will be unhidden. If "Enter Pricing" appears in a Row for an Item, that indicates that the pricing for that Vehicle (Chassis, Body) on the applicable "Item" worksheet has not been completed by the Contractor. In order to submit a responsive Mini-Bid response, all requested information for all Items included in the Mini-Bid Request should be entered on the applicable "Item" worksheet.

If "Enter Pricing" appears in the "Grand Total Price for Mini-Bid" cell (Cell R39), that indicates that all required pricing information has not been entered by the Contractor on the applicable "Item" worksheet. Failure to enter all required pricing information for an Item shall deem the Mini-Bid response for that Item non-responsive and shall result in the rejection of the Mini-Bid Response for the Mini-Bid.

Item	Chassis Model Year	Chassis Make	Chassis Model	Chassis Model Code	Total # of Chassis	NYS Discount (Chassis)	NYS Base Price (Chassis)	Total Price for Mini-Bid (Chassis)	Body Model Year	Body Make	Body Model	Body Model Code	Total # of Bodies	NYS Base Price (Body)	Total Price For Mini-Bid (Bodies)	Grand Total Price for Mini-Bid for Item
Item 1	2027	Ford	F-250XL Reg Cab	F28	1	19.00	\$46,530.45	\$46,530.45	2026	Doramax	S-Series 8'	Service	1	\$19,950.00	\$19,950.00	\$66,480.45
Item 2																
Item 3																
Item 4																
Item 5																
Item 6																
Item 7																
Item 8																
Item 9																
Item 10																
Item 11																
Item 12																

Grand Total Price for Mini-Bid (the dollar amount used to evaluate the Mini-Bid):	\$66,480.45
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Group 40500-23166, VEHICLES, Class 1-8

Form B (Chassis/Body): *Mini-Bid Response* (Item 1)

Revision Date: 10/17/23

See the "Instructions and Definitions" worksheet for general form instructions. The Contractor business name in Row 3 and Mini-Bid Request Number in Row 7 will automatically populate based on responses on the "Response Summary" worksheet. Use the drop-down menu to complete Question 1.1 in Row 8, and then complete the yellow-colored cells that appear in Parts A through D below. Failure to enter a response in a yellow-colored cell may result in rejection of your Mini-Bid response.

Contractor: Davidson of Clay, Inc.

Part A: Mini-Bid Information

1.0	Mini-Bid Questions	Contractor Response
1.0	Mini-Bid Reference Number from Form A (Chassis/Body Combination): <i>Mini-Bid Request</i> (e.g. 15060001)	2026001
1.1	Item Number for this Mini-Bid	Item 1
1.2	Is the Mini-Bid for Vehicle(s) to be purchased or leased by the Authorized User? <i>[click on yellow box and use drop-down menu]</i>	Purchased
2.0	Vehicle Questions	
2.1	What type of Vehicles were requested in the Mini-Bid, and are being offered in this Mini-Bid Response? <i>[click on yellow box and use drop-down menu]</i> (Note: Contractor input cells below will be black until this question is answered. The Contractor answer to this question will result in corresponding cells on this worksheet turning to yellow for Contractor input. A Complete Vehicle is defined as the Product that is the result of the Chassis and Body being joined together to form a Vehicle that is ready for use and requires no further manufacturing operations to perform its intended function.)	Complete Vehicle (Contractor will provide a Vehicle that is ready for use and requires no further manufacturing operations to perform its intended function)
2.2	Is the Chassis, Body, or Complete Vehicle offered in this Mini-Bid Response to be Built to Specifications, Pre-Existing Inventory (i.e., off the lot), or a combination? <i>[click on yellow box and use drop-down menu]</i>	Pre-Existing Inventory
2.3	Can the Vehicles offered for the Mini-Bid be delivered by the delivery date specified? <i>[Note: A Mini-Bid response may be deemed non-responsive and be rejected if the Vehicles cannot be delivered by the delivery date specified]</i>	Yes
2.4	Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: See Form A (Chassis/Body): Mini-Bid Request and the "Additional Vehicle Specifications Document" included with the Mini-Bid Request, if applicable]</i>	Yes
2.5	Enter the estimated number of days after receipt of a Purchase Order, or other ordering document, that the delivery will be made.	30-60
2.6	Enter the Final Order Date for the Vehicles offered for the Mini-Bid (Enter "TBA" if the date has not been announced by the manufacturer, or "N/A" if there is no Final Order Date).	TBA

Part B: Vehicle(s) Offered for Mini-Bid

[Enter the requested information for the Chassis and/or Body offered for the Mini-Bid in the yellow-colored boxes below]

1.0	Chassis Information	Contractor Response
1.1	Chassis Model Year	2027
1.2	Chassis Make (e.g., Ford, International, Freightliner)	Ford
1.3	Chassis Model (e.g., F450, DuraStar, M2-106)	F-250XL Reg Cab
1.4	Chassis Model Code (the OEM code used to identify a particular subset of a Model)	F2B
1.5	Chassis provider business name (i.e., Contractor or third-party).	
1.6	Chassis Aftermarket Components Provider(s): Enter the vendor business name(s) of the Aftermarket Components Provider(s), if applicable. If not applicable, enter "N/A".	N/A
2.0	Body Information	

2.1	Body Model Year	2026
2.2	Body Make (e.g., Viking, Galion)	Duramag
2.3	Body Model (e.g., Proline, 450U)	S-Series 8'
2.4	Body Model Code (the OEM code used to identify a particular subset of a Model)	Service
2.5	Body provider business name (i.e., Contractor or third-party).	Charles D. Stahl Sales & Service
2.6	Body Aftermarket Components Provider(s): Enter the vendor business name(s) of the Aftermarket Components Provider(s), if applicable. If not applicable, enter "N/A".	Charles D. Stahl Sales & Service

Part C: Additional Information

1.0	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Bidders are strongly encouraged to submit proposed deviations to the Authorized User by email prior to the Mini-Bid Response Due Date, so that they may be given due consideration prior to the submission of Bids. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".
-----	--

Part D: Vehicle Request Price Worksheets

Enter the requested pricing information for the Chassis and/or Body offered for the Mini-Bid in the yellow-colored boxes below in the "Chassis Price Worksheet," and "Body Price Worksheet". Complete the pricing worksheets for each type of Vehicle request as follows:

Complete Vehicle : If the Mini-Bid is for a Complete Vehicle in which the Chassis and Body are sold and marketed by different OEMs, complete both the "Chassis Price Worksheet" and "Body Price Worksheet" for the Vehicles offered.

Chassis Only : If the Mini-Bid is for a Chassis only, with no Body, complete the "Chassis Price Worksheet" for the Chassis offered. If the Authorized User is supplying the Body for a Complete Vehicle, then enter the NYS Contract Price for installation of the Body in the "NYS Aftermarket Components Price (Body)" field in the "Body Price Worksheet."

Body Only : If the Mini-Bid is for a Body only, with no Chassis, complete the "Body Price Worksheet" for the Body offered. If the Authorized User is supplying the Chassis for a Complete Vehicle, then include the NYS Contract Price for installation of the Body in the "NYS Aftermarket Components Price (Chassis)" field in the "Chassis Price Worksheet."

