

MEETING OF THE ROTTERDAM TOWN BOARD

March 25 2026

7:00 PM

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

PRESENTATION- PASTOR DUSTIN LONGMIRE, ROTTERDAM COMMUNITY CENTER

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 the 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 three (3) minutes to address the Town Board.

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

103.26 Accepting Town Board Meeting Minutes

104.26 To Authorize The Supervisor To Approve And Execute A Memorandum Of Agreement With The Rotterdam Police Chief's Association

105.26 To Authorize Supervisor to Execute an Agreement with ESRI for a GIS Licensing Agreement Subscription

106.26 To Appoint Chad Propper To The Position Of Parks and Recreation Supervisor

107.26 To Appoint Ryan Coulter To The Position Of Carpentry and Facilities Systems Mechanic

108.26 To Appoint Morgan Coryer To The Position Of Human Resources And Benefits Administrator

109.26 Establish and Approve Water Meter Installation Permit Fee By Amending The Schedule Of Fees

110.26 To Adopt The Harriet Tubman Underground Railroad New York Scenic Byway Nomination And Corridor Management Plan

111.26 Update Town Credit Card and Purchasing Policy

112.26 To Appoint Town Employees to the Hazard Reduction Team

113.26 Promote Deputy Chief William J. Male To The Position of Police Chief

114.26 Promote Lieutenant 2nd Patrick Farry To The Position of Deputy Police Chief

115.26 To Promote Sargeant Paul Coppola To The Position of Lieutenant 2nd

116.26 To Approve Budget Transfers to the 2026 Budget

117.26 To Amend Resolution 2.26 Approving Vacation Accruals for Elisa Sgueglia Blum

118.26 To Authorize The Supervisor To Execute And Sign A Master Professional Service Agreement With E-3 Energy Advisors LLC

119.26 To Amend Resolution 3.26 Approving Vacation Accruals for John R. Mertz, Esq.

MISCELLANEOUS

SUPERVISOR'S REMARKS: Supervisor John Polimeni

ADJOURNMENT

John Polimeni, Supervisor

RESOLUTION NO. 103.26

ACCEPTING TOWN BOARD MEETING MINUTES

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 minutes of March 11, 2026, Town Board Meeting, as attached.

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
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: March 17, 2026

TO: Town Board

FROM: Megan Griffin, Town Clerk

TITLE OF REQUEST: To adopt meeting minutes of the March 11, 2026, Town Board Meeting.

TOWN BOARD MEETING DATE: March 25, 2026

Background Information: Approval and adoption of meeting minutes from March 11, 2026.

Evaluation/Analysis: N/A

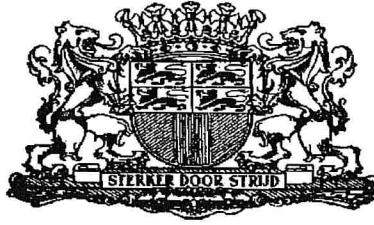
Recommendation(s): To adopt meeting minutes of March 11, 2026.

Attachment/Document(s): Certified Resolutions #91.26 through #102.26 from the March 11, 2026 Town Board Meeting.

Compliance with Purchasing Policy? N/A

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

LEGISLATION PREPARED BY: Town Clerk, Megan 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

March 13, 2026

Certified Resolutions Nos. 91.26 through 102.26 for the year 2026 were duly adopted at the Town Board Meeting held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306, on Wednesday, March 11, 2026.

The Town Board Meeting commenced at approximately 7:00p.m. and Resolutions Nos. 91.26 through 101.26 were adopted on consent without objection with a motion by Councilmember Matelitz and seconded by Councilmember DeSantis. Resolution No. 102.26 was adopted by Roll Call with a motion made by Councilmember Matelitz and seconded by Councilmember DeSantis. The Town Board meeting was adjourned at approximately 7:24p.m. upon motion by Councilmember DeSantis, seconded by Councilmember Matelitz. All Councilmembers present voted in favor of adjournment.

Councilmember Schlag and Gallucci were absent.

Megan Griffin

Megan Griffin, Town Clerk

MEETING OF THE ROTTERDAM TOWN BOARD

March 11, 2026

7:00 PM

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

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 the 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 three (3) minutes to address the Town Board.

INTRODUCTION OF MOTIONS, ORDERS AND RESOLUTIONS RESOLUTIONS

- 91.26** Accepting Town Board Meeting Minutes.
- 92.26** To accept revenue for the Town Clerk's Office for February 2026.
- 93.26** To approve budget transfers to the 2026 budget.
- 94.26** To execute a Technical Service Change Order with Labella Associates for the Senior Center Sanitary Sewer Connection Project.
- 95.26** To authorize the Supervisor to execute and approve local funds to the Transportation Alternatives Program (TAP) Project.
- 96.26** To approve the use of the Town's reserve to pay the landfill post-closure costs.
- 97.26** To approve budget transfers to the 2026 budget.
- 98.26** To establish and approve the Neptune Mach 10 as the standardized water meter for the Town of Rotterdam.
- 99.26** To authorize the Supervisor to execute and approve local funding for the MVP and National Fitness Campaign Grant.
- 100.26** To accept a monetary donation for the Senior Center from Kathy and Leonard Ferri.
- 101.26** To establish and approve fire reinspection fee by amending the schedule of fees.
- 102.26** To accept bid and award contract for Wastewater Treatment Plant Improvement Project to Wm. J. Keller & Sons Construction Corp, Twin Electrical Solutions, LLC and Flach Industries, 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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 91.26

ACCEPTING TOWN BOARD MEETING MINUTES

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 adopts the minutes of February 25, 2026, Town Board Meeting, as attached.

SECTION 2. This resolution shall become effective March 11, 2026.

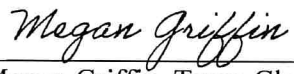
DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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 March 13, 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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 92.26

TO ACCEPT REVENUE FOR THE TOWN CLERK'S OFFICE FOR FEBRUARY 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 February 2026 was placed on file, and the Town Clerk's check in the amount of six thousand three hundred three dollars and 45/100 (\$6,303.45) was submitted to the Supervisor for deposit.

SECTION 2. This resolution shall become effective March 11, 2026.

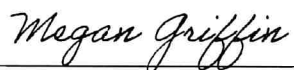
DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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 March 13, 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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 93.26

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>Fund</u>	<u>Account No.</u>	<u>Title</u>	<u>Amount</u>
A	TO: A1110 140002	DEPUTY COURT CLERK	49,102.33
A	FROM: A1110 110002	DEPUTY COURT CLERK	49,102.33
A	TO: A1110 125002	COURT CLERK I	64,986.83
A	TO: A1110 130002	COURT CLERK I	63,356.30
A	FROM: A1110 120002	COURT CLERK I	128,343.13
A	TO: A1220 131003	CLERK PART TIME	2,065.00
A	FROM: A1220 132003	EVENTS/MEDIA ADMIN STIPEND	2,065.00
A	TO: A1330 131003	CLERK PART TIME	46,525.00
A	FROM: A1330 125005	SR. TAX CLERK	46,525.00
A	TO: A1420 100009	TOWN ATTORNEY	150,000.00
A	FROM: A1420 110009	PARALEGAL PT	50,000.00
A	FROM: A1420 4366	TOWN ATTORNEY FEES	100,000.00
A	FROM: A5132 4304	CENTRAL GAS EXPENDITURES	4,000.00
DA	TO: DA5110 110054	SR. MEO HEAVY II GR	45,741.18
DA	TO: DA5110 105054	SR MEO HEAVY GR	22,901.74
DA	FROM: DA5110 115054	MEO HEAVY GR	68,642.92

DA	TO: DA5140 110056	SR MEO HEAVY ii BRUSH	21,629.42
DA	TO: DA5140 105056	SR MEO HEAVY BRWD	43,200.01
DA	FROM: DA5140 115057	MEO HEAVY BRWD	64,829.43
DA	TO: DA5142 110057	SR. MEO HEAVY II SNOW	21,629.42
DA	TO: DA5142 105057	SR MEO HEAVY SNOW	43,200.01
DA	FROM: DA5142 115057	MEO HEAVY SNOW	64,829.43
SS2	TO: S28130 150084	WWTP OPERATOR	60,163.16
SS2	FROM: S28130 160084	WW TREATMENT PLNT OPER TRAINEE	60,163.16
A	TO: A8020 130006	GRANT COORDINATOR STIPEND	2,000.00
A	FROM: A8020 120526	PLANNING AND ZONING STIPEND	2,000.00
A	TO: A8020 140006	CONSERVATION COMMITTEE	1,500.00
A	FROM: A8020 4525	ENV CONSERVATION COMMITTEE	1,500.00
A	TO: A5010 130018	DEPUTY TWN HWY SUPERINT	35,000.00
A	FROM: A5132 4304	CENTRAL GAS EXPENDITURES	35,000.00
A	TO: A6772 110024	DIRECTOR - SENIOR CENTER	11,900.00
A	TO: A7020 110024	DIRECTOR - SENIOR CENTER	11,550.00
A	TO: A7140 110024	DIRECTOR - SENIOR CENTER	11,550.00
A	FROM: A5132 4304	CENTRAL GAS EXPENDITURES	35,000.00
A	TO: A1315 110004	PERSONNEL & BENEFITS ADMIN	10,000.00
A	TO: A7110 100021	PARK & REC ASST. SUPERVISOR	10,000.00
A	TO: A7110 106021	CARPENTER	10,000.00
A	FROM: A3120 119532	RETIREMENT ALLOWANCE - PBA	30,000.00

SECTION 2. This resolution shall become effective March 11, 2026.

DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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 March 13, 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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 94.26

TO EXECUTE A TECHNICAL SERVICE CHANGE ORDER WITH LABELLA ASSOCIATES FOR THE SENIOR CENTER SANITARY SEWER CONNECTION PROJECT

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 a Technical Service Change Order (TSCO) #2 to Resolution 265.25 agreement with Labella Associates, located at 4 British American Blvd, Latham, NY 12110, related to the Senior Center Sanitary Sewer Connection project for Investigation, Design, Bidding, and Construction Phase Professional Services, in an amount not to exceed one hundred twenty six thousand two hundred eighty and 00/100 (\$126,280.00) dollars.

SECTION 2. This resolution shall become effective March 11, 2026.

DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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.

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IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 13, 2026.

Megan Griffin
Megan Griffin, Town Clerk



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RESOLUTION NO. 95.26

AUTHORIZE THE SUPERVISOR TO EXECUTE AND SIGN THE GRANT FUNDING APPLICATION TO THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT

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 and directs the Supervisor to execute and sign the Grant Funding Application to the Transportation Alternatives Program (TAP) for the Curry Road Pedestrian Access Improvement Project, beginning at the Roundabout on Hamburg Road/Carman Road to Warrior Way.

SECTION 2. The Town Board hereby confirms the Town of Rotterdam's commitment to provide twenty percent (20%) of the actual total project cost as the required local match in support of the Transportation Alternatives Program funding application. The Town acknowledges that the total project cost may include engineering, right-of-way acquisition, and construction.

SECTION 3. The Town of Rotterdam further commits to assisting in the implementation of the project, including the retention of a consultant, upon award of funding and execution of an agreement between the Town and the New York State Department of Transportation (NYSDOT) to commence work.

SECTION 4. This resolution shall become effective March 11, 2026.

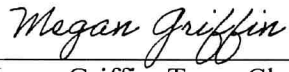
DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	X		
Polimeni	X		

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Megan Griffin, Town Clerk



DRAFT

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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 96.26

**TO APPROVE THE USE OF THE TOWN'S RESERVE TO PAY THE LANDFILL
POST-CLOSURE COSTS**

WHEREAS, the Town of Rotterdam maintains a Landfill Post-Closure reserve fund to be used for expenditure relating to post-closure and future monitoring at closed Rotterdam municipal landfill site, and

WHEREAS, the Town Comptroller has requested that funds from this special reserve fund be made available to the department for landfill post-closure well monitoring consultant cost from 2024 and 2025; NOW

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 authorize the appropriation of \$34,065.00 (\$17,940 and \$16,125 for 2024 and 2025, respectively) from the Landfill Post-Closure Reserve (A511) to budget line A8189.4164 to pay consultant costs for well monitoring at the landfill as requested by the Town Comptroller.

SECTION 2. The Town Comptroller is authorized to draw funds in an amount not to exceed \$34,065.00 from the Landfill Post-Closure bank account to pay all claims associated with consultant costs for ongoing well monitoring and landfill site.

SECTION 3. This resolution shall become effective March 11, 2026.

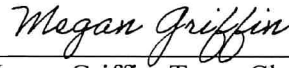
DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	X		
Polimeni	X		

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IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 13, 2026.


Megan Griffin, Town Clerk



DRAFT

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RESOLUTION NO. 97.26

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:

<i>Fund</i>	<i>Account No.</i>	<i>Title</i>	<i>Amount</i>
Sewer 2	S28130.2000	To: Equipment	\$ 12,340.00
Sewer 2	S28120.4860	From: Sewage Pump Station	\$ (12,340.00)
General	A5132.4904	To: Garage Maint & Supply	\$ 20,000.00
General	A8160.4162	From: Composting	\$ (20,000.00)

SECTION 2. This resolution shall become effective March 11, 2026.

DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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.

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IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 13, 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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 98.26

**TO ESTABLISH AND APPROVE THE NEPTUNE MACH 10 AS THE
STANDARDIZED WATER METER FOR 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 of Rotterdam's Water Withdrawal Permit Condition #14 issued by the New York State Department of Environmental Conservation requires the Town to install and maintain meters on all customer service connections supplied by the public water systems in Water Districts Nos. 3, 4, and 5.

SECTION 2. Whereas, accurate measurement of water consumption is critical for equitable billing, infrastructure planning, and water conservation efforts.

SECTION 3. Whereas, standardization of water meters will promote efficiency and ease of maintenance.

SECTION 4. Whereas, the use of Advanced Metering Infrastructure (AMI) allows for the collection of water usage data and alarms in real time and reduces the effort required to read meters.

SECTION 5. Whereas, due to the proprietary nature of radio read meters and software, communication between radio read meters manufactured by different companies is not feasible.

SECTION 6. Whereas, the Neptune MACH 10 unit meets the performance measurements specified in AWWA C715 and the water metering requirements of the Town of Rotterdam.

SECTION 7. Therefore the Town Board pursuant to NYS Municipal Law Section 103(5), the Town Board of the Town of Rotterdam resolves that for reasons of efficiency, reliability, and economy, the Town shall hereafter require the installation of Neptune MACH 10 radio read meters with pressure sensing option for any new water metering, any upgrade of existing commercial meters, or replacement of other make or model water meters so that all shall hereafter be compatible with Neptune's software and cellular infrastructure.

SECTION 8. This resolution shall become effective March 11, 2026.

DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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 March 13, 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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 99.26

TO AUTHORIZE THE SUPERVISOR TO EXECUTE AND APPROVE LOCAL FUNDING FOR THE MVP AND NATIONAL FITNESS CAMPAIGN GRANT

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town of Rotterdam has submitted a Grant Application to National Fitness Campaign (NFC), on February 11, 2026, for participation in the 2026 initiative to install and activate outdoor Fitness Courts® in over 1000 municipalities and schools across the country.

SECTION 2. The Town of Rotterdam will accept a \$35,000 National Grant from the NFC Grant Committee and Statewide Partners, and endeavors to provide local funding in the amount of \$260,000 in compliance with the attached Grant Program Requirements to promote and implement a free-to-the-public outdoor Fitness Court Studio.

SECTION 3. The Town of Rotterdam understands the scope of this project includes the installation of a concrete pad, as well as the assembly of the Fitness Court Studio, both to be completed by separate vendors external to the National Fitness Campaign. Additional funding requirements for the concrete installation and Fitness Court assembly can be found on the attached Grant Program Requirement document provided by the National Fitness Campaign.

