

The Town of Rotterdam Town Board Meeting will be held in person; however, the public may access the meeting electronically via Zoom conference call. Members of the public may listen to the board meeting by dialing 1 (929) 205-6099 (followed by the pound symbol) or by logging into Zoom.com, then enter the conference ID NO. 867 0373 0307. Video of the town board meeting will be posted on the Town of Rotterdam website (www.rotterdamny.org) the following Friday after the meeting.

**MEETING OF THE
ROTTERDAM TOWN BOARD**

January 11, 2023

7:00 PM

Agenda Review 6:30 PM

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

SUPERVISOR'S REMARKS: Supervisor Mollie A. Collins

EXECUTIVE SESSION

PROCLAMATIONS/PRESENTATIONS

PUBLIC HEARING

- Local Law to amend chapter 60, Residency Requirements, of the Town code of the Town of Rotterdam.
- To consider and receive evidence on the requests of the Buekendaal Temple Association, Cyprus Shriners, Schenectady Shrine Club, and Notre Dame Bishop Gibbons School for a finding that that such organizations are either domiciled within the Town of Rotterdam, or that hardship or necessity exists sufficient to warrant the conducting of bingo and/or games of chance within the territorial limits of the Town of Rotterdam by organizations not domiciled within the Town of Rotterdam, and such other matters as may be necessary or appropriate in connection with the licensing requests or applications, received or anticipated to be received, from such organizations, under applicable regulations of the New York State Gaming Commission.

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 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 address 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 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 address for the record. The purpose of 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 shall be afforded a maximum of four (4) minutes to address the town board.

INTRODUCTION OF MOTIONS, ORDERS AND RESOLUTIONS

RESOLUTIONS

48.23 Authorizing the Supervisor to accept the withdrawal of the legal services provided to the Town by Gilchrest Tingley, P.C.

49.23 Authorizing the Supervisor to execute an agreement with Roemer Wallens Gold and Mineaux LLP.

50.23 To enact Introductory Local Law No. 11 of 2022; to amend Chapter 60, Residency Requirements, of the Town Code of the Town of Rotterdam.

51.23 To appoint Paul Chevalier to Police Sergeant 2nd.

52.23 To appoint Eileen Juedes to the position of Deputy Court Clerk.

53.23 To appoint Dylan Hart to the position of Cleaner.

54.23 To appoint Noah Baker to the position of Cleaner.

55.23 To appoint Paul Brown to Water and Sewer Maintenance Worker.

56.23 To accept revenue for the Town Clerk's office for December 2022.

57.23 Request for Qualifications (RFQ) for Engineering Services; Kiwanis Park Waterfront Access Improvements.

58.23 To approve budget transfers to the 2022 and 2023 budget.

59.23 To amend Resolution No. 296.21 relating to use of ARPA funds.

60.23 To accept Town Board meeting minutes.

LIAISON REPORTS

MISCELLANEOUS

EXECUTIVE SESSION

ADJOURNMENT

Mollie A. Collins, Supervisor

01/11/2023

PUBLIC HEARING

#1

A LOCAL LAW TO AMEND
CHAPTER 60, RESIDENCY
REQUIREMENTS, OF THE TOWN
CODE OF THE TOWN OF
ROTTERDAM

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☐County ☐City ☒Town ☐Village
(select one:)

of Rotterdam

Introductory Local Law No. 11 of the year 2022

**A LOCAL LAW TO AMEND CHAPTER 60, RESIDENCY REQUIREMENTS, OF THE
TOWN CODE OF THE TOWN OF ROTTERDAM**

Be it enacted by the Town Board of the Town of Rotterdam as follows:

See attached.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

TOWN OF ROTTERDAM

INTRODUCTORY LOCAL LAW NO. 11 OF THE YEAR 2022

A LOCAL LAW TO AMEND CHAPTER 60, RESIDENCY REQUIREMENTS, OF THE TOWN CODE OF THE TOWN OF ROTTERDAM

SECTION 1 – TITLE

This local law shall be referred to as “A Local Law to Amend Chapter 60, Residency Requirements, of the Town Code of the Town of Rotterdam”.

SECTION 2 – PURPOSE

The purpose of this local law is to provide that court clerks and deputy court clerks that are employed in the Town of Rotterdam Justice Court may reside in any county within the State of New York.

SECTION 3 – AUTHORITY

This local law is enacted by the Town Board of the Town of Rotterdam pursuant to the N.Y. Municipal Home Rule Law.

SECTION 4 – AMENDMENT

Chapter 60, Residency Requirements, is hereby amended to add a new Article VI, entitled Court Clerks and Deputy Court Clerks, to read in its entirety as follows:

Article VI. Court Clerks and Deputy Court Clerks

§ 60-8. Requirements for Court Clerks and Deputy Court Clerks.

Any person holding the office or performing the functions of Court Clerk or Deputy Court Clerk need not be a resident nor an elector of the Town of Rotterdam; provided, however, that

such person shall reside in the State of New York. This section shall supersede N.Y. Town Law § 23 and N.Y. Public Officers Law § 3.

SECTION 5 – SUPERSESSION

To the extent this local law is inconsistent with any state or local statute or regulation, it is the intent of this local law to supersede such statute or regulation, including without limitation the following: (i) N.Y. Town Law § 23; and (ii) N.Y. Public Officers Law § 3.

SECTION 6 – SEVERABILITY

If any word, phrase, sentence, part, section, subsection, or other portion of this Law or any application thereof to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, or other portion, or the proscribed application thereof, shall be severable, and the remaining provisions of this Law, and all applications thereof, not having been declared void, unconstitutional, or invalid, shall remain in full force and effect.

SECTION 7 – EFFECTIVE DATE

This Local Law shall become effective upon filing with the New York Secretary of State.

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

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

I hereby certify that the local law annexed hereto, designated as Local Law No. ____ of 2022 of the (County)(City)(Town)(Village) of Rotterdam was duly passed by the Town Board of the Town of Rotterdam on _____, 2022 in accordance with the applicable provisions of law.

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

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ and was deemed duly adopted on _____ 20____ in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20____. Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

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

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

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

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

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

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

I hereby certify that the local law annexed hereto, designated as local law No. ____ of 20____ of the County of _____, State of New York, having been submitted to the electors at the General Election of _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

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

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

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

(Seal)

Date: _____

RESOLUTION NO. 359.22

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 Blvd. Rotterdam, New York on Wednesday, December 28, 2022, at 7:00 p.m., the following resolution was duly adopted:

**TO RECOGNIZE THE INTRODUCTION OF INTRODUCTORY LOCAL LAW NO. 11
OF 2022 AND SCHEDULING A PUBLIC HEARING THEREON**

THEREFORE, UPON MOTION OF Councilmember DODSON,
seconded by Councilmember MASTROIANNI,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board recognizes the introduction of Introductory Local Law No. 11 of 2022 to amend Chapter 60, Residency Requirements, of the Town Code of the Town of Rotterdam.

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

**TOWN OF ROTTERDAM
NOTICE OF HEARING**

PLEASE TAKE NOTICE: That the Town Board of the Town of Rotterdam will hold a public hearing at the John F. Kirvin Government Center, Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306 at 7:00 p.m. on the 11th day of January, 2023 for the following purpose:

For the enactment of Introductory Local Law No. 11 of 2022 relating to amending Chapter 60, Residency Requirements, of the Town Code of the Town of Rotterdam.

**BY ORDER OF THE ROTTERDAM TOWN BOARD
DIANE M. MARCO, TOWN CLERK**

DATED: December 28, 2022

Daily Gazette: Please publish once on December 30, 2022

Town Clerk

Post

SECTION 3. This resolution shall become effective December 28, 2022.

DATED: December 28, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera (Absent)			
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on December 28, 2022, 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 December 30, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

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: December 22, 2022

TO: Mollie Collins, Town Supervisor

FROM: Jonathon Tingley, Attorney for the Town

TITLE OF REQUEST: Introduction of Introductory Local Law No. 11 of 2022 and Scheduling Public Hearing Thereon

TOWN BOARD MEETING: December 28, 2022

Background Information: Currently, local law requires that court clerks and deputy court clerks reside in Schenectady County or an adjoining county. Introductory Local Law No. 11 of 2022 would amend the Town Code to permit residency of court clerks and deputy court clerks in any county in New York State.

Evaluation/Analysis: The current residency restriction limits the number of available qualified and experienced court clerks or deputy court clerks that may be hired. Given the case load of the Town of Rotterdam Justice Court, it is advisable to expand permissible residency of court clerks and deputy court clerks to additional counties within New York State to ensure that all qualified and experienced candidates may be considered for such positions.

Recommendation(s): Recognize introduction of Introductory Local Law No. 11 of 2022 and schedule public hearing for January 11, 2022

Attachment/Document(s): Introductory Local Law No. 11 of 2022

Compliance with Purchasing Policy: N/A.

Effect(s) on Existing Law(s): This action would commence the process to amend the residency requirement for court clerks and deputy court clerks.

LEGISLATION WILL BE PREPARED BY: Attorney for the Town

01/11/2023

PUBLIC HEARING

#2

To consider and receive evidence on the requests of the Buekendaal Temple Association, Cyprus Shriners, Schenectady Shrine Club, and Notre Dame Bishop Gibbons School for a finding that that such organizations are either domiciled within the Town of Rotterdam, or that hardship or necessity exists sufficient to warrant the conducting of bingo and/or games of chance within the territorial limits of the Town of Rotterdam by organizations not domiciled within the Town of Rotterdam, and such other matters as may be necessary or appropriate in connection with the licensing requests or applications, received or anticipated to be received, from such organizations, under applicable regulations of the New York State Gaming Commission.

RESOLUTION NO. 350.22

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 Blvd. Rotterdam, New York on Wednesday, December 14, 2022, at 7:00 p.m., the following resolution was duly adopted:

TO CALL FOR A PUBLIC HEARING CONCERNING THE APPLICATIONS OF BEUKENDAAL TEMPLE ASSOCIATION, CYPRUS SHRINERS, SCHENECTADY SHRINE CLUB, AND NOTRE DAME BISHOP GIBBONS SCHOOL FOR A HARDSHIP DETERMINATION AND LICENSING IN CONNECTION WITH CONDUCTING BINGO/GAMES OF CHANCE OPERATIONS WITHIN THE TOWN OF ROTTERDAM

WHEREAS, persons conducting bingo and games of chance are regulated through a licensing and registration regulatory scheme promulgated by the New York State Gaming Commission; and

WHEREAS, the Buekendaal Temple Association, Cyprus Shriners, Schenectady Shrine Club, and Notre Dame Bishop Gibbons School have sought licensure from the Town of Rotterdam for activities and operations subject to the regulations promulgated by the New York State Gaming Commission in connection with the conduct of bingo and/or games of chance; and

WHEREAS, the regulations promulgated by the New York State Gaming Commission require the Town of Rotterdam to fully investigate the eligibility of the organizations seeking licensure; and

WHEREAS, a license may not be issued to organizations domiciled outside the jurisdiction of the Town of Rotterdam to conduct bingo and/or games of chance within the jurisdiction of the Town of Rotterdam unless the Town Board finds that, due to some condition of hardship or necessity, the conduct of bingo and/or games of chance in the Town by such non-domiciliary organizations is warranted, all as more specified in the regulations promulgated by the New York State Gaming Commission; and

WHEREAS, the New York State Gaming Commission has indicated that a hearing must be held in connection with making a finding of such hardship or necessity; NOW

THEREFORE, UPON MOTION OF Councilmember DODSON, seconded by Councilmember MASTROIANNI,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby calls for a public hearing to be held at the John F. Kirvin Government Center, Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, January 11, 2023, at 7:00 p.m. to consider and receive evidence on the requests of the Buekendaal Temple Association, Cyprus Shriners, Schenectady Shrine Club, and Notre Dame Bishop Gibbons School for a finding that such organizations are domiciled within the Town of Rotterdam, or that hardship or necessity exists sufficient to warrant the conducting of bingo and/or games of chance within the territorial limits of the Town of Rotterdam by organizations not domiciled within the Town of Rotterdam, and such other matters as may be necessary or appropriate in connection with the licensing requests or applications, received or anticipated to be received, from such organizations, under applicable regulations of the New York State Gaming Commission.

SECTION 2. The Town Clerk of the Town of Rotterdam is hereby directed to post a copy of the notice on the signboard of the town, maintained pursuant to subdivision 6 of section 30 of the Town Law of the State of New York, and to publish in the official newspaper of the Town of Rotterdam not less than twenty (20) days prior to the date designated for the public hearing provided for by the following public notice:

**TOWN OF ROTTERDAM
NOTICE OF HEARING**

PLEASE TAKE NOTICE: The Town Board of the Town of Rotterdam will hold a public hearing at the John F. Kirvin Government Center, Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306 on Wednesday, January 11, 2023, at 7:00 p.m. for the following purpose:

To consider and receive evidence on the requests of the Buekendaal Temple Association, Cyprus Shriners, Schenectady Shrine Club, and Notre Dame Bishop Gibbons School for a finding that that such organizations are either domiciled within the Town of Rotterdam, or that hardship or necessity exists sufficient to warrant the conducting of bingo and/or games of chance within the territorial limits of the Town of Rotterdam by organizations not domiciled within the Town of Rotterdam, and such other matters as may be necessary or appropriate in connection with the licensing requests or applications, received or anticipated to be received, from such organizations, under applicable regulations of the New York State Gaming Commission.

**BY ORDER OF THE ROTTERDAM TOWN BOARD
DIANE M. MARCO, TOWN CLERK**

DATED: December 14, 2022

Daily Gazette: Please publish once on December 21, 2022

Town Clerk

Post

SECTION 3. The Town Clerk of the Town of Rotterdam is hereby directed to send a copy of the foregoing Notice of Hearing to the New York State Gaming Commission and each of the Buekendaal Temple Association, Cyprus Shriners, Schenectady Shrine Club, and Notre Dame Bishop Gibbons School on or before December 21, 2022, and inviting same to attend and participate in the hearing.

SECTION 4. The Town Board hereby authorizes the Attorney for the Town, and his respective designee(s), to seek and obtain from any person, entity, or official such information and documents as may be reasonably necessary or appropriate to the Town Board's consideration of the requests of the Buekendaal Temple Association, Cyprus Shriners, Schenectady Shrine Club, and Notre Dame Bishop Gibbons School for licensing in connection with conducting bingo and/or games of chance within the territorial limits of the Town of Rotterdam.

SECTION 5. This resolution shall take effect December 14, 2022.

DATED: December 14, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on December 14, 2022, 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 December 16, 2022.

Diane M. Marco

Diane M. Marco, Town Clerk



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: December 6, 2022
TO: Mollie A. Collins, Supervisor
FROM: Diane M. Marco, Town Clerk

TITLE OF LEGISLATIVE REQUEST: To call for a public hearing on approving the hardship for the organizations, Beukendaal Temple Association, Cyprus Shrine, Schenectady Shrine Club and Notre Dame Bishop Gibbons School to conduct bingo at Via Port, 93 West Campbell Rd. Rotterdam N.Y. 12306

TO BE PLACED ON TOWN BOARD AGENDA OF: December 14, 2022

TO BE PLACED ON TOWN BOARD MEETING OF: December 14, 2022

Background Information: persons conducting bingo and games of chance are regulated through a licensing and registration regulatory scheme promulgated by the New York State Gaming Commission.

Evaluation/Analysis: New York State Gaming Commission has indicated that a hearing must be held in connection with making a finding of such hardship or necessity.

Recommendation(s): To call for a public hearing concerning the applications of Beukendaal Temple Association, Cyprus Shriners, Schenectady shrine club, Notre Dame Bishop Gibbons school for a hardship determination.

Attachment/Documents(s): Letters attached

Compliance with Purchasing Policy: N/A

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

LEGISLATION WAS PREPARED BY: Supervisors Office



Notre Dame-Bishop Gibbons School

2600 Albany Street · Schenectady, NY 12304-1899 · (518) 393-3131 · Fax (518) 370-3817

December 1, 2022

To Whom it May Concern:

The Notre Dame – Bishop Gibbons would like to conduct Bingo at the ViaPort facility in Rotterdam due to hardship. We would ask the Town of Rotterdam Town Board to call for a public hearing.

ND-BG is a school with a 60-year history of educating students from the Schenectady area and the entire Capital District. Currently we have 200 students in grades 6-12.

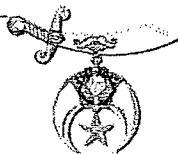
Please feel free to reach out with any additional questions or concerns.

Patrick Moran '93

Interim Principal

CYPRUS TEMPLE

Ill. Sir Richard Van Vorst, Potentate
Potentate@CyprusShriners.com



George Deveneau, P.P., Recorder
Recorder@CyprusShriners.com

Joseph Guerin, Chief Rabban

Christian Wessell, Treasurer

December 1, 2022

Ms. Diane Marco
Rotterdam Town Clerk
1100 Sunrise Blvd.
Rotterdam, NY 12306

Dear Ms. Marco,

Cyprus Shriners and a subordinate organization, Schenectady Shrine Club, conducted bingo operations at the Schenectady Bingo Palace for several years, but were forced to cease operations over two years ago due to New York State Covid restrictions. The Bingo Palace has since been sold and is no longer available for Bingo.

Cyprus Shrine and the Schenectady Shrine Club are now seeking to conduct bingo at the new bingo facility being established in the ViaPort Mall, located at 93 W. Campbell Rd, Rotterdam, N. Y. 12306. Both of these organizations are domiciled at 9 Frontage Rd., Glenmont, N. Y. 12007. According to the Rules and Regulations of Bingo in the State of New York, and specifically 9 CRR-NY 4812.9 Jurisdiction of license (a) The municipal governing body shall, prior to the issuance of any license, make a finding that the applicant organization is domiciled within the territorial limits of the municipality and shall not issue a license to an organization domiciled beyond such territorial limits. Furthermore, the statute states:

(b) A municipal governing body may, upon a finding that an applicant organization is domiciled beyond the territorial limits of such municipality, issue a license to such applicant organization only in cases where:

(1) the governing body of the municipality in which the applicant organization is seeking licensure and the commission determine that, due to some condition of hardship or necessity, the conduct of bingo in the municipality in which the applicant organization is seeking licensure is warranted;

(2) the municipality in which the applicant authorized organization is seeking licensure submits to the commission a letter of consent expressing such municipality's willingness to license the applicant authorized organization;

(3) the premises for which the authorized organization is seeking its license to conduct bingo is within the territorial limits of the municipality wherein licensure is being sought and such premises have been approved by that municipality for the conduct of bingo; and

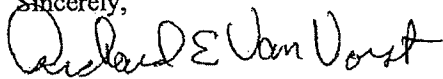
(4) the commission has issued the applicant authorized organization a bingo identification number bearing the municipal code of the licensing municipality.

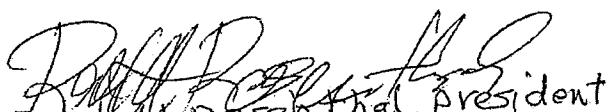
Based on these statutes, Cyprus Shrine and Schenectady Shrine Club are requesting the recognition of a hardship by the Town of Rotterdam in that our former Bingo Hall no longer exists and that we depend heavily on the revenues from our bingo operations to continue to operate. Additionally, our established player base is from Schenectady County, the new facility can hold over 300 players, there is sufficient parking, and it is easy to get to by car or bus. Our search for a new bingo facility suitable to our needs over the past two years has not identified any other such facility.

Hopefully the Town of Rotterdam will permit the two Shrine Organizations to conduct bingo at the Viaport Bingo facility. We will be happy to provide any further information that you may require.

We appreciate your attention to this matter.

Sincerely,


Richard Van Vorst, Potentate
Cyprus Shrine


Ralph H. Rosenthal, President
Schenectady Shrine Club

Mailing Address: 9 Frontage Road ~ Glenmont, NY 12077
Phone: 518-436-7892 / Fax: 518-465-6978

RESOLUTION NO. 48.23

**AUTHORIZING THE SUPERVISOR TO ACCEPT THE WITHDRAWAL OF THE
LEGAL SERVICES PROVIDED TO THE TOWN BY GILCHRIST TINGLEY, P.C.**

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Town Supervisor to accept the withdrawal of legal services to the Town as Attorney for the Town from the Law Firm of Gilchrist Tingley, P.C. in accordance with the written notice of withdrawal.

SECTION 2. The Town Board of the Town of Rotterdam hereby authorizes all legal services provided by Gilchrist Tingley, P.C. and Jonathon B. Tingley to the Town as Attorney for the Town to terminate effective as of **January 11, 2023**.

SECTION 3. The Town Board of the Town of Rotterdam hereby authorizes the payment to Gilchrist Tingley, P.C., for the fees for services rendered in the transition from Gilchrist Tingley, P.C. to Roemer Wallens Gold & Mineaux, LLP as Attorney for the Town.