1.0	Chassis Price Worksheet	Price
1.1	NYS Base MSRP (Chassis)	\$57,445.00
1.2	NYS Discount (Chassis) [Type a number only (e.g., 5.5); Do not type a percentage sign (%) after the number; For 5.5% type 5.5, not 0.055].	19.00
1.3	NYS Base Price (Chassis) [Automatically calculated: NYS Base MSRP (Chassis) minus NYS Discount (Chassis)].	\$46,530.45
1.4	NYS Aftermarket Components Price (Chassis) [If there are no Aftermarket Components, leave blank]	
1.5	NYS Price For Vehicle (Chassis) [Automatically calculated: NYS Base Price (Chassis) plus the NYS Aftermarket Components Price (Chassis)].	\$46,530.45
1.6	Number of Vehicles (Chassis) [This quantity must match the Number of Chassis specified by the Authorized User in the Mini-Bid Request]	1
1.7	Total Price For Mini-Bid (Chassis) [Automatically calculated: the NYS Price For Vehicle (Chassis) multiplied by the Total number of Chassis].	\$46,530.45

2.0	Body Price Worksheet	Price
2.1	NYS Base Price (Body)	\$19,950.00
2.2	NYS Aftermarket Components Price (Body) [If there are no Aftermarket Components, leave blank]	
2.3	NYS Price For Vehicle (Body) [Automatically calculated: NYS Base Price (Body) plus the NYS Aftermarket Components Price (Body)].	\$19,950.00
2.4	Number of Vehicles (Body) [This quantity must match the Number of Bodies specified by the Authorized User in the Mini-Bid Request]	1
2.5	Total Price For Mini-Bid (Bodies) [Automatically calculated: the NYS Price For Vehicle (Body) multiplied by the Total number of Bodies].	\$19,950.00

3.0	Grand Total Price For Mini-Bid for Item	Price
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	Grand Total Price For Mini-Bid for Item <i>[Automatically calculated as the sum of the following]:</i> 1) Total Price for Mini-Bid (Chassis), if applicable; and 2) Total Price for Mini-Bid (Bodies), if applicable	\$66,480.45
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CHARLES D STAHL SALES AND SERVICE

697 SNELLS BUSH RD

LITTLE FALLS NY 13365

315-823-1982

ROTTERDAM WATER/SEWER

10-19-26

TO BE INSTALLED ON A NEW FORD SUPER DUTY 8' SRW PICKUP WHITE

****INCLUDES US REMOVING PICKUP BED AND KEEPING. WE WIL RELOCATE SENSORS &
CAMERA TO BODY****

****ALL IN STOCK FOR IMMEDIATE INSTALL****

8' SRW DURAMAG 100% ALUMINUM S SERIES SERVICE BODY:

WHITE IN COLOR, 40" COMPARTMENTS, LED PENNY LIGHTS IN COMPARTMENTS, PASS
THROUGH COMPARTMENT FOR LONGER TOOLS, T HANDLES, REAR BUMPER

PATRIOT SPRAY ON BEDLINER WITH LIFETIME WARRANTY

LOAD SPACE FLOOR, UP INSIDE WALLS, COMPARTMENT TOPS, REAR BUMPER

MAGNUM 100% ALUMINIM HEADACHE RACK WITH STOP TAIL TURN REVERSE LIGHTS

**** I DO NOT SUGGEST GOING WITH A STEEL BACK RACK DUE TO OXIDIZATION BETWEEN
ALUMINUM BODY AND CHEAP STEEL RACK****

MAGNUM ALUMINUM LIGHT BRACKET W/ BUYERS 8891100 17" LED MINI BAR

HARDWIRED INTO AUX SWITCH OR OUR SWITCH IN DASH

QTY 2) 8890300 GRILL MOUNTED STROBE LIGHTS HARDWIRED TO SWITCH

QTY 2) 1492245 REAR WORK LIGHTS MOUNTED IN REAR OF BODY HARDWIRED TO SWITCH

TOTAL=\$19,950.00 COMPLETE AND INSTALLED

KTP-002488

NY

9-NORVELL, NB, 002488, TG221

13698

W

CERTIFIED ADD TRD RAMP BUMPER CANISTER COX FROTHBART

036795

459,528

1FTRF3BA8

TEF60045 NB

GEPL

VEHICLE DESCRIPTION

SUPER DUTY

2026 F350 SRW 4X4 REG CAB
XL 142" WB STYLE SIDE
6-8L DEVCY NA PFLV8 ENGINE
10-SPEED AUTO TORQSHIFT-G

TE F60045

EXTERIOR
OXFORD WHITE
INTERIOR
MEDIUM DARK SLATE VINYL

California Air Resources Board

Gasoline Vehicle

Environmental Performance

These ratings are not directly comparable to the U.S. EPA/DOT light-duty vehicle label ratings. For information on how to compare, please see www.arb.ca.gov/ep_label.

Protect the environment. Choose vehicles with higher ratings:

Greenhouse Gas Rating (tailpipe only)



Smog Rating (tailpipe only)



Vehicle emissions are a primary contributor to climate change and smog. Ratings are determined by the California Air Resources Board based on this vehicle's measured emissions.

CALIFORNIA
AIR RESOURCES BOARD

PRICE INFORMATION	(MSRP)
BASE PRICE	\$50,070.00
TOTAL OPTIONS/OTHER	4,390.00
TOTAL VEHICLE & DELIVERY	\$54,460.00
DESTINATION & OPTIONS	2,795.00

(MSRP)

INCLUDED ON THIS VEHICLE

OPTIONAL EQUIPMENT/OTHER

PREFERRED EQUIPMENT PKG.5704

10-SPEED AUTO TORQSHIFT-G

1725760505 REGSV / ALL TERRAIN

731 ELECTRONIC LOCKING AXLE

FX4 OFF-ROAD PACKAGE

SNO PLATES

EXTRA LICENSE PLATE BRACKET

EXTRA RUNNING BOARDS

50 STATE EMISSIONS

NOW PLOW PREP PACKAGE

TRAILER BRAKE CONTROLLER

ROOF CLEARANCE LIGHTS

JACK

UPFITTER SWITCHES

410 AMP DUAL ALTERNATOR

REMOTE START SYSTEM

TOUGH BED SPRAY IN BEDLINER

DUAL BATTERY

CONN PKG. 1 YR INCL W/FORD APP

XL CHROME PACKAGE

FOG LAMPS

PRICE INFORMATION	(MSRP)
BASE PRICE	\$50,070.00
TOTAL OPTIONS/OTHER	4,390.00
TOTAL VEHICLE & DELIVERY	\$54,460.00
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REMOTE START SYSTEM

TOUGH BED SPRAY IN BEDLINER

DUAL BATTERY

CONN PKG. 1 YR INCL W/FORD APP

XL CHROME PACKAGE

FOG LAMPS

Selling Price: 49,250
+ upfit 19,950.00
69,200

DePaula
Ford

Josh Halse

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F-SERIES®
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Remote Start, Lock and Unlock

GPS Location

Vehicle Health Monitoring

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For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. 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For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.Ford's MyFord Mobile app provides a variety of features to help you manage your vehicle and your business. The app is available for download on the App Store and Google Play. For more information, visit www.ford.com/myfordmobile.