SECTION 4. The Town of Rotterdam will endeavor to secure supplemental funding through community sponsors, which will be made available and committed to this program for the purchase of the outdoor Fitness Court Studio.

SECTION 5. The Town of Rotterdam believes joining the National Fitness Campaign is an important step in building a healthier community, commits to funding/fundraising to participate in NFC's 2026 Campaign, and will earn local and regional recognition as a leader in providing accessible health and wellness infrastructure and programs. The Town of Rotterdam is actively looking for grants to provide funding for our town parks and encourage healthy, active lifestyles for our residents.

SECTION 6. This resolution shall become effective March 11, 2026.

DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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 March 13, 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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 100.26

**TO ACCEPT A MONETARY DONATION FOR THE SENIOR CENTER FROM
KATHY AND LEONARD FERRI**

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 accepts a monetary donation from Kathy and Leonard Ferri of Schenectady in the amount of twenty-five dollars and 00/100, (\$25.00) for the Rotterdam Senior Center.

SECTION 2. The funds shall be made available to the Rotterdam Senior Citizens Center by increasing the budget of "Programs for the Aging" (A-6772-4000) by \$25.00.

SECTION 3. This resolution shall become effective March 11, 2026.

DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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 March 13, 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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 101.26

TO ESTABLISH AND APPROVE FIRE REINSPECTION FEE BY AMENDING THE SCHEDULE OF FEES

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 establish and approve the Fire Reinspection fee and amend the Town of Rotterdam Schedule of fees.

SECTION 2. This resolution shall become effective March 11, 2026.

DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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 March 13, 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, March 11, 2026, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 102.26

TO ACCEPT BID AND AWARD CONTRACT FOR WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT TO WM. J. KELLER & SONS CONSTRUCTION CORP, TWIN ELECTRICAL SOLUTIONS, LLC AND FLACH INDUSTRIES, INC.

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:

Wastewater Treatment Plant Improvements Project

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 awards the bid for General Construction to Wm. J. Keller & Sons Construction Corp. for the bid amount not to exceed Fourteen million, one hundred fifty-eight thousand, nine hundred eighty-four dollars and 00/100, (\$14,158,984.00), Contract 1A.

SECTION 2. The Town Board of the Town of Rotterdam does hereby accept and awards the bid for Electrical Construction to Twin Electrical Solutions, LLC for the bid not to exceed two million two hundred and fifty thousand and 00/100 (\$2,250,000.00), Contract 1B.

SECTION 3. The Town Board of the Town of Rotterdam does hereby accept and awards the bid for Mechanical Construction to Flach Industries, Inc. for the bid not to exceed one hundred seventeen thousand and six hundred and ninety and 00/100, (\$117,690.00) Contract 1C.

SECTION 4. The Supervisor of the Town of Rotterdam is hereby authorized to execute a contract with Barton & Loguidice with said bidders in accordance with the terms of the bid proposal as submitted. Summary of bid prices is on file in the Town Clerk's office.

SECTION 5. This resolution shall become effective March 11, 2026.

DATED: March 11, 2026

NAME	AYES	NOES	ABSTAIN
Schlag(ABSENT)			
DeSantis	X		
Gallucci(ABSENT)			
Matelitz	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 approved by the Town Board Meeting of the Town of Rotterdam on March 11, 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 March 13, 2026.

Megan Griffin
Megan Griffin, Town Clerk



RESOLUTION NO. 104.26

**To Authorize The Supervisor To Approve And Execute A Memorandum Of Agreement
With The Rotterdam Police Chief's Association**

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 execute and sign a memorandum of agreement between the Town of Rotterdam and the Rotterdam Police Chief's Association effective March 2026 to March 2029

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
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: March 18, 2026

TO: Town Board

FROM: John Polimeni, Supervisor

TITLE OF REQUEST: To Authorize The Supervisor To Approve And Execute A Memorandum Of Agreement With The Rotterdam Police Chief's Association

TOWN BOARD MEETING: March 25, 2026

Background Information: The Town has been negotiating with the Chief and Deputy Chief of Police to bring their contract current.

Evaluation/Analysis: The contract has been approved by the Chief and Deputy Chief and the Town's negotiation team.

Recommendation(s): Execute Chief and Deputy Chief of Police Contract from March 2026 through March 2029

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. 105.26

To Authorize Supervisor to Execute an Agreement with ESRI for a GIS Licensing Agreement Subscription

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. That the Town of Rotterdam in order to help support the DPW mapping and Geographic Information System project will authorize the supervisor to execute an agreement with ESRI for a GIS annual licensing subscription.

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
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: March 16, 2026
TO: Town Board
FROM:  Dan Marsello, GIS/Stormwater Officer
TITLE OF REQUEST: GIS Annual Licensing Agreement - ESRI
TOWN BOARD MEETING: March 25, 2026

Background Information:

To support the DPW mapping and Geographic Information System (GIS) project, the Town needs to purchase an annual licensing subscription with ESRI.

Evaluation/Analysis:

After consultation with Schenectady County and our consultant LaBella Engineering, it was recommended that an annual licensing subscription with ESRI was critical to implementing the DPW mapping project.

Recommendation(s):

Authorize the Supervisor to execute an agreement with ESRI for a GIS annual licensing agreement for 2026.

Attachment/Document(s):

Quotation from ESRI

Compliance with Purchasing Policy:

N/A

Effect(s) on Existing Law(s):

N/A

LEGISLATION WILL BE PREPARED BY:

Supervisor's Office



Esri Inc
380 New York St
Redlands CA 92373-8118

Subject: Renewal Quotation

Date: 03/16/2026
To: Dan Marsello
Organization: Town of Rotterdam
Public Work
Fax #: **Phone #:** 518-355-7575

From: Pete Bennett
Fax #: 909-307-3083 **Phone #:** + 19093692063 Ext. 2063
Email: pbennett@esri.com

Number of pages transmitted
(including this cover sheet): 4

Quotation #26331652
Document Date: 01/15/2026

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<https://www.esri.com/en-us/cp/maintenance>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.



esri[®]

380 New York St
Redlands, CA 92373-8118
Phone: + 190936920632063
Fax #: 909-307-3083

Quotation

Date: 01/15/2026

Quotation Number: 26331652

Contract Number: 00044013.6

Town of Rotterdam
Public Work
Water & Sewer
1100 Sunrise Blvd
Schenectady NY 12306-2936

Attn: Dan Marsello

Email: dmarsello@rotterdamny.org

Customer Number: 766098

For questions regarding this document, please contact Customer Service at 888-377-4575.

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
380 New York Street
Redlands, CA 92373-8100
Attn: Pete Bennett

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
P.O. Box 741076
Los Angeles, CA 90074-1076

Item	Qty	Material#	Unit Price	Extended Price
For customers purchasing from the State of New York Centralized Contract No. PM67345/Esri Contract No. 305303, supplemental licensing terms and conditions for the Esri products also apply and can be found here http://www.esri.com/legal/software-license				
10	1	153147 ArcGIS Online Viewer User Type Annual Subscription Start Date: 04/16/2026 End Date: 04/15/2027 Subscription ID: 9989786999	123.92	123.92
1010	2	153148 ArcGIS Online Creator User Type Annual Subscription Start Date: 04/16/2026 End Date: 04/15/2027 Subscription ID: 9989786999	689.13	1,378.26
2010	1	165531 ArcGIS Online Contributor (formerly Editor) User Type Annual Subscription Start Date: 04/16/2026 End Date: 04/15/2027	246.84	246.84

Please note Esri has introduced a price change and this quote reflects current pricing for your organization. It is important to us that we are able to continue to deliver value through enhancements to products, solutions, and capabilities.

Your renewal provides access to all the benefits you are familiar with, which you can review at <https://go.esri.com/maintenance>
For questions related to the price change, please reach out to your assigned Esri Account Manager.

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

To expedite your order, please reference your customer number and this quotation number on your purchase order.



esri

380 New York St
Redlands, CA 92373-8118
Phone: + 190936920632063
Fax #: 909-307-3083

Quotation

Page 2

Date: 01/15/2026

Quotation Number: 26331652

Contract Number: 00044013.6

Item	Qty	Material#	Unit Price	Extended Price
------	-----	-----------	------------	----------------

Subscription ID: 9989786999

3010	1	165533	393.93	393.93
ArcGIS Online Mobile Worker User Type Annual Subscription				
Start Date: 04/16/2026				
End Date: 04/15/2027				
Subscription ID: 9989786999				

4010	1	165536	2,166.13	2,166.13
ArcGIS Online Professional (formerly Standard) User Type Annual Subscription				
Start Date: 04/16/2026				
End Date: 04/15/2027				
Subscription ID: 9989786999				

Item Subtotal	4,309.08
Estimated Tax	0.00
Total	USD 4,309.08

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

DRAFT



esri[®]

380 New York St
Redlands, CA 92373-8118
Phone: + 190936920632063
Fax #: 909-307-3083

Quotation

Page 3

Date: 01/15/2026

Quotation No: 26331652

Customer No: 766098

Contract No: 00044013.6

Item Qty Material#

Unit Price

Extended Price

To expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, EA, GSA, BPA) on your ordering document.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

RESOLUTION NO. 106.26

**To Appoint Chad Propper To The Position Of Parks and Recreation
Supervisor**

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Chad Propper, of Rotterdam, New York 12306, is hereby appointed to the position of Parks and Recreation Supervisor, permanent, full time, with full employee benefits, and subject to pre-employment background checks, at an annual salary of seventy-eight thousand one hundred eighty two hundred and 64/100 (\$78,182.64), commencing March 30, 2026.

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026.

NAME	AYES	NOES	ABSTAIN
Schlag			
Desantis			
Gallucci			
Matelitz			
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: March 13, 2026

TO: Rotterdam Town Board

FROM: John Polimeni, Town Supervisor

TITLE OF REQUEST: To appoint Chad Propper to Parks and Recreation Supervisor.

TOWN BOARD MEETING: March 25, 2026

Background Information: This Parks and Recreation Supervisor position has been budgeted and is a promotional.

Evaluation/Analysis: Mr. Propper is currently working for the Town of Rotterdam as an Assistant Parks Supervisor and meets the minimum qualifications for this position.

Recommendation(s): Appoint Mr. Propper to the position of Parks and Recreation Supervisor worker, full time, with full employee benefits, at an annual salary of \$78,182.64 effective March 30, 2026.

Attachment/Document(s): Civil service applications.

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Town Supervisor

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



Schenectady County

Human Resources & Civil Service
620 State Street
Schenectady, NY 12305-2114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS
LIBRARIES AND SPECIAL DISTRICTS

1. PARKS AND RECREATION
SUPERVISOR
POSITION TITLE EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

CIVIL SERVICE DEPT.
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

2. Name and Legal Residence

Propper CHAD E
Last Name First Name Middle Initial
[Redacted Address]
Street Address or Road R.D. # or P.O. Box #
County City, Town, Village State Zip

Social Security Number [Redacted]

3. Police Officer & Firefighter Candidates Only:

Date of Birth (MM/DD/YYYY) ____/____/____

4. **Residency Requirements:** Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

Name	Years	Months
State of:	[Redacted]	
County of:		
Village of:		
Town of:		
City of:		
School District		

5. Citizenship

A. Are you currently a U.S. Citizen? YES ☒ NO ☐

B. If not, do you have the legal right to accept Employment in the United States? YES ☐ NO ☐
Please give alien registration number: _____

C. Are you a retiree from New York State or any civil division thereof? YES ☐ NO ☒

6. **Special Testing Arrangements** (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious ☐ Military ☐ Disability ☐

7. **Crossfiler** - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. **Driver's License:** Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

License #:	[Redacted]
Restrictions:	
Expiration Date:	
Endorsements:	
Class of License:	
Is this License Currently Valid	

9. Veterans Credits: If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).		X
Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?		X
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.		X
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		X
Are you currently a resident of New York State?	X	

10. Additional Questions: Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?		X
Did you ever resign from any employment rather than face dismissal?		X
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		X
Have you ever been convicted of any crime (felony or misdemeanor)?		X
Are you now under charges for any crime?		X
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		X

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position (s) for which you are applying.

REMARKS:

11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

Name of Trade or Profession:		Specialty:	
License Number:			
Granted by (Licensing Agency):		City/State	
Date License First Issued:		Registered From:	Registered To:

12. Education: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?					YES ☒ NO ☐	
If Yes, Name and Location of High School or Issuing Government Authority:			Schalmont High School 1 Sabre Drive Schalmont NY 12306			
Equivalency Diploma Number:						
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Degree Expected or Received
				Yes	No	
HVCC	8-12		Liberal Arts		X	

13. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. If you move to a different position within the same organization, indicate so in a separate employment box. You may attach additional sheets if you need more space.

Length of Employment	Firm Name:	TOWN OF ROTTERDAM
F	Firm Address:	1100 Sunrise Blvd, Rotterdam NY 12306
T	Description of Duties:	
Employment Details Your Exact Title ASSISTANT PARKS SUPERVISOR Name of Your Supervisor John Polimeni Supervisor's Title TOWN SUPERVISOR Hours worked / wk. (exclusive of overtime) 40 HOURS Reason for Leaving NA	Organize & supervise PARKS STAFF Organize & supervise DAY TO DAY OPERATIONS OF PARK MAINTENANCE AND EQUIPMENT Organize & supervise SNOW REMOVAL IN WINTER	
Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
To: Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
To: Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

THIS AFFIRMATION MUST BE COMPLETED

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.

Chad E. Propper
Signature of Applicant

CHAD E Propper
Print Name

2-25-20
Date

(State below any other name by which you have been known)

Application Forms. Applications may be obtained at the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.

Application Deadline. Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.

Change of Address. You must notify the Civil Service Office of any change of address.

Special Rights for Military Personnel.

- **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
- **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.

Examination Fee. The Schenectady County Legislature has waived all examination fees for 2023.

Examination Fee Waiver. The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance); (3) those applicants certified as Workforce Innovation and Opportunity Act (WIOA). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.schenectadycounty.com.

Notice to Appear for Examination. Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.

Use of Calculators. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference material to the test site.

Failure to Appear for Exam. Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.

Examination Preparation and Rating. This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Eligible List. The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will remain in force for at least four years and may expire when a new eligible list is established.

Seniority Credits (Promotional Exams Only). Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of the examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty. If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. You must contact this office regarding these credits upon submission or your application for examination.

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

Special Testing Arrangements. If you are in need an accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.

- **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
- **Reasonable Accommodation for Individuals With a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.

Application Verification and Background Checks – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

Veterans Credits. The following information and instructions pertain to those candidates who are claiming Veterans Credits. Please note that Veterans Credits will not be granted after the establishment of the eligible list.

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the *Application for Examination* form and answer all questions accurately and completely. You must also complete the *Application for Veterans Credits* (obtained in the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination prior to the list being established.
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:

1. Used *Non-Disabled* Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

RESOLUTION NO. 107.26

**To Appoint Ryan Coulter To The Position Of Carpentry and Facilities Systems
Mechanic**

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Ryan Coulter, of Rotterdam, New York 12306, is hereby appointed to the position of Carpentry and Facilities Systems Mechanic, permanent, full time, with full employee benefits, and subject to pre-employment background checks, at an annual salary of seventy-two thousand four hundred thirty three and 13/100 (\$72,433.13), commencing March 30, 2026.

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026.

NAME	AYES	NOES	ABSTAIN
Schlag			
Desantis			
Gallucci			
Matelitz			
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: March 13, 2026

TO: Rotterdam Town Board

FROM: John Polimeni, Town Supervisor

TITLE OF REQUEST: To appoint Ryan Coulter to Carpentry and Facilities Systems Mechanic

TOWN BOARD MEETING: March 25, 2026

Background Information: This Carpentry and Facilities Systems Mechanics position has been budgeted and is promotional.

Evaluation/Analysis: Mr. Coulter is currently working for the Town of Rotterdam as a Carpenter and meets the minimum qualifications for this position.