SECTION 4. This resolution shall become effective January 11, 2023.

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: January 10, 2023

TO: Town Board

FROM: Mollie A. Collins, Town Supervisor

TITLE OF REQUEST: To accept the withdrawal of the legal services provided to the Town by Gilchrist Tingley, P.C.

TOWN BOARD MEETING: January 11, 2023

Background Information: Gilchrist Tingley, P.C. presented the Town with a withdrawal letter dated January 6, 2023.

Evaluation/Analysis: Gilchrist Tingley, P.C. will assist the Town in legal matters as need in the short term, pursuant to the same terms and conditions set forth in their engagement letter for the 2022 calendar year.

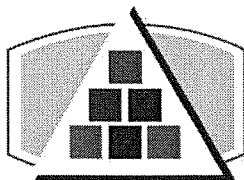
Recommendation(s): Accept the conditions stated in the withdrawal letter from Gilchrist Tingley, P.C.

Attachment/Document(s): Withdrawal letter from Gilchrist Tingley, P.C. and engagement letter for the 2022 calendar year.

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisors Office



**Gilchrist
Tingley, P.C.**
ATTORNEYS AT LAW

Jonathon B. Tingley
jtingley@gilchristtingley.com
(518) 238-3759 ext. 203

January 6, 2023

VIA EMAIL ONLY – mcollins@rotterdamny.org

Hon. Mollie A. Collins, Supervisor
Town of Rotterdam
1100 Sunrise Boulevard
Rotterdam, New York 12306

Re: Legal Services

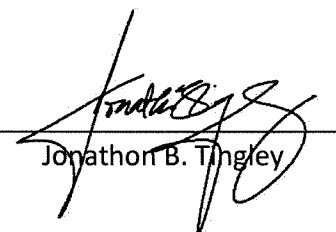
Dear Supervisor Collins:

Please allow this letter to memorialize our conversation on January 3, 2023, in which we notified you that our firm has decided to withdraw from providing legal services to the Town of Rotterdam.

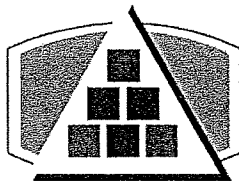
Upon Town Board authorization retroactive to January 1, 2023, we will continue to assist the Town in legal matters as needed in the short term, pursuant to the same terms and conditions set forth in our engagement letter for the 2022 calendar year (a copy of which is enclosed herein for your convenience), to allow the Town a period of time to promptly retain a new firm or to appoint a new attorney and to assist in a transition as reasonably necessary.

Very truly yours,

GILCHRIST TINGLEY, P.C.

By: 
Jonathon B. Tingley

Encl.



**Gilchrist
Tingley, P.C.**
ATTORNEYS AT LAW

Jonathon B. Tingley
jtingley@gilchristtingley.com
(518) 238-3759 ext. 203

January 1, 2022

Town of Rotterdam Town Board
Attn: Mollie Collins, Town Supervisor
1100 Sunrise Boulevard
Rotterdam, New York 12306

Re: Legal Services

Dear Supervisor Collins:

We are pleased to propose the following as our written engagement letter to act as attorneys for the Town of Rotterdam, commencing January 1, 2022. This letter, upon execution on behalf of the Town of Rotterdam, will provide the terms under which we will provide legal services.

We propose to provide legal services to the Town of Rotterdam in various capacities. We propose to provide general Town legal services, legal services to the Town of Rotterdam Planning Commission, and representation of the Town in litigation as and when needed. Each of these areas are described in more detail below, along with an explanation of our fee structure for each.

General Town Legal Services

We propose to provide general Town legal services. These services would generally consist of the same services that would typically be provided by an appointed Town Attorney, but exclude matters that fall within the scope of the matters discussed further below relating to the Planning Commission and litigation matters, each of which have their own fee structure.

The scope of our engagement for general Town legal services would include representation and counsel in day-to-day matters, including but not limited to:

- Responding to day-to-day inquiries from the Town Supervisor, other Town Board members, the Town Clerk, the Department of Public Works, the Highway Department, the Town Assessor, and other Town departments and officials, if and as necessary;
- Reviewing Town Board agenda items and materials and working with Town staff, the Town Supervisor, and Town Board on same, as necessary or appropriate;
- Reviewing and assisting in the preparation of resolutions, if and as necessary;
- Preparing new laws or amendments to the current Town Code, as necessary and as requested by Town officials;

- Reviewing contracts on behalf of the Town;
- Reviewing proposed roadway and other infrastructure dedications, easements, and the like;
- Providing real property services to the Town if and as necessary;
- Assisting in special district matters, including formation, extension, dissolution, and the like, if and as necessary;
- Prosecuting code violations and appearing in Town Court (including on violations filed by the Code Enforcement Officer and the Dog Control Officer);
- Attending all regular and special Town Board meetings;
- Attending additional Department meetings, as necessary and appropriate; and
- Rendering legal opinions and advice to the Town Board and other Town officers as to legality and legal consequences of proposed courses of action.

For general Town legal services, our fees will generally be computed on an hourly basis by multiplying the hours spent on such matters by the following hourly rates:

<u>Professional</u>	<u>Hourly Rate</u>
Partner	\$175.00
Of Counsel	\$175.00
Associate	\$150.00
Paralegal	\$100.00

It is our understanding that the Town has historically used special counsel for labor matters and municipal financing/bonding matters, and we recommend that it continue to do so. Accordingly, labor matters and municipal financing/bonding matters are not included within the scope of services that our firm would provide. However, we would coordinate with special counsel on such matters if and as necessary.

Notwithstanding the foregoing, we agree that our total monthly fees for legal services within this scope (General Town Legal Services) will not exceed \$12,000 per month for January, February, and March, 2022, and \$10,000 per month thereafter.

Planning Commission Matters

We propose to continue providing legal services in Planning Commission matters. This representation would include attendance at meetings of the Planning Commission and consultation with the Planning Commission, Planning Department, and other Town officials with respect to Planning Commission business. This representation does not include litigation with respect to Planning Commission matters, which is within the scope of the litigation services discussed further below.

For Planning Commission matters, we will charge an annual flat fee of \$19,200.00, which will be billed and payable in equal monthly installments of \$1,600.00. This fee and scope of services is consistent with our current representation of the Planning Commission.

Zoning Board of Appeals Matters

The Zoning Board of Appeals has been represented by Stefanie DiLallo Bitter, Esq. of the firm Bartlett, Pontiff, Stewart & Rhodes, P.C. for the past several years. In anticipation of Ms. Bitter's firm continuing as counsel for the Zoning Board of Appeals, we have not included a proposal to provide legal services in Zoning Board of Appeals matters. However, we remain available to fill in for Ms. Bitter's firm if and as necessary, and when doing so, our billing structure for general Town legal services would apply.

In the event Ms. Bitter's firm will not be continuing as counsel for the Zoning Board of Appeals, we can provide a separate proposal for such services for consideration.

Litigation Matters

For litigation matters, we will charge on an hourly basis at a rate of \$215.00 per hour for attorneys, and \$100.00 per hour for paralegals. Such litigation matters would include any litigation brought against the Town in which insurance defense coverage is not available, including (without limitation) litigation concerning Planning Commission or Zoning Board of Appeals matters, litigation concerning Town Board matters, litigation concerning Freedom of Information Law matters, and the like. However, such litigation matters would not include prosecution in Town Court of code enforcement, dog control, or other ordinance/local law enforcement matters, which would be within the scope of general Town legal matters and would accordingly be billed thereunder.

Terms Applicable to All Matters

In addition the foregoing terms specific to each of the above matters, the following terms will also apply to all matters in which we are engaged.

We reserve the right to increase our rates, and generally do so at the beginning of each calendar year; however, we will provide you with notice of any increases. In addition to legal fees, our representation may require certain incidental charges for disbursements, auxiliary services and facilities (including such items as telephone toll calls, telecopy, photocopying, travel expenses, overtime charges for staff, postage and delivery services and similar items). For some smaller items, such as filing fees, we will simply charge your account and include the

Mollie Collins, Town Supervisor
January 1, 2022
Page 4

item on your statement. Where any substantial charge is involved, we may ask you to advance the necessary sums to us.

It is our practice to render statements from time to time for services performed and incidental charges recorded in our clients' account. We will bill on a monthly basis and provide you with a statement which sets forth the date on which services were rendered, the amount of time spent, and a description of the services. However, on occasion, time, disbursements or other charges may not be reflected on a statement for several months. Our payment terms are net 30 days, and we reserve the right to charge a late payment penalty of one and one-quarter percent (1.25%) per month for any bills not paid on a timely basis.

Our responsibility to proceed with this matter will begin when we receive from you a signed copy of this engagement letter, and is also dependent upon your continued satisfaction of your responsibilities with respect to our representation as described on the enclosed New York State Bar Association Statement of Client Responsibilities. Our representation may be terminated prior to the conclusion of the matter by you, or by us, subject to the rules of professional responsibility, upon written notice. No such termination, however, will relieve you of the obligation to pay the legal fees owed to us for services performed and other charges owed to us through the date of termination. Upon such payment, you are entitled to your file materials upon request. It is our policy to generally retain file materials for no longer than seven years, however, we will make reasonable efforts to contact you prior to destroying your file.

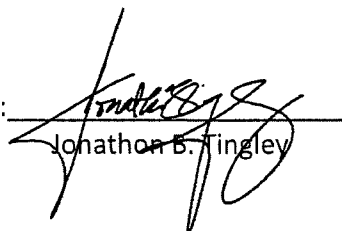
In the event that a dispute arises between us relating to the firm's fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which we will provide to you upon your request.

If the foregoing is acceptable, please sign and return this letter, retaining a copy for the Town's records. I look forward to working with you and the Town of Rotterdam.

Very truly yours,

GILCHRIST TINGLEY, P.C.

By:



Jonathon B. Tingley

Mollie Collins, Town Supervisor
January 1, 2022
Page 5

Accepted and Agreed to this 1st
day of January, 2022

Mollie A. Collins

Mollie Collins, as Town Supervisor,
Town of Rotterdam

Enc.

NEW YORK STATE BAR ASSOCIATION

STATEMENT OF CLIENT'S RESPONSIBILITIES

Reciprocal trust, courtesy and respect are the hallmarks of the attorney-client relationship. Within that relationship, the client looks to the attorney for expertise, education, sound judgment, protection, advocacy and representation. These expectations can be achieved only if the client fulfills the following responsibilities:

1. The client is expected to treat the lawyer and the lawyer's staff with courtesy and consideration.
2. The client's relationship with the lawyer must be one of complete candor and the lawyer must be apprised of all facts or circumstances of the matter being handled by the lawyer even if the client believes that those facts may be detrimental to the client's cause or unflattering to the client.
3. The client must honor the fee arrangement as agreed to with the lawyer, in accordance with law.
4. All bills for services rendered which are tendered to the client pursuant to the agreed upon fee arrangement should be paid promptly.
5. The client may withdraw from the attorney-client relationship, subject to financial commitments under the agreed to fee arrangement, and, in certain circumstances, subject to court approval.
6. Although the client should expect that his or her correspondence, telephone calls and other communications will be answered within a reasonable time frame, the client should recognize that the lawyer has other clients equally demanding of the lawyer's time and attention.
7. The client should maintain contact with the lawyer, promptly notify the lawyer of any change in telephone number or address and respond promptly to a request by the lawyer for information and cooperation.
8. The client must realize that the lawyer need respect only legitimate objectives of the client and that the lawyer will not advocate or propose positions which are unprofessional or contrary to law or the Lawyer's Code of Professional Responsibility.
9. The lawyer may be unable to accept a case if the lawyer has previous professional commitments which will result in inadequate time being available for the proper representation of a new client.
10. A lawyer is under no obligation to accept a client if the lawyer determines that the cause of the client is without merit, a conflict of interest would exist or that a suitable working relationship with the client is not likely

RESOLUTION NO. 49.23

**AUTHORIZING THE SUPERVISOR TO EXECUTE AN AGREEMENT WITH
ROEMER WALLENS GOLD AND MINEAUX LLP**

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Town Supervisor to execute the Agreement attached hereto with Roemer Wallens Gold and Mineaux LLP, located at 13 Columbia Circle, Albany New York 12203, for provision of legal services as Attorneys for the Town commencing January 11, 2023 through December 31, 2023.

SECTION 2. The Town Board of the Town of Rotterdam hereby authorizes the Town Supervisor to execute the Agreement attached hereto with Roemer Wallens Gold and Mineaux LLP, located at 13 Columbia Circle, Albany New York 12203, for provision of legal services as Attorneys for the Town of Rotterdam Planning Commission, commencing January 11, 2023 through December 31, 2023.

SECTION 3. This resolution shall become effective January 11, 2023.

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: January 10, 2023

TO: Town Board

FROM: Mollie A, Collins, Town Supervisor

TITLE OF REQUEST: Enter into an agreement with Roemer Wallens Gold and Mineaux LLP as Attorneys for the Town.

TOWN BOARD MEETING: January 11, 2023

Background Information: Due to the withdrawal of Gilchrist/Tingley, P.C. the Town is in need of legal services.

Evaluation/Analysis: Roemer Wallens Gold and Mineaux, LLP have experience in all fields of municipal law. They currently serve as our legal advisors relating to labor relations.

Recommendation(s): Recommend entering into an agreement with Roemer Wallens Gold and Mineaux LLP as Attorneys for the Town for the year 2023.

Attachment/Document(s): Roemer Wallens Gold and Mineaux LLP agreement for 2023.

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisors Office

AGREEMENT

Made and entered into as of the 11th day of January, 2023 by and between the TOWN OF ROTTERDAM, by and through its Town Board, with its offices located at 1100 Sunset Boulevard, Rotterdam, New York 12306 (hereinafter referred to as the "Town") and ROEMER WALLENS GOLD & MINEAUX LLP with its principal place of business located at 13 Columbia Circle, Albany, New York 12203 (hereinafter referred to the "Firm").

1. **Services.** The Town hereby retains and employs the Firm as its legal counsel to provide to the Town the following professional services as Town Attorney for the period of time hereinafter designated:

- A. **Town Attorney:** General Counsel to the Supervisor, the Town Board, all Town department heads and all Town boards and commissions, excluding the Zoning Board of Appeals; preparation of all resolutions, ordinances and local laws; review and/or preparation of all Town contracts, deeds, and legal documents; legal defense of the Town in all actions, except (i) those in which the Town is provided legal representation under the terms of any policy or policies of insurance, (ii) any extraordinary litigation ("extraordinary litigation" being defined as unusually complex litigation for which outside counsel is customarily employed, such as class actions, intentional torts, and such other litigation that, in size and scope, was not or could not reasonably have been contemplated by the parties to arise in the normal course of the Town's business), and (iii) those matters covered by the Town's separate agreement with the Firm for labor relations representation; prosecution of violations of the Town Code; and negotiations and representation with respect to the Town's interaction and involvement with Federal and State government entities and inter-municipal issues.
- B. **Counsel to the Town Planning Commission:** Attendance at all regular meetings of the Planning Commission, providing procedural and substantive legal advice to those bodies, the Chair and members thereof, on planning, land use, municipal, town and environmental law matters; preparation of such resolutions or other documents as necessary to effectuate the purposes, policies and decisions of the Planning Commission.

2. **Compensation.** The Town hereby agrees to compensate the Firm as follows:

- A. For the basic services set forth above, (inclusive of normal disbursements) Twelve Thousand Five Hundred Dollars (\$12,500.00) per month from January 2023 through December 2023.
- B. For the basic services set forth in Section 1(B), above, (inclusive of normal disbursements) One Thousand Seven Hundred Fifty Dollars (\$1,750.00) per month from January 2023 through December 2023.
- C. The Firm hereby agrees that it will provide the Town, as requested by the Town, with those services not specifically covered above, such as representation in litigation, as follows:

Partners and Senior Associate Attorneys

the hourly rate will be \$260.00.

Associate Attorneys

the hourly rate will be \$215.00.

Paralegals

the hourly rate will be \$130.00.

The foregoing shall be exclusive of normal disbursements.

3. The Town and the Firm agree that those representatives of the Firm who perform services pursuant to this Agreement shall be approved in advance by the Town.

4. The term of this Agreement shall be from January 11, 2023, through December 31, 2023. Notwithstanding the foregoing, the Town may terminate this Agreement at any time prior to December 31, 2023, upon thirty (30) days written notice from the Town to the Firm.

5. In accordance with the provisions of Section 109 of the General Municipal Law, the Firm is hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement, or its right, title or interest in this Agreement, or its power to execute this Agreement, to any other person or entity without the prior written consent of the Town.

6. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to have been inserted herein. If any such provision is not inserted through mistake or otherwise, then upon the application of either party, this contract shall be physically amended forthwith to make such insertion.

7. The Firm, in accordance with its status as independent contractor, covenants and agrees that it will conduct itself consistently with such status. The Firm, its partners and employees, will not hold themselves out as, nor claim to be, officers or employees of the Town by reason hereof, nor make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the Town including, but not limited to, workers compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

8. No waiver of any breach of the Agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this Agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

9. The Supervisor of the Town has executed this Agreement pursuant to a Resolution duly adopted by the Town Board. Mollie A. Collins, Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town.

10. This Agreement shall be executed in counterparts which may be in original or electronic (pdf) format, each of which shall be deemed an original. At least one counterpart shall be permanently filed, after full execution thereof, in the office of the Clerk of the Town of Rotterdam, New York.

[Signatures on Following Page]

IN WITNESS WHEREOF, the Town of Rotterdam has caused this Agreement to be signed by Mollie A. Collins, its Supervisor, duly authorized to do so, and Roemer Wallens Gold & Mineaux LLP has caused this Agreement to be signed by John R. Mineaux, its Managing Partner.

TOWN OF ROTTERDAM

By: _____
Mollie A. Collins, Supervisor

ROEMER WALLENS GOLD & MINEAUX LLP

By: _____
John R. Mineaux, Managing Partner

Attest:

Diane M. Marco, Town Clerk

RESOLUTION NO. 50.23

TO ENACT INTRODUCTORY LOCAL LAW NO. 11 OF 2022; TO AMEND CHAPTER 60, RESIDENCY REQUIREMENTS, OF THE TOWN CODE OF THE TOWN OF ROTTERDAM

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby enacts Introductory Local Law No. 11 of 2022.

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

SECTION 3. This resolution shall become effective January 11, 2023

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 Ext. 393 • Fax: 518-355-7976 • Website: www.rotterdamny.org



DATE: January 4, 2022
TO: Mollie A. Collins, Supervisor
FROM: Megan Griffin, Confidential Secretary

TITLE OF LEGISLATIVE REQUEST: To Enact Introductory Local Law No. 11 of 2022; To amend Chapter 60, Residency Requirements, of the Town Code of the Town of Rotterdam.

ON TOWN BOARD MEETING: January 11, 2023

Background Information: Currently, local law requires that court clerks and deputy court clerks reside in Schenectady County or an adjoining county. Introductory Local Law No. 11 of 2022 would amend the Town Code to permit residency of court clerks and deputy court clerks in any county in New York State.

Evaluation/Analysis: The current residency restriction limits the number of available qualified and experienced court clerks or deputy court clerks that may be hired. Given the case load of the Town of Rotterdam Justice Court, it is advisable to expand permissible residency of court clerks and deputy court clerks to additional counties within New York State to ensure that all qualified and experienced candidates may be considered for such positions.

Recommendation(s): Approve Local Law 11 of 2022, to amend Chapter 60, Article VI, Residency Requirements, of the Town Code of the Town of Rotterdam.

Attachment/Document(s): Proposed Local Law 11 of 2022

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): This action would amend the residency requirement for court clerks and deputy court clerks.

Legislation will be prepared by: Supervisor's Office

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☐County ☐City ☒Town ☐Village
(select one:)

of Rotterdam

Introductory Local Law No. 11 of the year 2022

**A LOCAL LAW TO AMEND CHAPTER 60, RESIDENCY REQUIREMENTS, OF THE
TOWN CODE OF THE TOWN OF ROTTERDAM**

Be it enacted by the Town Board of the Town of Rotterdam as follows:

See attached.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

TOWN OF ROTTERDAM

INTRODUCTORY LOCAL LAW NO. 11 OF THE YEAR 2022

A LOCAL LAW TO AMEND CHAPTER 60, RESIDENCY REQUIREMENTS, OF THE TOWN CODE OF THE TOWN OF ROTTERDAM

SECTION 1 – TITLE

This local law shall be referred to as “A Local Law to Amend Chapter 60, Residency Requirements, of the Town Code of the Town of Rotterdam”.