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WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

1FTRF3BA8TEF60045



TOTAL MSRP \$57,255.00

Scan The QR Code to get more details about this vehicle



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CHARLES D STAHL SALES AND SERVICE

697 SNELLS BUSH RD

LITTLE FALLS NY 13365

315-823-1982

ROTTERDAM WATER/SEWER

10-19-26

TO BE INSTALLED ON A NEW FORD SUPER DUTY 8' SRW PICKUP WHITE

****INCLUDES US REMOVING PICKUP BED AND KEEPING. WE WIL RELOCATE SENSORS &
CAMERA TO BODY****

****ALL IN STOCK FOR IMMEDIATE INSTALL****

8' SRW DURAMAG 100% ALUMINUM S SERIES SERVICE BODY:

WHITE IN COLOR, 40" COMPARTMENTS, LED PENNY LIGHTS IN COMPARTMENTS, PASS
THROUGH COMPARTMENT FOR LONGER TOOLS, T HANDLES, REAR BUMPER

PATRIOT SPRAY ON BEDLINER WITH LIFETIME WARRANTY

LOAD SPACE FLOOR, UP INSIDE WALLS, COMPARTMENT TOPS, REAR BUMPER

MAGNUM 100% ALUMINIM HEADACHE RACK WITH STOP TAIL TURN REVERSE LIGHTS

**** I DO NOT SUGGEST GOING WITH A STEEL BACK RACK DUE TO OXIDIZATION BETWEEN
ALUMINUM BODY AND CHEAP STEEL RACK****

MAGNUM ALUMINUM LIGHT BRACKET W/ BUYERS 8891100 17" LED MINI BAR

HARDWIRED INTO AUX SWITCH OR OUR SWITCH IN DASH

QTY 2) 8890300 GRILL MOUNTED STROBE LIGHTS HARDWIRED TO SWITCH

QTY 2) 1492245 REAR WORK LIGHTS MOUNTED IN REAR OF BODY HARDWIRED TO SWITCH

TOTAL=\$19,950.00 COMPLETE AND INSTALLED

RESOLUTION NO. 280.26

EMERGENCY MEDICAL BOARD APPOINTMENT

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The following individual of Rotterdam, New York, is hereby appointed as a member to the Town of Rotterdam Emergency Medical Board nominated by the Rotterdam's Chief's Association for a term beginning on October 28, 2026 through December 31, 2026.

Anne White

SECTION 2. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center * 1100 Sunrise Boulevard * Rotterdam, NY 12306
Telephone: 518-355-7575 * Fax: 518-355-7976 * Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 20, 2026

TO: Town Board

FROM: Patricia Matelitz, Councilmember

TITLE OF REQUEST: Emergency Medical Board Appointment

TOWN BOARD MEETING: October 28, 2026

Background Information:

The Rotterdam Fire Chief's Association has nominated Anne White to represent the fire service in place of Michael Denny. Ms. White is a member of the Pattersonville FD, she is the EMS captain for the department and a trauma nurse.

Evaluation/Analysis:

According to Chapter 27 Emergency Medical Board there will be two (2) members nominated by the Rotterdam Chief's Association.

Recommendation(s):

Appoint Anne White.

Attachment/Document(s):

Compliance with Purchasing Policy:

NA

Effect(s) on Existing Law(s):

LEGISLATION WILL BE PREPARED BY:

Patricia Matelitz

RESOLUTION NO. 281.26

**TO ACCEPT A MONETARY DONATION FROM THE CRAFT PROGRAM AT THE
ROTTERDAM SENIOR CENTER**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby accepts a monetary donation from the Craft Program at the Rotterdam Senior Center. in the amount of one hundred dollars and 00/100 (\$100.00) dollars, for the Rotterdam Senior Center.

SECTION 2. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 22, 2026

TO: John Polimeni, Town Supervisor

FROM: Diane Marco, Director

TITLE OF REQUEST: Donation from the Craft Program at the Senior Center because they held a Craft Fair at the Center and our very appreciative of having the Senior Center Facility.

TO BE PLACED ON TOWN BOARD AGENDA OF: October 28, 2026

Background Information: The Town of Rotterdam has provided the Craft Program to come to Rotterdam Senior Center on Saturday, October 17, 2026, from 10-2pm for their first annual Craft Fair in the Auditorium and they were so happy to be able to have it at the Center.

Evaluation/Analysis: The Craft Program has given a donation of \$100.00 to the Rotterdam Senior Center as a token of their appreciation.

Recommendation(s): Accept the \$100.00 donation from Craft Program for the Rotterdam Senior Center.

Attachment/Documents(s): Copy of Cashier Check #092984932 for \$100.00.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WAS PREPARED BY: Diane Marco, Director

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT.

CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.

OFFICIAL CHECK

092984932

557 - Akamont Ave
Schenectady, New York

Remitter: GLENDON R. BRYAR

Pay To The
Order Of

TOWN OF ROTTERDAM

62-20

Date 10/22/2026

\$ 100.00

Pay: ONE HUNDRED DOLLARS AND 00 CENTS

Drawer: Key Bank

Victor

AUTHORIZED SIGNATURE

Issued by: Citibank N.A. One Penn's Way, New Castle, DE 19720
For information about this instrument, call: 1-888-556-5142

Memo: Donation from Craft Fair

RESOLUTION NO. 282.26

EMERGENCY MEDICAL BOARD APPOINTMENT

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The following individual of Rotterdam, New York, is hereby appointed as a member to the Town of Rotterdam Emergency Medical Board nominated by the Town Based Ambulance Service Provider- REMS for a term beginning on October 28, 2026, through December 31, 2026.

Dean Romano

SECTION 2. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center * 1100 Sunrise Boulevard * Rotterdam, NY 12306
Telephone: 518-355-7575 * Fax: 518-355-7976 * Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 20, 2026

TO: Town Board

FROM: Patricia Matelitz, Councilmember

TITLE OF REQUEST: Emergency Medical Board Appointment (REMS)

TOWN BOARD MEETING: October 28, 2026

According to Chapter 27 two (2) members of the Town based ambulance service are to be appointed. There is currently one (1) vacant position.

Evaluation/Analysis: Rotterdam Emergency Medical Services (REMS) requests that Dean Romano be appointed to the vacant position.

Recommendation(s): Appoint Dean Romano.

Attachment/Document(s): NA

Compliance with Purchasing Policy: NA

Effect(s) on Existing Law(s):

LEGISLATION WILL BE PREPARED BY: Patricia Matelitz

RESOLUTION NO. 283.26

**RESOLUTION OF SUPPORT ENDORSING SCHENECTADY COUNTY'S URBAN
AND COMMUNITY FORESTRY GRANT APPLICATION FOR THE FUTURE TOWN
PARK AT ROTTERDAM COMMONS**

WHEREAS, Schenectady County intends to submit an application to the New York State Department of Environmental Conservation ("NYSDEC") for a project grant under the Department of Environmental Conservation Urban and Community Forestry Grant Program for a project to be located at Rotterdam Commons, within the territorial jurisdiction of the Town of Rotterdam; and

WHEREAS, the proposed project is intended to support urban and community forestry improvements at the future Town Park at Rotterdam Commons; and

WHEREAS, as a requirement of the New York State Department of Environmental Conservation Urban and Community Forestry Grant Program, the applicant must obtain the "approval/endorsement of the governing body of the municipality in which the project will be located"; and

WHEREAS, the Town Board of the Town of Rotterdam recognizes the value of urban and community forestry and the potential benefits of the proposed project to the residents and community of the Town of Rotterdam; and

WHEREAS, the Town Board has reviewed the proposed grant application and desires to formally support and endorse Schenectady County's application for funding under the New York State Department of Environmental Conservation Urban and Community Forestry Grant Program;

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. That the Town of Rotterdam hereby approves and endorses Schenectady County's application to the New York State Department of Environmental Conservation for a grant under the Urban and Community Forestry Grant Program for a project to be located at the future Town Park at Rotterdam Commons.