Recommendation(s): Appoint Mr. Coulter to the position of Carpentry and Facilities Systems Mechanic worker, full time, with full employee benefits, at an annual salary of \$72,433.13 effective March 30, 2026

Attachment/Document(s): Civil service applications.

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Town Supervisor

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



Schenectady County

Human Resources & Civil Service
620 State Street
Schenectady, NY 12305-2114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS
LIBRARIES AND SPECIAL DISTRICTS

1. Carpenrly and Facilities Systems Mechanic

POSITION TITLE

EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

CIVIL SERVICE DEPT.
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the _____ for more information.

2. Name and Legal Residence

Couller Ryan A
Last Name First Name Middle Initial

[Redacted Address]

If mailing address is different:

Street Address or Road R.D. # or P.O. Box #

County City, Town, Village State Zip

Social Security Number

[Redacted Social Security Number]

3. Police Officer & Firefighter Candidates

Date of Birth (MM/DD/YYYY)

[Redacted Date of Birth]

4. **Residency Requirements:** Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name	Years	Months
State of:	New York	[Redacted]	[Redacted]
County of:	Schenectady		
Village of:			
Town of:	Duanesburg		
City of:	Esperance		
School District	Schoharie		

5. Citizenship

A. Are you currently a U.S. Citizen? YES ☒ NO ☐

B. If not, do you have the legal right to accept Employment in the United States? YES ☐ NO ☐
Please give alien registration number: _____

C. Are you a retiree from New York State or any civil division thereof? YES ☐ NO ☒

6. **Special Testing Arrangements** (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious ☐ Military ☐ Disability ☐

7. **Crossfiler** - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. **Driver's License:** Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

License #:	[Redacted]
Restrictions:	[Redacted]
Expiration Date:	[Redacted]
Endorsements:	[Redacted]
Class of License:	[Redacted]
Is this License Currently Valid	[Redacted]

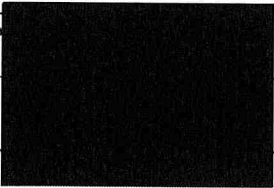
12. Education: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?						YES ☒ NO ☐
If Yes, Name and Location of High School or Issuing Government Authority:				Schalmont High School, Rotterdam, NY		
Equivalency Diploma Number:						
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Degree Expected or Received
				Yes	No	
SUNY Cobleskill	126	Bachelor	Environmental Science	X		

13. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. If you move to a different position within the same organization, indicate so in a separate employment box. You may attach additional sheets if you need more space.

Length of Employment	Firm Name:	Town of Rotterdam	
From: [REDACTED]	Firm Address:	1100 Sunrise Blvd., Schenectady, NY 12306	
To: [REDACTED]	Description of Duties: Designs, demolishes, constructs, remodels, retrofits, and repairs interior and exterior structures made of wood, drywall, plaster, concrete or brick; Designs, constructs, retrofits, and repairs tables, shelves, benches, partitions, flooring, door and window frames, and other types of furniture; Installs, removes and repairs anchored type and drop ceilings; builds scaffolds; sands and refinishes floors, desks, woodwork, chairs and tables; builds forms for concrete work; operates woodworking machinery and handtools; performs a variety of tasks such as framing, trim, sheetrock, flooring, painting, etc; read and interpret blueprints; assists in performing other skills and trades; performs a variety of related work as required.		
Employment Details			
Your Exact Title: Carpenter			
Name of Your Supervisor			
Supervisor's Title			
Hours worked / wk. (exclusive of overtime) 40 +/-			
Reason for Leaving			
Length of Employment	Firm Name:	D. A. Collins Construction Co., Inc.	
From: [REDACTED]	Firm Address:	269 Ballard Road, Wilton, NY 12831	
To: [REDACTED]	Description of Duties: Repair and maintain permanent and temporary structures; review blueprints to determine dimensions, material and labor requirements to accomplish project; frame/build and set forms for concrete and after pouring and finishing concrete, strip & clean forms for next project; erect and dismantle scaffolding/handrail and ladders used to gain access to or provide support to structure under construction or repair; Install temporary/permanent sheet piles to construct a continuous barrier in the ground prior to in ground construction being undertaken; install temporary/permanent sheeting walls; assemble pile driving leads, connecting hoses, rigging material and equipment; operate a broad range of power tools; use torches and perform non-structural welding as needed.		
Employment Details			
Your Exact Title: Carpenter			
Name of Your Supervisor: Ken Blizard			
Supervisor's Title: Superintendent			
Hours worked / wk. (exclusive of overtime) 40 +/-			
Reason for Leaving			

CONTINUED

Length of Employment		Firm Name:	R & B Construction, LLC
From:		Firm Address:	Bullshead Road, Amsterdam, NY 12010
To:		Description of Duties: Directed and worked with bridge crew in the performance of work to insure instructions, standards, environmental issues and safety procedures were followed; prepared damaged & deteriorated sections of bridge structure that required welded steel plates for reinforcement; operated sand blasting equipment to remove deteriorated paint, scale, rust, etc. from steel and concrete surfaces; operated gunite equipment in the pneumatic application of concrete to repair deteriorated areas of structural members; installed guiderails and walkways; erected scaffolding to repair bridge structures; operated a variety of equipment needed for bridge repair and maintenance projects.	
Employment Details			
Your Exact Title	Laborer		
Name of Your Supervisor	Randy Bascom		
Supervisor's Title	Owner		
Hours worked / wk. (exclusive of overtime) 40 +/-			
Reason for Leaving			
Length of Employment		Firm Name:	
From:		Firm Address:	
To:	Month/Year (mm/yyyy)	Description of Duties:	
	Month/Year (mm/yyyy)		
Employment Details			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
Hours worked / wk. (exclusive of overtime)			
Reason for Leaving			

Application Forms. Applications may be obtained at the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.

Application Deadline. Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.

Change of Address. You must notify the Civil Service Office of any change of address.

Special Rights for Military Personnel.

- **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
- **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.

Examination Fee. A fee of \$20.00 (\$25.00 for uniformed service exams) is required for each separately-numbered examination for which you apply. The required fee must accompany your application. If you wish to pay by credit card, please use our online application or send **certified check or money order** payable to the Schenectady County Civil Service Commission. **Cash and personal checks will not be accepted.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Examination Fee Waiver. The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance); (3) those applicants certified as Workforce Innovation and Opportunity Act (WIOA). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.schenectadycounty.com.

Notice to Appear for Examination. Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.

Use of Calculators. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are **prohibited**. You may not bring books or other reference material to the test site.

Failure to Appear for Exam. Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.

Examination Preparation and Rating. This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Eligible List. The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will remain in force for at least four years and may expire when a new eligible list is established.

Seniority Credits (Promotional Exams Only). Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of the examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty. If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. **You must contact this office regarding these credits upon submission or your application for examination.**

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

Special Testing Arrangements. If you are in need an accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.

- **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
- **Reasonable Accommodation for Individuals With a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.

Application Verification and Background Checks – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

Veterans Credits. The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the **Application for Examination** form and answer all questions accurately and completely. You must also complete the **Application for Veterans Credits** (obtained in the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination **prior to the list being established**.
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:

1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

RESOLUTION NO. 108.26

**To Appoint Morgan Coryer To The Position Of Human Resources and Benefits
Administrator**

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Morgan Coryer, of Rotterdam, New York 12306, is hereby appointed to the position of Humand Resources and Benefits Administrator, permanent, full time, with full employee benefits, and subject to pre-employment background checks, at an annual salary of eighty-three thousand nine hundred seventy and 40/100 (\$83,970.40), commencing March 30, 2026.

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026.

NAME	AYES	NOES	ABSTAIN
Schlag			
Desantis			
Gallucci			
Matelitz			
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: March 13, 2026

TO: Rotterdam Town Board

FROM: John Polimeni, Town Supervisor

TITLE OF REQUEST: To appoint Morgan Coryer to Human Resources and Benefits Administrator.

TOWN BOARD MEETING: March 25, 2026

Background Information: This Human Resources and Benefits Administrator position has been budgeted and is a promotional.

Evaluation/Analysis: Ms. Coryer is currently working for the Town of Rotterdam as a Personnel and Benefits Administrator meets the minimum qualifications for this position.

Recommendation(s): Appoint Ms. Coryer to position of Human Resources and Benefits Administrator worker, full time, with full employee benefits, at an annual salary of \$83,970.40 effective March 30, 2026.

Attachment/Document(s): Civil service applications.

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Town Supervisor

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



Schenectady County

Human Resources & Civil Service
620 State Street
Schenectady, NY 12305-2114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS
LIBRARIES AND SPECIAL DISTRICTS

1. Human Resources & Benefits Administrator

POSITION TITLE

EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

CIVIL SERVICE DEPT.
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

2. Name and Legal Residence

Coryer Morgan A
Last Name First Name Middle Initial

[Redacted Address]

If mailing address is different:

Street Address or Road R.D. # or P.O. Box #

County City, Town, Village State Zip

Social Security Number

[Redacted Social Security Number]

3. Police Officer & Firefighter Candidates Only:

Date of Birth (MM/DD/YYYY) ____/____/____

4. **Residency Requirements:** Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name	Years	Months
State of:	New York	[Redacted]	[Redacted]
County of:	Schenectady	[Redacted]	[Redacted]
Village of:	Scotia	[Redacted]	[Redacted]
Town of:		[Redacted]	[Redacted]
City of:	Schenectady	[Redacted]	[Redacted]
School District	Schenectady City	[Redacted]	[Redacted]

5. Citizenship

A. Are you currently a U.S. Citizen? YES ☒ NO ☐

B. If not, do you have the legal right to accept Employment in the United States? YES ☐ NO ☐
Please give alien registration number: _____

C. Are you a retiree from New York State or any civil division thereof? YES ☐ NO ☒

6. **Special Testing Arrangements** (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious ☐ Military ☐ Disability ☐

7. **Crossfiler** - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. **Driver's License:** Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

License #:	[Redacted]
Restrictions:	[Redacted]
Expiration Date:	[Redacted]
Endorsements:	[Redacted]
Class of License:	[Redacted]
Is this License Currently Valid	[Redacted]

9. Veterans Credits: If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).		
Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?		
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.		
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		
Are you currently a resident of New York State?		

10. Additional Questions: Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?		X
Did you ever resign from any employment rather than face dismissal?		X
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		X
Have you ever been convicted of any crime (felony or misdemeanor)?		X
Are you now under charges for any crime?		X
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		X

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position (s) for which you are applying.

REMARKS: _____

11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

Name of Trade or Profession:		Specialty:	
License Number:			
Granted by (Licensing Agency):		City/State	
Date License First Issued:		Registered From:	Registered To:

12. Education: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?					YES ☒	NO ☐
If Yes, Name and Location of High School or Issuing Government Authority:				Scotia-Glenville Senior HS		
Equivalency Diploma Number:						
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Degree Expected or
				Yes	No	
SUNY Plattsburgh	157	B.S.	Food & Nutrition	X		
The Sage Colleges	30	M.S.	Applied Nutrition	X		

13. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. If you move to a different position within the same organization, indicate so in a separate employment box. You may attach additional sheets if you need more space.

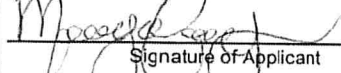
Length of Employment	Firm Name:	Town of Rotterdam
From: [REDACTED]	Firm Address:	1100 Sunrise Blvd, Rotterdam, NY 12306
To: [REDACTED]	Description of Duties:	
Employment Details	• Administers all employee and retiree health insurance plans, worker's comp and disability claims, FMLA, unemployment claims, etc. • Assists in the implementation of Town and CSEA policies when grievances or personnel issues arise • Facilitates new hire on-boarding and off-boarding • Prepares all Civil Service paperwork including new position requests, job descriptions, and personnel updates and serves as point of contact with Civil Service • Maintains electronic and hard copy employee and health insurance files • Coordinates job postings and communication with prospective applicants • Prepares and reconciles vendor invoices to ensure prompt payments • Serves as a point of contact for personnel and retirees regarding all benefits and personnel inquiries • Completes all NYSLRS reporting and updates	
Your Exact Title		
Personnel & Benefits Administrator		
Name of Your Supervisor		
Alison Grace		
Supervisor's Title		
Town Comptroller		
Hours worked / wk. (exclusive of overtime)		
35		
Reason for Leaving		
Presently employed here.		
Length of Employment	Firm Name:	Town of Rotterdam
From: [REDACTED]	Firm Address:	2639 Hamburg St. Rotterdam, NY 12303
To: [REDACTED]	Description of Duties:	
Employment Details	• Coordinated and developed all programming for the Rotterdam Senior Citizens' Center • Oversaw Parks & Senior Center employees to ensure that property maintenance and projects were completed on time • Scheduled all events that took place in Town parks • Planned yearly goals, improvements, programs, etc. for Senior Services and Parks and saw them through to completion • Developed annual budget and tracked expenses and budget throughout the year • Wrote and obtained grants to assist in funding of programming and Parks improvements projects	
Your Exact Title		
Coordinator of Parks & Senior Programs		
Name of Your Supervisor		
Mollie Collins		
Supervisor's Title		
Town Supervisor		
Hours worked / wk. (exclusive of overtime)		
35		
Reason for Leaving		
Moved to a different department within the Town of Rotterdam		

Length of Employment	Firm Name:	Town of Rotterdam
From: [REDACTED]	Firm Address:	1100 Sunrise Blvd. Rotterdam, NY 12306
To: [REDACTED]	Description of Duties:	
Employment Details	• Coordinated employee and retiree health insurance plans, worker's comp and disability claims, FMLA, etc. • Maintained all personnel files and was responsible for new hire processing/on-boarding • Prepared annual audits and census information for actuarial assessments • Coordinated job postings and communication with all prospective applicants • Assisted with calculation of total personnel costs for annual budget • Prepared and reconciled vendor invoices to ensure prompt payments • Served as a point of contact for personnel and retirees regarding all benefits questions • Completed all NYSLRS reporting and updates	
Your Exact Title	Personnel & Benefits Administrator	
Name of Your Supervisor	Elizabeth Greenwood	
Supervisor's Title	Director of Finance	
Hours worked / wk. (exclusive of overtime)	35	
Reason for Leaving	Moved to a different department within the Town of Rotterdam	

Length of Employment	Firm Name:	Sodexo & Compass Groups at Baptist Health Nursing & Rehabilitation Center
From: [REDACTED]	Firm Address:	Scolia, NY 12302
To: [REDACTED]	Description of Duties:	
Employment Details	• Developed and implemented menu cycles that satisfy budget requirements and satisfy recipients • Conducted individualized nutritional assessments based on laboratory tests and clinical data • Organized and planned medical nutrition therapy for up to 125 patients and residents • Monitored quality control procedures to guarantee preparation and delivery of healthy menu choices • Completed food-service and clinical nutrition audits. • Trained new staff on nutrition and food-service policies and procedures • Documented clinical findings and entering pertinent health data for processing, record-keeping and use by other medical professionals • Educated patients and families about therapeutic nutrition, ingredients selection, food prep and meal planning • Coordinated nutrition related learning activities for residents and working closely with activities department to execute large holiday/special events	
Your Exact Title	Dietetic Technician, Registered	
Name of Your Supervisor	Michael Andreassen	
Supervisor's Title	Assistant Director	
Hours worked / wk. (exclusive of overtime)	40 hrs/week	
Reason for Leaving	Laid off due to lack of work/budget caused by the COVID-19 pandemic.	

THIS AFFIRMATION MUST BE COMPLETED

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.

	<u>Morgan Coryer</u>	<u>3/3/2026</u>
Signature of Applicant	Print Name	Date

(State below any other name by which you have been known)

Application Forms. Applications may be obtained at the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.

Application Deadline. Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.

Change of Address. You must notify the Civil Service Office of any change of address.

Special Rights for Military Personnel

- **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
- **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.

Examination Fee. The Schenectady County Legislature has waived all examination fees for 2023.