SECTION 2 – PURPOSE

The purpose of this local law is to provide that court clerks and deputy court clerks that are employed in the Town of Rotterdam Justice Court may reside in any county within the State of New York.

SECTION 3 – AUTHORITY

This local law is enacted by the Town Board of the Town of Rotterdam pursuant to the N.Y. Municipal Home Rule Law.

SECTION 4 – AMENDMENT

Chapter 60, Residency Requirements, is hereby amended to add a new Article VI, entitled Court Clerks and Deputy Court Clerks, to read in its entirety as follows:

Article VI. Court Clerks and Deputy Court Clerks

§ 60-8. Requirements for Court Clerks and Deputy Court Clerks.

Any person holding the office or performing the functions of Court Clerk or Deputy Court Clerk need not be a resident nor an elector of the Town of Rotterdam; provided, however, that

such person shall reside in the State of New York. This section shall supersede N.Y. Town Law § 23 and N.Y. Public Officers Law § 3.

SECTION 5 – SUPERSESSION

To the extent this local law is inconsistent with any state or local statute or regulation, it is the intent of this local law to supersede such statute or regulation, including without limitation the following: (i) N.Y. Town Law § 23; and (ii) N.Y. Public Officers Law § 3.

SECTION 6 – SEVERABILITY

If any word, phrase, sentence, part, section, subsection, or other portion of this Law or any application thereof to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, or other portion, or the proscribed application thereof, shall be severable, and the remaining provisions of this Law, and all applications thereof, not having been declared void, unconstitutional, or invalid, shall remain in full force and effect.

SECTION 7 – EFFECTIVE DATE

This Local Law shall become effective upon filing with the New York Secretary of State.

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

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

I hereby certify that the local law annexed hereto, designated as Local Law No. ____ of 2022 of the (County)(City)(Town)(Village) of Rotterdam was duly passed by the Town Board of the Town of Rotterdam on _____, 2022 in accordance with the applicable provisions of law.

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

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 ____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 ____, and was (approved)(not approved) (Name of Legislative body) (repassed after disapproval) by the _____ and was deemed duly adopted (Elective Chief Executive Officer*) on _____ 20 ____ in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 ____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 ____, and was (approved)(not approved) (Name of Legislative body) (repassed after disapproval) by the _____ on _____ 20 ____ (Elective Chief Executive Officer*). Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20 ____, in accordance with the applicable provisions of law.

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

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

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

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

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

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

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____, State of New York, having been submitted to the electors at the General Election of _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

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

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

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

(Seal)

Date: _____

RESOLUTION NO. 359.22

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 Blvd. Rotterdam, New York on Wednesday, December 28, 2022, at 7:00 p.m., the following resolution was duly adopted:

**TO RECOGNIZE THE INTRODUCTION OF INTRODUCTORY LOCAL LAW NO. 11
OF 2022 AND SCHEDULING A PUBLIC HEARING THEREON**

THEREFORE, UPON MOTION OF Councilmember **DODSON**,
seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board recognizes the introduction of Introductory Local Law No. 11 of 2022 to amend Chapter 60, Residency Requirements, of the Town Code of the Town of Rotterdam.

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

**TOWN OF ROTTERDAM
NOTICE OF HEARING**

PLEASE TAKE NOTICE: That the Town Board of the Town of Rotterdam will hold a public hearing at the John F. Kirvin Government Center, Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306 at 7:00 p.m. on the 11th day of January, 2023 for the following purpose:

For the enactment of Introductory Local Law No. 11 of 2022 relating to amending Chapter 60, Residency Requirements, of the Town Code of the Town of Rotterdam.

**BY ORDER OF THE ROTTERDAM TOWN BOARD
DIANE M. MARCO, TOWN CLERK**

DATED: December 28, 2022

Daily Gazette: Please publish once on December 30, 2022

Town Clerk

Post

SECTION 3. This resolution shall become effective December 28, 2022.

DATED: December 28, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera (Absent)			
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on December 28, 2022, 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 December 30, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 51.23

TO APPOINT PAUL CHEVALIER TO POLICE SERGEANT 2ND

THEREFORE, UPON MOTION OF Councilmember _____,

Seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Investigator Paul Chevalier, of Scotia, New York 12302, is hereby promoted and appointed to the position of Police Sergeant 2nd, probationary, full time, with full employee benefits, and subject to pre-employment background checks, at an annual salary of ninety-five thousand two hundred sixty-seven and 58/100 (\$95,267.58) dollars, commencing January 14, 2023.

SECTION 2. This resolution shall be effective January 11, 2023.

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: January 3, 2023
TO: Legislative Review Board
FROM: Deputy Chief William Male
TITLE OF REQUEST: Promote Investigator Paul Chevalier to the position of Sergeant 2nd.

TOWN BOARD MEETING: January 11, 2023

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

Evaluation/Analysis: Investigator Chevalier was one of five candidates who was interviewed by a panel of Police Command Staff.

Recommendation(s): Promote Investigator Paul Chevalier to the position of Sergeant 2nd, probationary, with full employee benefits, at an annual salary of \$95,267.58 effective January 14, 2023.

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: RPD

CERTIFICATION OF ELIGIBLES

TO: Mollie Collins Title: Town Supervisor 	FROM: Schenectady County Civil Service 620 State Street, Schenectady, NY 12305 Schenectady County Civil Service
--	--

CERTIFICATION EXPIRES ON AND APPTS MUST BE MADE BY: 12/29/2022

NOTE:

THIS IS NOT A COMPLETE LIST

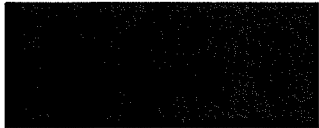
TITLE: POLICE SERGEANT	AGENCY: TOWN OF ROTTERDAM	EXAM NUMBER/ESTABLISHED: 75-077A/09/03/2021
# POS / TYPE / TIME / MOS / GR 1 / Permanent /F/ /	SALARY:	DATE OF CERTIFICATION: 11/29/2022

READ CAREFULLY THE INSTRUCTIONS PROVIDED FOR USE OF THIS FORM

When an appointment is made, any eligible candidate who was interviewed should be notified per section 61.3 of New York State Civil Service Law.

Final rating includes any veteran or disabled veteran credits shown.

#	NAME AND ADDRESS	FINAL EXAM RATING	V/O CREDITS	REPORT OF ACTION / SALARY / EFFECTIVE DATE OF APPOINTMENT
1.	ARMSTRONG, ERIC 		0.00 /2.00	
2.	D'AURIZIO, ANDREW 		0.00 /2.00	
3.	CHEVALIER, PAUL 		0.00 /1.00	
4.	MURPHY, DEVIN 		0.00 /1.00	

5.	SIMMONS, SEAN 		0.00 /2.00	
----	--	---	------------	--

Barbara Leonard , Personnel Technician

Issuing Authority Signature

Appointing Authority Signature

RESOLUTION NO. 52.23

TO APPOINT EILEEN JUEDES TO THE POSITION OF DEPUTY COURT CLERK

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Eileen Juedes, of Glenville, New York 12302, is hereby appointed to the position of Deputy Court Clerk, full time, provisionally, with full employee benefits, and subject to pre-employment background checks, at an annual salary of forty thousand eight hundred thirty-eight and 29/100 (\$40,838.29) dollars, commencing January 17, 2023.

SECTION 2. This resolution shall become effective January 11, 2023.

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: December 29, 2022

TO: Supervisor Mollie Collins

FROM: Hon. Kenneth P. Litz and Hon. James A. Bradshaw

TITLE OF REQUEST: Hiring of Deputy Court Clerks

TOWN BOARD MEETING: 1/11/2023

Background Information: The Justice department has had the benefit of five full time clerks for many years. We have found that having five full time clerks would be the minimum number of clerks necessary in order to efficiently handle the workload that the Justice Department deals with on a daily basis.

Evaluation/Analysis: To hire two new employees to the position of Deputy Court Clerk. We would be moving forward with five clerks.

Recommendation(s): The Board grant the foregoing request in order to provide the Justice Department with the adequate staffing necessary for the day-to-day operations of the Justice Department.

Attachment/Document(s): Civil Service Application for each applicant.

Compliance with Purchasing Policy: Not Applicable

Effect(s) on Existing Law(s): Not Applicable

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 Court Clerk
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

Last Name Juedes First Name Eileen Middle Initial M

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

Schenectady Glenville NY 12302
County City, Town, Village State Zip

Home Phone Number _____ Cell Phone _____

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:			
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 #:	_____
Restrictions:	<u>None</u>
Expiration Date:	<u>4/28/2025</u>
Endorsements:	<u>None</u>
Class of License:	<u>D</u>
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
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:				Niskayuna High School		
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	

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	22 yrs	Firm Name:	Sunnyview Rehabilitation Hospital
		Firm Address:	1270 Belmont Ave, Schady NY 12308
Employment Details		Description of Duties:	
Your Exact Title	Lead Information Desk Clerk	Greet, assist and direct visitors.	
Name of Your Supervisor	John Landolette	Answer and manage multiple phone lines.	
Supervisor's Title	Manager of Volunteer Services	Set up and maintain weekly and monthly schedules.	
Hours worked / wk. (exclusive of overtime)	40	Weigh, calculate and put postage on outgoing mail.	
Reason for Leaving	Change New Challenge	Edit and approve Kronos payroll for Information Desk.	
		Oversee hiring and training of new staff/volunteers.	
		Exercise problem solving skills in a variety of situations.	
		Order supplies for Information Desk.	
Length of Employment	3 yrs	Firm Name:	Union Chiropractic
From		Firm Address:	Union St, Schady 12308
To:		Description of Duties:	
Employment Details		Answered multiple phone lines.	
Your Exact Title	Receptionist	Scheduled patient appointments.	
Name of Your Supervisor	Diana Mirabile	Recorded payments made by patients.	
Supervisor's Title	Office Manager	Balanced payment book at end of every day.	
Hours worked / wk. (exclusive of overtime)	20	Organized patient files.	
Reason for Leaving	Full time Employment with Sunnyview	Assisted doctor's and therapists as needed.	

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		
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.

Eileen M. Juedes
Signature of Applicant

Eileen M. Juedes
Print Name

12/29/2022
Date

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

NOTICE
(As of November 15, 2022)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

Deputy Court Clerk

<u>Compensation</u>	
Title	Range
Deputy Court Clerk	\$40,838.29 -
Start Date 1/3/2023	\$44,913.53
	(2021)

The above title is classified as a competitive position and does require a competitive examination under Civil Service Law.

Location:

Town of Rotterdam Justice Court

Qualifications:

See attached Civil Service Job Description.

Permanent appointment to positions in Schenectady County is contingent upon the successful completion of a criminal background check. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://rotterdamny.org/blob/form-files.ashx?ID=2072>. Application forms must be filed with the Town Supervisor's Office no later than close of business on **November 30, 2022**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org.

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

**cc: Town Supervisor
 Town Board
 Town Clerk
 Comptroller
 CSEA President
 All Departments**

Post this notice in all Town Buildings and Departments

DEPUTY COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Town of Rotterdam and involves responsibility for participating in functions and activities relating to a court system where civil, criminal, and /or traffic cases are processed. Work is carried out in accordance with established procedures and involves the management of all court operations related to case processing. Work is performed under the general supervision of presiding judges with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives and files summonses and traffic tickets in numerical or alphabetical order;
- Accepts fees, fines, and bail money in accordance with defined procedures and gives receipts;
- Enters convictions on drivers' licenses and prepares reports to the Motor Vehicle Department and Department of Audit and Control;
- Receives, date stamps, sorts and distributes incoming mail;
- Responds to inquiries from other courts, government agencies and attorneys concerning court procedures;
- Responds to oral and written inquiries from the public concerning scheduling or cases and court procedures and practices;
- Performs a variety of miscellaneous clerical duties as required, such as typing, filing, and answering the telephone;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern office management practices, procedures and equipment; good knowledge of business arithmetic and English; eJusticeNY Criminal Justice Access training; good knowledge of New York Stat Integrates Justice Portal, ability to readily acquire familiarity with the laws, rules, regulations, policies and practices of the court system; ability to read and interpret a variety of written and numeric material including court documents and correspondence; ability to understand and follow oral and written instructions; ability to train, supervise and coordinate the activities of a subordinate staff; ability to handle sensitive matters on a confidential basis; clerical aptitude; good judgment; tact; courtesy.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience in an office setting.

Adopted
CSC 11/15/16
Revised 08/16/22

JC: COMPETITIVE

RESOLUTION NO. 53.23

TO APPOINT DYLAN HART TO THE POSITION OF CLEANER

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Dylan Hart, of Schenectady, New York 12303, is hereby appointed to the position of Cleaner, full time, with full employee benefits, and subject to pre-employment background checks, at an annual salary of thirty-eight thousand nine hundred ninety-one and 01/100 (\$38,991.01) dollars, commencing January 17, 2023.

SECTION 2. This resolution shall become effective January 11, 2023.

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: January 3, 2023
TO: Mollie A. Collins, Town Supervisor
FROM: James Keith, Sr. Building Inspector *JK*

TITLE OF REQUEST: To hire two (2) cleaners

TOWN BOARD MEETING: January 11, 2023

Background Information: The town has three (3) buildings that are open to the public. In the past the town hall, police station/courts and senior center all had individual cleaners assigned to them because of the pedestrian/traffic flow that they received.

Evaluation/Analysis: Keeping our public buildings clean and well maintained is important. We need to have an environment that is safe for employees and residents who enter our buildings. It is our obligation to make sure stairwells and hallways are kept free of objects that would limit entry or exit from the building, emergency exit signs and lighting, snow/ice removal from the entrances, disinfection and many other factors to maintain a safe clean building.

Recommendation(s): Hire Dylan Hart and Noah Baker as cleaners

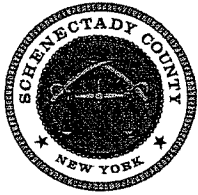
Attachment/Document(s): Civil Service Applications

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: 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. _____
POSITION TITLE EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

RECEIVED

AUG 29 2022

Town of Rotterdam
SUPERVISORS OFFICE

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

Last Name: Hart First Name: Dylan Middle Initial: R

Street Address or Road: _____ R.D. # or P.O. Box #: _____
Schenectady, NY (Rotterdam) NY 12303
County: _____ City, Town, Village: _____ State: _____ Zip: _____

Home Phone Number: _____ Phone: Same

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:			
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 #:	_____
Restrictions:	<u>NONE</u>
Expiration Date:	<u>1/15/2030</u>
Endorsements:	_____
Class of License:	<u>D</u>
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).		☒
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		☒
*Granada: 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?		☒
Did you ever resign from any employment rather than face dismissal?		☒
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?		☒
Have you ever been convicted of any crime (felony or misdemeanor)?		☒
Are you now under charges for any crime?		☒
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		☒

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 (Rotterdam)		
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	

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.

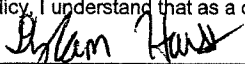
Length of Employment	Firm Name:	Hannaford													
[Redacted]	Firm Address:	1400 Altamont Ave, NY 12303													
	Description of Duties:														
	Unload truck days Work nights Incharge while the manager is out Control Inventory Order produce for the days of the week														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: left;">Employment Details</th></tr> <tr><td style="width: 50%;">Your Exact Title</td><td>Produce lead</td></tr> <tr><td>Name of Your Supervisor</td><td>Brandon Miller</td></tr> <tr><td>Supervisor's Title</td><td>Produce manager</td></tr> <tr><td>Hours worked / wk. (exclusive of overtime)</td><td>40 hrs</td></tr> <tr><td>Reason for Leaving</td><td> </td></tr> </table>				Employment Details		Your Exact Title	Produce lead	Name of Your Supervisor	Brandon Miller	Supervisor's Title	Produce manager	Hours worked / wk. (exclusive of overtime)	40 hrs	Reason for Leaving
Employment Details															
Your Exact Title	Produce lead														
Name of Your Supervisor	Brandon Miller														
Supervisor's Title	Produce manager														
Hours worked / wk. (exclusive of overtime)	40 hrs														
Reason for Leaving															
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		
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

Dylan Hart
Print Name

8/29/22
Date

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

NOTICE
(As of December 9, 2022)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

<u>Job Title</u>	<u>Compensation</u>
Cleaner	\$38,991.01 (2021)

Location:

Town of Rotterdam

Qualifications:

See attached Civil Service Job Description.

Possession of a New York State Driver's License, which must be maintained throughout duration of appointment. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://rotterdamny.org/blob/form-files.ashx?ID=2072>. Application forms must be filed with the Town Supervisor's Office no later than close of business on **December 23, 2022**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org.

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

cc: Town Supervisor
 Town Board
 Town Clerk
 Comptroller
 CSEA President
 All Departments

Post this notice in all Town Buildings and Departments

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring the efficient performance of a variety of cleaning tasks. The work involves execution of these tasks through a well-established routine. Direct supervision is received from a higher-level supervisor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Painting of rooms and equipment, repairing of furniture and making minor plumbing, electrical and carpentry repairs;
Dusts chairs, tables, desks and other furniture;
Washes windows, walls, woodwork, toilets and sinks;
Sweeps, mops, vacuums and waxes floors with various equipment designed for those purposes;
Gathers and disposes of refuse;
Installs and removes window air conditioners;
Mows lawns, trims shrubs, rakes leaves and performs a variety of other grounds keeping tasks;
Shovels snow and spreads rock salt;
Cleans and polishes furniture;
Performs a variety of routine errands and cleaning tasks;
Performs a variety of related duties as required;
May use a district motor vehicle as assigned.

When Assigned to a School District:

May clean blackboards and erasers;
May monitor rest rooms and report violations of non-smoking policy;
May use a district motor vehicle as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of cleaning methods, materials, and equipment; ability to follow oral and written direction; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from High School or possession of a High School Equivalency Diploma; OR
- (B) Three months of building cleaning experience; OR
- (C) Successful completion of a job training or job readiness program.

SPECIAL REQUIREMENT: A valid New York State Driver's License may be required, at the discretion of the appointing authority.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

RESOLUTION NO. 54.23

TO APPOINT NOAH BAKER TO THE POSITION OF CLEANER

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Noah Baker, of Schenectady, New York 12304, is hereby appointed to the position of Cleaner, full time, with full employee benefits, and subject to pre-employment background checks, at an annual salary of thirty-eight thousand nine hundred ninety-one and 01/100 (\$38,991.01) dollars, commencing January 17, 2023.

SECTION 2. This resolution shall become effective January 11, 2023.

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: January 3, 2023
TO: Mollie A. Collins, Town Supervisor
FROM: James Keith, Sr. Building Inspector *JK*

TITLE OF REQUEST: To hire two (2) cleaners

TOWN BOARD MEETING: January 11, 2023

Background Information: The town has three (3) buildings that are open to the public. In the past the town hall, police station/courts and senior center all had individual cleaners assigned to them because of the pedestrian/traffic flow that they received.

Evaluation/Analysis: Keeping our public buildings clean and well maintained is important. We need to have an environment that is safe for employees and residents who enter our buildings. It is our obligation to make sure stairwells and hallways are kept free of objects that would limit entry or exit from the building, emergency exit signs and lighting, snow/ice removal from the entrances, disinfection and many other factors to maintain a safe clean building.

Recommendation(s): Hire Dylan Hart and Noah Baker as cleaners

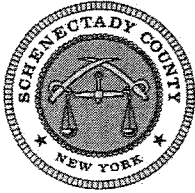
Attachment/Document(s): Civil Service Applications

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: 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

Date Received _____ Approved _____

Conditional _____ Disapproved _____

RECEIVED

DEC 15 2022

Town of Rotterdam
SUPERVISORS OFFICE

CIVIL SERVICE DEPT.
USE ONLY

1. Cleaner
POSITION TITLE EXAM NUMBER

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

BAKER NOAH M
Last Name First Name Middle Initial

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

SCHENECTADY SCHENECTADY NY 12304
County City, Town, Village State Zip

Home Phone Number Cell Phone

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.