SECTION 2. That this Resolution shall constitute the Town of Rotterdam's formal approval and endorsement of Schenectady County's Urban and Community Forestry Grant application for the proposed project at Rotterdam Commons.

SECTION 3. That the Town Clerk is hereby authorized and directed to provide a certified copy of this Resolution to Schenectady County for inclusion with its grant application, and to take

such other administrative actions as may be necessary to evidence the Town's approval and endorsement.

SECTION 4. This resolution shall become effective October 28, 2026.

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center * 1100 Sunrise Boulevard * Rotterdam, NY 12306
Telephone: 518-355-7575 * Fax: 518-355-7976 * Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 1, 2026

TO: Town Board

FROM: Mary Barrie, Stormwater Program Coordinator

TITLE OF REQUEST: To Support Endorsing Schenectady County's Urban And Community Forestry Grant Application For The Future Town Park At Rotterdam Commons

TOWN BOARD MEETING DATE: October 28, 2026

Background Information:

Schenectady County intends to submit an application to the New York State Department of Environmental Conservation ("NYSDEC") for a project grant under the Department of Environmental Conservation Urban and Community Forestry Grant Program for a project to be located at Rotterdam Commons, within the territorial jurisdiction of the Town of Rotterdam

Evaluation/Analysis:

N/A

Recommendation(s):

That the Town of Rotterdam hereby approves and endorses Schenectady County's application to the New York State Department of Environmental Conservation for a grant under the Urban and Community Forestry Grant Program for a project to be located at the future Town Park at Rotterdam Commons.

Attachment/Document(s):

Compliance with Purchasing Policy? N/A

Effect(s) on Existing Law(s)? N/A

LEGISLATION PREPARED BY: Supervisor's Office

RESOLUTION NO. 284.26

TO APPROVE 2026 QUARTERLY EXPENSE TRANSFERS OF GAS AND DIESEL

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Pursuant to Section 36 of the General Municipal Law of the State of New York and Sections 102, 112 and 113 of Town Law of the State of New York, regarding the Uniform System of Accounts, the following **GAS** expenditures to the various accounts for 2026 are hereby audited and approved:

<i>Fund</i>	<i>Account No.</i>	<i>Title</i>	<i>Amount</i>
General	A5132 4304	FROM: Central Gas Expenditure	-37,258.56
General	A3120 4302	INTO: Patrol Vehicle Gas	+29,068.44
General	A3310 4302	INTO: Traffic Control Gas	+542.96
General	A7110 4302	INTO: Parks Gas	+4,458.02
General	A3410 4302	INTO: Fire Fight Gas	+3,189.14
General	A5132 4304	FROM: Central Gas Expenditure	-7,882.71
Highway	DA5110 4304	INTO: Fuel General	+5,623.83
Highway	DA5140 4304	INTO: Fuel Brush & Weed	+2,258.88
General	A5132 4304	FROM: Central Gas Expenditure	-4,458.02
S2	S28120 4302	INTO: S2 Gas Oil Lube	+4,458.02
General	A5132 4304	FROM: Central Gas Expenditure	-3,466.21
W5	W58340 4302	INTO: W5 Gas Oil Lube	+3,466.21

SECTION 2. Pursuant to Section 36 of the General Municipal Law of the State of New York and Sections 102, 112 and 113 of Town Law of the State of New York, regarding the Uniform System of Accounts, the following **DIESEL** expenditures to the various accounts for 2026 are hereby audited and approved:

<i>Fund</i>	<i>Account No.</i>	<i>Title</i>	<i>Amount</i>
Highway	DA5148 4304	FROM: Central Diesel Expenditure	-3,578.57
General	A8189 4302	INTO: Landfill Gas	+1,547.65
General	A3410 4302	INTO: Fire Fight Gas	+2,030.92
Highway	DA5148 4304	FROM: Central Diesel Expenditure	-29,218.75
Highway	DA5110 4304	INTO: Fuel General	+19,057.95
Highway	DA5140 4304	INTO: Fuel Brush & Weed	+10,160.80

<i>Fund</i>	<i>Account No</i>	<i>Title</i>	<i>Amount</i>
Highway	DA5148 4304	FROM: Central Diesel Expenditure	-1,220.82
S2	S28120 4302	INTO: S2 Gas Oil Lube	+1,220.82
Highway	DA5148 4304	FROM: Central Diesel Expenditure	-1,193.72
W5	W58340 4302	INTO: W5 Gas Oil Lube	+1,193.72

SECTION 3. This resolution shall become effective October 28, 2026

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center * 1100 Sunrise Boulevard * Rotterdam, NY 12306
Telephone: 518-355-7575 * Fax: 518-355-7976 * Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: October 26, 2026
TO: Town Board
FROM: Donna Larsen
TITLE OF REQUEST: To approve 2026 Quarterly Expense Transfers of Gas and Diesel
TOWN BOARD MEETING DATE: October 28, 2026

Background Information: Pursuant to Section 36 of the General Municipal Law of the State of New York and Sections 102, 112 and 113 of Town Law of the State of New York, regarding the Uniform System of Accounts, the following **GAS** expenditures to the various accounts for 2025 are hereby audited and approved. Pursuant to Section 36 of the General Municipal Law of the State of New York and Sections 102, 112 and 113 of Town Law of the State of New York, regarding the Uniform System of Accounts, the following **DIESEL** expenditures to the various accounts for 2026 are hereby audited and approved:

Evaluation Analysis: Quarterly Expense Transfers of Gas and Diesel

Recommendation(s): Town Board Approve the quarterly expense transfers of gas and diesel

Attachment/Document(s): Breakdown of transfer funds and amounts

Compliance with Purchasing Policy? N/A

Effect(s) on Existing Law(s)? None

LEGISLATION WILL BE PREPARED BY: Supervisors Office

RESOLUTION NO. 285.26

**TO AUTHORIZE PATRIOT HILLS OF NEW YORK TO CONSTRUCT ADA
COMPLIANT BATHROOMS AT 212 PHILLIPS RD**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby allows the construction and update of ADA compliant bathrooms at 212 Phillips Rd, Rotterdam, NY 12306 by the tenant Patriot Hills.

SECTION 2. This resolution shall become effective October 28, 2026

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			

TOWN OF ROTTERDAM

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LEGISLATIVE REQUEST FORM

DATE: October 26, 2026

TO: Town Board

FROM: John Polimeni, Town Supervisor

TITLE OF REQUEST: Authorize Patriot Hills of New York to construct
ADA Compliant Bathrooms at 212 Phillips Rd

TOWN BOARD MEETING: October 28, 2026

Background Information: The tenant is looking to make the bathrooms at 212
Phillips Rd ADA compliant.

Evaluation/Analysis: Provide ADA compliant bathrooms for the tenants

Recommendation(s): Authorize Patriot Hills of New York to Construct
ADA Compliant bathrooms at 212 Phillips Rd

Attachment/Document(s): N/A

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: Town Attorney's Office

RESOLUTION NO. 286.26

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL AUDITOR SERVICES

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to call for proposals for Professional Financial Auditors for the Town of Rotterdam.