Examination Fee Waiver. The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance); (3) those applicants certified as Workforce Innovation and Opportunity Act (WIOA). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.schenectadycounty.com.

Notice to Appear for Examination. Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.

Use of Calculators. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference material to the test site.

Failure to Appear for Exam. Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.

Examination Preparation and Rating. This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Eligible List. The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will remain in force for at least four years and may expire when a new eligible list is established.

Seniority Credits (Promotional Exams Only). Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of the examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty. If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. You must contact this office regarding these credits upon submission or your application for examination.

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

Special Testing Arrangements. If you are in need an accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.

- **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
- **Reasonable Accommodation for Individuals With a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 - 1 A death in the immediate family or household within the week preceding the exam date.
 - 2 Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 - 3 Military Orders (a copy of the orders is required).
 - 4 Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 - 5 Vacation for which a non-refundable down payment was made before the exam announcement was issued.

Application Verification and Background Checks – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

Veterans Credits. The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the **Application for Examination** form and answer all questions accurately and completely. You must also complete the **Application for Veterans Credits** (obtained in the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination prior to the list being established.
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government, and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

RESOLUTION NO. 109.26

Establish and Approve Water Meter Inspection Fee By Amending The Schedule Of Fees

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 establish and approve the Water Meter Inspection fee and amend the Town of Rotterdam Schedule of fees.

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
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: March 18, 2026

TO: Town Board

FROM: Lisa Gallo, DPWC *LG*

TITLE OF REQUEST: Establish and approve Water Meter Inspection Fee by amending the schedule of fees

TOWN BOARD MEETING: March 25, 2026

Background Information: The Town of Rotterdam adopted water meter specs at the March 11 Town Board meeting. The Town Code Chapter 267 requires meters to be replaced or recalibrated every ten (10) years.

Evaluation/Analysis: The Town will be able to track the installation of meters by requiring an application and fee for this service. DPW suggests \$35.00.

Recommendation(s): Town Board to approve the Water Meter Inspection Fee by adding to the Schedule of Fees under water fees.

Attachment/Document(s): Draft Legislation

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Attached

SCHEDULE OF FEES

POLICE DEPARTMENT

Chapter 71, Alarms.

A. Alarm installers

(1) Registration with Rotterdam Police Department required annually

B. Initial permit for the installation of an emergency alarm system required

C. Service fees

(1) First year service fee, payable at the time of application for installation

Type of Alarm	Service Fee (If installed between: January 1 - June 30)	Service Fee (If installed between July 1 - December 31)
A - Residential Outside Audible	\$60.00	\$30.00
B - Residential – 3 rd Party	\$20.00	\$10.00

(2) Annual service fee payable by January 31 of each succeeding year, upon receipt of bill

Type of Alarm	Yearly Fee
A - Residential Outside Audible	\$ 60.00
B - Residential – 3 rd Party	\$ 20.00

D. False alarms

(1) False alarm fees (each false alarm)

Number of False Alarms	Fee
1 through 6	\$0.00
7 and over	\$100.00

(2) Non-permitted premises (each false alarm)

Number of False Alarms	Fee
1	\$0.00
2 through 4	\$50.00
5	\$100.00
6	\$200.00
7 and over	\$400.00

Chapter 225, Records, Public Access To.

- | | |
|---------------------|----------------------|
| A. CD, DVD or DVR | \$15.00 each |
| B. Certified copies | \$10.00 per document |

Identification Photograph Fees.

- | | |
|--|--------------|
| A. Resident (21 and older) | \$20.00 each |
| B. Resident (20 and younger) | \$10.00 each |
| C. Resident Medicare eligible | \$10.00 each |
| D. Resident senior citizen (62 and older) | \$10.00 each |
| E. Other government agency | \$10.00 each |
| F. Hawker, peddler or solicitor | \$20.00 each |
| G. Town officer or town employee | Free |
| H. Nonresident (21 and older) | \$40.00 each |
| I. Nonresident (20 and younger) | \$20.00 each |
| J. Nonresident Medicare eligible | \$20.00 each |
| K. Nonresident senior citizen (62 and older) | \$20.00 each |

JUSTICE COURT

Chapter 266-74, Driver Responsibility Fee.

- A. Any adjudicated case, with a final disposition of guilt: \$39.00

TOWN CLERK

Chapter 107, Dogs.

The following dog licensing fees shall be charged:

- | | |
|--|---------|
| A. License fee | |
| (1) Altered | \$15.00 |
| (2) Unaltered | \$20.00 |
| B. Dogs licensed by senior citizens (62 and older) | |
| (1) Altered | \$5.00 |
| (2) Unaltered | \$11.00 |
| C. Late renewal penalty | \$10.00 |
| D. Replacement tag fee | \$3.00 |

Chapter 74, Amusements.

- | | |
|----------------------------------|--------------------------------|
| A. Amusement games and game room | \$100.00 per year |
| | \$50.00 after July 1 each year |

PARKS AND PLAYGROUNDS

Chapter 194-4 Permits for group activities, field use and tournaments.

A. Application and Use Fees

Park or Facility	Residents	Non-Residents
Roslyn Warlik Park	\$25.00	\$50.00
Eunice O. Esposito Park	\$75.00	\$150.00
Fiero Park	\$25.00	\$50.00
Juracka Park	\$25.00	\$50.00
Kiwanis Park	\$50.00	\$100.00
Leonard C. White Park	\$25.00	\$50.00
Memorial Park	\$25.00	\$50.00
Pansy Park	\$25.00	\$50.00
Woestina Park	\$25.00	\$50.00
Sheeren Court	N/A	N/A

Special Categories

Category	Fee
Non-Profits / School Sports	\$25.00
Security Deposit (Returnable)	\$100.00

B. Applicable Fees for Parks and Recreational Equipment

(1) Stage Rental

\$100.00 per day(Within the
Town of Rotterdam).

(2) Stage Rental

\$150.00 per day(Outside the
Town of Rotterdam)

Chapter 78, Auctions and Auctioneers.

A. Auction license fee

\$50.00 per day

B. Yearly auctioneer license

\$150.00 per year

Chapter 98, Carnivals and Tent Shows.

A. License fee

\$500.00 per event

Chapter 145, Garage Sales.

A. License fee \$5.00 per day

Chapter 150, Hawking, Peddling and Soliciting.

A. Parade license \$25.00 per food vendor
 \$25.00 per moving vendor
 \$25.00 for the application
 B. Renewal license \$150.00
 C. All other solicitor permits \$125.00
 D. Renewals of permit

Chapter 173, Junkyards.

A. License \$500.00 per year

Chapter 244, Solid Waste.

A. Annual permit fee for waste collector trucks \$75.00 per truck
 B. Annual compost permit fees

Chapter 257, Taxis.

A. License fee \$125.00 per company, per yr.
 B. Taxi driver license fee \$25.00 per driver, per yr.

DEPARTMENT OF PUBLIC WORKS**Chapter 89, Housing and Building Standards.**

A. Residential new homes and additions
 (1) The first 0 - 1,000 square feet \$500.00
 (2) Each additional square foot over 1,000 square feet \$0.40 per square foot
 B. Nonresidential buildings and additions
 (1) The first 0 - 1,000 square feet \$600.00
 (2) Each additional square foot over 1,000 square feet \$0.60 per square foot
 C. Agricultural buildings and structures
 (1) The first 0 - 1,000 square feet \$200.00
 (2) Each additional square foot over 1,000 square feet \$0.20 per square foot
 D. Multiple dwellings (enclosed floor area)
 (1) The first 0 - 1,000 square feet \$500.00
 (2) Each additional square foot over 1,000 square feet \$0.75 per square foot
 E. Detached accessory buildings and structures
 (1) The first 100 square feet \$75.00
 (2) Each additional square foot over 100 square feet \$0.60
 (3) Construction of residential handicapped ramps, and doorways
 shall be exempt from the provisions of this section.
 F. Alterations and repairs

Construction Cost	Fee
\$0 to \$1,000.00	\$50.00

Over \$1,000.00	\$50.00 plus \$25.00 per each additional \$1,000.00 or \$2.50 per \$100 of construction cost
-----------------	---

G. Renewable energy (all solar permits become alteration cost of construction)

H. Building demolition

Floor Area (square feet)	Fee
0 to 199	\$100.00
200 to 499	\$200.00
500 to 1,000	\$400.00
1,001 to 3,000	\$500.00
3,001 to 5,000	\$750.00
Over 5,000	\$750.00 +\$35.00 per additional 1,000 square feet

I. A. Pools

- | | |
|-------------------------|----------|
| (1) Inground with fence | \$150.00 |
| (2) Aboveground | \$125.00 |

J. Permit renewal fee

Before the permit expires,
\$50/20% whichever is higher.
Expired permit 50% of
original permit

(1) Stop Work Order (no current/valid permits on parcel)

2x the cost of the permit
+\$500.00 per placard
installation

K. Plumbing

- | | |
|---|----------|
| (1) Commercial buildings | |
| (a) One to three fixtures per unit | \$100.00 |
| (b) Each additional fixture per unit | \$10.00 |
| (2) Multiple family dwellings | |
| (a) One to three fixtures per unit | \$75.00 |
| (b) Each additional fixture per unit | \$10.00 |
| (3) Residential one- and two-family dwellings | |
| (a) One to three fixtures | \$75.00 |
| (b) Each additional fixture | \$10.00 |

L. Fire inspection

- | | |
|---|------------------|
| (1) Annual- per public assembly
Restaurants/ Stores / places of assembly | \$150.00 |
| (2) Three year-per tenant space | \$75.00 per unit |

For any apartment building 3 units or more/ per unit
Reinspection Fee

\$25.00

M. Zoning letter	
(1) Residential	\$50.00
(2) Commercial	\$100.00

Chapter 230, Sewers.

A. Septage hauler permits	\$50.00 per 1,000 gallons allowed in annual permit
B. Septage discharge	\$40.00 per 1,000 gallons of truck capacity or \$40.00 per 1,000 gallons Metered
C. Septic system permits	\$150.00
D. Sewer lateral inspection (building to sewer)	\$75.00
E. Sewer connections:	
(1) Fees	
(a) New connection or change of use inside the district or extensions	\$750.00 per dwelling unit. \$1,250.00 per commercial use.
(b) New connection or change of use outside the district or extensions	\$1,000.00 for three (3) bedrooms or less and \$250.00 per bedroom over three (3) bedrooms. or \$1,000 for commercial use up to 5,000 sq ft., \$250.00 for each additional 1,000 sq ft.
(c) Apartments or condominiums	\$750.00 per dwelling unit
(d) Percolation and/or pit test(s)	\$35 per lot
F. Hamburg Street Sewer District 7 and all sewer district extensions	
(1) New Connection June 1, 2025 and after	
(a) <u>One, Two Family and Townhouses</u>	
Per dwelling unit	\$750.00
(b) <u>Multiple Dwellings</u>	
Apartment	\$750.00
Each additional dwelling unit	\$750.00

Hotel	\$750.00
Owner occupied	\$750.00
(c) <u>Commercial</u>	
Per tenant space	\$1,000.00
(d) <u>Mixed Use Building</u>	
Per tenant space	\$1,250.00
Per dwelling unit	\$ 750.00

G. All Sewer Districts – User Rates (O+M Cost)

Sewer 2 and all extensions	\$446.48
Sewer 3	\$273.22
Sewer 4	\$555.56
Sewer 5	\$5,488.91
Sewer 6	\$1,428.57
Sewer 7	\$344.64

Chapter 249, Subdivision of Land.

A. Subdivision

(1) Sketch plan	\$150.00
(2) Final minor subdivision	\$160.00 per lot
(3) Final major subdivision	\$200.00 per lot
(4) Parkland fee for subdivisions which create additional lots	
(a) \$1,000.00 per additional lot created	
(b) In any zone except I-1 or I-2, \$600 per proposed apartment, condominium or townhouse dwelling unit	
(5) Advertising fee	Actual cost of legal notice
(6) Waiver of subdivision review	\$100.00

Chapter 264, Vehicles and Junk , Outside Storage of.

A. Administrative fee for noncompliance	\$100.00
---	----------

Chapter 265, Property Maintenance.

A. Administrative fee for noncompliance	\$100.00
---	----------

Chapter 267, Water.

A. Private well permit and inspection	\$25.00 every three yrs.
B. Water service permit	\$75.00
C. Water Meter Installation	\$35.00

Water Department installed

- (1) One inch tap, same side of street \$1,100.00, plus \$4.00/ft
- (2) One inch tap, opposite side of street \$1,500.00, plus \$4.00/ft
- (3) Contractor certified installation (greater than 1") \$1,650.00

C. Water District 3 and 4 user rates

- (1) Residential users rent/dwelling unit 1 unit/dwelling unit
- (2) Nonmetered commercial users rent/tenant space 1 unit/tenant space

Consumption (gallons)	Rate/Unit
First 75,000	\$511.05
Each additional 75,000 gal. or portion thereof	

Rates as determined by the adopted Town Board budget for the year.

D. Water District 5 user rates

- (1) Residential users rent/dwelling unit 1 unit/dwelling unit
- (2) Nonmetered commercial users rent/tenant space 1 unit/dwelling unit

Consumption (gallons)	Rate/Unit
First 75,000	\$93.02
Each additional 75,000 gal. or portion thereof	

Rates as determined by the adopted Town Board budget for the year.

- E. Advertising and printing notices for sewer district extension Actual Cost
- F. Advertising and printing notices for water district extension Actual Cost
- G. Underground sprinkler system permits \$75.00
- H. Fire suppression system \$50.00
- I. Water from a Hydrant
 - (1) Deposit for meter \$4,000.00
 - (2) Minimum Charge \$250.00
 - (3) After 15,000 gallons \$0.25/2 gallons

Chapter 270, Zoning.

- A. Site Plan
 - (1) Application \$350.00
 - (2) Final site plan approval \$350.00
- B. Fee in lieu of parkland for
 - (1) Residential developments not part of a subdivision \$1,000.00 per dwelling unit
- C. Special use permit.
 - (1) Application fee \$500.00
 - (2) Advertising fee Actual cost of the legal notice
- D. Variance
 - (1) Application fee
 - (a) Undeveloped property \$500.00
 - (b) Developed property \$250.00
- E. Change of zone
 - (1) Application fee \$1,000.00

F. Waiver of site plan review	\$100.00
G. Traffic and sign installation fee	\$250.00 per sign for approved subdivision or site plans
H. Fences	\$75.00
(1) Chicken Permits	\$100.00 for first permit \$50.00 every year after
I. Signage	
(1) Pylon sign (reface)	\$75.00
(2) Pylon sign (new)	\$125.00
(3) All other signage	\$2.50 per square foot.
J. Site development plan	
(1) First acre of land	\$125.00
(2) Each additional acre of land	\$75.00
K. Home occupation permit	\$150.00
(1) Annual renewal	\$25.00
L. Accessory home care units	
(1) Initial permit	\$50.00
(2) Annual renewal	\$25.00
M. Zoning map (For Purchase in Town Clerk Office)	\$20.00
N. Stormwater inspection fee	\$100.00
O. Extension of a Final Subdivision	
(1) 1 st Extension	Free
(2) 2 nd Extension	\$150.00
(3) 3 rd Extension	\$300.00
(4) 4 th Extension	\$600.00
(5) all consecutive extensions	double in cost

HIGHWAY DEPARTMENT

Chapter 270, Zoning.

Highway Permit fees for all contractors shall be as follows:

Work to be performed	Fee
Full road cut	\$750.00 on up to 100 square feet
Cut on pavement not to exceed ½ road cut	\$375.00 on up to 50 square feet
Shoulder cut	\$200.00
Cuts over 100 square feet	\$7.50 per square foot

All public utilities that provide their own restoration shall pay a permit fee of 20¢ per linear foot of trench. The minimum fee for all public utilities shall be \$100.00.