State of:

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 #:	
Restrictions:	-
Expiration Date:	01-15-29
Endorsements:	-
Class of License:	D
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).		
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?		☒
Did you ever resign from any employment rather than face dismissal?		☒
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?		☒
Have you ever been convicted of any crime (felony or misdemeanor)?		☒
Are you now under charges for any crime?		☒
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		☒

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:			Mohanasen Central School District			
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	

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:	Mohanasen Central School District
	Firm Address:	
Employment Details	Description of Duties:	
Your Exact Title: cleaner	- maintaining clean and safe environment for students and staff - disinfecting, window cleaning, sweeping, mopping, vacuuming, dusting, deep cleaning, recycling, removal of hazardous waste - properly disinfecting and cleaning with appropriate products and chemicals - setting up and breaking down tables and chairs for student activities - responding to emergency calls that require custodial help, such as: spills, bathroom accidents, plumbing issues, and maintenance help - taking in truck deliveries and breaking down pallets - setting up new furniture in offices and classrooms	
Name of Your Supervisor: Mike Sherman		
Supervisor's Title:		
Hours worked / wk (exclusive of overtime): 40 hrs/wk		
Reason for Leaving: Currently searching for better opportunities.		
Length of Employment	Firm Name:	Shalmont School District
From:	Firm Address:	100 Princetown Rd. Rotterdam NY
To:	Description of Duties:	
Employment Details	- bringing grade K-4th classrooms from classroom to recess ~~classroom~~ - supervising and ensuring safety of each group - giving first aid attention to any injuries - deescalating student conflicts - handling and reporting behavioral issues as well as communicating with teachers and staff about any problems	
Your Exact Title: Monitor		
Name of Your Supervisor: Jody Grifflord		
Supervisor's Title: Principal		
Hours worked / wk (exclusive of overtime): 15/wk		
Reason for Leaving: Pursuing full-time schedule.		

Length of Employment		Firm Name:	CDYMCA
From:		Firm Address:	250 winding brook dr, Guilderland NY
To:		Description of Duties:	
Employment Details		- lead program activities in an after school program at Jefferson Elementary, following OCFs guidelines and regulations - maintained state regulated trainings - setting up and cleaning the snack area, maintaining a germ-free environment - daily cleaning, disinfecting, sweeping, both the gym and cafe - cleaning bathroom accidents or from sick students with proper waste disposal - communication with parents if an emergency occurred	
Your Exact Title		group leader	
Name of Your Supervisor		Sahara Outing	
Supervisor's Title		Childcare coordinator	
Hours worked / wk. (exclusive of overtime)		30/wk	
Reason for Leaving		Pursuing full-time schedule.	
Length of Employment		Firm Name:	Jam's Lunch
From:		Firm Address:	93 W Campbell Rd. Schenectady NY
To:		Description of Duties:	
Employment Details		- setting up delivery orders and handing them to customers and drivers - cleaning workspace floors and surfaces nightly - deep cleaning fryers and grills - disposing of garbage and dishwashing - followed proper COVID-19 disinfecting guidelines - helped restock and resupply all areas of kitchen	
Your Exact Title		Bus Boy	
Name of Your Supervisor		Shane Seecombe	
Supervisor's Title		head cook/owner	
Hours worked / wk. (exclusive of overtime)		20/wk	
Reason for Leaving		Business was closing.	

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.

Mark Baker

Signature of Applicant

Noah Baker

Print Name

12/12/2021

Date

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

NOTICE
(As of December 9, 2022)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

<u>Job Title</u>	<u>Compensation</u>
Cleaner	\$38,991.01 (2021)

Location:

Town of Rotterdam

Qualifications:

See attached Civil Service Job Description.

Possession of a New York State Driver's License, which must be maintained throughout duration of appointment. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://rotterdamny.org/blob/form-files.ashx?ID=2072>. Application forms must be filed with the Town Supervisor's Office no later than close of business on **December 23, 2022**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org.

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cc: Town Supervisor
Town Board
Town Clerk
Comptroller
CSEA President
All Departments

Post this notice in all Town Buildings and Departments

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring the efficient performance of a variety of cleaning tasks. The work involves execution of these tasks through a well-established routine. Direct supervision is received from a higher-level supervisor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Painting of rooms and equipment, repairing of furniture and making minor plumbing, electrical and carpentry repairs;
Dusts chairs, tables, desks and other furniture;
Washes windows, walls, woodwork, toilets and sinks;
Sweeps, mops, vacuums and waxes floors with various equipment designed for those purposes;
Gathers and disposes of refuse;
Installs and removes window air conditioners;
Mows lawns, trims shrubs, rakes leaves and performs a variety of other grounds keeping tasks;
Shovels snow and spreads rock salt;
Cleans and polishes furniture;
Performs a variety of routine errands and cleaning tasks;
Performs a variety of related duties as required;
May use a district motor vehicle as assigned.

When Assigned to a School District:

May clean blackboards and erasers;
May monitor rest rooms and report violations of non-smoking policy;
May use a district motor vehicle as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of cleaning methods, materials, and equipment; ability to follow oral and written direction; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from High School or possession of a High School Equivalency Diploma; OR
- (B) Three months of building cleaning experience; OR
- (C) Successful completion of a job training or job readiness program.

SPECIAL REQUIREMENT: A valid New York State Driver's License may be required, at the discretion of the appointing authority.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

RESOLUTION NO. 55.23

TO APPOINT PAUL BROWN TO WATER AND SEWER MAINTENANCE WORKER

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Paul Brown, of Rotterdam New York 12306, is hereby appointed to the position of Water and Sewer Maintenance Worker, full time, with full employee benefits, at an annual salary of forty-nine thousand one hundred fifty-six and 95/100 (\$49,156.95) dollars, commencing January 17, 2023;

SECTION 2. This resolution shall become effective January 11, 2023.

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: January 3, 2023

TO: Mollie A. Collins, Town Supervisor

FROM: J. Keith, Sr. Building Inspector *JK*

TITLE OF REQUEST: Appoint Paul Brown to the position of Water/Sewer Maintenance Worker.

TOWN BOARD MEETING: January 11, 2023

Background Information: Mr. Brown has worked with the Water/Sewer Maintenance Department since 2020.

Evaluation/Analysis: Mr. Brown has taken the courses for his distribution license and has been trained on confined space. He has responded to call-outs in emergency situations and will be an asset to the department.

Recommendation(s): Recommend to appoint Paul Brown to the position of Water/Sewer Maintenance Worker effective Tuesday January 17, 2023.

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. Water and Sewer Maintenance worker
POSITION TITLE EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

RECEIVED

NOV 16 2022

Town of Rotterdam
SUPERVISORS OFFICE

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
Last Name: Brown First Name: Paul Middle Initial: J

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

County: Schenectady City, Town, Village: Rotterdam State: NY Zip: 12306

Home Phone Number: NA Cell Phone: _____

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: Month _____ Day _____ Year _____

Date of Birth _____

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.

4. 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:			
County of:			
Village of:			
Town of:			
City of:			
School District			

5A. 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 Testing Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious Observer ☐ Military ☐ Disability ☐

7. 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:	<u>None</u>		
Expiration Date:	<u>10/07/2028</u>		
Endorsements:	<u>None</u>		
Class of License:	<u>D</u>		
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).	☐	☐
Did you service 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	☐	☐
*Granada: 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?	☐	☒
Did you ever resign from any employment rather than face dismissal?	☐	☒
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?	☐	☒
Have you ever been convicted of any crime (felony or misdemeanor)?	☐	☒
Are you now under charges for any crime?	☐	☒
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?	☐	☒

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				Yes	No
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?				☒	☐
If Yes, Name and Location of High School or Issuing Government Authority:				Mohonasen 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	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	

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:	
From		Firm Address:	
Earnings (complete one)		Description of Duties:	
Hourly		- mowed Parks - removed trash - removed graffiti	
Annual			
Your Exact Title	Summer help (Parks)		
Name of Your Supervisor	Ron Reymus		
Supervisor's Title	Parks Supervisor		
Hours worked / wk. (exclusive of overtime)	40 hrs/wk		
Reason for Leaving	Seasonal		
Length of Employment		Firm Name:	
From		Firm Address:	
Earnings (complete one)		Description of Duties:	
Hourly		- Assist in traffic and water departments, as well as being based out of Parks department	
Annual	42,400		
Your Exact Title	Laborer		
Name of Your Supervisor	Chad Proper		
Supervisor's Title	Parks Supervisor		
Hours worked / wk. (exclusive of overtime)	40 hrs/wk		
Reason for Leaving			

Length of Employment		Firm Name:	
From:	To:	Firm Address:	
Earnings (complete one)		Description of Duties:	
Hourly			
Annual			
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:	To:	Firm Address:	
Earnings (complete one)		Description of Duties:	
Hourly			
Annual			
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.

	Paul Brown	11/15/22
Signature of Applicant	Print Name	Date

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

RESOLUTION NO. 56.23

TO ACCEPT REVENUE FOR THE TOWN CLERK'S OFFICE FOR DECEMBER 2022

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Clerk's report for the month of December 2022, has been placed on file and the town clerk's check in the amount of four thousand nine hundred thirty seven dollars and 31/100 (\$4,937.31) has been submitted to the supervisor for deposit.

SECTION 2. This resolution shall become effective January 11, 2023

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: **January 3, 2022**

TO: Mollie A. Collins, Supervisor

FROM: Diane M. Marco, Town Clerk

TITLE OF LEGISLATIVE REQUEST: Revenue received for **December 2022, \$4,937.31** in the Town Clerks office.

TO BE PLACED ON TOWN BOARD AGENDA OF: **January 11, 2023**

TO BE PLACED ON TOWN BOARD MEETING OF: **January 11, 2023**

Background Information: Attached

Evaluation/Analysis: Increase revenue for the Town.

Recommendation(s): To place on the Town Board Agenda and Town Board meeting of **January 11, 2023**

Attachment/Documents(s): Attached

Compliance with Purchasing Policy: N/A

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

LEGISLATION WAS PREPARED BY: Diane M. Marco, Town Clerk

12/30/2022

Town Clerk Monthly Report
December 01, 2022 - December 31, 2022

Page 1

Account Description	Fee Description	Account#	Qty	Local Share
Conservation	Conservation	A1255	4	17.31
			Sub-Total:	\$17.31
Dog Licensing	Exempt Dog	A2544	2	0.00
Dog Licensing	Female, Spayed	A2544	96	1,344.00
Dog Licensing	Female, Unspayed	A2544	12	204.00
Dog Licensing	Male, Neutered	A2544	90	1,260.00
Dog Licensing	Male, Unneutered	A2544	19	323.00
Dog Licensing	Replacement Tags	A2544	1	3.00
			Sub-Total:	\$3,134.00
Ex pass	Ex Pass	A1255	3	75.00
			Sub-Total:	\$75.00
Late Fees	Late Fee -Dog Renewal	A1550	44	440.00
			Sub-Total:	\$440.00
Marriage Lic.	MARRIAGE LICENSE FEE	A1255	4	70.00
			Sub-Total:	\$70.00
MISC. FEES	Certified Copies	A1255	148	1,480.00
			Sub-Total:	\$1,480.00
parade permit	Parade Permit	002328	1	25.00
			Sub-Total:	\$25.00
Senior Discount	Senior Discount	A2544	47	-454.00
			Sub-Total:	-\$454.00
Taxicab License	Taxi	A2545	1	150.00
			Sub-Total:	\$150.00
Total Local Shares Remitted:				\$4,937.31
Amount paid to:	NYS Ag. & Markets for spay/neuter program			279.00
Amount paid to:	NYS Environmental Conservation			296.69
Amount paid to:	State Health Dept. For Marriage Licenses			90.00
Total State, County & Local Revenues:				\$5,603.00
Total Non-Local Revenues:				\$665.69

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Diane M. Marco, Town Clerk, Town of Rotterdam during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Mollie A. Collins 1/3/2023 Diane M. Marco 1/3/2023
Supervisor Date Town Clerk Date

**Monthly Worksheet of Daily Work
December 2022**

DATE	AMOUNT DEPOSITED	DEC LICENSE SALES	DEC PORTION	TOWN PORTION	DOG AMOUNT PAID	STATE AG MKTS PORTION	TOWN PORTION	MARRIAGE FEE PAID	STATE DOH PORTION	TOWN PORTION		BINGO GAMES CHANGE	TOWN PORTION	EZ Pass
12/1/2022	\$215.00	\$0.00	\$0.00	\$0.00	\$180.00	\$16.00	\$152.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/2/2022	\$590.00	\$195.00	\$184.26	\$10.74	\$235.00	\$24.00	\$211.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/5/2022	\$565.00	\$0.00	\$0.00	\$0.00	\$245.00	\$23.00	\$222.00	\$40.00	\$22.50	\$17.50	\$0.00	\$0.00	\$0.00	\$0.00
12/6/2022	\$305.00	\$0.00	\$0.00	\$0.00	\$185.00	\$13.00	\$172.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/7/2022	\$141.00	\$0.00	\$0.00	\$0.00	\$101.00	\$12.00	\$89.00	\$40.00	\$22.50	\$17.50	\$0.00	\$0.00	\$0.00	\$0.00
12/8/2022	\$278.00	\$0.00	\$0.00	\$0.00	\$248.00	\$20.00	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/9/2022	\$365.00	\$0.00	\$0.00	\$0.00	\$215.00	\$22.00	\$193.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/12/2022	\$290.00	\$0.00	\$0.00	\$0.00	\$240.00	\$20.00	\$220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/13/2022	\$547.00	\$0.00	\$0.00	\$0.00	\$187.00	\$19.00	\$168.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/14/2022	\$180.00	\$0.00	\$0.00	\$0.00	\$80.00	\$7.00	\$73.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/15/2022	\$80.00	\$10.00	\$9.44	\$0.56	\$50.00	\$4.00	\$46.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/16/2022	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00	\$3.00	\$32.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/19/2022	\$285.00	\$0.00	\$0.00	\$0.00	\$215.00	\$17.00	\$198.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/20/2022	\$128.00	\$37.00	\$34.06	\$2.94	\$41.00	\$5.00	\$36.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/21/2022	\$190.00	\$0.00	\$0.00	\$0.00	\$115.00	\$9.00	\$106.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
12/22/2022	\$190.00	\$0.00	\$0.00	\$0.00	\$190.00	\$17.00	\$173.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/27/2022	\$301.00	\$0.00	\$0.00	\$0.00	\$281.00	\$31.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/28/2022	\$337.00	\$72.00	\$68.03	\$3.97	\$35.00	\$3.00	\$32.00	\$40.00	\$22.50	\$17.50	\$0.00	\$0.00	\$0.00	\$0.00
12/29/2022	\$116.00	\$0.00	\$0.00	\$0.00	\$51.00	\$8.00	\$43.00	\$40.00	\$22.50	\$17.50	\$0.00	\$0.00	\$0.00	\$25.00
12/30/2022	\$445.00	\$0.00	\$0.00	\$0.00	\$80.00	\$4.00	\$76.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Audited by dms 12/30/2022	\$5,603.00	\$314.00	\$298.69	\$17.31	\$2,969.00	\$279.00	\$2,690.00	\$160.00	\$90.00	\$70.00	\$0.00	\$0.00	\$0.00	\$75.00

THE RED THERMO SECURED "SP" LOGO IN THE LOWER CORNER OF THIS CHECK MUST FADE TEMPORARILY WHEN WARMED BY TOUCH OR FRICTION. SEE BACK FOR ADDITIONAL FEATURES.

TOWN OF ROTTERDAM
TOWN CLERK ACCOUNT
1100 SUNRISE BLVD
ROTTERDAM, NY 12306

DATE January 3, 2023 2889 28-7213

PAY TO THE ORDER OF Mollie A. Collins, Supervisor \$ 4937.31

Four thousand nine hundred thirty seven and 31/100 DOLLARS

KeyBank 
KeyBank National Association

MEMO Revenue 12/22 Dan M. Mann ☐ ☐
Town Clerk

⑈002889⑈ ⑆021300077⑆ 8840008984⑈

RESOLUTION NO. 57.23

**REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES
KIWANIS PARK WATERFRONT ACCESS IMPROVEMENTS**

WHEREAS, the Town of Rotterdam has been awarded a \$225,000 grant from the Local Waterfront Improvement Grant for the Design and Construction of Kiwanis Park Waterfront Access Improvements; and

WHEREAS, the Town seeks an engineering consulting firm to develop design and construction documents, and to provide construction oversight of the select improvements by a combination of construction contractor, Town DPW forces and/or volunteer organizations; NOW

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Clerk of the Town of Rotterdam shall cause the following notice to be published in the official newspaper of the Town of Rotterdam on or before January 15, 2023, of request for qualification (RFQ):

**TOWN OF ROTTERDAM
REQUEST FOR QUALIFICATIONS**

PLEASE TAKE NOTICE: That the Town Clerk of the Town of Rotterdam, on Friday, the 10th day of February, 2023, at 2:00 P.M at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York, 12306 will publicly open all proposals received pursuant to this notice for the following:

**Request for Qualifications (RFQ) for Engineering Services
Kiwanis Park Waterfront Access Improvements**

Request for Qualification packets may be obtained from the Office of Town Clerk, Diane M. Marco at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Town of Rotterdam, New York, 12306 and all responses must be received no later than 2:00 p.m. on Friday, the 10th day of February, 2023.

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

**BY ORDER OF THE ROTTERDAM TOWN BOARD
DIANE M. MARCO, TOWN CLERK**

DATED: January 11, 2023

Daily Gazette: Please publish once on January 14, 2023

Town Clerk

Post

SECTION 2. The Town Supervisor, the Senior Planner/Grant Coordinator, and their respective designee(s) are hereby authorized and directed to cause the RFQ to be published and distributed directly to qualified State certified MWBEs listed in the NYS Directory of Certified Firms, and to publish and distribute the RFQ through such other means and to such other firms as shall be reasonably appropriate under the circumstances.

SECTION 3. This resolution shall become effective January 11, 2023.

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: January 6, 2023

TO: Mollie Collins – Town Supervisor

FROM: Peter Comenzo – Sr. Planner *Pz*

TITLE OF REQUEST: Request for Qualifications (RFQ) for Engineering Services
Kiwanis Park Waterfront Access Improvements

TOWN BOARD MEETING: January 11, 2023

Background Information: The Town of Rotterdam is in receipt of a \$225,000 grant from the Local Waterfront Improvement Grant for the Design and Construction of Kiwanis Park Waterfront Access Improvements.

Evaluation/Analysis: The Town seeks an engineering consulting firm to develop design and construction documents, and to provide construction oversight of the select improvements by a combination of construction contractor, Town DPW forces and/or volunteer organizations. This project will rehabilitate the existing boat launch at Kiwanis Park, upgrading the facility to improve safety and usability with a new dock and shoreline improvements as well as adding an accessible kayak launch facility located on the Erie Canal and Empire State Trail.

Recommendation(s): Adopt a resolution authorizing the Town Supervisor to issue a Request for Qualifications (RFQ) for Engineering Services for the Kiwanis Park Waterfront Access Improvements project.

Attachment/Document(s): Draft Request for Qualifications

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Attorney for the Town / Supervisor's Office

REQUEST FOR QUALIFICATIONS (RFQ)

LOCAL WATERFRONT REVITALIZATION PROGRAM

IMPLEMENTATION PROJECT

TOWN of ROTTERDAM, NEW YORK

DUE: 2:00 PM, LOCAL TIME FEBRUARY 10, 2023

Responses must be submitted as a PDF via email to:

Offices of the Town Clerk

For questions about this RFQ, please contact Peter Comenzo at (518) 355-7575 X-338 or

pcomenzo@rotterdamny.org

A. INTRODUCTION

The Town of Rotterdam is requesting qualifications from consultants to assist in the design, permitting, preparation of bid documents, and to provide limited construction phase services for Kiwanis International Park Waterfront Access Improvements utilizing Implementation Grant Funding from the NYS Department of State (DOS) Local Waterfront Revitalization Program (LWRP).

B. PROJECT LOCATION

The site is located at the existing Kiwanis International Park on the Mohawk River near Rotterdam Junction.

PROJECT DESCRIPTION

This project will rehabilitate the existing boat launch at Kiwanis Park, upgrading the facility to improve safety and usability with a new dock and shoreline improvements as well as adding an accessible kayak launch facility located on the Erie Canal and Empire State Trail.

The Town seeks a NYS licensed engineering and landscape architecture consulting firm to develop design and construction documents, and to provide construction oversight of the select improvements by a combination of construction contractor, Town DPW forces and/or volunteer organizations.

PROJECT ORGANIZATION

The Town Board, along with select Town Departments, will provide direction to the Consultant, and will act as a primary decision-making body for the Project. The Consultant will also work closely with project staff from the Department of State.

C. SCOPE OF WORK

The consultant must comply with all terms and conditions of the Town's contract with the New York State Department of State (NYSDOS) for this work (C1002040). The consultant will complete the tasks outlined in the attached Work Plan for the improvements (task numbers coincide with the work program contained in the NYSDOS contract). In addition to the listed public meetings, the consultant should anticipate attending monthly meetings with the Town Board, as necessary.

BUDGET

The budget for design, permitting, and construction administration services is \$40,000. The Town is looking for the consultant who has the most relevant experience, experience working with the Town of Rotterdam, experience working with NYSDOS and can provide the best value to the Town. The Town reserves the right to authorize all or part of the services requested in this RFQ.