SECTION 2. The Town Clerk of the Town of Rotterdam shall cause the following public notice to be published in the official newspaper of the Town of Rotterdam, and the Supervisor of the Town of Rotterdam shall cause the following public notice be published to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) at least five (5) days before the date of reception of bid proposals:

**TOWN OF ROTTERDAM
NOTICE TO BIDDERS**

PLEASE TAKE NOTICE: That all proposals received by the Town Board of the Town of Rotterdam, by Monday, the 10th of November 2026, at 10:00 A.M., will be opened electronically and in person at that time. The Town Board will subsequently post an official report to the Empire State Purchasing Group on BidNet (<http://www.bidnetdirect.com/townofrotterdam>) by the close of business the next day, of all proposal submissions received pursuant to this notice. Additionally, the official proposal report and all proposals shall be available in the office of the Town Clerk for public inspection during regular business hours, for the purchase by the Town of Rotterdam of the following:

TOWN OF ROTTERDAM FINANCIAL AUDITORS

Digital Copies of Specifications may be obtained from the Empire State Purchasing Group on BidNet at <http://www.bidnetdirect.com/townofrotterdam>. Copies of RFP documents obtained from any other source are not considered official copies. The Town of Rotterdam cannot guarantee the accuracy of any information not obtained from the BidNet Direct website and is not responsible for any errors contained by any information received from an alternate source. Only those vendors who obtain ITB, RFP or RFQ documents from the BidNet system are guaranteed to receive addendum information, if such information is issued. If you obtain the document from a source other than the source indicated, it is recommended that you register on the Empire State Purchasing Group website, <http://www.bidnetdirect.com/new-york> and obtain an official copy.

**ALL PROPOSALS MUST BE SUBMITTED TO THE TOWN CLERKS OFFICE AT
1100 SUNRISE BLVD. PRIOR TO 10:00 A.M., TUESDAY NOVEMBER 10, 2026**

**ALL HANDLING COSTS (MAIL, DELIVERY SERVICES, PRINTING ETC.) SHALL
BE THE RESPONSIBILITY OF THE BIDDER**

The Town Board reserves the right to accept or reject any and all proposals or any specific part of any item of any proposal.

BY ORDER OF THE ROTTERDAM TOWN BOARD
MEGAN GRIFFIN, TOWN CLERK

DATED: October 28, 2026

BidNet: Please publish on October 29, 2026

Daily Gazette: Please publish once on October 30, 2026

Town Clerk Post

SECTION 3. This resolution shall become effective October 28, 2026

DATED: October 28, 2026

NAME	AYES	NOES	ABSTAIN
Gallucci			
Matelitz			
DeSantis			
Polimeni			



Town of Rotterdam

***Finance Department
Request for Proposals:***

**PROFESSIONAL AUDITING
SERVICES
FISCAL YEAR ENDING DECEMBER
31, 2026, WITH PROPOSALS
ACCEPTED FOR A ONE (1), TWO (2)
OR THREE (3) YEAR TERM**

Proposal Due Date and Opening:
Tuesday November 10, 2026
@ 10:00 A.M.

**TOWN OF ROTTERDAM
PROPOSAL FORM**

*The undersigned has read, understands, and agrees to all conditions of this Request for
Proposals and will furnish professional auditing services as follows:*

**PROFESSIONAL AUDITING SERVICES
FISCAL YEARS ENDING DECEMBER 31, 2026, 2027
AND 2028 (ONE-, TWO- OR THREE-YEAR TERM)**

The entire proposal is strictly in accordance with the Scope of Services and Proposal Requirements set forth in the proposal documents herein. Fees quoted are all-inclusive, not-to-exceed amounts, including all out-of-pocket expenses, travel, clerical and report preparation costs. Proposers may propose a one (1), two (2) or three (3) year term and shall complete the Fee Schedule for each fiscal year included in the proposed term. Proposers may submit pricing for more than one term option. Term proposed (check all that apply):

_____One Year (FY 2026) _____Two Years (FY 2026-2027) _____Three Years (FY 2026-2028)

FEE SCHEDULE (Not-to-Exceed) FY 2026 FY 2027 FY 2028

- A. Audit of Basic Financial Statements (GAAS/Government Auditing Standards) \$ _____
B. Single Audit under 2 CFR Part 200, Subpart F (if required), per major program \$ _____
B-1. Rotterdam Public Housing Agency Audit, including Single Audit and HUD supplementary information \$ _____
B-2. HUD REAC Agreed-Upon Procedures \$ _____
C. Justice Court Audit (Uniform Justice Court Act § 2019-a) \$ _____
D. Preparation and Filing Assistance, Annual Financial Report (AUD) to the NYS Office of the State Comptroller \$ _____
E. Management Letter and Presentation to Town Board \$ _____
F. Other Required Services (describe): _____ \$ _____

TOTAL ANNUAL NOT-TO-EXCEED FEE \$ _____

Hourly rates for additional services authorized in writing by the Town: Partner \$ _____;

Manager \$ _____; Senior \$ _____; Staff \$ _____.

I understand if I am selected as the successful proposer, that I must comply with all federal, state, and local laws, as well as rules, regulations, policies, and guidance, including the State of New York's guidance on sexual harassment. By submitting a proposal, I acknowledge receipt of the Town of Rotterdam "Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace" Policy.

Signature

Name of Company or Corporation

Address

City

State

Zip

If submitting a proposal in person or by mail, please write "PROPOSAL - PROFESSIONAL AUDITING SERVICES" on the outside envelope and submit one (1) signed original, four (4) copies, and one (1) electronic copy (PDF on USB drive) in a sealed envelope to the Town Clerk's Office, 1100 Sunrise Blvd, Rotterdam, NY 12306, during regular business hours, Monday – Friday 8am-4pm. The Proposal Form and Fee Schedule shall be submitted in a separate sealed envelope marked "FEE PROPOSAL." Proposals submitted electronically through BidNet shall upload the Proposal Form and Fee Schedule as a separate PDF file labeled "FEE PROPOSAL." Fee information shall not appear anywhere in the technical proposal.

TOWN OF ROTTERDAM
SCOPE OF SERVICES AND PROPOSAL REQUIREMENTS

Scope of Services:

A. Background. The Town of Rotterdam, Schenectady County, New York, operates on a calendar fiscal year. The Town's funds include, without limitation, the General Fund (Town-wide and Part-Town), Highway Fund, Water and Sewer District Funds, Special District Funds, Capital Projects Funds, Debt Service Fund, Custodial Funds, and the Justice Court. The Town also administers the Rotterdam Public Housing Agency (the "Agency"), which receives federal funding from the U.S. Department of Housing and Urban Development (HUD) and is audited separately from the Town's financial statements. For informational purposes: the Town's total

adopted budget for fiscal year 2026 is approximately \$[____]; total federal expenditures in the most recent audited year were approximately \$[____]; the Town uses [accounting software] for its general ledger; and the Town's most recently completed audit is for the fiscal year ended December 31, [____]. The Town's most recent audited financial statements, the Agency's most recent audited financial statements, management letters and the Annual Financial Report (AUD) are available upon request from the Finance Department.

B. Audit of Financial Statements. The auditor shall audit the Town's basic financial statements, including the governmental and fiduciary fund types and, to the extent presented, the government-wide statements, governmental activities, business-type activities, each major fund and the aggregate remaining fund information, and the related disclosures, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and shall express an opinion thereon. The auditor shall apply limited procedures to required supplementary information, including the Budgetary Comparison Statements for the General Fund, Highway Fund, Water Fund and Sewer Fund, and, to the extent presented, Management's Discussion and Analysis and pension and OPEB schedules, and shall report on supplementary information in relation to the basic financial statements. The auditor shall also assist the Town in preparing the financial statements and related notes as a nonaudit service, performed in compliance with the independence requirements of Government Auditing Standards, with the Town designating a qualified individual to oversee such services.