Public utilities shall share a common trench. The public utility applying for the permit shall be responsible for the payment of all fees, the supplying of paints, and the restoration of the project.

The Superintendent of Highways has the option to have the contractor complete all of the paving on large projects that may require an asphalt paver. If the contractor completes the paving, then a permit fee of \$100.00 will be charged.

DRAFT

RESOLUTION NO. 110.26

To Adopt The Harriet Tubman Underground Railroad New York Scenic Byway Nomination And Corridor Management Plan

WHEREAS, the historic qualities of the Harriet Tubman Underground Railroad New York Scenic Byway, as described in the corridor management plan, and the surrounding areas have been appreciated and celebrated for over a century by the residents of New York State, as well as tourists, historians, artists, authors, and other visitors to the region; and it is this unique combination of the journeys of Harriet Tubman and those Freedom Seekers who traveled on the Underground Railroad that create the special sense of place that is vital in telling the New York story of the human desire for freedom and the historic sites they utilized during their journey to emancipation; and

WHEREAS, the Steering Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, composed of representatives of 22 municipalities along the proposed scenic byway route, committed to working cooperatively to protect and promote the historic, scenic, recreational, and economic well-being of the 550-mile Corridor throughout the state and agreed to pursue the nomination of the Harriet Tubman Underground Railroad New York Scenic Bway; and

WHEREAS, under the leadership of the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee, each of the 22 counties contributed to the development of this corridor management plan by encouraging public participation, confirming the vision and goals, and leading individual meetings of the Collaborative; and

WHEREAS, the Steering Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, consisting of relatives of Harriet Tubman, descendants of Freedom Seekers, Harriet Tubman and/or Underground Railroad historians, representatives from state and federal agencies, has strengthened the historic integrity, representation, and the principles of the corridor management plan; and

WHEREAS, in the process of developing this corridor management plan, the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee has strengthened the bonds of inter-municipal cooperation, and the involved entities envision further benefit through scenic byway designation including sustained collaborative progress, increased funding opportunities for recommendations identified in the plan, enhanced partnerships with agencies responsible for the stewardship of resources along and adjacent to the byway route, and an improved visitor experience that interprets and promotes the corridor's intrinsic qualities and resources; and

WHEREAS, the Town Board of the Town of Rotterdam is responsible for promoting the health, safety, and welfare of residents, including students, parents, school staff, and pedestrians who use public highways in and around school zones; and

WHEREAS, the proposed legislation would require the Town to prepare and submit detailed annual reports to the Governor, the Temporary President of the Senate, and the Speaker of the Assembly on program operations, crash data, violation statistics, revenues, expenses, and adjudication quality, ensuring transparency and accountability; and

WHEREAS, the proposed legislation would establish the program as a demonstration project with a sunset date of December 31, 2030, allowing the State and the Town to evaluate the program's effectiveness and determine whether it should be continued, modified, or allowed to expire; and

WHEREAS, the proposed State legislation, if enacted, would constitute a special law applicable solely to the Town of Rotterdam and therefore requires a home rule request from the Town Board pursuant to Article IX, Section 2 of the New York State Constitution and Section 40 of the Municipal Home Rule Law; and

WHEREAS, the Town Board has reviewed the proposed legislation and finds that it is in the best interests of the Town and its residents to request enactment of such legislation;

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. That the Town of Rotterdam supports the designation of the Harriet Tubman Underground Railroad New York Scenic Byway which includes programs for stewardship and enhancement of the historic scenic byway and guidance to manage future activities along its corridor;

SECTION 2. That the Town of Rotterdam confirms that they will not approve any requests for new off-premise outdoor advertising signs along the designated Harriet Tubman Underground Railroad New York Scenic Byway route; and

SECTION 3. That the Town of Rotterdam will work in partnership with the other municipalities along the Harriet Tubman Underground Railroad New York Scenic Byway and local and regional stakeholders in order to support future Byway programs, economic development, marketing, and collaborate with these interested entities to explore opportunities for cooperation to realize the Scenic Byway goals.

SECTION 4. This resolution shall become effective March 25, 2026

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
Polimeni			

DRAFT

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: March 16, 2026

TO: Town Board

FROM: John Polimeni, Town Supervisor

TITLE OF REQUEST: To Nominate and Adopt the New York Underground Railroad The Harriet Tubman Scenic Byway and Corridor Management Plan

TOWN BOARD MEETING: March 25, 2026

Background Information: The Town of Rotterdam is seeking to strengthen the bond of the inter municipal cooperation with the Harriet Tubman Underground Railroad New York Scenic Byway, and the involved entities envision further benefit through scenic byway designation including sustained collaborative progress, increased funding opportunities for recommendations identified in the plan, enhanced partnerships with agencies responsible for the stewardship of resources along and adjacent to the byway route, and an improved visitor experience that interprets and promotes the corridor's intrinsic qualities and resources.

Evaluation/Analysis: The proposed program is the proposed legislation would require the Town to prepare and submit detailed annual reports to the Governor, the Temporary President of the Senate, and the Speaker of the Assembly on program operations, crash data, violation statistics, revenues, expenses, and adjudication quality, ensuring transparency and accountability; and would establish the program as a demonstration project with a sunset date of December 31, 2030, allowing the State and the Town to evaluate the program's effectiveness and determine whether it should be continued, modified, or allowed to expire;

Recommendation(s): It is recommended that the Town Board approve The Harriet Tubman Scenic Byway and Corridor Management Plan

Attachment/Document(s): Proposed information on the designation of the byway

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisor's Office



SECURE MUNICIPAL SUPPORT FOR THE HARRIET TUBMAN UNDERGROUND RAILROAD BYWAY (HTURB PHASE 2)

Sharing Authentic Stories of Harriet Tubman, the Underground Railroad, and Freedom Seekers in New York

THE HARRIET TUBMAN UNDERGROUND RAILROAD BYWAY INITIATIVE REQUIRES MUNICIPAL RESOLUTIONS TO BECOME ELIGIBLE FOR STATE DESIGNATION!

65 municipalities in 8 counties passed resolutions of support for the Phase 1 byway designation

79 municipalities in 14 counties have passed resolutions of support for Phase 2's full border-to-border byway.

Key residents, and organizations have submitted letters of support for the byway, including the NAACP, New York Canal Corporation, New York State Tourism Industry Association, and local tourism bureaus (i.e Visit Buffalo Niagara, Visit Rochester and Tour Cayuga).

More than \$550,000 has been invested through National Heritage Areas, Federal and State Grant funding, and local tourism bureaus to build support and create necessary documents for designation.

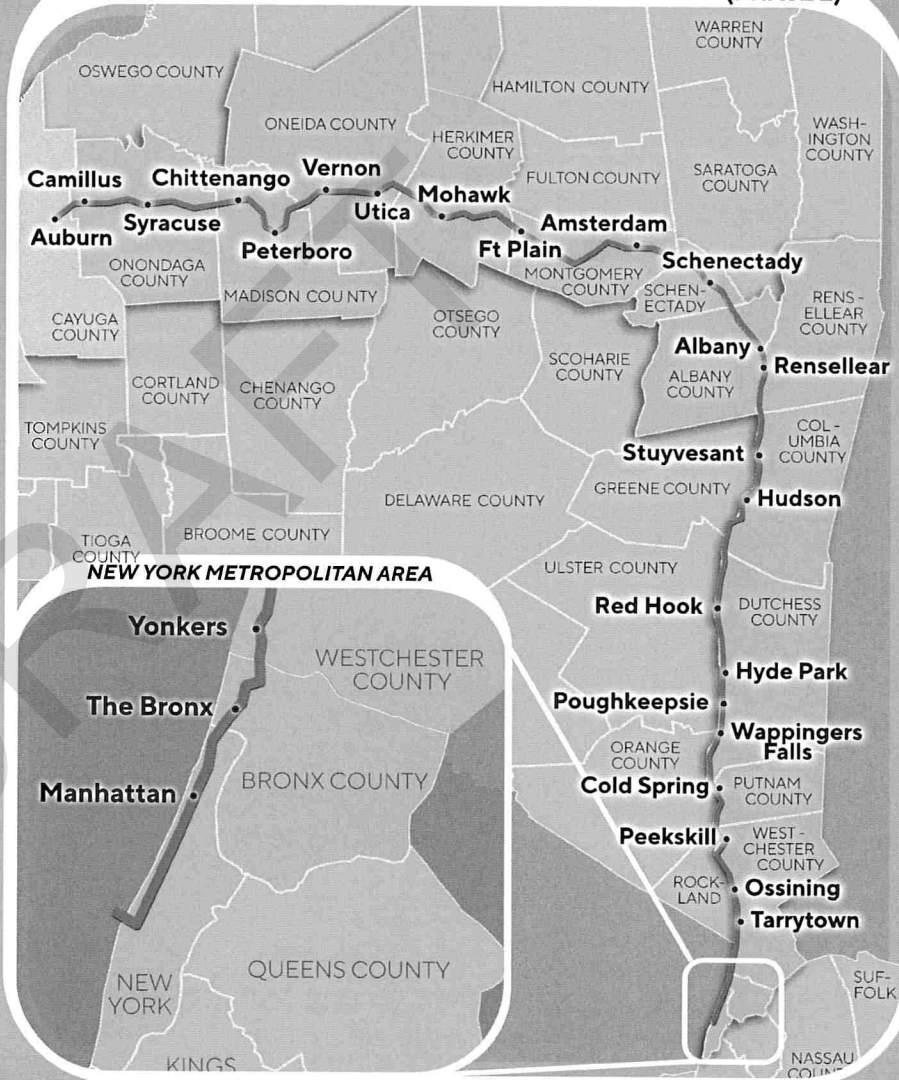
Our goal is to submit a 550 mile border-to-border Corridor Management Plan once Phase 1 is designated.

LEARN AND SHARE :

 tubmanbywayny.org

 @tubmanbywayny

HARRIET TUBMAN UNDERGROUND RAILROAD BYWAY (PHASE 2)



WHY DESIGNATE THE BYWAY?

Recognize and Preserve Historic Significance • Boost Local Economic Development • Foster Community Pride • Promote Tourism to New York • Celebrate NY's Unique Cultural Heritage.

We need your support! Share your commitment letter at info@tubmanbywayny.org

Together, let's celebrate and commemorate New York's distinctive heritage of Harriet Tubman, the Underground Railroad, and Freedom Seekers through the designation of a state byway enjoyed by current and future generations of our state's residents and travelers.

RESOLUTION NO. 111.26

Update Town Credit Card and Purchasing Policy

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Credit Card policy is updated to state that employees must follow the purchasing policy with regard to monetary limits on spending; the Purchasing policy has been updated to increase the amount that requires a purchase order:

Amount of Purchase Contract

Method

\$1,000 - \$2,500

Verbal quotes at the discretion of the
Department Head

\$2,501 - \$19,999

Written/fax quotes or written, Request for
Proposals (RFP), With approval of Town
Supervisor

\$20,000 or more

Advertise for Public Bid, Awarded by Town
Board Resolution

Amount of Public Works Contract

Method

\$750 - \$2,999

Verbal or Written quotes, At the discretion
of the Department Head

\$3,000 - \$9,999

Written/fax quotes, With approval of Town
Supervisor

\$10,000 - \$34,999

Written/fax quotes or Written Request for
Proposals (RFP), Awarded by Town Board
Resolution

\$35,000 or more

Advertise for Public Bid, Awarded by
Town Board Resolution

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES		NOES	ABSTAIN
Schlag				
DeSantis				
Gallucci				
Matelitz				
Polimeni				

DRAFT

TOWN OF ROTTERDAM

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LEGISLATIVE REQUEST FORM

DATE: March 16, 2026

TO: John Polimeni, Town Supervisor
Town Board

FROM: Alison Grace, Town Comptroller

TITLE OF REQUEST: Update Town Credit Card and Purchasing Policy

TOWN BOARD MEETING: March 25, 2026

Background Information: Town Credit Card Policy and Purchasing Policy have not been updated in over a decade. The monetary restrictions should be updated to reflect inflation increases over the years, as well as reduce the timing and paperwork of the process to purchase minor operational expenses.

Evaluations/Analysis: Credit Card policy is updated to state that employees must follow the purchasing policy with regard to monetary limits on spending; the Purchasing policy has been updated to increase the amount that requires a purchase order

Recommendation: Update credit card policy and purchasing policy

Attachment/Document(s): Updated Credit Card and Purchasing Policy

LEGISLATION WILL BE PREPARED BY: Supervisor's Office

TOWN OF ROTTERDAM

PURCHASING POLICY AND PROCEDURES

Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Town Council of the Town of Rotterdam is adopting internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law.

Purchasing Policy

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or public works contract. Once that determination is made, a good faith effort will be made to determine if it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase, and will include the reason the purchase is considered exempt.
2. All goods and services will be secured by the use of written requests for proposals, written quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances:

- a. Goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State finance Law,
 - b. Goods purchased from correctional institutions pursuant to Section 186 of the Correction Law,
 - c. Purchases under State contracts pursuant to Section 104 of the General Municipal Law,
 - d. Purchases under county contracts pursuant to Section 103 (3) of the General Municipal Law, or
 - e. Purchases pursuant to Subdivision 7 of this policy.
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Amount of Purchase Contract

Method

\$1,000 - \$4,999

Verbal quotes at the discretion
of the Department Head

\$2,501 - \$19,999

Written/fax quotes or written
Request for Proposals (RFP)
With approval of Town Supervisor

\$20,000 or more

Advertise for Public Bid
Awarded by Town Board Resolution

Amount of Public Works Contract

Method

\$750 - \$2,999

Verbal or Written quotes
At the discretion of the Department
Head

\$3,000 - \$9,999

Written/fax quotes
With approval of Town Supervisor

\$10,000 - \$34,999

Written/fax quotes or

Written Request for Proposals (RFP)

Awarded by Town Board Resolution

\$35,000 or more

Advertise for Public Bid

Awarded by Town Board Resolution

4. A good faith effort shall be made to obtain a minimum of three (3) quotations in verbal or written form as required by the limits stipulated above. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals or quotations. The failure of a sufficient number of vendors to respond to a purchase request shall not be a bar to the procurement process.

5. Written documentation is required for all actions taken in connection with each procurement.

6. Written documentation and an explanation are required whenever a contract is awarded to other than the lowest responding bidder. This documentation will include an explanation of how the award will achieve savings or how the bidder was not responsive to the terms of the offering. A determination that a bidder is not responsive shall be made by the purchaser with the approval of the Town Supervisor and is not subject to challenge under any circumstances.

7. Pursuant to General Municipal Law Section 104-b(2)(f), there may be circumstances where, or types of procurements for which, at the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Town of Rotterdam. In the following circumstances it may not be in the best interest to solicit

quotations or document the basis for not accepting the lowest bid: Must be under \$50,000.00, excludes Town Designated Engineer (TDE) and Town Designated Attorney (TDA), and all multi year contracts.

a. Professional services or services requiring special or technical skill, training or expertise, the individual or company must be chosen on accountability, reliability, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the governing body shall take into consideration the following guidelines: See item # 7. on page 2

- (1) Whether the services are subject to State licensing or testing requirements;
- (2) Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- (3) Whether the services require a personal relationship between the individual and Town officials.

Professional or technical services shall include, but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a

delay in order to seek alternative proposals may threaten the life, health, safety or welfare of residents. This section does not preclude alternate proposals if time permits.

- c. Purchases of surplus and second-hand goods from any source.

- d. Goods or services under \$1000.00.