D. QUALIFICATIONS SUBMISSION

Applicants shall submit one (1) digital copy of their qualifications via email by **2:00 pm, local time on February 10, 2023**. If submission file size is excessively large, applicants may submit an email with a link that allows for the download of the submission. It is the responsibility of the applicant to make

sure this submission is transmitted and received by the Town. Any submission received via email after the deadline time will be not be accepted. Submissions shall be submitted via email to the following:

Office of the Town Clerk
Town of Rotterdam
Diane Marco

dmarco@rotterdamny.org

E. QUESTION & ANSWER PERIOD

Questions regarding this RFQ must be submitted in writing via email to pcomenzo@rotterdamny.org no later than 5:00 pm, local time on January 31, 2023.

Submissions shall include the following:

1. Documentation on the firm, including qualifications to perform the services indicated in the scope of work and familiarity with the issues facing the Town.
2. A project schedule that demonstrates the project can be completed by December 2024.
3. Samples of work demonstrating the ability to complete the type of work as required in the Scope of Work. Name, phone number and email address of client contact.
4. A description of each staff member who will be involved with this project and a description of their role in the project. This description should identify the person that would be designated as the day-to-day Project Manager.
5. Minority and/or Women-Owned Business Enterprises (M/WBE) Requirements:
 - a. Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the NYS Department of State establishes an overall goal of 30% for M/WBE participation, 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). These percentages are drawn from the grant award of \$225,000, or 75-percent of the project. Therefore, for this consultant contract, it is assumed the M/WBE participation will be \$67,500. For the purposes of meeting these participation goals, please identify whether the M/WBE will be the consultant, sub-consultant, or through a combination.

F. REVIEW PROCESS

Incomplete submissions that do not address all of the requested components and meet the minimum qualifications standards will not be accepted for review and consideration. The qualification submissions shall be evaluated as follows:

1. The Town Board shall assemble a Review Committee.
2. Each committee person shall review the qualification statement of each firm and rate them using the following criteria:
 - a. Familiarity of the firm with the Town of Rotterdam;
 - b. Experience of the firm with assignments of similar scope, size and complexity;
 - c. Special knowledge relevant to project, including geographic area;

- d. Quality and completeness of the response;
 - e. Technical approach;
 - f. Creativity including innovation and added value;
 - g. Qualifications of the project team;
 - h. Extent of participation by MBE/WBE firms; and
 - i. References.
3. The Committee shall meet and rank the firms from the most qualified to the least qualified. Issues and concerns raised during the ranking process will be discussed and firms will be contacted to clarify any questions or issues (if needed).
4. The Committee may then (if desired) invite the most qualified firm for a brief presentation and interview. Following satisfactory responses to any outstanding concerns and New York State Department of State approval, the most qualified firm will be notified of their selection.
5. After approval, the Town shall enter into negotiations with the number one ranked firm to finalize the project scope of services, project approach and project fee. Once the scope of services has been finalized, then the consultant shall present a detailed fee schedule. If the fee is not acceptable, the scope of services shall be revised/renegotiated. Changes in the proposed scope of services are subject to review and approval by the New York State Department of State.
6. If the Town and the Consultant cannot reach an agreement on the scope of services and/or fee, then the Town reserves the right to terminate negotiations and initiate negotiations with the second ranked firm.

The following schedule identifies the anticipated submission/award schedule:

Issuance of RFQ: Approved to Issue January 11, 2023 Town Board Meeting

Qualifications Due Date: February 10, 2023

Recommendation to Town Board and DOS: February 2023

Contract Award: March 2023

G. PROJECT ATTRIBUTION AND NUMBER OF COPIES

The Consultant must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department of State to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc] was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund. "

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

A complete list of tasks is available in the attached Appendix 1: Department of State Attachment C – Work Plan.

ATTACHMENT C - WORK PLAN

Design and Construction of Kiwanis International Park Waterfront Access Improvements

1. Project Description

The Town of Rotterdam will design and construct waterfront access improvements at Kiwanis International Park on the Mohawk River. Improvements include the installation of a kayak launch, floating docks, a bulkhead along the shoreline, and landscaping. These improvements will expand water-dependent activities and promote public access to the Town's waterfront.

The Town of Rotterdam will procure contractors for the design, construction management and construction of the boat launch facility at Kiwanis International Park. The renovated boat launch facility and shoreline improvements will enhance the park creating a significant access point for fishing, kayaking and boating. The Town will provide a cash match towards the design and construction costs associated with rehabilitating the boat launch facility.

2. Project Attribution and Number of Copies

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund."

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

Unless otherwise specified in the Work Plan tasks, the Contractor must submit all required products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at

minimum, a file summary/abstract, intended use, data, source data, and author information.

- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

3. Compliance with Procurement Requirements

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

4. Project Components

The Contractor shall ensure the completion of the following tasks and submit products associated with each task:

Task 1: Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, ADA requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition of a project advisory committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as outlined in the meeting summary.

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

Task 2: Project Advisory Committee

Establish a project advisory committee to oversee all aspects of the project in cooperation with municipal officials and the project consultant(s), if applicable. The committee shall be representative of project stakeholders, including representatives of State and municipal agencies with jurisdiction over project activities or the project area, and non-governmental and community-based organizations. A draft list of proposed members shall be circulated to the Department for review and approval prior to establishment of the committee.

Products: Draft and final list of proposed members of project advisory committee. Project advisory committee established.

Task 3: Procurement of Consultant (if applicable)

Prepare a Request for Proposals (RFP) or similar instrument (if applicable) including a complete project description with site conditions, expected final results, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up;
- Written responses by MWBEs to the grantee/vendor's outreach;
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications;
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location;
- Description of how the scope of work maximizes opportunities for MWBE participation; and
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

NYS Department of State requires a licensed professional engineer, architect or landscape architect licensed to practice in New York State for preparation and certification of final designs and construction documents, and for supervision of construction.

Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Products: Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 4: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department.

The Contractor's procurement record and consultant selection are subject to approval by the Department.

The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and Attachment A-1.

Products: Consultant(s) selected and approved by the Department. Executed subcontracts and written certification of compliance with procurement procedures.

Task 5: Project Advisory Committee Meetings

Hold a second project meeting with the consultant (if any) and Project Advisory Committee to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information which would assist in completion of the project.

The Project Advisory Committee shall meet regularly over the course of the project to guide project development and review findings and documents. Following each meeting, the Contractor, or its consultant(s) shall prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

Products: Project Advisory Committee meetings. Written meeting summary of each meeting.

Task 6: Site Reconnaissance

Conduct site-specific reconnaissance, in preparation for design. Work may include, at a minimum, identification, analysis, and mapping of the following:

- Site survey showing extent of project boundary
- Ownership/grant/lease status of all lands to be incorporated into the design
- Manmade structures, buildings, or facilities on or adjacent to the site
- Above and below ground infrastructure, including stormwater treatment structures
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations
- Site constraints, needs, and opportunities

Products: Map(s) and written summary describing the above information and any other appropriate information identified during the project initiation meeting. Maps and relevant data and information, submitted in either ArcGIS format, or similar product acceptable to the Department.

Task 7: Schematic Designs and Alternatives Analysis

Prepare schematic designs and alternative analysis of the facility or facilities, considering and including a summary of the following, as applicable:

- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities, and
- Impacts, if any, to state-designated Significant Coastal Fish and Wildlife Habitat areas, Scenic Areas of Statewide Significance, other Coastal Management Program special management areas, or other sensitive resources, and how those impacts should be avoided or mitigated.

In consultation with the Department and the project advisory committee, the Contractor shall select the preferred schematic design as the basis for final design and engineering/construction plans and specifications, or shall work with the consultant(s) to develop a final schematic design incorporating elements of, or building upon, the alternative schematic designs.

Products: Alternative analysis and preferred schematic designs.

Task 8: Public Meeting

Hold public information meeting to solicit public input on the schematic designs to assist in selecting a preferred alternative. A written summary of public input obtained at this meeting shall be prepared and provided to the Department for review and comment.

Products: Public information meeting held. Minutes/Summary of meeting prepared including any presentations or handouts.

Task 9: Permit Analysis and Pre-Permitting Meeting

Prepare an analysis of all federal, State, and local requirements for the selected schematic design alternative, such as necessary permits, reviews, and approvals. The analysis will include a written description of how requirements will be satisfied during development of the design. This analysis shall be submitted to appropriate project partners, permit review agencies, and the Department for review. A pre-permitting meeting with the Department and the identified federal, State, and local entities may be required to discuss revisions needed to satisfy regulatory requirements. The Contractor shall not work on developing final design prior to the Department approval of the permit analysis and Contractor response to comments from the pre-permitting meeting, if necessary.

Products: Written permit analysis. Pre-permitting meeting with identified entities. Contractor response to preliminary review comments by regulators.

Task 10: Design Development

Prepare draft and final designs based on the selected schematic design. The designs shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project initiation meeting. The designs shall be provided to the Department and the project advisory committee for review at least two weeks prior to the due date for comments. Department comments must be addressed to the satisfaction of the Department in subsequent revisions of the products and the final design.

Products: Draft and final designs and supporting materials.

Task 11: Certified Construction Documents

Prepare the final construction drawings, plans, specifications, and cost estimates. The final construction documents shall be provided to the Department and the project advisory committee for review at least two weeks prior to the due date for comments. Construction shall not commence prior to addressing the Department's comments. Final construction

documents must be certified by a licensed professional engineer, architect or landscape architect and the appropriate seal must be affixed to these documents.

Products: Final construction documents, certified by a licensed professional engineer, architect or landscape architect.

Task 12: Environmental Quality Review

Prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If the lead agency makes a positive declaration of environmental impact, the Contractor shall prepare a Draft Environmental Impact Statement, advertise it as available for public review and comment, and complete the SEQRA process.

Products: SEQRA documents

Task 13: Permits

Prepare the necessary permit or other approval applications and obtain the required permits or approvals from regulatory agencies. A pre-application meeting with the Department and the appropriate federal, state and local regulatory authorities may be required to discuss the necessary permit or other approval applications. Prior to filing, the Contractor or its consultant(s) shall submit all applications to the Department for review and comment.

Potential permitting and approval agencies include:

- federal agencies such as the United States Army Corps of Engineers; Federal Highway Administration; Federal Aviation Administration; Federal Communication Commission; Federal Energy Regulatory Commission.
- the Department, pursuant to the consistency provisions of the federal Coastal Zone Management Act;
- other New York State agencies such as the Department of Environmental Conservation; the Office of General Services pursuant to the Public Lands Law, or similar authorization to use or occupy State-owned lands or waters overlying those lands; the Office of Parks, Recreation, and Historic Preservation or the State Historic Preservation Officer; and potential authorizing regional agencies such as Port Authority; St. Lawrence Seaway; Canal Corporation; Metropolitan Transportation Authority; CSX railroad; Amtrak; Adirondack Park Agency; Hudson River-Black River Regulating District.
- agencies of a regional, county, city, town, village, or special purpose district, including: town boards, boards of trustees, or city councils; planning commissions, boards or departments; and/or building or health officials.

Demonstrate the project is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria For State Projects" by obtaining a floodplain development permit, if local regulations establish such requirements, or by submitting a signed certification, by an official authorized to enforce local floodplain management regulations, that the project complies with the requirements of the statute.

Products: All required permits and approvals received. Written certification of compliance with floodplain management regulations, if applicable.

Task 14: Bid Process and Selection of Construction Subcontractor

Prepare and distribute a bid invitation to select a construction subcontractor or subcontractors. The bid invitation shall require the respondents to demonstrate ability to satisfy any applicable MWBE requirements. Prior to distributing the bid invitation, the Contractor shall submit the bid invitation to the Department for review and comment.

Select the construction subcontractor(s) from the bid respondents and prepare a draft contract or contract(s). The Contractor must certify to the Department that applicable public bidding procedures of General Municipal Law were followed for the selection of all construction or other subcontractors.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow up;
- Written responses by MWBEs to the grantee/vendor's outreach;
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications;
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location;
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

Submit the draft subcontract(s) to the Department for review and approval, and shall incorporate the Department's comments in the final subcontract(s). A copy of the final, executed subcontract(s) shall be submitted to the Department.

Products: Executed construction subcontract(s). Written certification of procurement procedures. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 15: Installation of Project Sign

Prior to the start of construction, install a sign satisfactory to the Department identifying the Department's funding of the project. The project sign shall remain in place for the useful life of the improvements undertaken. To assist communities in fulfilling this requirement, the Department has developed an attractive low-cost informational sign. A Sign Order Form is available upon request from the Department.

Products: Department-approved sign design, and photo-documentation that sign is installed in project area.

Task 16: Construction, Construction Management and Site Inspection

After receipt of all necessary permits, site preparation and construction work may begin according to the final design and construction documents. The Contractor or its subcontractor(s) shall notify the Department at regular intervals of work progress, including any delays which have occurred.

The Contractor, its consultant(s), and/or the Department shall verify progress and completion of the work through periodic site inspections. The Contractor or its consultant(s) shall submit to the Department written summaries of progress including photo documentation and identification of problems to be addressed based on periodic site inspections.

Products: Written summary of periodic site visits including photo-documentation (pre-construction, during construction, and once the project is completed) and identification of any problems that need to be addressed.

Task 17: Project Completion

Submit a statement that the work has been completed in accordance with the contract, the final design and construction specifications, and all permit requirements. The completion statement must be certified by a licensed professional engineer, architect, or landscape architect. The Contractor shall submit a set of as-built plans, certified by a licensed professional engineer, architect, or landscape architect. The Contractor shall submit photo-documentation in the form of digital images of the completed project. The Department will not reimburse the Contractor for payment to consultant(s) or subcontractor(s) until the Department concurs that the work is complete.

Products: Statement of completion, certified as-built plans, and photo-documentation (including the photo GPS location where available)

Task 18: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual work force utilized for this contract broken down by specified categories (every March 31, June 30, September 30 and December 31).
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the "Contact Us & Support" link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary.

Task 19: Project Status Reports

Submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted to the Department during the life of the contract.

Task 20: Final Project Summary Report and Measurable Results

Submit the Final Project Summary Report and Measurable Results electronically at: <https://forms.office.com/g/eZERFeEeKM>.

Products: Final Project Summary Report and Measurable Results submitted to the Department.

5. Project Responsibilities

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and subconsultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Department for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products, M/WBE forms, and payment requests including backup documentation.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in initial project initiation meeting and subsequent meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.
- must approve or disapprove any and all design, site plan, and preconstruction documents before construction may begin.

RESOLUTION NO. 58.23

TO APPROVE BUDGET TRANSFERS TO THE 2022 AND 2023 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 budget transfers to the various accounts for 2022 and 2023 are hereby audited and approved in accordance with the attached document.

SECTION 2. This resolution shall become effective January 11, 2023

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: **January 9, 2023**

TO: **Mollie A. Collins, Supervisor**

FROM: **Comptroller's Office**

TITLE OF REQUEST: To approve budget transfers to the 2022 and 2023 budget.

TOWN BOARD MEETING: To be placed on the Town Board Meeting of January 11, 2023

Background Information: Budget transfers are needed to correct lines

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 January 11, 2023 and approve the transfer.

Attachment/Document(s): Transfer List from Comptroller's Office for line items in 2022 and 2023.

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisor's Office

BUDGET TRANSFERS 1/11/23 Board Meeting		
2023 Budget Transfers		
ACCOUNT	FROM	TO
A1110 110002 (Deputy Court Clerk)	40,840.00	
A1110 120002 (Court Clerk I)		40,840.00
A3001 300100 (NYS Revenue Sharing)	173,000.00	
A2750 275000 (AIM Related Payments)		173,000.00
2022 Budget Transfers		
A1990 4172 (SPIM Contingent Account)	500.00	
A1380 4175 (Fiscal Agent Fees)		500.00
A1990 4172 (SPIM Contingent Account)	1,292.50	
A1410 4200 (Town Clerk Telephone)		1,292.50
A1990 4172 (SPIM Contingent Account)	3,286.22	
A1410 4326 (Town Clerk Legal Notices)		3,286.22
A1990 4172 (SPIM Contingent Account)	504.07	
A1410 4400 (Town Clerk Repair/Machine Cont)		504.07
A1990 4172 (SPIM Contingent Account)	6281.03	
A1670 4701 (Central Mailing)		6,281.03
A1990 4172 (SPIM Contingent Account)	5,647.34	
A1620 4601 (Preventative Maint & Supply)		5,647.34
A1990 4172 (SPIM Contingent Account)	1,840.07	
A1680 4806 (Central Printing Supplies)		1,840.07
A1990 4172 (SPIM Contingent Account)	953.44	
A1220 4200 (Supervisor Phone)		953.44
A1990 4172 (SPIM Contingent Account)	199.99	
A1220 4390 (Video Town Board Meeting)		199.99
A1990 4172 (SPIM Contingent Account)	21,510.92	
A1420 4352 (Labor Attorney Fees)		21,510.92
A1990 4172 (SPIM Contingent Account)	25.90	

A1490 4100 (DPW Office Supplies)		25.90
A1990 4172 (SPIM Contingent Account)	536.66	
A1490 4200 (DPW Telephone)		536.66
A1990 4172 (SPIM Contingent Account)	92.80	
A3310 2000 (Equipment)		92.80
A1990 4172 (SPIM Contingent Account)	5,049.24	
A3310 4111 (Signs Posts, Paint, Etc.)		5,049.24
A1990 4172 (SPIM Contingent Account)	73.75	
A3310 4904 (Traffic Control Maint Supply)		73.75
A1990 4172 (SPIM Contingent Account)	82.53	
A3410 4200 (Fire Telephone)		82.53
A1990 4172 (SPIM Contingent Account)	5,216.30	
A5132 4600 (Garage Heat)		5,216.30
A1990 4172 (SPIM Contingent Account)	87.68	
A7110 4200 (Parks Telephone)		87.68
A1990 4172 (SPIM Contingent Account)	780.04	
A7110 4333 (Propane)		780.04
DA5110 4198 (HWY Comprehensive Ins.)	8,989.70	
DA5110 4705 (Blacktop and Mix General)		8,989.70
DA5130 2000 (Equipment)	14,730.84	
DA5130 4145 (HWY Machinery Repair)		14,730.84
DA5130 2000 (Equipment)	2,683.49	
DA5130 4709 (HWY Machinery Misc)		2,683.49
DA5130 2000 (Equipment)	450.00	
DA5130 4711 (Sidewalk Repair)		450.00
DA5130 2000 (Equipment)	1,632.76	
DA5130 4712 (Grease Oil Lubricants)		1,632.76
DA5142 4720 (Sand Snow)	4,196.36	
DA5142 4713 (Salt Snow)		4,196.36

S28130 4319 (Uniforms & Cleaning)	202.42	
S28130 4200 (Telephone)		202.42
W31930 4005 (Tax Refunds)	331.44	
W31930 4006 (Munic Tax & Assessments)		331.44
W38320 4880 (Maint & Repair)	12,968.46	
W38320 4500 (Electricity)		12,968.46
W38320 4880 (Maint & Repair)	21.17	
W38320 4904 (Bldgs & Ground Maint)		21.17
W58320 4880 (Maint & Repair)	2,075.00	
W58320 4881 (Test Drinking Water)		2,075.00
W58340 4302 (Gas Oil lube)	91.90	
W58340 4305 (Auto Equip Supply)		91.90
S28110 4855 (Paying Agent Fees)	12,836.00	
S28110 4854 (Engineering Services)		12,836.00

RESOLUTION NO. 59.23

TO AMEND RESOLUTION NO. 296.21 RELATING TO USE OF ARPA FUNDS

WHEREAS, by Resolution No. 214.21 adopted on August 11, 2021, the Town Board voted in favor of authorizing the then-Town Supervisor to enter into a lease agreement with ViaPort Rotterdam, located at 93 West Campbell Road, 12306, for the lease of office space; and

WHEREAS, on or about November 2, 2021, the then-Town Supervisor executed a certain Lease Agreement for Office Space at 93 West Campbell Road by and between Via Port New York, LLC and the Town of Rotterdam (hereinafter, the "Lease Agreement"); and

WHEREAS, by Resolution No. 296.21, the Town Board resolved as follows:

"SECTION 1. The Town Board of the Town of Rotterdam, upon recommendation from the Director of Finance, does hereby accept the American Rescue Plan Act (ARPA) funds (into line A 4989 4989 00 (Fed Aid)) for use in support of 2021 expenses outside the initial budget with expenditures designated toward the purchase of 210 Phillips Road (\$260,000.00) and 212 Phillips Road (\$215,000.00) for the future use as Town parkland (total of \$475,000.00 paid from line A7110 4153 (Parks Improvements)), and to begin rehabilitation of the former Kmart space to enable consolidating the Town offices, court facilities, and Police Department (\$1,000,000 paid from line A 1620 4900 (Bldg Repairs))."