C. Report on Internal Control and Compliance. The auditor shall issue a report on internal control over financial reporting and on compliance and other matters based on the audit of the financial statements performed in accordance with Government Auditing Standards.

D. Single Audit and Public Housing Agency Audit. In any fiscal year in which the Town expends federal awards at or above the threshold established by 2 CFR Part 200, Subpart F (Uniform Guidance), the auditor shall perform a Single Audit, including the Schedule of Expenditures of Federal Awards, report on compliance for each major program and on internal control over compliance, Schedule of Findings and Questioned Costs, and shall assist with submission of the Data Collection Form to the Federal Audit Clearinghouse within the required deadline. The auditor shall also perform the annual audit of the Rotterdam Public Housing Agency, including: (1) an audit of the Agency's financial statements; (2) a Single Audit under the Uniform Guidance, where required; (3) audit procedures on and an opinion, in relation to the financial statements as a whole, on the Schedule of Expenditures of Federal Awards and the supplementary information required by HUD's Uniform Financial Reporting Standards for HUD Housing Programs; (4) assistance in preparing the Agency's financial statements, Schedule of Expenditures of Federal Awards, notes and supplementary information; (5) the agreed-upon procedures required by HUD relating to the electronic submission of financial data to HUD's Real Estate Assessment Center (REAC); and (6) completion of the auditor sections of the Data Collection Form and coordination of the reporting package submission within the earlier of thirty (30) days after receipt of the auditor's reports or nine (9) months after fiscal year-end.

E. Justice Court Audit. The auditor shall perform the annual audit of the books and records of the Rotterdam Town Justice Court as required by Uniform Justice Court Act § 2019-a and furnish the report to the Town Board.

F. Annual Financial Report (AUD). The auditor shall assist the Town in the preparation and filing of the Annual Financial Report Update Document with the New York State Office of the State Comptroller within the time required by General Municipal Law § 30 and shall reconcile the AUD to the audited financial statements.

G. Management Letter. The auditor shall issue a management letter identifying deficiencies in internal control, instances of noncompliance and recommendations for improvement, and shall follow up on the status of prior-year findings and any findings of the Office of the State Comptroller.

H. Other Services. Upon written request of the Town, the auditor may be asked to provide related services, including GASB implementation assistance (e.g., GASB 87, 96, 101 and subsequent pronouncements), assistance with corrective action plans, review of official statements and continuing disclosure in connection with debt issuance, and consultation on accounting matters, at the hourly rates set forth in the Fee Schedule.

I. Schedule and Deliverables. Fieldwork shall be scheduled in coordination with the Finance Department. Draft financial statements and reports shall be delivered to the Town no later than [May 31] following each fiscal year-end, and final reports no later than [June 30]. A preliminary draft of each report shall be reviewed with the Town Supervisor and Finance Department prior to issuance of the final report. If a proposer determines that any date herein is not achievable, the proposal shall so state and indicate the proposed timing. The auditor shall present the audit results, findings and recommendations for improving internal controls to the Town Board at a public meeting through a senior representative of the firm. The auditor shall provide [] bound copies and an electronic copy of each report.

J. Town Assistance. Town staff will prepare the trial balances, reconciliations, schedules and supporting documentation identified by the auditor in a “provided by client” list delivered at least thirty (30) days prior to fieldwork.

K. Proposal Contents. Each proposal shall include, in the following order: (1) Letter of transmittal signed by an individual authorized to bind the firm; (2) Evidence that the firm and engagement partner are properly licensed to practice public accounting in New York State and registered with the NYS Education Department; (3) A statement of independence from the Town as defined by Government Auditing Standards and AICPA standards; (4) The firm’s most recent external peer review report, letter of response, and any findings, and disclosure of any federal or state desk reviews or disciplinary actions within the past three (3) years; (5) Description of the firm, office location that will perform the work, and size of governmental audit practice; (6) Qualifications, resumes, and continuing professional education of the engagement partner, manager, and key staff, including the government audit experience of each, and a commitment regarding staff continuity; (7) Experience auditing New York State municipalities, specifically towns of comparable size and local governments with annual operating budgets of at least \$20

million, including Single Audits, HUD public housing agency audits and Justice Court audits; (8) A minimum of three (3) New York State municipal client references, including contact names, email addresses and telephone numbers; (9) Audit approach, including the firm's understanding of the services and work product, a work plan with time estimates and a brief description of procedures for each major component of the audit, estimated hours by staff level, use of technology, sampling methods, and timetable; (10) Proposed transition plan from the incumbent auditor; (11) Any additional information, including additional services provided to government clients, that will distinguish the firm; and (12) The completed Proposal Form and Fee Schedule (under separate cover), Non-Collusion Certification, Iran Divestment Act Certification, applicable corporate resolution or individual certificate, Waiver of Immunity, proof of New York State Workers' Compensation and Disability Benefits coverage (or exemption), and acknowledgment of the Town's Non-Discrimination and Harassment Policy.

L. Evaluation Criteria. Professional auditing services are not subject to competitive bidding under General Municipal Law § 103 and are procured under the Town's Procurement Policy adopted pursuant to General Municipal Law § 104-b. Proposals will be evaluated on the basis of best value, considering: (1) Qualifications and experience of the firm and assigned personnel (30%); (2) Experience with New York State municipal governments and HUD public housing agencies (25%); (3) Audit approach and ability to meet deadlines (15%); (4) Peer review results and references (10%); and (5) Cost (20%). For purposes of comparing cost among proposals for different terms, the Town will use the average annual total not-to-exceed fee for the term under consideration. The Town may conduct interviews with one or more proposers and may request additional information. The Town is not obligated to select the proposer with the lowest fee. Any award shall be made by resolution of the Town Board.

NOTE: Questions should be submitted in writing to John Mertz, Esq. Town of Rotterdam at 1100 Sunrise Blvd or by calling 518-355-7575 x319. All questions must be received no later than 4:00 p.m. on November 9, 2026. Responses to substantive questions will be issued by addendum posted to BidNet.

INSTRUCTIONS TO PROPOSERS

1. All **proposals** must be submitted before **10:00 a.m. on November 10, 2026**, the day of opening. **Late proposals will not be considered.**
2. Electronic and in person proposals for the furnishing of professional auditing services as required for the Town of Rotterdam, as set forth in the Scope of Services prepared by the Town Board and received by **10:00 a.m. November 10, 2026**, will be opened electronically and in person at that time, via Empire State Purchasing Group on the BidNet website (<http://www.bidnetdirect.com/townofrotterdam>), and the Town Clerk at Town Hall. Only the names of proposers will be read; fee proposals will not be read publicly and will remain sealed until the evaluation of qualifications is complete. The names of all proposers will be recorded and posted to the Empire State Purchasing Group on BidNet by the close of business the same day. Proposals will be available for public inspection following award, subject to the exemptions of the Freedom of Information Law (Public Officers Law Article 6). Proposers shall clearly mark any portion claimed to be a trade secret or confidential commercial information.
3. Digital copies of the RFP documents may be obtained from the Empire State Purchasing Group on BidNet at <http://www.bidnetdirect.com/townofrotterdam>. Copies of RFP documents obtained from any other source are not considered official copies. The Town of Rotterdam cannot guarantee the accuracy of any information not obtained from the BidNet Direct website and is not responsible for any errors contained in any information received from an alternate source. Only those vendors who obtain RFP documents from the BidNet system are guaranteed to receive addendum information, if such information is issued. If you obtain the document(s) from a source other than the source indicated, it is recommended that you register on the Empire State Purchasing Group website, <http://www.bidnetdirect.com/new-york> and obtain an official copy.
4. The engagement shall commence with the audit of the fiscal year ending December 31, 2026. Proposals may be submitted for a one (1), two (2) or three (3) year term covering the fiscal years ending December 31, 2026, 2027 and/or 2028. The Town Board reserves the right to award a contract for any term proposed, and to select a term other than the longest term proposed, as it is determined to be in the best interest of the Town. Fees proposed for each fiscal year shall remain firm for the term awarded. The successful proposer shall execute an engagement letter and professional services agreement acceptable to the Town; in the event of conflict, the terms of this RFP and the Town's agreement shall govern over any engagement letter. Any limitation or disclaimer of the auditor's liability, right to suspend work, or fee adjustment provision contained in an engagement letter shall be of no effect unless expressly approved by the Town Board.
5. An "Affidavit of Non-Collusion" is attached and forms a part of this proposal. By submission of this proposal, each proposer and each person signing on behalf of any proposer, certifies under penalty of perjury, that to the best of his/her knowledge and belief that the prices of the proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter related to such prices