8. This policy shall go into effect immediately and will be reviewed annually.

DRAFT

TOWN OF ROTTERDAM CREDIT CARD POLICY

- A. All Credit Cards issued to town employees must be approved by the Town Supervisor, as well as the employee's department head.
- B. All Town-owned Credit Cards will be kept in a secure location. If a safe is available, the card should be kept in the safe. The card can only be used for purchases at vendors that do not have the option to bill on account or require an immediate cash payment at the point of sale. Prior written approval by the department head is required for purchases above \$300.00. All purchases made by use of the Credit Card will be subject to the town's Purchasing policy.
- C. All Credit Cards are to be returned to the department head immediately after the transaction, along with itemized receipts verifying the expense incurred.
- D. Under NO CIRCUMSTANCES should a card be used for cash advances or cash back from purchase programs.
- E. Each authorized user will follow these rules and regulations; failure to do so will result in cancellation of the employee's card.
- F. If a card is lost, the employee must immediately notify the Comptroller's Department.
- G. Before a card is issued to an employee, the employee must complete a CREDIT CARD AGREEMENT FORM and file it with the Comptroller's Department.

RESOLUTION NO. 112.26

To Appoint Town Employees to the Hazard Reduction Team

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The following Town of Rotterdam Employees, are hereby appointed as members to the Town of Rotterdam Hazard Reduction Team for a two (2) year term commencing on April 1, 2026, through April 1, 2028:

John Polimeni
Elisa Blum
Alison Grace
Morgan Coryer
Dan Marsello

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
Polimeni			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
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LEGISLATIVE REQUEST FORM

DATE: March 13, 2026

TO: Rotterdam Town Board

FROM: John Polimeni, Town Supervisor

TITLE OF REQUEST: To Appoint Town Employees to the Hazard Reduction Team

TOWN BOARD MEETING: March 25, 2026

Background Information: Workplace violence is any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, including, but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury; or
- Stalking an employee with the intent in causing fear of physical harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

In 2006, New York State enacted legislation requiring public employers to develop and implement programs to prevent and minimize workplace violence and help ensure the safety of public employees. While workplace violence can occur in any workplace setting, typical examples of employment situations that may pose higher risks include:

- Duties that involve the exchange of money
- Delivery of passengers, goods, or services
- Duties that involve mobile workplace assignments
- Working with unstable or volatile persons in health care, social service, or criminal justice settings
- Working alone or in small numbers
- Working late at night or during early morning hours
- Working in high-crime areas

- Duties that involve guarding valuable property or possessions
- Working in community-based settings
- Working in a location with uncontrolled public access to the workplace

Evaluation/Analysis: Per New York State Department of Labor Article 2 Section 27-B- Duty of public employers to develop and implement programs to prevent workplace violence.

Recommendation(s): To appoint current employees to the Hazard Reduction Team.

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 Supervisor

DRAFT

RESOLUTION NO. 113.26

Promote Deputy Chief William J. Male To The Position of Police Chief

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 appoints and promotes William J. Male to the position of Chief, full time, provisional, with full employee benefits, at an annual salary of one hundred sixty-eight thousand nine hundred eighty-seven and 00/100 dollars (\$168,987.00)

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
Polimeni			

TOWN OF ROTTERDAM

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Telephone: 518-355-7575 * Fax: 518-355-7976 * Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: March 17, 2026

TO: Town Board

FROM: Supervisor, John Polimeni

TITLE OF REQUEST: Promote Deputy Chief William J. Male to the Position of Police Chief

TOWN BOARD MEETING: March 25, 2026

Background Information: Hired as a police officer on 1/16/06. Promoted to Investigator on 1/31/11. Promoted to Sargeant on 1/13/16. Promoted to Lieutenant on 8/15/17. Promoted to Assistant Chief on 7/15/21. Bachelor's Degree from the College of Saint Rose (2002).

Evaluation/Analysis:

Recommendation(s): Town Board promote Deputy Chief William J. Male to the position of Police Chief, provisional, with full employee benefits, at an annual salary of \$168,987.00, effective 3/25/2026.

Attachment/Document(s): Civil Service application

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisors Office

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



Schenectady County

Human Resources & Civil Service
620 State Street
Schenectady, NY 12305-2114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS
LIBRARIES AND SPECIAL DISTRICTS

1. Police Chief 70025-830
POSITION TITLE EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

CIVIL SERVICE DEPT.
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

2. Name and Legal Residence

Male William J.

[Redacted Address]

5. Citizenship

A. Are you currently a U.S. Citizen? YES ☒ NO ☐

B. If not, do you have the legal right to accept
Employment in the United States? YES ☐ NO ☐
Please give alien registration number:

C. Are you a retiree from New York State or any
civil division thereof? YES ☐ NO ☒

6. Special Testing Arrangements (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious ☐ Military ☐ Disability ☐

7. Crossfiler - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. Driver's License: Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

[Redacted Driver's License Information]

4. Residency Requirements: Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name	Years	Months
State of:	New York	[Redacted]	[Redacted]
County of:	Schenectady		
Village of:			
Town of:	Rotterdam		
City of:			
School District	Schalmont		

9. Veterans Credits: If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).		X
Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?		
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		
Are you currently a resident of New York State?		

10. Additional Questions: Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?		X
Did you ever resign from any employment rather than face dismissal?		X
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		X
Have you ever been convicted of any crime (felony or misdemeanor)?		X
Are you now under charges for any crime?		X
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		X

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position (s) for which you are applying.

REMARKS: _____

11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

Name of Trade or Profession:		Specialty:	
License Number:			
Granted by (Licensing Agency):		City/State	
Date License First Issued:		Registered From:	Registered To:

12. Education: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?						YES ☒ NO ☐
If Yes, Name and Location of High School or Issuing Government Authority:				Mohonasen HS		
Equivalency Diploma Number:						
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Received
				Yes	No	
The College of Saint Rose	122	BS	Business Admin.	X		

13. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. *If you move to a different position within the same organization, indicate so in a separate employment box.* You may attach additional sheets if you need more space.

	Firm Name:	Town of Rotterdam Police Department
	Firm Address:	101 Princetown Road Rotterdam, NY 12306
	Description of Duties: Assist the Chief of Police in day to day operations of the Police Department.	
	Month/Year (mm/yyyy)	
Employment Details		
Your Exact Title Deputy Chief of Police		
Name of Your Supervisor Michael Brown		
Supervisor's Title Chief of Police		
Hours worked / wk. (exclusive of overtime) 40		
Reason for Leaving N/A		
Length of Employment		Firm Name:
From:	Month/Year (mm/yyyy)	Firm Address:
To:	Month/Year (mm/yyyy)	Description of Duties:
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
To: Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

Length of Employment	Firm Name:	
From:	Firm Address:	
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To: Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

THIS AFFIRMATION MUST BE COMPLETED

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.

<u>W. Male</u>	<u>William Male</u>	<u>12/16/2025</u>
Signature of Applicant	Print Name	Date

(State below any other name by which you have been known)

Application Forms. Applications may be obtained at the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.

Application Deadline. Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.

Change of Address. You must notify the Civil Service Office of any change of address.

Special Rights for Military Personnel.

- **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
- **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.

Examination Fee. The Schenectady County Legislature has waived all examination fees for 2023.

Examination Fee Waiver. The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance); (3) those applicants certified as Workforce Innovation and Opportunity Act (WIOA). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.schenectadycounty.com.

Notice to Appear for Examination. Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.

Use of Calculators. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference material to the test site.

Failure to Appear for Exam. Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.

Examination Preparation and Rating. This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Eligible List. The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will remain in force for at least four years and may expire when a new eligible list is established.

Seniority Credits (Promotional Exams Only). Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of the examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty. If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. You must contact this office regarding these credits upon submission of your application for examination.

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

Special Testing Arrangements. If you are in need an accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.

- **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
- **Reasonable Accommodation for Individuals With a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.

Application Verification and Background Checks – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

Veterans Credits. The following information and instructions pertain to those candidates who are claiming Veterans Credits. Please note that Veterans Credits will not be granted after the establishment of the eligible list.

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the *Application for Examination* form and answer all questions accurately and completely. You must also complete the *Application for Veterans Credits* (obtained in the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war, that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination prior to the list being established.
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:

1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

RESOLUTION NO. 114.26

Promote Lieutenant 1st Patrick Farry To The Position of Deputy Police Chief

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 appoints and promotes Lieutenant 1st Patrick Farry to the position of Deputy Police Chief, full time, provisional, with full employee benefits, at an annual salary of one hundred forty-nine thousand six hundred fifty-eight and 00/100 dollars (\$149,658.00).

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
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: March 17, 2026

TO: Town Board

FROM: Supervisor, John Polimeni

TITLE OF REQUEST: Promote Lieutenant 1st Patrick Farry To The Position of Deputy Police Chief

TOWN BOARD MEETING: March 25, 2026

Background Information: Hired as a police officer on 1/27/03. Promoted to Investigator on 1/10/08. Promoted to Sargeant on 09/03/18. Promoted to Lieutenant 1st on 07/15/22

Evaluation/Analysis:

Recommendation(s): Town Board promote Lieutenant 1st Patrick F. Farry to the position of Deputy Police Chief, provisional, with full employee benefits, at an annual salary of \$149,658.00, effective 3/25/2026.

Attachment/Document(s): Civil Service application

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisors Office

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



Schenectady County

Human Resources & Civil Service
620 State Street
Schenectady, NY 12305-2114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS
LIBRARIES AND SPECIAL DISTRICTS

1. Deputy Police Chief 70025-400A
POSITION TITLE EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

CIVIL SERVICE DEPT.
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

2. Name and Legal Residence

Farry Patrick F

5. Citizenship

A. Are you currently a U.S. Citizen? YES ☒ NO ☐

B. If not, do you have the legal right to accept
Employment in the United States? YES ☐ NO ☐
Please give alien registration number:

C. Are you a retiree from New York State or any
civil division thereof? YES ☐ NO ☒

6. Special Testing Arrangements (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious ☐ Military ☐ Disability ☐

7. Crossfiler - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. Driver's License: Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

4. Residency Requirements: Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name
State of:	New York
County of:	Albany
Village of:	Altamont
Town of:	
City of:	
School District	Guilderland

9. Veterans Credits: If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).		X
Did you serve in the Armed Forces during any of the following periods:		
February 28, 1961 – May 7, 1975		
August 2, 1990 – end of hostilities		
*Lebanon: June 1, 1983 – December 1, 1987		
*Grenada: October 23, 1983 – November 21, 1983		
*Panama: December 20, 1989 – January 31, 1990		
*Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal.		
Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?		
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.		
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		
Are you currently a resident of New York State?		

10. Additional Questions: Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?		X
Did you ever resign from any employment rather than face dismissal?		X
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		X
Have you ever been convicted of any crime (felony or misdemeanor)?		X
Are you now under charges for any crime?		X
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		X

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position (s) for which you are applying.

REMARKS:

11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

Name of Trade or Profession:		Specialty:	
License Number:			
Granted by (Licensing Agency):		City/State:	
Date License First Issued:		Registered From:	Registered To:

12. Education: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?					YES ☒ NO ☐	
If Yes, Name and Location of High School or Issuing Government Authority:				Notre Dame Bishop Gibbons		
Equivalency Diploma Number:						
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		
				Yes	No	
HVCC	60	Associates	Criminal Justice	X		

13. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. If you move to a different position within the same organization, indicate so in a separate employment box. You may attach additional sheets if you need more space.

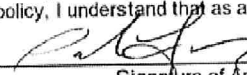
Length of Employment	Firm Name:	Rotterdam Police Department
	Firm Address:	101 Princetown Road
	Description of Duties:	Supervise the Rotterdam Police Detective Division. Organize, assign, and ensure Felony level cases are properly prepared for submission to the Schenectady County District Attorneys Office.
Employment Details		
Your Exact Title		Police Lieutenant
Name of Your Supervisor		William Male
Supervisor's Title		Deputy Chief of Police
Hours worked / wk. (exclusive of overtime)		40
Reason for Leaving		NA
Length of Employment	Firm Name:	
From:	Firm Address:	
To:	Description of Duties:	
Month/Year (mm/yyyy)		
Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
Month/Year (mm/yyyy)		
Employment Details		
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THIS AFFIRMATION MUST BE COMPLETED

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.


Patrick Farry
12/16/2025
 Signature of Applicant Print Name Date

(State below any other name by which you have been known)

Application Forms. Applications may be obtained at the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.

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- **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.

Examination Fee. A fee of \$15.00 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. If you wish to pay by credit card, please use our online application or send certified check or money order payable to the Schenectady County Civil Service Commission. Cash and personal checks will not be accepted. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Examination Fee Waiver. The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance); (3) those applicants certified as Workforce Innovation and Opportunity Act (WIOA). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.schenectadycounty.com.

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Use of Calculators. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference material to the test site.

Failure to Appear for Exam. Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.

Examination Preparation and Rating. This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Eligible List. The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will remain in force for at least four years and may expire when a new eligible list is established.

Seniority Credits (Promotional Exams Only). Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty. If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. You must contact this office regarding these credits upon submission or your application for examination.

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

Special Testing Arrangements. If you are in need an accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.

- **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
- **Reasonable Accommodation for Individuals With a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding - must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.

Application Verification and Background Checks - Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

Veterans Credits. The following information and instructions pertain to those candidates who are claiming Veterans Credits. Please note that Veterans Credits will not be granted after the establishment of the eligible list.

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the **Application for Examination** form and answer all questions accurately and completely. You must also complete the **Application for Veterans Credits** (obtained in the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination prior to the list being established.
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used **Non-Disabled** Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

RESOLUTION NO. 115.26

To Promote Sargeant Paul Coppola To The Position of Lieutenant 2nd

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby appoints and promotes Sargeant Paul Coppola to the position of Lieutenant 2nd, full time, provisional, with full employee benefits, at an annual salary of one hundred twenty-four thousand two hundred ninety-four and 40/100 dollars (\$124,294.40).

SECTION 2. This resolution shall be effective March 25, 2026.

DATED: March 26, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
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: March 17, 2026
TO: Town Board
FROM: Supervisor, John Polimeni
TITLE OF REQUEST: To Promote Sargeant Paul Coppola To The Position of Lieutenant 2nd.

TOWN BOARD MEETING: March 18, 2026

Background information: This promotion replaces a vacant Lieutenant position due to a retirement.

Evaluation/Analysis: Sargeant Coppola was one of two candidates interviewed by a panel of Police Command Staff.

Recommendation(s): Promote Sergeant Paul Coppola to the position of Lieutenant 2nd, probationary, with full employee benefits, at an annual salary of \$124,294.40 effective March 25, 2026.

Attachment/Document(s): List of Certification of Eligible Candidates from Civil Service

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisor's office

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



Schenectady County

Human Resources & Civil Service
620 State Street
Schenectady, NY 12305-2114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS
LIBRARIES AND SPECIAL DISTRICTS

1. PoliceLieutenant

POSITION TITLE

EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

CIVIL SERVICE DEPT.
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

2. Name and Legal Residence

Coppola Paul A

Last Name First Name Middle Initial

Street Address or Road R.D. # or P.O. Box #

County City, Town, Village State Zip

Home Phone Number Cell Phone: 5187280607

Email Address:

If mailing address is different:

Street Address or Road R.D. # or P.O. Box #

County City, Town, Village State Zip

Social Security Number

3. Police Officer & Firefighter Candidates Only:

Date of Birth (MM/DD/YYYY)

4. **Residency Requirements:** Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name	Years	Months
State of:	New York		
County of:	Albany		
Village of:			
Town of:	Guilderland		
City of:			
School District	Voorheesville		

5. Citizenship

A. Are you currently a U.S. Citizen? YES ☒ NO ☐

B. If not, do you have the legal right to accept Employment in the United States? YES ☐ NO ☐
Please give alien registration number: _____

C. Are you a retiree from New York State or any civil division thereof? YES ☐ NO ☒

6. **Special Testing Arrangements** (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious ☐ Military ☐ Disability ☐

7. **Crossfiler** - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. **Driver's License:** Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

License #:	
Restrictions:	
Expiration Date:	
Endorsements:	
Class of License:	
Is this License Currently Valid	YES ☒ NO ☐

9. Veterans Credits: If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).		X
Did you serve in the Armed Forces during any of the following periods:		
February 28, 1961 – May 7, 1975		X
August 2, 1990 – end of hostilities		X
*Lebanon: June 1, 1983 – December 1, 1987		X
*Granada: October 23, 1983 – November 21, 1983		X
*Panama: December 20, 1989 – January 31, 1990		X
*Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal.		
Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?		X
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.		X
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		X
Are you currently a resident of New York State?	X	

10. Additional Questions: Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?		X
Did you ever resign from any employment rather than face dismissal?		X
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		X
Have you ever been convicted of any crime (felony or misdemeanor)?		X
Are you now under charges for any crime?		X
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		X

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position (s) for which you are applying.