WHEREAS, the designation in Resolution No. 296.21 to use \$1,000,000 in ARPA funds to rehabilitate the former Kmart space to enable consolidating the Town offices, court facilities, and Police Department was made in connection and with reference to the Lease Agreement; and

WHEREAS, by Resolution No. 237.22 adopted on August 3, 2022, the Town Board found and determined that the Lease Agreement and deposit of funds as security thereunder were not properly authorized; and

WHEREAS, on August 4, 2022, and pursuant to the authority and direction of Resolution No. 237.22, written demand was made to Via Port, through its counsel, for return of the Town funds that had been deposited as security under the Lease Agreement; and

WHEREAS, on September 30, 2022, Via Port, through its counsel, notified counsel for the Town that Via Port viewed Resolution No. 237.22 as constituting a default of the Town's obligations under the Lease Agreement, setting forth that the terms of the Lease Agreement provided a remedy for such alleged default in the form of payment of a lump sum amount equal to the Base Rent and Additional Rent which would have been payable thereunder by the Town (had the Lease Agreement not been terminated) for the full lease term of 10 years; and

WHEREAS, by Resolution 300.22, the Town Board authorized execution of a settlement agreement resolving all claims by and between the Town and Via Port relating to the dispute concerning the Lease Agreement; and

WHEREAS, such settlement agreement provided, among other things, for the Town to recover from Via Port \$1,000,000 in ARPA funds that had been deposited by the Town with Via Port pursuant to the Lease Agreement; and

WHEREAS, on October 28, 2022, Via Port returned to the Town the \$1,000,000 in ARPA funds in accordance with the settlement agreement; and

WHEREAS, in light of the return of the \$1,000,000 in ARPA funds and the termination of the subject Lease Agreement, the Town Board determines it to be appropriate to amend Resolution 296.21 accordingly; **NOW**,

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Section 1 of Resolution 296.21 is hereby amended to read in its entirety as follows:

“SECTION 1. The Town Board of the Town of Rotterdam, upon recommendation from the Director of Finance, does hereby accept the American Rescue Plan Act (ARPA) funds (into line A 4989 4989 00 (Fed Aid)) for use in support of 2021 expenses outside the initial budget with expenditures designated toward the purchase of 210 Phillips Road (\$260,000.00) and 212 Phillips Road (\$215,000.00) for the future use as Town parkland (total of \$475,000.00 paid from line A7110 4153 (Parks Improvements)).”

SECTION 2. This resolution shall become effective January 11, 2023.
DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

TOWN OF ROTTERDAM

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LEGISLATIVE REQUEST FORM

DATE: January 9, 2023

TO: Mollie Collins, Town Supervisor

FROM: Jonathon Tingley, Attorney for the Town

TITLE OF REQUEST: Amend Resolution 296.21 Relating to Use of ARPA Funds

TOWN BOARD MEETING: January 11, 2023

Background Information:

Resolution 296.21 designated the use of ARPA Funds in the total amount of \$1,475,000, as follows: \$260,000 toward the purchase of 210 Phillips Road; \$215,000 toward the purchase of 212 Phillips Road; and \$1,000,000 towards the rehabilitation of the space that was the subject of the Lease Agreement between the Town and Via Port. Such \$1,000,000 was later deposited with Via Port in connection with the Lease Agreement. On October 28, 2022, pursuant to a settlement agreement resolving disputes over the Lease Agreement, Via Port returned the \$1,000,000 in ARPA funds to the Town.

Evaluation/Analysis:

Notwithstanding the return of the \$1,000,000 in ARPA funds, Resolution 296.21 currently remains as originally adopted and purports to designate \$1,000,000 of ARPA funds towards the rehabilitation of the former Kmart space at Via Port for use as town facilities.

Recommendation(s):

Amend Resolution 296.21 to remove the designation of \$1,000,000 in ARPA funds towards the rehabilitation of the former Kmart space.

Attachment/Document(s):

Resolution 296.21; Resolution 237.22; Resolution 300.22
Documentation of Return of \$1,000,000

Compliance with Purchasing Policy:

N/A.

Effect(s) on Existing Law(s):

N/A.

LEGISLATION WILL BE PREPARED BY: Attorney for the Town

RESOLUTION NO. 296.21

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 Blvd. Rotterdam, New York on Wednesday, December 1, 2021 at 5:30 p.m., the following resolution was duly adopted:

ACCEPT AND TRANSFER OF ARPA FUNDS

THEREFORE, UPON MOTION OF Councilmember **CHRISTOU**, seconded by

Councilmember **SIGNORE**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam, upon recommendation from the Director of Finance, does hereby accept the American Rescue Plan Act (ARPA) funds (into line A 4989 4989 00 (Fed Aid)) for use in support of 2021 expenses outside of the initial budget with expenditures designated toward the purchase of 210 Phillips Road (\$260,000.00) and 212 Phillips Road (\$215,000.00) for the future use as Town parkland (total of \$475,000.00 paid from line A 7110 4153 (Parks Improvements)), and to begin rehabilitation of the former Kmart space to enable consolidating the Town offices, court facilities, and Police Department (\$1,000,000.00 paid from line A 1620 4900 (Bldg Repairs)).

SECTION 2. This resolution shall become effective December 1, 2021.

DATED: December 1, 2021

NAME	AYES	NOES	ABSTAIN
Christou	X		
Guidarelli	X		
Miller-Herrera			X
Signore	X		
Tommasone	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on **December 1, 2021** and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 **December 2, 2021**.

Diane M. Marco
Diane M. Marco, Town Clerk



RESOLUTION NO. 237.22

At the Special public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, August 3, 2022, at 7:00 p.m., the following resolution was duly adopted:

TO RECOGNIZE THAT THE LEASE AGREEMENT FOR OFFICE SPACE AT 93 WEST CAMPBELL ROAD BY AND BETWEEN VIA PORT NEW YORK, LLC AND THE TOWN OF ROTTERDAM IS VOID

WHEREAS, pursuant to Town Law § 81 (1) (b) and Town Law § 220 (2), a town board is authorized to lease a town hall, town lockup or other necessary building for town purposes, provided that a resolution authorizing such lease is adopted subject to permissive referendum; and

WHEREAS, Town Law § 90 requires that within 10 days of adoption of a resolution subject to permissive referendum, the town clerk shall, in the same manner as provided for notice of a special election, post and publish a notice which shall set forth the date of the adoption of the resolution and contain an abstract of such resolution concisely stating the purpose and effect thereof and specify that the resolution was adopted subject to a permissive referendum; and

WHEREAS, the failure to post and publish a notice of adoption of a resolution subject to permissive referendum as required in Town Law § 90 has been determined to be a jurisdictional defect that prevents such a resolution from becoming effective and rendering void *ab initio* any action taken in furtherance thereof; and

WHEREAS, Town Law §§ 81(1)(b), 220(2), and 90 are applicable to actions taken by the Town Board to the extent such actions fall within the scope of their provisions; and

WHEREAS, by Resolution 214.21 adopted on August 11, 2021, the Town Board voted in favor of authorizing the then-Town Supervisor to enter into a lease agreement with ViaPort Rotterdam, located at 93 West Campbell Road, 12306, for the lease of office space; and

WHEREAS, the Town's lease of such office space was subject to the requirements of Town Law § 81 (1) (b) and Town Law § 220 (2); and

WHEREAS, Resolution 214.21 did not identify that it was adopted subject to permissive referendum, nor did it direct or instruct the Town Clerk to post and publish a notice of adoption of the resolution in accordance with Town Law § 90; and

WHEREAS, the Town Clerk did not post and publish a notice of adoption of Resolution 214.21 in accordance with Town Law § 90; and

WHEREAS, the Town otherwise did not comply with the requirements of Town Law § 90 with respect to Resolution 214.21; and

WHEREAS, on or about November 2, 2021, the then-Town Supervisor executed a certain Lease Agreement for Office Space at 93 West Campbell Road by and between Via Port New York, LLC and the Town of Rotterdam (hereinafter, the “Lease Agreement”); and

WHEREAS, the Lease Agreement provided that “Tenant [the Town of Rotterdam] has deposited with Landlord, as security for Tenant’s compliance with this lease, the Security in an amount of \$1,000,000, which shall be used to secure Tenant’s obligations under the lease, but may also be applied by Landlord toward the payment of any amounts for any work detailed in Exhibit B, ‘Landlord’s Work’ [relating to renovating the premises for use as town office and related space]”; and

WHEREAS, on or about December 1, 2021, the Town Board purported to authorize designation of \$1,000,000 of funds received pursuant to the American Rescue Plan Act (ARPA) to begin the rehabilitation of the premises that are the subject of the Lease Agreement; and

WHEREAS, the Town of Rotterdam deposited \$1,000,000 with the Landlord purportedly as security on or about December 6, 2021, paid from A1620 4900 (Building Repairs); and

WHEREAS, by virtue of the Town Board’s failure to adopt a resolution to authorize the Lease Agreement subject to permissive referendum and the failure to post and publish notice of adoption of Resolution 214.21 in accordance with Town Law § 90, the execution of the Lease Agreement, and actions taken in furtherance thereof, were not properly authorized, are jurisdictionally defective, and are void *ab initio*;

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby finds and determines that the Lease Agreement was not authorized in accordance with New York State law and is jurisdictionally defective, and therefore is void *ab initio* and unenforceable.

SECTION 2. The designation of \$1,000,000 of funds received pursuant to the American Rescue Plan Act (ARPA) to begin the rehabilitation of the premises that are the subject of the Lease Agreement was and is not authorized and is void *ab initio*.

SECTION 3. The deposit of \$1,000,000 with Via Port New York, LLC, as security under the Lease Agreement was and is not authorized, and the Town Supervisor, the Town Comptroller, the Attorney for the Town, and their respective designees are hereby authorized to pursue such action as may be necessary to secure the return of such deposit from Via Port New York, LLC, provided, however, that further Town Board resolution shall be required prior to commencement of any litigation.

SECTION 4. The Town Supervisor, Town Comptroller, and Attorney for the Town, and their respective designees, are hereby authorized to take any such action as may be necessary or appropriate to effectuate this Resolution, provided, however, that further Town Board resolution shall be required prior to commencement of any litigation.

SECTION 5. This resolution shall become effective August 3, 2022.

DATED: August 3, 2022

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera			X
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam **Special** Meeting on August 3, 2022, 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 received the **Special** meeting 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 August 4, 2022.

Diane M. Marco
Diane M. Marco, Town Clerk



RESOLUTION NO. 300.22

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 Blvd. Rotterdam, New York on Wednesday, October 26, 2022, at 7:00 p.m., the following resolution was duly adopted:

TO AUTHORIZE SETTLEMENT OF CLAIMS BY AND AGAINST VIA PORT NEW YORK, LLC

WHEREAS, by Resolution 214.21 adopted on August 11, 2021, the Town Board voted in favor of authorizing the then-Town Supervisor to enter into a lease agreement with ViaPort Rotterdam, located at 93 West Campbell Road, 12306, for the lease of office space; and

WHEREAS, on or about November 2, 2021, the then-Town Supervisor executed a certain Lease Agreement for Office Space at 93 West Campbell Road by and between Via Port New York, LLC and the Town of Rotterdam (hereinafter, the "Lease Agreement"); and

WHEREAS, the Lease Agreement provided that "Tenant [the Town of Rotterdam] has deposited with Landlord, as security for Tenant's compliance with this lease, the Security in an amount of \$1,000,000, which shall be used to secure Tenant's obligations under the lease, but may also be applied by Landlord toward the payment of any amounts for any work detailed in Exhibit B, 'Landlord's Work' [relating to renovating the premises for use as town office and related space]"; and

WHEREAS, on or about December 6, 2021, the Town of Rotterdam deposited such \$1,000,000 with the Landlord as a security deposit; and

WHEREAS, by Resolution No. 237.22 adopted on August 3, 2022, the Town Board found and determined that the Lease Agreement and deposit of funds as security thereunder were not properly authorized and accordingly deemed the subject Lease Agreement jurisdictionally defective, void ab initio and unenforceable; and

WHEREAS, on August 4, 2022, and pursuant to the authority and direction of Resolution No. 237.22, written demand was made to Via Port, through its counsel, for return of the Town funds that had been deposited as security under the Lease Agreement; and

WHEREAS, on September 30, 2022, Via Port, through its counsel, notified counsel for the Town that Via Port viewed Resolution 237.22 as constituting a default of the Town's obligations under the Lease Agreement, setting forth that the terms of the Lease Agreement provided a remedy for such alleged default in the form of payment of a lump sum amount equal to the Base Rent and Additional Rent which would have been payable thereunder by the Town (had the Lease Agreement not been terminated) for the full lease term of 10 years; and

WHEREAS, the Town Board views the letter dated September 30, 2022 as a demand for payment and claim for damages made on behalf of Via Port for what it claims was a default under the Lease Agreement; and

WHEREAS, the Town disagrees with any claim that Resolution 237.22 constitutes a default by the Town and continues to believe and assert that Resolution 237.22 was not only proper, but was required, under the circumstances; and

WHEREAS, notwithstanding the Town's disagreement with any claim that Resolution 237.22 constitutes a default by the Town, the reality is that there exists a legitimate, credible dispute between the parties relating to the enforceability and validity of the Lease Agreement and the parties' respective obligations with respect thereto, including with respect to both the \$1,000,000 security deposit and the rent and other purported obligations under such Lease Agreement; and

WHEREAS, in the absence of a negotiated resolution, such dispute would be resolvable through litigation commenced by one party against the other, which litigation would likely include both claims and counterclaims by and between the Town and Via Port; and

WHEREAS, such litigation would be costly and time-consuming and would include substantial risk exposure to the Town; and

WHEREAS, following negotiation between the Town and Via Port, Via Port has offered to resolve the dispute on the following general terms and conditions, all as more specifically set forth in a certain Settlement Agreement: Via Port to return the \$1,000,000 security deposit, in full, and without any set-off or deduction, by wire transfer to the Town; and Via Port to fully release and covenant not to sue the Town for any claim or demand relating in any way to the Lease Agreement, in exchange for payment by the Town of the negotiated sum of \$243,750 to Via Port, which amount constitutes a fraction of the total Base Rent and Additional Rent that would have been due during the entire 10 year term provided for under the Lease Agreement, and which amount would not be paid until Via Port completes the wire transfer of the security deposit funds; and

WHEREAS, rather than engage in the uncertain, costly, time-consuming, and damaging process of litigation, and in the exercise of its reasoned judgment with the goal of properly and prudently managing town resources, funds, and risk exposure, the Town Board desires to resolve this dispute with Via Port concerning the Lease Agreement and the actions taken in regard thereto on the terms and conditions set forth in the proposed Settlement Agreement;

THEREFORE, UPON MOTION OF Councilmember DODSON, seconded by Councilmember MASTROIANNI,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby authorizes the Supervisor to execute and deliver the proposed Settlement Agreement with ViaPort New York, LLC referenced in the foregoing "Whereas" clauses, and to take such other and further actions and to execute and deliver such other further documents and instruments as may be reasonably necessary to comply therewith and to effectuate the terms thereof.

SECTION 2. This resolution shall become effective October 26, 2022.

DATED: October 26, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera		X	
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on October 26, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this October 28, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

Intraday Detail

Report Date: Oct 28, 2022 generated Oct 28, 2022 12:15 PM EDT

Account: Main Operating Account [REDACTED] Keybank National Association [REDACTED]

Balances (Real Time)		Credit Summaries		Debit Summaries	
Opening Ledger	\$18,163,096.77	Early ACH Credits (1)	\$2,006.32	Early ACH Debits (0)	\$0.00
Hold	\$0.00	Late ACH Credit (0)	\$0.00	Late ACH Debit (0)	\$0.00
Uncollected Funds	\$0.00	Lockbox Credits ▼	\$0.00	Wire Transfer Debits (0)	\$0.00
Current Ledger	\$19,113,682.93	Wire Transfer Credits (1)	\$1,000,000.00	Other Misc Debits (1)	-\$56,276.96
Current Available	\$19,113,682.93	Deposits	\$0.00	Total Debits (1)	-\$56,276.96
		Other Misc Credits (1)	\$4,856.80		
		Total Credits (3)	\$1,006,863.12		

Transactions

Hide All Details ^

Date	Type	Description	Credit	Debit
Oct 28, 2022	Incoming Money Transfer	Transaction Ref. No.: [REDACTED] Fed. Ref. No.: [REDACTED] ... ^ [REDACTED] JPMORGAN CH ASE BANK, NA NEW YORK, NY [REDACTED] 2 VIA PORT LLC VIAPORT OPERATIONS 1040 1 US HIGHWAY 441 STE 2004 LEESBURG FL 34788-7252 US OBI=VIAPORT ROTTERDAM MALL [REDACTED] [REDACTED] TOWN OF ROTTERDAM 1100 SUNRISE BLVD SUITE 1 ROTTERDAM NY 12306 [REDACTED] TOWN OF ROTTERDAM OPERATING ACCOUNT 1100 SUNRISE BOULEVARD SCHENECTA DY NY 12306 US	\$1,000,000.00	-
Oct 28, 2022	Miscellaneous Credit	TRANSFER FROM CHECKING TO CHECKING- ODS	\$4,856.80	-

<https://keynavigator.key.com/cxs/gateway/ks/index#/ks/spa?page=%2Fktt%2Fcmd%2FinfoReporting>

1/2

RESOLUTION 60.23
TO ACCEPT 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 the January 1, 2023 Town Board organizational meeting as attached.

SECTION 2. This resolution shall become effective January 11, 2023.

DATED: January 11, 2023

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

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: **January 6, 2023**

TO: Mollie A. Collins, Supervisor

FROM: Diane M. Marco, Town Clerk

TITLE OF LEGISLATIVE REQUEST: To adopt meeting minutes from the **January 1, 2023 Town Board Organizational Meeting.**

TO BE PLACED ON TOWN BOARD AGENDA OF: **January 11, 2023.**

TO BE PLACED ON TOWN BOARD MEETING OF: **January 11, 2023.**

Background Information: Attached. To adopt the meeting minutes from the **January 1, 2023 Town Board Organizational Meeting.**

Evaluation/Analysis: N/A

Recommendation(s): To place on Town Board agenda and Town Board meeting of **January 11, 2023.**

Attachment/Document(s): Attached

Compliance with Purchasing Policy: N/A

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

LEGISLATION WAS PREPARED BY: Town Clerk Diane M. Marco



TOWN OF ROTTERDAM

DIANE M. MARCO
Town Clerk

John F. Kirvin Government Center * 1100 Sunrise Boulevard * Rotterdam, NY 12306
Telephone: (518) 355-7575 Ext: 352 * Fax: (518)355-7837* Website: www.rotterdamny.org
Email * dmarco@rotterdamny.org

January 6, 2023

Certified Resolutions: #1-#47-2023 for the year 2023 was duly adopted at the Town Board Organizational Meeting held at J.F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, NY 12306 that was held Sunday, January 1, 2023 at 1:00 p.m. The Town Board Organizational meeting began at approximately 1:05 p.m. Motion #1 was made by Councilmember Dodson and seconded by Councilmember Mastroianni. The Town Board Organizational Meeting was adjourned at approximately 1:44 p.m. by Councilmember Dodson and seconded by Councilmember Mastroianni. All agreed to adjourn the Town Board Meeting.

Councilmember Christou was absent

Diane M. Marco

Diane M. Marco, Town Clerk

The Town of Rotterdam Town Board Meeting will be held in person; however, the public may access the meeting electronically via Zoom conference call. Members of the public may listen to the board meeting by dialing 1 (929) 205-6099(followed by the pound symbol) or by logging into Zoom.com, then enter the conference ID NO. 867 0373 0307. Video of the town board meeting will be posted on the Town of Rotterdam website (www.rotterdamny.org) the following Friday after the meeting.

**MEETING OF THE
ROTTERDAM TOWN BOARD**

January 1, 2023

1:00 PM

Organizational Meeting

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

SUPERVISOR'S REMARKS: Supervisor Mollie A. Collins

EXECUTIVE SESSION

PROCLAMATIONS/PRESENTATIONS

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 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 address 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 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 address for the record. The purpose of 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 shall be afforded a maximum of four (4) minutes to address the town board.

INTRODUCTION OF MOTIONS, ORDERS AND RESOLUTIONS

Motion No. 1-23 Motion made to move forward with Resolution 1.23

Resolutions:

1.23 To enter into a contract with Gilchrist Tingley, P.C. as Attorneys for the Town of Rotterdam and as Attorneys for the Town Planning Commission.