with any other proposer or competitor; that the prices quoted have not and will not be disclosed prior to opening, directly or indirectly, to any other proposer or competitor; that no attempt has been or will be made to induce any other person, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition. Each proposer must state that no officer of the Town of Rotterdam or member of the Town Board is directly or indirectly interested in the proposal. Failure to sign this statement will constitute grounds for rejection of the proposal.

6. Each proposer must acknowledge receipt of and comply with the Town's Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace policy.
7. Proposals shall remain firm for a period of ninety (90) days from the opening date.
8. The Town Board reserves the right to reject any or all proposals, to negotiate with any proposer, to waive any informalities, and to re-advertise, as it determines to be in the best interest of the Town.
9. Prior to commencing work, the successful proposer shall furnish certificates of insurance naming the Town of Rotterdam as additional insured (except for professional liability and workers' compensation) evidencing: Professional Liability (Accountants' Errors and Omissions) of not less than \$1,000,000 per claim and \$2,000,000 aggregate; Commercial General Liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and New York State Workers' Compensation and Disability Benefits coverage as required by law. The successful proposer shall indemnify and hold harmless the Town from claims arising out of its negligent acts, errors or omissions.
10. Timely Performance: Time is of the essence. The successful proposer shall complete all reports and filings within the deadlines set forth in the Scope of Services and as required by federal and New York State law. Failure to meet such deadlines, other than due to delays caused by the Town, shall constitute grounds for termination, and the Town may engage another firm and recover from the auditor any additional cost incurred.
11. Workpapers and Access: Audit documentation shall be retained for a minimum of seven (7) years, or longer if required by law or if notified in writing by the Town, and shall be made available upon request to the Town, the NYS Office of the State Comptroller, federal cognizant or oversight agencies, and successor auditors. The successful proposer shall respond to reasonable successor auditor inquiries without additional charge.
12. Independence and Conflicts: The proposer shall remain independent of the Town throughout the engagement and shall promptly disclose any relationship or non-audit service that could impair independence. The proposer shall not subcontract any portion of the work, or use third-party service providers with access to Town confidential information, without the prior written consent of the Town. The proposer shall remain responsible for all work performed by any such provider and shall require each provider to maintain the confidentiality of Town information.

13. Payment: Progress billings may be submitted upon completion of interim and final fieldwork, not to exceed the annual not-to-exceed fee, with final payment upon delivery of all final reports. Invoices shall be submitted on a Town-approved claim voucher and are subject to Town Board audit and approval. No fees in excess of the proposed amounts shall be paid without prior written authorization of the Town.
14. Any proposer who fails to adequately and fully complete the proposal packet and/or respond to the requirements contained in this RFP may be disqualified and the proposal rejected.
15. Termination: The Town may terminate the engagement, with or without cause, upon thirty (30) days' written notice. Upon termination, the auditor shall be paid for services satisfactorily performed through the termination date, not to exceed the not-to-exceed fee, and shall deliver all completed work product to the Town.
16. Communications: From the issuance of this RFP until award, proposers shall not contact any Town Board member or Town official or employee regarding this RFP other than the designated contact identified herein. Violation of this provision may result in disqualification.

NON-COLLUSION BIDDING CERTIFICATION

- A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - 3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- B. A bid shall not be considered for award nor shall any award be made where (A), (1), (2), and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (A), (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- C. The fact that the bidder (A) has published price lists, rates or tariffs governing items being procured, (B) has informed prospective customers of proposed or pending publication of new or revised price lists for such items or (C) has sold the same item to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph (A)(1).
- D. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or state services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one (1) of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Name of Firm: _____
Signed by: _____ Title: _____
Signature: _____ Date: _____

**RESOLUTION AUTHORIZING SUBMISSION OF BIDS BY
CORPORATION AND EXECUTION OF NON-COLLUSION CERTIFICATE AND
WAIVER OF IMMUNITY CLAUSE**

Resolved that _____ be authorized to sign and submit the bid or proposal of this corporation for _____ Town of Rotterdam, New York, Schenectady County, and to include in such bid or proposal the certificate as to non-collusion and waiver of immunity clause required by Sections 103-a and 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____ corporation at a meeting of its board of directors held on the _____ day of _____, 20__.

(SEAL OF THE CORPORATION)

Signature of Secretary

**INDIVIDUAL EXECUTION OF NON-COLLUSION
CERTIFICATE AND WAIVER OF IMMUNITY CLAUSE**

I, _____ hereby sign and submit this bid or proposal for _____ Town of Rotterdam, New York, Schenectady County, and to include in such bid or proposal the certificate as to non-collusion and waiver of immunity clause required by Sections 103-a and 103-d of the General Municipal Law as the act and deed of this individual, and for any inaccuracies or misstatements in such certificate this individual bidder shall be liable under the penalties of perjury.

Signature of Individual

Date

**TOWN OF ROTTERDAM
WAIVER OF IMMUNITY CLAUSE**

The undersigned agrees, pursuant to General Municipal Law § 103-a, that if any person, when called before a grand jury, head of a state department, temporary state commission or other state agency, the organized crime task force in the department of law, head of a city department, or other city agency, which is empowered to compel the attendance of witnesses and examine them under oath, to testify in an investigation concerning any transaction or contract had with the Town of Rotterdam, refuses to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract, such person, and any firm, partnership or corporation of which such person is a member, partner, director or officer, shall be

disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with the Town for a period of five (5) years, and the Town may cancel or terminate any existing contract without incurring any penalty or damages on account of such cancellation or termination.

Name of Firm: _____

Signed by: _____ Title: _____

Signature: _____ Date: _____

IRAN DIVESTMENT ACT CERTIFICATION

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to paragraph (b) of subdivision three of section 165-a of the State Finance Law.

Name of Firm: _____

Signed by: _____ **Title:** _____

Signature: _____ **Date:** _____

903 Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace

Policy Statement – It is the policy of the Town of Rotterdam to promote a productive work environment and to prohibit conduct by any Elected Official or employee (as defined in Section 104 of the Employee Handbook) that disrupts or interferes with another’s work performance or that creates an intimidating, offensive, or hostile work environment. In keeping with this goal, the Town is committed to educate Elected Officials and employees in the recognition and prevention of workplace discrimination and harassment, including sexual harassment, and to provide an effective means of eliminating such discrimination and harassment from the workplace. In short, the Town does not tolerate any form of discrimination or harassment, including sexual harassment, and will take all steps necessary to prevent and stop the occurrence of such activity in the workplace. The accompanying complaint procedure is intended to provide an effective mechanism for reporting, and resolving promptly, complaints of discrimination and harassment, including sexual harassment, without any risk of repercussion to any individual covered by this policy who, in good faith, files such complaint.