REMARKS: _____

11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

Name of Trade or Profession:		Specialty:	
License Number:			
Granted by (Licensing Agency):		City/State	
Date License First Issued:		Registered From:	Registered To:

12. Education: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?						YES ☒ NO ☐
If Yes, Name and Location of High School or Issuing Government Authority:				Christian Brothers Academy - Albany, NY		
Equivalency Diploma Number:						
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Degree Expected or Received
				Yes	No	
St. Rose	12	N	Criminal justice		X	
SCCC	34	N	Emergency Management		X	
Excelsior College	13		Criminal Justice		X	06/2030

13. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. If you move to a different position within the same organization, indicate so in a separate employment box. You may attach additional sheets if you need more space.

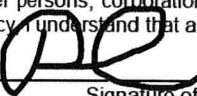
Length of Employment		Firm Name:	Rotterdam Police Department
From: XXXX / XXXX		Firm Address:	101 Princetown Rd. Schenectady, NY 12306
To: XXXX / XXXX		Description of Duties: Supervisory Police Officer - Sergeant assigned to Patrol Division	
Month/Year (mm/yyyy)			
Employment Details			
Your Exact Title			
Police Sergeant			
Name of Your Supervisor			
Jeffrey Collins			
Supervisor's Title			
Lieutenant			
Hours worked / wk. (exclusive of overtime)			
40			
Reason for Leaving			
Promotion			
Length of Employment		Firm Name:	Rotterdam Police Department
From: XXXX 7		Firm Address:	101 Princetown Rd. Schenectady, NY 12306
To: XXXX / XXXX		Description of Duties: Police Officer - Investigator assigned to Detective Division	
Month/Year (mm/yyyy)			
Employment Details			
Your Exact Title			
Police Detective			
Name of Your Supervisor			
William Male			
Supervisor's Title			
Lieutenant			
Hours worked / wk. (exclusive of overtime)			
40			
Reason for Leaving			
Promotion			

Length of Employment		Firm Name:	Rotterdam Police Department
From:	Month/Year (mm/yyyy)	Firm Address:	101 Princetown Rd. Schenectady, NY 12306
To:	Month/Year (mm/yyyy)	Description of Duties: Police Officer assigned to patrol division	
Employment Details			
Your Exact Title: Police Officer Patrol			
Name of Your Supervisor: Keith Collins			
Supervisor's Title: Sergeant			
Hours worked / wk. (exclusive of overtime): 40			
Reason for Leaving: Promotion			

Length of Employment		Firm Name:	
From:	Month/Year (mm/yyyy)	Firm Address:	
To:	Month/Year (mm/yyyy)	Description of Duties:	
Employment Details			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
Hours worked / wk. (exclusive of overtime)			
Reason for Leaving			

THIS AFFIRMATION MUST BE COMPLETED

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.

 _____ Signature of Applicant	Paul A. Coppola _____ Print Name	01/07/2026 _____ Date
--	--	-----------------------------

(State below any other name by which you have been known)

Application Forms. Applications may be obtained at the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.

Application Deadline. Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.

Change of Address. You must notify the Civil Service Office of any change of address.

Special Rights for Military Personnel.

- **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
- **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.

Examination Fee. A fee of \$15.00 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. If you wish to pay by credit card, please use our online application or send certified check or money order payable to the Schenectady County Civil Service Commission. Cash and personal checks will not be accepted. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Examination Fee Waiver. The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance); (3) those applicants certified as Workforce Innovation and Opportunity Act (WIOA). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.schenectadycounty.com.

Notice to Appear for Examination. Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.

Use of Calculators. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference material to the test site.

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Seniority Credits (Promotional Exams Only). Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
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Each additional 5 years will be credited 1 point in accordance with the above schedule.

Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty. If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. You must contact this office regarding these credits upon submission or your application for examination.

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

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- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.

Application Verification and Background Checks – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

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- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination prior to the list being established.
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

RESOLUTION NO. 116.26

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>Fund</u>	<u>Account No.</u>	<u>Title</u>	<u>Amount</u>
A	TO: A1315 110004	PERSONNEL & BENEFITS ADMIN	7,534.25
A	TO: A7110 100021	PARK & REC ASST. SUPERVISOR	7,534.25
A	TO: A7110 106021	CARPENTER	7,534.25
A	FROM: A3620 150016	SAFTEY STIPEND	2,884.62
A	FROM: A3620 170016	FIRE INSPECTOR PT	18,662.50
A	FROM: A1220 132003	EVENTS/MEDIA ADMIN STIPEND	1,384.39

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
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: March 18, 2025

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 March 26, 2026.

Background Information: Budget transfers are needed to correct various lines in different departments for various reasons.

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 March 26, 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

RESOLUTION NO. 117.26

To Amend Resolution 2.26 Approving Vacation Accruals for Elisa Sgueglia Blum

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 amends Resolution 2.26 approving four (4) weeks of vacation accruals and annual COLAs and longevity, commencing January 1, 2026, through December 31, 2026.

SECTION 2. This resolution shall become effective March 26, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
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: March 18, 2026

TO: Rotterdam Town Board

FROM: John Polimeni, Town Supervisor

TITLE OF REQUEST: To Amend Resolution 2.26 Approving Vacation Accruals for Elisa Sgueglia Blum.

TOWN BOARD MEETING: March 25, 2026

Background Information: The original resolution did not state the full terms of the appointment

Evaluation/Analysis: .

Recommendation(s): Approve four (4) weeks of vacation accruals and COLAs and longevity

Attachment/Document(s):

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Town Supervisor

RESOLUTION NO. 118.26

To Authorize The Supervisor To Execute And Sign A Master Professional Service Agreement With E-3 Energy Advisors LLC

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 execute and sign a Master Professional Service Agreement with E-3 Energy Advisors LLC.

SECTION 2. This resolution shall become effective March 25, 2026

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
Polimeni			

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LEGISLATIVE REQUEST FORM

DATE: March 20, 2026

TO: Town Board

FROM: John Polimeni, Supervisor

TITLE OF REQUEST: Authorize The Supervisor To Execute And Sign A Master Professional Service Agreement With E-3 Energy Advisors LLC

TOWN BOARD MEETING: March 25, 2026

Background Information: The Town of Rotterdam has been in negotiations with the E-3 Energy Advisors LLC regarding the Energy Supply Contract Pricing and Utility Bill Auditing /Monitoring.

Evaluation/Analysis: The Town of Rotterdam and E-3 have negotiated the professional services of E-3 for the purposes of energy management and consulting, efficiency and sustainability planning and similar services

Recommendation(s): Authorize the supervisor to execute and sign a Master Professional Service Agreement with E-3 Energy Advisors LLC.

Attachment/Document(s): Copy of Master Professional Service Agreement

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisors Office

MASTER PROFESSIONAL SERVICES AGREEMENT

This Master Professional Services Agreement (this "**Agreement**") is made and entered into as of the ____ day of _____, 2026 (the "Effective Date"), by and between the Town of Rotterdam, a municipal corporation organized under the laws of the State of New York ("the **Client**"), with principal offices located at 1100 Sunrise Boulevard, Rotterdam, New York 12306 and E-3 Energy Advisors, LLC ("**E-3**") (the **Client** and **E-3** are referred to herein individually as a "**Party**" and collectively as the "**Parties**").

WHEREAS, the Client wishes to obtain the professional services of E-3 for the purposes of energy management and consulting, efficiency and sustainability planning, and similar services, as it relates to the Client's energy supply (the "**Services**"); and

WHEREAS, Client appoints E-3 as its exclusive representative for the utility accounts listed in Attachment C ("Covered Accounts") in any way which it could act with respect to researching energy products, servicing energy-related payables, and negotiating, and delivering, energy product and service agreements with competitive energy suppliers, sellers, utilities, or service providers ("**Energy Providers**"); and

WHEREAS, E-3 has the knowledge, skill, and capability to perform such Services for the Client; and

WHEREAS, this Agreement is a Master Professional Services Agreement intended to be utilized for each separate Project (a "**Project**") undertaken by Client with respect to which Client elects, in its sole and absolute discretion, to retain E-3, and shall be effective for each such Project only upon the execution of a separate statement of work (each hereinafter a "**Statement of Work**" or "**SOW**"), each incorporating and subject to all the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, E-3 and Client hereby agree as follows:

A. SCOPE OF SERVICES

1. E-3 is hereby retained by the Client, and E-3 agrees to provide the Services as set forth in a separate Statement of Work which is or shall be attached to this Agreement as Exhibit A and incorporated herein by reference herein. The Services shall be performed in accordance with the terms, conditions, requirements, and timelines set forth in an applicable SOW, or any **Change Order** (as defined below) prepared by E-3 and agreed to in writing by an authorized representative of the Client.
2. A written change order signed by both Parties (a "**Change Order**") is required for any material change or additional work set forth in any SOW.

B. GENERAL TERMS

1. Unless the applicable SOW provides otherwise, the proposed fees set forth in any SOW constitute E-3's estimate of the probable cost required to complete the Services required for any Project. Unless the applicable SOW provides otherwise, E-3's estimated probable cost shall not be deemed to be either a guaranteed maximum or "guaranteed not-to-exceed" amount with respect to the cost of performing the Service in a Project defined in any such SOW. However, in performing any Project, E-3 will not proceed to expend more than the amount identified as the estimated probable cost without Client's prior written approval.
2. E-3's cost and schedule commitments contained in any SOW shall be subject to re-negotiation for unreasonable delays caused by the Client or its failure to provide specified facilities or information or for delays caused by unpredictable occurrences such as fires, floods, strikes, riots, unavailability of labor or materials or services, process shutdown, acts of God or of the public enemy, or acts or regulations of any governmental agency. Work stoppage or interruption caused by any of the above may result in additional cost (requiring a Change Order) beyond that identified by E-3 in the applicable SOW for performance of the Services, entitling E-3 to an adjustment to the cost and schedule as mutually agreed to in writing by both parties in a Change Order in advance of any additional expenditure or charge.
3. **Service Requirements.** The Services delivered hereunder shall conform in all material respects to the specifications set forth in the applicable SOW and any other requirements agreed upon by the Parties in writing. E-3 agrees to use sound and professional principles and practices in accordance with normally accepted industry standards in rendering Services hereunder, and E-3 further agrees that performance shall reflect the best professional knowledge, skill, and judgment of E-3. E-3 shall furnish competent personnel for fulfillment of its obligations. If the Client deems E-3 personnel unsatisfactory to perform Services due to a failure by such personnel to comply with the

terms and conditions imposed on E-3 as set forth herein or in any SOW, such personnel shall be removed immediately.

4. Energy Supply Agreements in-lieu of Payment. The Client agrees to authorize E-3 on an exclusive basis for Covered Accounts only to obtain electricity and natural gas supply ("**Energy Supply**") pricing for Client's applicable electric and natural gas utility accounts. Client retains the right to obtain pricing from other sources for comparison and to self-procure or use other procurement channels for accounts not listed in Attachment C. After review of Energy Supply agreements by E-3 and the Client, the Client agrees to execute Energy Supply agreements with E-3 named as the energy consultant of record with the respective Energy Supply Company ("ESCO") for the Energy Supply agreement. The energy consultant fees to be paid by the ESCO to E-3 shall be disclosed to Client in writing prior to execution of any Energy Supply agreement. E-3's fee and payment terms for any Project shall be set forth in the applicable SOW. Except as otherwise specified in an applicable SOW, E-3 shall not incur or charge the Client any other fees or expenses without the prior written authorization of the Client. Performance beyond the limitations set forth in this Agreement or in any SOW (either financial or time period) shall be at the sole risk and responsibility of E-3, and the Client shall not be obligated to pay for Services exceeding the funding or contract period of the applicable SOW.

Client, at its sole discretion, is the only party authorized to execute any third-party agreement(s). Client may rescind E-3's exclusive status as to any Covered Account at any time upon written notice, without penalty, subject to any then-existing Energy Supply agreements for that account.

5. Letter of Authorization & Utility Invoice Access. The Parties agree to keep an executed Letter of Authorization in place for the duration of the term of this Agreement, the form of which is set forth in Exhibit B "Letter of Authorization" attached hereto and made a part hereof, for the purposes of (1) accessing historic usage, billing, and payment information; and (2) if applicable, any hourly, interval or smart meter data for the one-year period prior to the date hereof; and (3) future meter data and/or interval data.

Client also authorizes E-3 to establish on-line account access with such Client Vendors, to research Client's accounts, as well as to proactively monitor invoices on a month-by-month basis. E-3 shall notify Client of any billing errors, discrepancies, or optimization opportunities, but all invoice approvals and payment authorizations shall remain with Client staff. E-3 has no authority to approve payments or commit Client funds without express written authorization from the Client for each transaction. Client agrees that by listing an account number in Attachment C "Schedule of Accounts," under which this agreement will be covered, E-3 is authorized to provide exclusive services for such Covered Account.

5A. Service Tier Selection and Transitions. The Parties acknowledge that E-3 offers energy management services at different service levels (tiers) as described in E-3's proposal materials, including: (i) "Procure" tier (basic supply brokerage and bill audit support); (ii) "Optimize" tier (enhanced benchmarking and analytics); and (iii) "Manage" tier (comprehensive outsourced energy management). The specific service tier selected by Client for each SOW shall be identified in such SOW, along with the corresponding compensation structure. Client may request a change in service tier by providing written notice to E-3, and the Parties shall execute an amended SOW reflecting the revised tier, scope, and compensation. Such tier changes shall not require a formal amendment to this master Agreement.

6. Term and Termination. The term of this Agreement shall commence on the Effective Date and shall continue for a period of three (3) years unless this Agreement is otherwise extended or terminated in accordance with the terms specified herein. This Agreement may be renewed for up to two (2) additional one-year terms upon mutual written agreement of the Parties. The term of any SOW shall be set forth in the applicable SOW.

6.1 Termination for Cause. Either Party may terminate this Agreement, effective upon written notice to the other party (the "**Defaulting Party**"), if the Defaulting Party materially breaches this Agreement, and such breach is incapable of cure, or with respect to a material breach capable of cure, the Defaulting Party does not cure such breach within 30 days after receipt of written notice of such breach.

6.2 Termination for Convenience by Client. Client may terminate this Agreement, in whole or in part, for its convenience at any time upon thirty (30) days' prior written notice to E-3. Upon such termination, E-3 shall be entitled to compensation for Services satisfactorily performed through the effective date of termination, calculated on a pro-rata basis for any ESCO fees attributable to supply contracts already executed, plus reimbursement for reasonable out-of-pocket expenses incurred prior to the termination date. E-3 shall not be entitled to anticipated future earnings, lost profits, or any other consequential damages arising from termination for convenience.

6.3 Non-Appropriation. Notwithstanding any other provision of this Agreement, if in any fiscal year during the term of this Agreement the Town Board fails to appropriate funds sufficient for payments due hereunder, or if such appropriation is reduced or eliminated by action of the Town Board or operation of law, Client may terminate this Agreement upon written notice to E-3, without penalty or further payment obligation, effective at the end of the then-current fiscal year for which funds have been appropriated. E-3 acknowledges that this provision is required by the Town's status as a municipal corporation and is a material inducement to the Client entering this Agreement.