2.23 To reappoint Charles Jack Dodson to the position of Deputy Supervisor.

3.23 To reappoint Megan Griffin to the position of Confidential Secretary to the Supervisor.

4.23 To reappoint Marcus Montgomery to the position of Comptroller.

5.23 To appoint Allison Kartner as a part time Clerk.

6.23 To reappoint Thomas P. Yuille as the Chair of the Town Planning Commission.

7.23 To appoint Joseph Miglucci as a member of the Planning Commission.

8.23 To execute an agreement with Marlo Carter for Secretarial and Transcription Services for the Planning Commission.

9.23 To reappoint Philip Eats as the Chair of the Zoning Board of Appeals.

10.23 To reappoint Alex Stramenga as a member of the Zoning Board of Appeals.

11.23 To execute an agreement with Lisa Gallo for Secretarial and Transcription Services for the Zoning Board of Appeals.

12.23 Authorizing the Supervisor to negotiate and execute an agreement with Villano Law Firm, PLLC, as Attorney for the Ethics Board.

13.23 To appoint/reappoint various members to the Town of Rotterdam Emergency Medical Board.

14.23 To appoint/reappoint members of the Town of Rotterdam Conservation Advisory Council.

15.23 To appoint/reappoint members of the Town of Rotterdam Parks and Recreation Advisory Committee.

16.23 To appoint/reappoint individuals to the various positions and titles for the calendar year 2023.

17.23 Adopting Rules of Order for regularly scheduled Town Board meetings.

18.23 Authorizing and approving the Investment Policies and Guidelines for the Town of Rotterdam.

19.23 Authorizing and approving the Purchasing Policy and Procedures for the Town of Rotterdam.

20.23 Appointing the Town Board of Rotterdam as The Official Board of Health for 2023.

21.23 Establishing the Town Board Liaisons Assignments for the calendar year 2023.

- 22.23** Appointing individuals as members of the Sick Leave Fund Committee.
- 23.23** Adopting the 2023 Town of Rotterdam Meetings Schedule.
- 24.23** Adopting the salaries of all elected officials, appointed officials, annually rated permanent employees in the Competitive and Non-Competitive classes of Civil Service employment and directing payment thereof.
- 25.23** Approve overtime payments to employees upon written approval of Town Supervisor and/or designees, except in emergency situations.
- 26.23** Authorizing the Supervisor and/or her designee to approve the attendance of employees at various schools and authorize the payment of expenses thereof.
- 27.23** Authorizing the Chief of Police and/or his designee to approve the attendance of any member of the police department at various schools, training sessions, conventions, conferences or other meetings requiring said attendance.
- 28.23** Approving the extension of benefits to qualified elected and full-time appointed positions.
- 29.23** Establishing petty cash funds.
- 30.23** Establish bank depositories for the Town of Rotterdam.
- 31.23** Reimbursement rate for mileage.
- 32.23** Designate the Daily Gazette as the official newspaper.
- 33.23** Authorize the utilization of specific engineering firms to act as Town Designated Engineers for 2023.
- 34.23** Authorizing the Supervisor to negotiate and execute an agreement for participation in the Schenectady County Stop-DWI program for the year 2023.
- 35.23** Authorizing the Supervisor to negotiate and execute an agreement with Cusack and Company, Certified Public Accountants, LLC.
- 36.23** Authorizing the supervisor to negotiate and execute a contract with Ben Moore Photography/Video.
- 37.23** Authorizing the Supervisor to negotiate and execute a renewal contract with the Boys and Girls club.
- 38.23** Authorizing the Supervisor to negotiate and execute a contract with Scott M. Ronda, LLC, to represent tax litigation matters for the year of 2023.
- 39.23** Authorizing the Supervisor to negotiate and execute a contract with Bartlett, Pontif, Stewart & Rhodes, PC. to act as attorneys for the Zoning Board of Appeals.
- 40.23** Authorizing the Supervisor to approve the transfer of funds to the Chief of Police for asset forfeiture investigations during 2023.

41.23 Authorize and direct the Supervisor and/or designee to prepare and file with the Town Clerk the Annual Financial Report within one hundred twenty (120) days of the close of the 2022 fiscal year and direct the Town Clerk to publish the necessary legal notice.

42.23 Authorizing the Supervisor to negotiate and execute a contract with The Arts Center and Theatre (Open Stage Media).

43.23 Authorizing the Supervisor to negotiate and execute an agreement with Industrial & Utility Valuation Consultants, Inc.

44.23 Authorizing the Supervisor to negotiate and execute an agreement with Montgomery County Society for the Prevention of Cruelty to Animals (MCSPCA).

45.23 Authorizing the Supervisor to negotiate and execute an agreement with FCM Engineering, PLLC.

46.23 Authorizing the Supervisor to negotiate and execute an agreement with Hodgson/Russ LLP, Bond Counsel Attorneys.

47.23 Accepting Town Board meeting minutes.

LIAISON REPORTS

MISCELLANEOUS

EXECUTIVE SESSION

ADJOURNMENT

Mollie A. Collins, Supervisor

MOTION 1.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following motion passed:

MOTION NO. 1.23

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Resolution 1.23 to move forward and to vote on it.

SECTION 2. This motion shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera		X	
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing motion passed by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023 and that the foregoing is a true and correct transcript of the original motion and of the whole thereof and that said original motion is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 1.23 Not Completed

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was not completed:

**TO ENTER INTO A CONTRACT WITH GILCHRIST TINGLEY, P.C. AS
ATTORNEYS FOR THE TOWN OF ROTTERDAM AND AS ATTORNEYS FOR THE
PLANNING COMMISSION**

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Town Supervisor to execute a contract with Gilchrist Tingley, P.C. for provision of legal services as Attorneys for the Town commencing January 1, 2023 through December 31, 2023, pursuant to the terms and conditions set forth in the November 22, 2022 proposed engagement letter.

SECTION 2. The Town Board of the Town of Rotterdam hereby authorizes the Town Supervisor to execute a contract with Gilchrist Tingley, P.C. for provision of legal services as Attorneys for the Town of Rotterdam Planning Commission commencing January 1, 2023 through December 31, 2023, pursuant to the terms and conditions set forth in the November 22, 2022 proposed engagement letter.

SECTION 3. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera		X	
Dodson	X		
Mastroianni (Absent)			
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was not completed by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.

Diane M. Marco

Diane M. Marco, Town Clerk



RESOLUTION NO. 1.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO ENTER INTO A CONTRACT WITH GILCHRIST TINGLEY, P.C. AS ATTORNEYS FOR THE TOWN OF ROTTERDAM AND AS ATTORNEYS FOR THE PLANNING COMMISSION

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Town Supervisor to execute a contract with Gilchrist Tingley, P.C. for provision of legal services as Attorneys for the Town commencing January 1, 2023 through December 31, 2023, pursuant to the terms and conditions set forth in the November 22, 2022 proposed engagement letter.

SECTION 2. The Town Board of the Town of Rotterdam hereby authorizes the Town Supervisor to execute a contract with Gilchrist Tingley, P.C. for provision of legal services as Attorneys for the Town of Rotterdam Planning Commission commencing January 1, 2023 through December 31, 2023, pursuant to the terms and conditions set forth in the November 22, 2022 proposed engagement letter.

SECTION 3. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera			X
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.

Diane M. Marco

Diane M. Marco, Town Clerk



RESOLUTION NO. 2.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO REAPPOINT CHARLES JACK DODSON TO THE POSITION OF DEPUTY SUPERVISOR

WHEREAS, Supervisor Mollie Collins has appointed Charles Jack Dodson to the position of Deputy Supervisor of the Town of Rotterdam, pursuant to Section Forty-Two (42) of the Town Law of the State of New York, effective January 1, 2023; and

WHEREAS, Councilmember Charles Jack Dodson has graciously accepted the appointment of the Office of Deputy Supervisor of the Town of Rotterdam; and

WHEREAS, Deputy Supervisor Charles Jack Dodson has filed the oath of office, pursuant to Section Twenty-Five (25) of the Town Law of the State of New York; NOW

THEREFORE, UPON MOTION OF Councilmember Supervisor **COLLINS**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby acknowledges the appointment of Charles Jack Dodson to the position of Deputy Supervisor of the Town of Rotterdam commencing January 1, 2023 through December 31, 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.

Diane M. Marco

Diane M. Marco, Town Clerk



RESOLUTION NO. 3.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO REAPPOINT MEGAN GRIFFIN TO THE POSITION OF CONFIDENTIAL SECRETARY TO THE SUPERVISOR

WHEREAS, Supervisor Mollie Collins has appointed Megan Griffin to the position of Confidential Secretary of the Town of Rotterdam, pursuant to New York State Town Law, Section 29, Subpart 15, effective January 1, 2023; **NOW**

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby appoints Megan Griffin, of Rotterdam, New York, as the Confidential Secretary to the Supervisor, full time, with full employee benefits, commencing January 1, 2023 through December 31, 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 4.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO REAPPOINT MARCUS MONTGOMERY TO THE POSITION OF COMPTROLLER

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby appoints Marcus Montgomery, of Schenectady, New York, as the Comptroller, full time, with full employee benefits, commencing January 1, 2023 through December 31, 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION 5.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO APPOINT ALLISON KARTNER AS A PART TIME CLERK

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Allison Kartner of Rotterdam, New York is hereby appointed to the position of Clerk, part-time, with no employee benefits, and subject to pre-employment background checks at an hourly rate of twenty-three and 38/100 (\$23.38) dollars, commencing January 3, 2023.

SECTION 2. This resolution shall be effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 6.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO REAPPOINT THOMAS P. YUILLE AS THE CHAIR OF THE TOWN PLANNING COMMISSION

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Thomas P. Yuille of Rotterdam, New York, is hereby appointed as the Chair of the Town of Rotterdam Planning Commission for a one (1) year term, commencing January 1, 2023 through December 31, 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 7.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO APPOINT JOSEPH MIGLUCCI AS A MEMBER OF THE PLANNING COMMISSION

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Joseph Miglucci, of Rotterdam, New York, is hereby appointed as a member of the Town of Rotterdam Planning Commission for a seven (7) year term, commencing January 1, 2023 through December 31, 2029.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 8.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO EXECUTE AN AGREEMENT WITH MARLO CARTER FOR SECRETARIAL AND TRANSCRIPTION SERVICES FOR THE PLANNING COMMISSION

THEREFORE, UPON MOTION OF Councilmember **MASTROIANNI**, seconded by Councilmember **DODSON**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor of the Town of Rotterdam, New York, is hereby authorized to execute an agreement with Marlo Carter of Clifton Park, New York to provide secretarial and transcription services for the Town of Rotterdam Planning Commission, and on an as needed basis for the Town of Rotterdam Zoning Board of Appeals, for a one (1) year term commencing January 1, 2023 through December 31, 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 9.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO REAPPOINT PHILIP EATS AS THE CHAIR OF THE ZONING BOARD OF APPEALS

THEREFORE, UPON MOTION OF Supervisor **COLLINS**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Philip Eats of Rotterdam, New York, is hereby reappointed to the position of Chair for the Town of Rotterdam Zoning Board of Appeals for a one (1) year term, commencing January 1, 2023 through December 31, 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 10.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO REAPPOINT ALEX STRAMENGA AS A MEMBER OF THE ZONING BOARD OF APPEALS

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Alex Stramenga, of Rotterdam, New York, is hereby reappointed as a member for the Town of Rotterdam Zoning Board of Appeals for a five (5) year term, commencing January 1, 2023 through December 31, 2027.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 11.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO EXECUTE AN AGREEMENT WITH LISA GALLO FOR SECRETARIAL AND TRANSCRIPTION SERVICES FOR THE ZONING BOARD OF APPEALS

THEREFORE, UPON MOTION OF Councilmember **MASTROIANNI**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor of the Town of Rotterdam, New York, is hereby authorized to execute an agreement with Lisa Gallo of Rotterdam, New York to provide secretarial and transcription services for the Town of Rotterdam Zoning Board of appeals, and on an as needed basis for the Town of Rotterdam Planning Commission, for a one (1) year term commencing January 1, 2023 through December 31, 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 12.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH VILLANO LAW FIRM, PLLC, AS ATTORNEY FOR THE ETHICS BOARD

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute an agreement with Villano Law Firm, PLLC, for attorney for the Town of Rotterdam Ethics Board for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 13.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

**TO APPOINT/REAPPOINT VARIOUS MEMBERS TO THE TOWN OF ROTTERDAM
EMERGENCY MEDICAL BOARD**

WHEREAS, Town Code Chapter 27 established the Town of Rotterdam Emergency Medical Board and provides that membership on such Emergency Medical Board shall consist of, two members from the Town of Rotterdam Town Board, two members from the Rotterdam Police Department, two members from the current town-based ambulance service provider, two members from fire department rescue squads and two residents of the Town of Rotterdam; **NOW**

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby appoints and/or reappoints the following individuals to the Town of Rotterdam Emergency Medical Board, who shall serve at the pleasure of the Town Board and so long as they qualify, with a term to otherwise expire December 31, 2023:

Councilmember, Samantha Miller-Herrera – Chair

Councilmember, Charles J. Dodson

Deputy Chief William Male – Secretary

Detective Paul Chevalier

Dean Romano

Robert Philip

_____ (fire)

_____ (fire)

Joseph Heinbach Jr.

Carly Martin

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 14.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO APPOINT/REAPPOINT MEMBERS OF THE TOWN OF ROTTERDAM CONSERVATION ADVISORY COUNCIL

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The following individuals of Rotterdam, New York are hereby appointed/reappointed as members to the Town of Rotterdam Conservation Advisory Council for a two (2) year term commencing on January 1, 2023 through December 31, 2024:

James Schaefer, Ph.D. Bruce Bonacquist Scott Quinn

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 15.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO APPOINT/REAPPOINT MEMBERS OF THE TOWN OF ROTTERDAM PARKS AND RECREATION ADVISORY COMMITTEE

THEREFORE, UPON MOTION OF Councilmember **MASTROIANNI**, seconded by Councilmember **DODSON**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The following individuals of Rotterdam, New York are hereby appointed/reappointed as members to the Town of Rotterdam Parks and Recreation Advisory Committee for a three (3) year term commencing on January 1, 2023 through December 31, 2025:

Russell Collura Ronald Schlag Nicole Salamone Harry Marx

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 16.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

TO APPOINT AND/OR REAPPOINT INDIVIDUALS TO THE VARIOUS POSITIONS AND TITLES FOR THE CALENDAR YEAR 2023

THEREFORE, UPON MOTION OF Councilmember **MASTROIANNI**, seconded by Councilmember **DODSON**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The following individuals are hereby appointed/reappointed to various additional duties and/or part-time positions at the indicated rates of pay, on an as needed basis as directed by the Supervisor or his designee, with no employee benefits for the year 2023 as follows:

ADA Compliance Officer/Safety Officer

James Keith Annual Stipend \$3,000

Grant Coordinator

Peter Comenzo Annual Stipend \$5,000

Covid Compliance

Megan Griffin Annual Stipend \$2,500

Social Media Administrator

Megan Griffin Annual Stipend \$2,000

CDL Trainer

Steve Skoda Annual Stipend \$1,000

Storm Water Officer

Ryan Coulter Annual Stipend \$3,500

Deputy Comptroller – Part Time

Paul Sebesta Hourly Rate \$100.00

School Traffic Officer

Floyd Rorick Hourly Rate \$15.00

(Maximum of 4 hours daily)

Clerk- Part Time (Highway)

Donna Larsen Hourly Rate \$19.50

Clerk – Part Time (Police Dept)

Allison Kartner Hourly Rate \$23.38

Storm Water Manager – Part-Time

Mary Barrie Hourly Rate \$25.00

Water Treatment Plant Operator (1st on call)

Ian Bonthron Hourly Rate \$35.00

Water Treatment Plant Operator (2nd on call)

Clark Collins

Hourly Rate \$35.00

Building Inspector – Part Time

Lloyd Denny

Hourly Rate \$40.00

(2 days per week, 23 weeks maximum, not to exceed \$17,000 annually)

Bingo Inspector

William Purcell

Hourly Rate \$15.00

Safety Inspector

Kathy Fisher

Hourly Rate \$35.00

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins (Recused)			

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 17.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

ADOPTING RULES OF ORDER FOR REGULARLY SCHEDULED TOWN BOARD MEETINGS

WHEREAS, the Town Board of the Town of Rotterdam is desirous of having public and open meetings; and

WHEREAS, the Town Board of the Town of Rotterdam also believes that Town Board meetings should be conducted in as smooth and efficient manner as possible so as to afford any and all residents so desiring the ability to be heard; NOW

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam shall conduct regular public (open) meetings pursuant to the attached "Rules of Order and Procedures of the Town Board of the Town of Rotterdam" which are heretofore adopted.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 18.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING AND APPROVING THE INVESTMENT POLICIES AND GUIDELINES FOR THE TOWN OF ROTTERDAM

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board or the Town of Rotterdam hereby authorizes and approves the attached "Investment Policies and Guidelines of the Town of Rotterdam."

SECTION 2. The Office of the Town Comptroller shall maintain a copy of the attached "Investment Policies and Guidelines for the Town of Rotterdam" for public display during normal business hours.

SECTION 3. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 19.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING AND APPROVING PURCHASING POLICY AND PROCEDURES

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board or the Town of Rotterdam hereby authorizes and approves the attached "Purchasing Policy and Procedures".

SECTION 2. The Office of the Town Comptroller shall maintain a copy of the attached "Purchasing Policy and Procedures" for public display during normal business hours.

SECTION 3. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 20.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

APPOINTING THE TOWN BOARD OF ROTTERDAM AS THE OFFICIAL BOARD OF HEALTH FOR 2023

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Councilmembers of the Town of Rotterdam are appointed to and they do hereby constitute the official Board of Health of the Town of Rotterdam for the year 2023.

SECTION 2. The Town Board of Health of the Town of Rotterdam shall have all the necessary powers to make investigations and examinations into nuisances or questions affecting the health in the Town of Rotterdam.

SECTION 3. The Town Board of Health of the Town of Rotterdam may, from time to time, employ competent persons to render sanitary services and make or supervise practical and scientific investigations requiring expert skills, and prepare plans and reports relative thereto.

SECTION 4. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 21.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

ESTABLISHING THE TOWN BOARD LIAISONS ASSIGNMENTS FOR THE CALENDAR YEAR 2023

THEREFORE, UPON MOTION OF Councilmember **MASTROIANNI**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam establishes the following liaison assignments for the calendar year 2023:

BUDGET & FINANCE

Jack Dodson
Samantha Miller-Herrera

HIGHWAY

Jack Dodson
Samantha Miller-Herrera

BUILDINGS & GROUNDS

Samantha Miller-Herrera
Jack Dodson

HERITAGE & HISTORICAL AFFAIRS

Joseph Mastroianni
Evan Christou

ADA COMPLIANCE

Joseph Mastroianni
Evan Christou

INTERGOVERNMENTAL AFFAIRS

Samantha Miller-Herrera
Jack Dodson

**ECONOMIC DEVELOPMENT
& COMMUNITY AFFAIRS**

Joseph Mastroianni
Evan Christou

LOCAL LAWS & ORDINANCES

Samantha Miller-Herrera
Jack Dodson

**EMERGENCY MEDICAL
PARAMEDIC SERVICES**

Samantha Miller-Herrera
Jack Dodson

**PARKS, RECREATION, PROGRAMS
FOR THE AGING & YOUTH**

Joseph Mastroianni
Evan Christou

EMPLOYEE RELATIONS – CSEA

Joseph Mastroianni
Evan Christou

PUBLIC SAFETY

Jack Dodson
Samantha Miller-Herrera

EMPLOYEE RELATIONS – PBA

Joseph Mastroianni
Evan Christou

**PUBLIC WORKS – WATER, SEWER &
WATER/SEWER MAINTENANCE**

Jack Dodson
Samantha Miller-Herrera

ENERGY-SUSTAINABLE & RENEWABLES

Joseph Mastroianni
Evan Christou

TAXATION & ASSESSMENTS

Samantha Miller-Herrera
Jack Dodson

**ENVIRONMENTAL CONSERVATION/
STORMWATER IMPROVEMENTS-
MANAGEMENT**

Jack Dodson
Samantha Miller-Herrera

TECHNOLOGY & RECORDS MANAGMENT

Joseph Mastroianni
Evan Christou

HEALTH

Joseph Mastroianni
Evan Christou

VETERANS AFFAIRS

Joseph Mastroianni
Evan Christou

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera		X	
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 22.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

APPOINTING INDIVIDUALS AS MEMBERS OF THE SICK LEAVE FUND COMMITTEE

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The following individuals are hereby appointed as a member of the Town of Rotterdam Sick Leave Fund Committee for a one (1) year term commencing January 1, 2023 through December 31, 2023:

Joseph Mastroianni Donna Levasseur Brad Canning Lisa Gallo

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 23.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

ADOPTING THE 2023 TOWN OF ROTTERDAM MEETINGS SCHEDULE

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board, Planning Commission, Zoning Board of Appeals, Conservation Advisory Council, and Parks and Recreation Advisory Committee, of the Town of Rotterdam shall hold regular public (open) meetings from January 1, 2023 through January 1, 2024 pursuant to the meeting schedule attached.