Applicability of Policy: This policy applies to all Elected Officials, Appointed Members of Boards and Commissions, employees, supervisors, and Department Heads, whether employed full or part-time, temporary or seasonal, paid or unpaid interns, volunteers, and those employed by companies contracting to provide services in the workplace. Depending on the extent of the Town’s exercise of control, this policy may be applied to the conduct of non-Town employees with respect to harassment of Town employees in the workplace.

Prohibited harassment (including sexual harassment) is not limited to the physical workplace itself. It can occur while Elected Officials, employees or other individuals covered by this policy are traveling for Town business or at Town sponsored events or parties. Calls, texts, emails, and social media usage by employees or other individuals covered by this policy can constitute workplace

harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Prohibited Activity: No Elected Official, employee or other individuals covered by this policy shall engage in any of the following:

- **Harassment:** Unwanted, unreasonable verbal or physical conduct directed toward or affecting another person that disturbs, frightens, insults, threatens, intimidates, demeans, or offends that other person, that continues or is repeated after a request to cease, and that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affects an individual's employment opportunities. Harassment includes offensive or inappropriate images or written materials or electronic communications (e.g. letters, e-mail, text messages, or graffiti) as well as bias-based harassment and sexual harassment (see below).
- **Bias-Based Harassment:** Harassment that denigrates, offends or shows hostility or aversion toward an individual on the basis of sex, (including gender identity and the status of being transgender), sexual orientation, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, arrest or conviction record, genetic information or predisposing characteristics, domestic violence victim status, or any other protected status. Bias-based harassment includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written, electronic, or graphic material that denigrates, ridicules, objectifies, or shows hostility, aversion or contempt toward an individual or group and that is placed on walls, bulletin boards, lockers or elsewhere on or in the Town's premises, vehicles, or equipment, or is circulated in the workplace, including through electronic means.
- **Discrimination:** The Town of Rotterdam is an Equal Opportunity Employer. The Town does not unlawfully discriminate on the basis of sex, (including gender identity and the status of being transgender), sexual orientation, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, arrest or conviction record, genetic information or predisposing characteristics, domestic violence victim status, or any other protected status. Unlawful discrimination based on membership in these categories is prohibited by applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, assignments, compensation, promotion, transfer, training, leave of absence, and termination.

Definition of Sexual Harassment: This policy places special attention on the prohibition of sexual harassment in the workplace.

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual

orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment: The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Prohibition Against Retaliation – Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a claim of discrimination or harassment, including sexual harassment. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Unlawful retaliation against any employee who has engaged in "protected activity" is strictly prohibited by this policy as well as (where applicable) federal, state, and local law. Protected activity occurs when a person has:

- made a complaint of harassment or discrimination, either internally or with any anti-discrimination agency;
- opposed harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or management of harassment or discrimination;
- reported that another employee has been subjected to harassment or discrimination;
- encouraged a fellow employee to report harassment or discrimination;
- participated in a workplace investigation regarding harassment or discrimination;
- testified or assisted in a proceeding involving harassment or discrimination under the Human Rights Law or other anti-discrimination laws.

Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination or harassment.

Reporting of Discrimination and Harassment (including Sexual Harassment): Reports of alleged discrimination and/or harassment (including sexual harassment) or retaliation may be made verbally or in writing. A form for the submission of a written complaint is attached to this policy and individuals are encouraged to use this form. If an individual chooses to submit a verbal complaint, such complaint will be recorded by the receiver of this complaint on this form. Employees are encouraged to report incidents of discrimination, harassment (including sexual harassment), or retaliation to their Department Head and/or the Town Supervisor as soon as possible after their occurrence. If the employee's Department Head is believed to be involved in the incident, or if the employee is not comfortable in addressing the incident with the Department Head, the report should be made directly to the Town Supervisor. If the Town Supervisor is believed to be involved in the incident or the employee is not comfortable reporting the incident to the Town Supervisor, the employee should report the incident to a member of the Town Board. Employees who believe they have been discriminated against or harassed and would like to obtain guidance as to how to proceed in filing a complaint, should contact their immediate supervisor, their Department Head, the Town Supervisor, or any member of the Town Board. Employees who work during off-hours are encouraged to contact their supervisor, their Department Head, the Town Supervisor, or any member of the Town Board at home if these individuals do not work during the employee's shift. Non-employees are encouraged to report incidents of alleged discrimination and harassment (including sexual harassment) to either the Department Head of the department where services are being provided, the Town Supervisor, or a member of the Town Board.

Supervisory Responsibility: Supervisory personnel must make every effort to ensure a work environment that is free from discrimination and harassment, including sexual harassment. Any Department Head or supervisor who receives a complaint or information about suspected prohibited activity (as outlined above), observes behavior that may constitute prohibited activity, or for any reason suspects that prohibited activity is occurring, is required to report such suspected prohibited activity to the Town Supervisor, or any member of the Town Board. In addition to being subject to corrective action or discipline if they engaged in prohibited activity themselves, supervisory personnel will be subject to discipline for failing to report suspected prohibited activity or otherwise knowingly allowing prohibited activity to continue. Supervisory personnel will also be subject to corrective action or discipline for engaging in any form of retaliation prohibited by this policy.

Investigation of Complaint: The Town Supervisor, in consultation with the Town Board, will determine the appropriate individual(s) to conduct the investigation. All complaints pursuant to this policy, whether reported in verbal or written form, will be investigated promptly, thoroughly, and in as impartial a manner as possible. The investigation will normally include conferring with the parties involved and any named or apparent witnesses. All employees are required to cooperate in an investigation, if so directed. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation. All relevant materials, including all electronic communications, documents, emails or phone records that are relevant to the allegations will also be considered. A written report will be prepared documenting the results of the investigation. The individual who reported the

complaint and the individual about whom the complaint was made will be notified of the final determination.

Confidentiality: Complaints of discrimination and harassment, including sexual harassment, will be handled and investigated promptly and in a manner that is as impartial and confidential as possible. In no event will information concerning a complaint be released by the Town to third parties or to anyone within the Town employment who is not directly involved in the investigation or handling of the complaint unless otherwise required by law.

Corrective Action and Discipline: Any employee who is found to have violated any aspect of this policy will be subject to corrective or disciplinary action, up to and including termination of employment, as provided by Town operating procedures, including Civil Service Law Section 75, or a collective bargaining agreement. Any Elected Official who violates this policy will be subject to remedial action as provided for and/or allowed under NYS Public Officers Law, as well as any other applicable statutes. Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, to the extent that the Town is empowered to take such action.

Legal Protections and External Remedies: Nothing in this policy should be construed as in any way limiting employees' rights to file a formal complaint with the appropriate state or federal agencies responsible for administering anti-discrimination laws. Complainants should be aware that time restrictions may apply and need to be considered.

Harassment (including sexual harassment) is not only prohibited by Town policy but is also prohibited by federal, state, and (where applicable) local law. Aside from the Town's internal process, employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL) applies to employers in New York State with regard to harassment and protects employees and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed an HRL complaint in state court. Filing an internal complaint with the Town does not extend the time limits to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. An attorney is not needed to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the Town to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400. Contact DHR at (888) 392- 3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Rotterdam Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the Rotterdam Police Department.