6.4 Effect of Termination. Upon termination of this Agreement for any reason: (a) E-3 shall immediately cease performance of Services except as directed by Client to facilitate orderly transition; (b) E-3 shall deliver to Client all documents, data, studies, reports, and work product (finished or unfinished) prepared under this Agreement; (c) E-3's access to utility account information and online portals shall be revoked within five (5) business days; (d) any executed Energy Supply agreements with ESCOs that name E-3 as consultant of record shall remain in effect according to their terms, but Client shall have the right to direct ESCOs to cease paying consultant fees to E-3 for any new supply contracts entered after the effective termination date; and (e) the provisions of Sections 9 (Confidentiality), 16 (Indemnification), and 20 (Freedom of Information Law) shall survive termination.

7. Entire Agreement. This Agreement, including the exhibits hereto, represents the entire agreement between the Parties hereto and supersedes all prior and contemporaneous written or oral agreements and all other communications between the Parties relating to the Services to be rendered hereunder. Any additions, deletions or modifications shall not be binding on either Party unless accepted and approved in writing by duly authorized representatives of both Parties. In the event of any contradictory provisions between this Agreement and the terms of any SOW, including any Change Orders, attachments or schedules to such SOW, the terms set forth in the applicable SOW shall prevail.

8. Taxes. It is understood that all applicable International, Federal, State or Local Taxes, if any, shall be added to each invoice for E-3's Services. The Client, as a New York municipal corporation, is exempt from sales and use taxes. Client shall provide E-3 with a valid tax-exempt certificate (NYS Form ST-119.1 or equivalent). E-3 acknowledges that no sales tax shall be charged on Services provided to Client.

9. Confidentiality. Each Party acknowledges that it will have access to confidential business information of special and unique value including, but not limited to, trade secrets of the other Party including financial projections and budgets, historical and projected sales, client and prospective information, capital spending budgets, and plans, the names and backgrounds of key personnel and consultants, personnel training techniques and materials and other information (collectively, the "**Confidential Information**"). The Parties agree that neither Party will, during or after the term of this Agreement, copy, disclose, distribute, or make use of any Confidential Information for its own benefit or for the benefit of a business or entity other than the other Party to this Agreement without the prior written consent of such Party and shall strictly and always maintain the confidentiality of the Confidential Information. At the request of the disclosing Party, the receiving Party shall return to the disclosing party all memoranda, notes, copies, drawings, abstracts, records or other documents, and all copies thereof, concerning any Confidential Information. The provisions of the confidential treatment of

the Confidential Information shall not apply to any such information which (a) is or becomes publicly known through no wrongful act of the receiving Party (b) is rightly received by the receiving Party from a third party; or (c) is approved for such use or disclosure by the disclosing Party in writing.

10. Employee Solicitation. E-3 agrees not to employ or engage the services of any person employed by the Client during the term of this Agreement or for one (1) year after this Agreement is terminated. If E-3 hires an employee or former employee of the Client other in violation of this Section 10, E-3 will pay the Client as liquidated damages one hundred twenty percent (120%) of the gross wages paid to the former employee during that employee's last twelve (12) months of employment.

11. Authority. The Parties' signatories represent and warrant that they have full legal and municipal power and authority to execute this Agreement and to bind their respective entity. Client represents that this Agreement has been duly authorized by resolution of the Town Board of the Town of Rotterdam in accordance with applicable law, including General Municipal Law §103 and §104-b.

12. Contractor Status. The relationship of E-3 to the Client is that of an independent contractor and not that of an agent or employee of the Client. It is expressly understood and agreed by the parties that the Client shall not have, or exercise, any control or direction over the manner or methods by which the E-3 provides Services other than the right to require that the performance of such Services be in accordance and consistent with the terms set forth in this Agreement. Under no circumstances shall E-3 look to the Client as its employer, nor as a partner, agent, or principal. E-3 shall not be entitled to any benefits afforded to the Client's employees, including, without limitation, workers compensation, disability insurance, and vacation or sick pay. E-3 shall be responsible for providing, at its expense and in its name, any legally required disability, workers' compensation, or other insurance as well as licenses and permits usual or necessary for conducting Services hereunder.

13. Assignment. Neither Party shall assign any part of this Agreement or delegate the obligations set forth herein without the prior written consent of the other Party.

14. No Third-Party Beneficiary. All the provisions of this Agreement are solely for the benefit of the Parties hereto, and none of the other provisions of this entire Agreement shall inure to the benefit of any person not a Party to the Agreement, and third parties shall have no rights hereunder.

15. Limitation on Damages. In no event will either Party be liable to the other for any amounts representing loss of profit, loss of business, or any special, incidental, indirect, consequential, or punitive damages, whether based on breach of contract, tort (including

negligence), strict liability or otherwise, and whether it has been advised of the possibility of such damage.

16. Indemnification. Each Party (the "liable Party") shall be liable to the other Party for any direct damages arising out of or in connection with the performance of this Agreement which are caused by any breach of contract, gross negligence or willful misconduct of the liable Party (or any of its employees, agents or representatives), and shall indemnify and hold harmless the other Party (including its employees, agents and representatives) against any claim, action or proceeding, including reasonable attorneys' fees, arising thereunder.

17. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, and such counterparts will together constitute the same instrument.

18. Severability. The provisions of this Agreement shall be deemed severable, and if any portion shall be held invalid, illegal, or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties, unless to do so would clearly violate the present legal and valid intention of the parties hereto.

19. Insurance. E-3 shall procure and maintain, at its own expense, insurance coverage adequate to cover its obligations under this Agreement, including: (a) Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate; (b) Professional Liability (Errors & Omissions) insurance with minimum limits of \$1,000,000 per claim; (c) Workers' Compensation and Employer's Liability insurance as required by New York law; and (d) Commercial Automobile Liability insurance if E-3 uses vehicles in performing Services. The Town of Rotterdam shall be named as an additional insured on the Commercial General Liability policy. E-3 shall provide certificates of insurance evidencing such coverage prior to commencing Services, and such certificates shall provide for thirty (30) days' prior written notice to Client of cancellation or material change in coverage.

20. Freedom of Information Law. The Parties acknowledge that Client is subject to the New York State Freedom of Information Law ("FOIL"), Public Officers Law Article 6. E-3 acknowledges that documents and information provided to or generated for the Client may be subject to disclosure under FOIL. If E-3 believes any documents or information contain trade secrets or confidential commercial information exempt from disclosure under FOIL, E-3 shall clearly mark such documents as "CONFIDENTIAL - TRADE SECRET" at the time of submission to Client. Client agrees to notify E-3 promptly upon receipt of any FOIL request seeking documents marked as confidential, and to afford E-3 a reasonable opportunity (not less than five (5) business days) to seek a protective order or other legal remedy before disclosure. However, Client shall have no obligation to

litigate or defend any action to prevent disclosure, and ultimate disclosure decisions shall be made by Client in consultation with the Town Attorney and in accordance with FOIL and applicable case law. Compliance with FOIL shall not constitute a breach of Section 9 (Confidentiality).

21. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without regard to conflicts of law principles. Any action or proceeding arising out of or relating to this Agreement shall be brought exclusively in the courts of the State of New York, County of Schenectady, or in the United States District Court for the Northern District of New York, and each Party hereby consents to the personal jurisdiction of such courts and waives any objection to venue therein.

22. Compliance with Laws. E-3 shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations in performing Services under this Agreement, including but not limited to laws regarding labor, wages, hours, working conditions, non-discrimination, and environmental protection. E-3 represents that it holds all necessary licenses, permits, and certifications required to perform the Services.

23. Conflicts of Interest. E-3 represents and warrants that it has no financial or other interest that would conflict with the impartial performance of Services under this Agreement. E-3 shall immediately notify Client in writing of any potential conflicts of interest that arise during the term of this Agreement, including but not limited to any financial relationships with ESCOs or other Energy Providers that could create an appearance of impropriety or bias in E-3's recommendations to Client.

24. Notices. All notices, requests, demands, and other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally, sent by certified or registered mail (return receipt requested), or sent by recognized overnight courier service, addressed as follows:

If to Client: Town of Rotterdam, 1100 Sunrise Boulevard, Schenectady, NY
12306, Attn: Town Supervisor

If to E-3: E-3 Energy Advisors, LLC, 28 Prince Street, Rochester, NY 14607,
Attn: President & CEO

Either Party may change its address for notice by written notice to the other Party.

[Signature Page Follows]

IN WITNESS WHEREOF, this Professional Services Agreement has been duly executed by the authorized representatives of the parties hereto as of the date first set forth above.

CLIENT - TOWN OF ROTTERDAM

By: _____

Name: _____

Title: _____

E-3 Energy Advisors, LLC

By: _____

Name: _____

Title: _____

ATTACHMENTS

Attachment (A): Statement of Work No. 1 - Energy Supply Contract Pricing and Utility Bill Auditing/Monitoring (Manage Tier)

Attachment (B): Letter of Authorization [Modified to remove "Exclusive" language]

Attachment (C): Schedule of Accounts [Lists "Covered Accounts" - All Town of Rotterdam facilities on NGRID/NYSEG per CNE agreement account list]

DRAFT

Attachment A – Statement of Work No. 1

1. Work to be performed: Energy Supply Contract Pricing and Utility Bill Auditing/Monitoring (MANAGE TIER)

Service Tier: Client has selected the "MANAGE" tier of E-3's energy management services, which provides comprehensive outsourced energy management as described below. Client may request transition to a different service tier (e.g., "Optimize" tier) in accordance with Section B.5A of the Agreement.

Scope of Services:

- Energy data collection: Obtain energy account information from Client and applicable Utility(s), e.g. service address, account numbers, meter numbers, usage history, and applicable third-party energy supply agreements.
- Energy data assessment: Organize and analyze energy account information - location, quantify energy usage data, service classification, energy supply and delivery rate structures.
- Obtain electricity and natural gas supply ("Energy Supply") pricing for Client's applicable electric and natural gas utility accounts. Present and review Energy Supply pricing options with Client and have Client execute Energy Supply agreements with E-3 named as the energy consultant of record with the respective Energy Supply Company ("ESCO") for the Energy Supply agreement.
- Develop an Energy Plan with the Client that incorporates Energy Supply agreements, goal setting for managing energy supply - usage, budgeting, sustainability, and for evaluations electric vehicle charging stations (EVCS), lighting, solar, battery energy storage systems (BESS), and other energy efficiency measures to reduce energy consumption and greenhouse gas (GHG) emissions.
- Proactive Utility Bill Auditing: Monthly review of all utility invoices for Covered Accounts to identify billing errors, tariff misapplications, demand charges, rate optimization opportunities, and other discrepancies before payment is made by Client.
- Annual Budget & Forecasting Support: Assist Client with preparation of annual energy budget projections and provide quarterly forecasting updates.
- Benchmarking & KPIs: Provide annual energy performance benchmarking reports comparing Client's energy costs, usage intensity, and efficiency metrics against comparable municipal facilities.
- ENERGY STAR® Portfolio Manager Support: Assist with data entry, tracking, and reporting in EPA's Portfolio Manager system if Client elects to participate.
- Utility Coordination: Serve as Client's liaison with National Grid, NYSEG, and ESCOs for service issues, meter reads, billing inquiries, and account maintenance.

- **Rebate & Incentive Coordination:** Identify and assist with applications for available utility rebates, NYSERDA incentives, and other energy efficiency program funding.
- **Rate, Tariff, and Demand Optimization:** Ongoing analysis of rate schedules and tariff structures to ensure Client is on optimal rate class; recommend demand management strategies where applicable.
- **Establish on-line account access** with Client's utility vendors to research Client's accounts and proactively monitor invoices on a month-by-month basis. E-3 shall identify billing errors, rate optimization opportunities, and discrepancies for Client review, but invoice approvals and payments remain with Client staff.

2. Compensation; Payment Terms; Expenses

A. Energy Supply Agreements in-lieu of Direct Payment (MANAGE TIER)

Energy Supply agreements executed by Client with E-3, named as the energy consultant of record with the respective ESCO, will include E-3's fee of \$0.005 per kilowatt-hour (kWh) for electric supply and \$0.20 per dekatherm (Dth) for natural gas supply, which fees shall be disclosed in writing to Client prior to execution of each Energy Supply agreement, and such fees shall be paid to E-3 by the respective ESCO.

Initial Commodity Scope: For the initial term, Client is engaging E-3 for electric supply procurement and management for the Covered Accounts (expired December 2025 contract replacement). [Client's existing natural gas supply agreement remains in effect through its current term (July/August 2026 on a NYMEX+ structure). E-3 is authorized to begin market analysis, pricing research, and renewal recommendations for natural gas supply immediately to ensure continuity of service and optimal timing for contract execution. Natural gas supply shall be added to the Covered Accounts scope, and E-3 shall be entitled to the Manage Tier natural gas fee (\\$0.20/Dth), upon execution by Client of a replacement natural gas supply agreement naming E-3 as consultant of record. Client retains sole discretion over whether and when to execute any natural gas supply agreement, and no gas supply agreement shall be binding on Client until approved by resolution of the Town Board and executed by an authorized Town representative.

B. Bill Auditing Compensation (MANAGE TIER)

Under the Manage Tier, proactive utility bill auditing is included in the volumetric consultant fee set forth above, and E-3 shall not be entitled to any separate shared savings or contingency fee for billing errors, rate corrections, or other recoveries identified and realized by Client. Client retains 100% of all cost savings, refunds, credits, and recoveries resulting from E-3's bill audit activities. E-3's compensation model under Manage Tier is designed to incentivize proactive identification of billing issues before Client makes payment, thereby eliminating the need for retroactive recovery and shared savings arrangements.

C. Out-of-Pocket Expenses

Client shall pay or reimburse E-3 for all pre-approved out-of-pocket expenses incurred in connection with E-3's Services. E-3 shall deliver expense reports to Client and shall include receipts for all items for which E-3 seeks reimbursement. Reimbursable expenses may include, with prior Client approval: travel costs for on-site meetings, specialized data analysis software or tools purchased specifically for Client's benefit, and third-party consulting fees if Client requests services outside E-3's core scope. General overhead, office expenses, and routine business costs are not reimbursable.

D. Transition Between Service Tiers

Client may request a transition from Manage Tier to Optimize Tier (or other tier) after the initial term or at any time during a renewal term by providing written notice to E-3. Upon such request, the Parties shall execute an amended SOW No. 1 reflecting: (i) the revised service tier and corresponding scope of services; (ii) the revised volumetric fee (\$0.0035/kWh and \$0.10/Dth for Optimize Tier, or \$0.002/kWh and \$0.05/Dth for Procure Tier); and (iii) if applicable, any shared savings percentage for bill audit recoveries (20% to E-3 for Optimize Tier, or 25% to E-3 for Procure Tier). Tier transitions shall become effective on the first day of the calendar quarter following execution of the amended SOW, unless the Parties agree to a different effective date.

DATED: _____

TOWN OF ROTTERDAM

By: _____

Name: _____

Title: _____

E-3 Energy Advisors, LLC

By: _____

Name: _____

Title: _____

DRAFT

RESOLUTION NO. 119.26

To Amend Resolution 3.26 Approving Vacation Accruals for John R. Mertz, Esq

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 amends Resolution 3.26 approving six (6) weeks of vacation accruals and annual COLAs and longevity, commencing January 1, 2026, through December 31, 2026.

SECTION 2. This resolution shall become effective March 25, 2026.

DATED: March 25, 2026

NAME	AYES	NOES	ABSTAIN
Schlag			
DeSantis			
Gallucci			
Matelitz			
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: March 18, 2026

TO: Rotterdam Town Board

FROM: John Polimeni, Town Supervisor

TITLE OF REQUEST: To Amend Resolution 3.26 Approving Vacation Accruals for John R. Mertz, Esq.

TOWN BOARD MEETING: March 25, 2026

Background Information: The original resolution did not state the full terms of the appointment

Evaluation/Analysis: .

Recommendation(s): Approve six (6) weeks of vacation accruals and COLAs and longevity

Attachment/Document(s):

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Town Supervisor