SECTION 2. All town meetings, pursuant to attached schedule shall be held at the John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York 12306 unless otherwise stated.

SECTION 3. All town meetings, pursuant to the attached schedule, shall be open to the general public in accordance with Article 7 of the New York State Public Officers Law, also known as the Open Meetings Law.

SECTION 4. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 24.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

ADOPTING THE SALARIES OF ALL ELECTED OFFICIALS, APPOINTED OFFICIALS, ANNUALLY RATED PERMANENT EMPLOYEES IN THE COMPETITIVE AND NON-COMPETITIVE CLASSES OF CIVIL SERVICE EMPLOYMENT AND DIRECTING PAYMENT THEREOF

THEREFORE, UPON MOTION OF Councilmember **DOSDON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The salaries of all annually rated permanent employees in the competitive and non-competitive classes of Civil Service Employment are hereby directed to be paid by the Supervisor from the appropriate line items contained in the 2023 Annual Budget, not to exceed the annual budget amount for the year 2023 without prior Town Board approval, at the rates theretofore established at the time of their respective appointments, plus increments as have otherwise been provided for by law, by collective bargaining agreement or salary increment schedules where applicable and duly adopted.

SECTION 2. The salaries of the elected officials of the Town of Rotterdam shall be paid an annual compensation as follows:

Supervisor	\$13,000.00
Councilmembers (4)	\$10,000.00 (each)
Town Justices (2)	\$39,390.00 (each)
Superintendent of Highways	\$70,963.00
Town Clerk	\$59,438.00
Receiver of Taxes	\$59,438.00
Deputy Town Supervisor	\$ 3,000.00

SECTION 3. The salaries of the appointed officers or employees of the Town of Rotterdam shall be paid an annual compensation as follows:

Conservation Advisory Council Member (7)	\$250.00 (each)
Zoning Board of Appeals Member (3)	\$2,625.00 (each)
Zoning Board of Appeals Chair	\$4,200.00
Zoning Board of Appeals Vice Chair	\$3,150.00
Planning Commission Member (5)	\$4,200.00 (each)
Planning Commission Chair	\$8,400.00
Planning Commission Vice Chair	\$4,935.00

Comptroller	\$77,000.00
Assessor	\$81,466.00
Confidential Secretary	\$46,920.00
Deputy Town Clerk	\$44,880.00
Deputy Receiver of Taxes	\$44,880.00
Historian	\$500.00
Board of Assessment Review (5)	\$550.00(each)

SECTION 4. The pay period of each officer or employee, whether bi-weekly or monthly, shall continue as heretofore established in regard to respective positions

SECTION 5. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 25.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

**APPROVE OVERTIME PAYMENTS TO EMPLOYEES UPON WRITTEN APPROVAL
OF TOWN SUPERVISOR AND/OR DESIGNEES, EXCEPT IN EMERGENCY
SITUATIONS**

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam does hereby approve overtime payment to Town Employees only with the prior written approval of the department head or Town Supervisor and/or designee except in the case of an emergency situation involving the health, safety and welfare of the general public for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 26.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR AND/OR HER DESIGNEE TO APPROVE THE ATTENDANCE OF EMPLOYEES AT VARIOUS SCHOOLS AND AUTHORIZE THE PAYMENT OF EXPENSES THEREOF

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby delegates its authority and authorizes the Supervisor of the Town of Rotterdam and/or his/her designee to approve, only upon written request accompanied by a cost estimate, the attendance of any employee and/or member of the Town of Rotterdam to attend schools, training sessions, conventions, conferences, or other meetings requiring said attendance as approved by the Supervisor. The reasonable cost of said attendance shall be paid from the appropriate line item as contained in the 2023 Annual Budget of the Town of Rotterdam, not to exceed said budgeted amount without prior Town Board approval.

SECTION 2. The Comptroller of the Town of Rotterdam is hereby authorized to pay such person attending an authorized function which has been approved by the Supervisor and all actual and necessary expenses for travel, meals and lodging incurred by such person by reason of such attendance; including registration or other fees, as considered a valid charge to be expended from the appropriate line item in the budget of the Town of Rotterdam.

SECTION 3. The Supervisor of the Town of Rotterdam shall adhere to the following guidelines when approving attendance and expenditures of funds as follows:

- A. Job related activities only.
- B. Expenditure levels:
 - 1. Mileage for use of personal vehicle at authorized town rate.
 - 2. The Supervisor of the Town of Rotterdam authorizes full reimbursement for lodging charges for those who have been pre-approved for attendance to various conferences/conventions.
 - 3. Meals: Breakfast not to exceed \$10.00; Lunch not to exceed \$15.00 and Dinner not to exceed \$25.00.
 - 4. Other expenses: miscellaneous expenses such as tolls, course registration fees and materials, transportation and gratuities, etc. upon documentation and reasonable use.

- C. Claims and receipt guidelines pursuant to the Office of the NYS Comptroller, Division of Municipal affairs, Reference Guide #8, as revised 2/29/84 must be followed.

SECTION 4. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 27.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE CHIEF OF POLICE AND/OR HIS DESIGNEE TO APPROVE THE ATTENDANCE OF ANY MEMBER OF THE POLICE DEPARTMENT AT VARIOUS SCHOOLS, TRAINING SESSIONS, CONVENTIONS, CONFERENCES OR OTHER MEETINGS REQUIRING SAID ATTENDANCE

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MILLER-HERRERA**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby delegates its authority and authorizes the Chief of Police of the Town of Rotterdam and/or his designee to approve, only upon written request accompanied by a cost estimate, the attendance of any employee and/or member of the Town of Rotterdam Police Department to attend schools, training sessions, conventions, conferences, or other meetings requiring said attendance as approved by the Supervisor. The reasonable cost of said attendance shall be paid from the appropriate line item as contained in the 2023 Annual Budget of the Town of Rotterdam, not to exceed said budgeted amount without prior Town Board approval.

SECTION 2. The Chief of Police of the Town of Rotterdam is hereby authorized to pay such person attending an authorized function which has been approved by the Supervisor and all actual and necessary expenses for travel, meals and lodging incurred by such person by reason of such attendance; including registration or other fees, as considered a valid charge to be expended from the appropriate line item in the budget of the Town of Rotterdam.

SECTION 3. The Chief of Police of the Town of Rotterdam shall adhere to the following guidelines when approving attendance and expenditures of funds as follows:

- A. Job related activities only.
- B. Expenditure levels:
 - 1. Mileage for use of personal vehicle at authorized town rate.
 - 2. The Supervisor of the Town of Rotterdam authorizes full reimbursement for lodging charges for those who have been pre-approved for attendance to various conferences/conventions.
 - 3. Meals: Breakfast not to exceed \$10.00; Lunch not to exceed \$15.00 and Dinner not to exceed \$25.00.
 - 4. Other expenses: miscellaneous expenses such as tolls, course registration fees and materials, transportation and gratuities, etc. upon documentation and reasonable use.

- C. Claims and receipt guidelines pursuant to the Office of the NYS Comptroller, Division of Municipal affairs, Reference Guide #8, as revised 2/29/84 must be followed.

SECTION 4. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 28.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

APPROVING THE EXTENSION OF BENEFITS TO QUALIFIED ELECTED AND FULL-TIME APPOINTED POSITIONS

WHEREAS, the Town Board of the Town of Rotterdam has determined that certain elected and appointed officials provide valuable service to the town; and

WHEREAS, the Town of Rotterdam needs to clarify the intent of the Town with regard to the benefits provided to certain elected and appointed positions; **NOW**

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Effective January 1, 2023, members of the Town Board of the Town of Rotterdam, including the Supervisor, Deputy Supervisor and Town Councilmembers shall not be entitled to dental insurance, vision care insurance or medical and/or health insurance from the Town in any amount. This section shall not apply to any benefits received by an above-mentioned elected official when such benefits are received as a result of prior employment with the Town of Rotterdam.

SECTION 2. The Town Board of the Town of Rotterdam hereby approves the extension of benefits as they relate to contracts from January 1, 2006, as in effect and all subsequent contractual agreements, to the following elected and full-time appointed positions of Town Comptroller, Town Justice, Highway Superintendent, Town Clerk, Receiver of Taxes, Deputy Town Clerk, Deputy Receiver of Taxes and Assessor.

SECTION 3. The Town Board of the Town of Rotterdam hereby affords, at a minimum, the benefits contained in the Memorandum of Agreement dated December 5, 2016 through December 31, 2021, as in effect and all subsequent contractual agreements negotiated between the Town of Rotterdam and the Town of Rotterdam Unit of the Civil Service Employees Association Inc., to all elected and full-time positions contained in Section 2 above.

SECTION 4. The only exceptions to Section 3 above shall be the following:

The salaries of the aforementioned appointed employees shall be established by the Town Board.

Any appointed employee who shall leave their position as an appointed exempt employee after the effective date of this resolution to accept a position as an employee of the Town of Rotterdam whereby they would become eligible for benefits under the existing CSEA contract, shall have the right to carry over all accumulated sick leave, personal and vacation time which may have been earned while in their previous position as an appointed employee.

Any appointed employee who shall assume a position as an elected official of the Town of Rotterdam shall be compensated for all accumulated vacation time upon the effective date of their elected position.

The Supervisor of the Town of Rotterdam, subject to state law and the approval of the Town Board of the Town of Rotterdam, shall establish the workweek and hours of employment for all appointed employees.

The individuals holding the appointed and elected positions as listed in Section 2 above shall not be entitled to earn overtime pay or to accumulate compensatory time as part of their employee benefits.

SECTION 4. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 29.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

ESTABLISHING PETTY CASH FUNDS

WHEREAS, Pursuant to Section 64 (1) (a) of the New York State Law, the Town Board of the Town of Rotterdam may establish petty cash funds for various departments within the Town of Rotterdam, and state law outlines the obligations in the handling of said funds; **NOW**

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Petty cash funds are hereby established for use by various town offices for the year of 2023 as follows:

1. Receiver of Taxes	\$1,000.00
2. Comptroller	\$ 140.00
3. Chief of Police	\$ 250.00
4. Senior Center	\$ 100.00
5. Town Clerk	\$ 200.00

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 30.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

ESTABLISH BANK DEPOSITORIES FOR THE TOWN OF ROTTERDAM

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. That monies to the credit of the Town of Rotterdam in amounts not to exceed forty million and 00/100 (\$40,000,000.00) dollars per account be deposited with the following:

1. Key Bank, 1708 Broadway, Schenectady, New York 12306
2. Greene County Commercial Bank, 425 Main Street, Catskill, New York 12414
3. Pioneer Bank, 1828 Altamont Avenue, Schenectady, New York 12303
4. Saratoga National Bank, 1963 Altamont Avenue, Schenectady, New York 12303

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 31.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

REIMBURSEMENT RATE FOR MILEAGE

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Pursuant to the provisions of Section 102 of the Town Law of the State of New York, the Town Board of the Town of Rotterdam hereby allows reimbursement for mileage expenses at the IRS standard milage rate for business travel as in effect at the relevant time. Mileage reimbursement will only be paid to a Town employee when:

1. The employee receives prior approval from the immediate supervisor and
2. The employee is required to use their personal vehicle because a Town vehicle is not available for their use.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 32.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

DESIGNATE THE DAILY GAZETTE AS THE OFFICIAL NEWSPAPER

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby designates the Daily Gazette, a newspaper published in the City of Schenectady, New York, located at 2345 Maxon Road Extension, Schenectady, New York, 12308, and having significant circulation in the Town of Rotterdam, be the official newspaper of the Town of Rotterdam for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 33.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

**AUTHORIZE THE UTILIZATION OF SPECIFIC ENGINEERING FIRMS TO ACT AS
TOWN DESIGNATED ENGINEERS FOR 2023**

**THEREFORE, UPON MOTION OF Supervisor COLLINS, seconded by
Councilmember MASTROIANNI,
BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the utilization of the following engineering firms to act as Town Designated Engineers for the calendar year 2023 on a as needed basis:

Barton and Loguidice
Brett L. Steenburgh, PLLC
CT Male & Associates
Clough Harbor and Associates (CHA)
Colliers Engineering & Design
Creighton Manning Engineering
Empire Engineering
Frank Engineering, PLLC
GPI /Greenman Pedersen Inc.
Ingalls and Associates
LaBella Associates
Laberge Group
PRIME AE Group of NY

SECTION 2. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to negotiate and execute contracts with the above referenced engineering firms in 2023.

SECTION 3. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 34.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR PARTICIPATION IN THE SCHENECTADY COUNTY STOP-DWI PROGRAM FOR THE YEAR 2023

THEREFORE, UPON MOTION OF Councilmember **MASTROIANNI**, seconded by Councilmember **DODSON**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute an agreement with the County of Schenectady for participation in the Schenectady County STOP-DWI Program for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 35.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

**AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE AN
AGREEMENT WITH CUSACK AND COMPANY, CERTIFIED PUBLIC
ACCOUNTANTS LLC**

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The supervisor is hereby authorized to negotiate and execute a contract with Cusack and Company, Certified Public Accountants, LLC, of 7 Airport Park Boulevard, Latham, New York to provide auditing services to the Town of Rotterdam for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 36.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH BEN MOORE PHOTOGRAPHY/VIDEO

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute a contract with Ben Moore, of 120 Dahlia Street, Rotterdam, New York 12306, to provide photography and videography services for the unedited recording of the Town Board Meetings for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 37.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE A RENEWAL CONTRACT WITH THE BOYS AND GIRLS CLUB

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute a contract with the Boys and Girls Club of Schenectady, 400 Craig Street, Schenectady, New York 12307, for services to be provided for the Town of Rotterdam for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 38.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

**AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE A CONTRACT
WITH SCOTT M. RONDA, LLC TO REPRESENT TAX LITIGATION MATTERS FOR
THE YEAR OF 2023**

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,
BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute a contract with the Scott M. Ronda, LLC, located at 514 Vischers Ferry Road, Clifton Park, New York 12065, to represent the Town of Rotterdam related to tax litigation matters for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 39.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH BARTLETT, PONTIF, STEWART & RHODES, PC. TO ACT AS ATTORNEYS FOR THE ZONING BOARD OF APPEALS

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute a contract with, Bartlett, Pontif, Stewart & Rhodes, PC. to act as Attorneys for the Zoning Board of Appeals for a term commencing January 1, 2023 through December 31, 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 40.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO APPROVE THE TRANSFER OF FUNDS TO THE CHIEF OF POLICE FOR ASSET FORFEITURE INVESTIGATIONS DURING 2023

WHEREAS, the Town of Rotterdam maintains an Asset Forfeiture Reserve Fund to be used for the payment of expenses related to asset forfeiture investigations by the Rotterdam Police Department; and

WHEREAS, the Chief of Police of the Rotterdam Police Department from this time-to-time request that funds from this special reserve fund be made available to the Department; NOW

THEREFORE, UPON MOTION OF Councilmember **DOSDON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam does hereby authorize the Supervisor of the Town of Rotterdam to approve the transfer of funds to the Chief of Police of the Town of Rotterdam Police Department for asset forfeiture investigations during 2023.

SECTION 2. The Comptroller of the Town of Rotterdam is hereby authorized to draw funds from the Asset Forfeiture Bank Account in an amount approved by the Supervisor payable to the Chief of the Rotterdam Police Department and make the necessary budgetary adjustment.

SECTION 3. The Chief of Police of the Rotterdam Police Department shall be responsible for the accounting and reporting of all funds received, and shall file a summary with the Supervisor of the Town of Rotterdam at the end of each fiscal year.

SECTION 4. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 41.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZE AND DIRECT THE SUPERVISOR AND/OR DESIGNEE TO PREPARE AND FILE WITH THE TOWN CLERK THE ANNUAL FINANCIAL REPORT WITHIN ONE HUNDRED TWENTY (120) DAYS OF THE CLOSE OF THE 2022 FISCAL YEAR AND DIRECT THE TOWN CLERK TO PUBLISH THE NECESSARY LEGAL NOTICE

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam, Pursuant to Section 29 (10-a) of New York Town Law, hereby authorizes and directs the Supervisor of the Town of Rotterdam, in lieu of preparing the report required by Section 29(10) of New York State Town Law, to submit to the Town Clerk of the Town of Rotterdam within one hundred twenty (120) days after the close of the 2022 fiscal year, a copy of the report to the NYS Comptroller required by Section 30 of the New York State General Municipal Law pursuant to Section 29(10-a) of the NYS Town Law, and the Town Clerk shall cause a notice to be published within ten (10) days after receipt thereof, that a copy of such report is on file in the Town Clerk's office and is available for public inspection and copying in the official newspaper.

SECTION 2. The Town Clerk of the Town of Rotterdam is hereby directed to publish in the official newspaper of the Town of Rotterdam within ten (10) days after receipt of a copy of the Annual Financial Report of the 2022 Fiscal Year prepared and filed by the Supervisor pursuant to Section 29 (10-a) of the New York State Town Law within one hundred twenty (120) days after the close of the fiscal year, the following public notice:

TOWN OF ROTTERDAM PUBLIC NOTICE

PLEASE TAKE NOTICE: That a copy of the Annual Financial Report of the Town of Rotterdam filed by the Supervisor pursuant to Section 29 (10-a) of the Town Law of the State of New York in the Office of the Town Clerk of the Town of Rotterdam within one hundred twenty (120) days of the close of the 2022 fiscal year and said report being a true and accurate copy of the report to the Comptroller of the State of New York as required by Section 30 of the New York State General Municipal Law, is on file in the Town Clerk's office and available for public inspection and copying during normal business hours.

BY ORDER OF THE ROTTERDAM TOWN BOARD
Diane M. Marco, Town Clerk

SECTION 3. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 42.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE ARTS CENTER AND THEATRE (OPEN STAGE MEDIA)

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by
Councilmember **MASTROIANNI**,
BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute a contract with the Arts Center and Theatre of Schenectady, located at 423 State Street, Schenectady, New York 12305, to provide public and government television access, in an amount not to exceed five thousand and 00/100 (\$5,000.00) dollars, annually for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 43.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH INDUSTRIAL & UTILITY VALUATION CONSULTANTS, INC.

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute a contract with Industrial & Utility Valuation Consultants Inc., located at 31 Colonial Green, Albany New York, 12211, to provide Real Property Tax Consulting Services to the Town of Rotterdam for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera		X	
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 44.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH MONTGOMERY COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS(MCSPCA)

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute a contract with MCSPCA, located at 1007 NY-5S, Amsterdam, NY 12010, for the sheltering of dogs as required by state and local laws, in the amount not to exceed nine thousand and 00/100 (\$9,000.00) dollars commencing January 1, 2023 through December 31, 2024.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 45.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

**AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE AN
AGREEMENT WITH FCM ENGINEERING, PLLC**

THEREFORE, UPON MOTION OF Supervisor **COLLINS**, seconded by Councilmember **DODSON**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute an agreement with FCM Engineering, PLLC of 156 Spring Road, Scotia New York 12302, in accordance with the agreement and fee schedule attached to obtain professional consultant services in connection with providing on-call engineering services through December 31, 2023.

SECTION 2. FCM Engineering PLLC, providing on call engineering services for the Town of Rotterdam, is prohibited from Town Designated Engineering (TDE) assignments during the term of this agreement.

SECTION 3. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou (Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION 46.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

AUTHORIZING THE SUPERVISOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH HODGSON/RUSS LLP, BOND COUNSEL ATTORNEYS

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Supervisor is hereby authorized to negotiate and execute a contract with Hodgson/Russ LLP, Bond Counsel Attorneys, located at 677 Broadway, Suite 301, Albany, New York to provide bond counsel services to the Town of Rotterdam for the year 2023.

SECTION 2. This resolution shall become effective January 1, 2023.

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION 47.23

At the Organizational public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Sunday, January 1, 2023, at 1:00 p.m., the following resolution was duly adopted:

ACCEPTING TOWN BOARD MEETING MINUTES

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Supervisor **COLLINS**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby adopts the minutes of the December 28, 2022 Town Board meeting as attached.

SECTION 2. This resolution shall become effective January 1, 2023

DATED: January 1, 2023

NAME	AYES	NOES	ABSTAIN
Christou(Absent)			
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam at the Organizational Meeting on January 1, 2023, and that the foregoing is a true and correct transcript of the original resolution and of the whole thereof and that said original 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 January 6, 2023.



Diane M. Marco

Diane M. Marco, Town Clerk