

**2026 ORGANIZATIONAL DOCUMENT
TOWN OF ROSEBOOM
Organizational Meeting
Adopted: January 14, 2026**

The 2026 Organizational Meeting for the Town of Roseboom was held on January 14, 2026. The meeting was called to order at **6:42 PM** by Supervisor Curtis VanDewerker.

Present: Supervisor Curtis VanDewerker, Councilperson Carol Vosatka, Councilperson Allegra Schecter, Councilperson Steve Gridley, Councilperson Jack Barrett, Highway Superintendent Dan Gage, and Town Clerk Erin Seeley.

Absent: None

Visitors Brian Vosatka

WHEREAS: At a regular meeting of the Town Board of Roseboom, County of Otsego, State of New York, held at the Town Office, located at 126 Co Hwy 50, Cherry Valley, NY in said Town of Roseboom on the 14th Day of January 2026.

WHEREAS: With the approval of the Town Board, the listed items enclosed for the year 2026.

WHEREAS: Official undertakings have been executed and filed, oaths of office filed with the Town Clerk.

WHEREAS: This first meeting of the Town Board of Roseboom 2026, shall constitute official rules and guidelines for the year 2026.

A. **DEPUTIES/VACANCIES:**

Deputy Town Supervisor -<i>appointed by Supervisor</i>	Carol Vosatka
Deputy Town Clerk- 1st -<i>appointed by Town Clerk</i>	Jeremy Seeley
Deputy Highway Superintendent –<i>appointed by Hwy Supt.</i>	Dennis Hoke Jr
Deputy Vital Statistics - <i>appointed by Registrar of Statistics</i>	Jeremy Seeley

B. Town Board may open a discussion concerning any of the following positions/appointments for the year 2024:

Historian	Kim Gray
Voting Custodian	County
Sole Assessor	Matt Lippitt
Dog Control Officer	Alicia Jones
Assessment Review Board	Richard Hansen – term: 10/1/2024- 9/30/2029
	Everett Yerdon – term: 10/1/2022- 9/30/2027
	Vacant

Per Law: the Assessment Review Board will meet on the 4th Thursday after the 4th Tuesday in May

Planning Board Chairperson	Kim Gray – effective 01/1/2024, 11/2025
Planning Board Vice-Chairperson	Bob Schecter – effective 11/2025

Planning Board Appointments

Charles Wanamaker, Larry Lamb, Sue Shaffer
(Secretary), Gary Shaffer

Planning Board Liaison

Allegra Schechter – effective 10/10/2020

Note: Town Clerk Bi-Laws states the planning board term is based on the number of members on the board. If there are six (6) members, the term will be six (6) years.

Health Officer
Code Enforcement Officer
Environmental Representative
Climate Smart Liaison
County Representative
Attorney
Town Attorney – 1st Alternate
Registrar of Vital Statistics
Records Management Officer

Vacant
Otsego County
Councilperson Allegra Schechter –
Allegra Schechter
David Bliss
Parshall & West Attorneys at Law
Vacant
Erin Seeley
Erin Seeley

ROAD COMMITTEE CHAIR

Road Committee Members

Carol Vosatka

Jack Barrett
Steve Gridley
Allegra Schechter
Curtis VanDewerker

MACHINERY / EQUIPMENT COMMITTEE CHAIR

Machinery Committee Members

Steve Gridley

Jack Barrett
Curtis VanDewerker
Allegra Schechter
Carol Vosatka

HWY BUILDING & LAND COMMITTEE CHAIR

Hwy Garage Committee Members

Jack Barrett

Curtis VanDewerker
Allegra Schechter
Steve Gridley
Carol Vosatka

ENVIRONMENTAL COMMITTEE CHAIR

Environmental Committee Members

Allegra Schechter

Curtis VanDewerker
Steve Gridley
Jack Barrett
Carol Vosatka

The Road, Machinery, Highway Garage/Building, & Environmental Committees consists of all Councilpersons. These committees are to assist and meet with the Highway Superintendent, as necessary, to review all town roads, machinery, and highway garage issues. The review will include degree of maintenance, status, liability, condition of roads and machinery, etc. Committee meetings only occur as needed.

C. **NOTIFICATION:**

Before January 31, 2026, the Town Clerk shall file with the County Clerk's Office and the State Department of Audit and Control the names and addresses of all town elected and appointed officials.

During the year 2026, the Town Clerk will notify the State Board of Elections of any resignations of any elected officers and the date of resignation.

D. **SALARIES:**

A.1010.1	Town Board – (4) Council Persons (2,850 each)	\$ 11,400	Annual Rate
A.1110.1	Town Justice	\$ 2,800	Annual Rate
A.1220.1	Town Supervisor	\$ 10,300	Annual Rate
A.1220.1a	Town Supervisor-Deputy	\$ 500	Annual Rate
A.1355.1	Town Sole Assessor	\$ 10,870	Annual Rate
A.1410.1	Town Clerk/Tax Collector (<i>combined</i>)	\$ 8,110	Annual Rate
A.3510.1	Town Dog Control Officer	\$ 1,600	Annual Rate
A.4020.1	Vital Statistics (Town Clerk)	\$ 120	Annual Rate
A.5010.1	Town Highway Superintendent	\$ 62,000	Annual Rate
A.8664.1	Town Code Enforcement Officer	\$ 0	Annual Rate
A.1430.4	Assessment Review Board Contractual	\$ 20.00	/ Hour
A.1640.4	Building Maintenance/Cleaning	\$ 18.00	/ Hour
DA.5110.1	Highway Employees (Summer)	\$ 22.90– \$27.00	
DA.5142.1	Highway Employees (Winter)	\$ 22.90– \$27.00	
	Health Officer	\$ vacant	
	Temporary Backup Driver	\$ 35.00	/ Hour
	S. Gridley, D. Utter, Brian Vosatka		
	Bookkeeping Management Assistant (Evening Star)	\$ 10,300	Annual Rate

Employees will be paid their hourly rate for Travel Time & Training Classes and mileage expenses. Lunches will be reimbursed at a cap of \$20.00.

PAYROLL TIME SHEETS:

Bi-Weekly Payroll Time Sheets will be completed & signed by the Highway Superintendent and submitted to the Bookkeeper/Accountant on Monday by 9:00 am. Time Sheets will reflect two (2) Weeks (14 days; from Monday – Sunday).

E. **MILEAGE:**

If any Town Officer (appointed or elected) or hourly employee use their vehicle in the performance of their official duties, they will be reimbursed for mileage at a rate of **\$.725** per mile for the year 2026; based on IRS Standard Mileage Rate. Note: mileage reimbursement rate will be adjusted based on release of the IRS 2026 rates.

F. **MEETINGS:**

The Town Board will hold monthly **Committee Meetings as needed.**

The **Regular monthly meeting for Town of Roseboom will be held on the Second Thursday of every month at 6:30** P.M. at the Town Office, 126 Co Hwy 50, Cherry Valley, NY 13320.

G. **OFFICIAL NEWSPAPER:**

The Pennysaver

The Daily Star will also be used for notices as needed.

H. OFFICIAL DEPOSITORY:

National Bank & Trust (NBT)
Main Street
Cherry Valley, New York 13320

Nation Bank & Trust (NBT)
Main Street
Schoharie, New York 12157

I. PETTY CASH:

Petty cash will be held by the Town Clerk – not to exceed \$150.00. This is a combination of checking account balance and petty cash kept in cash box for making change.

J. The Town Board may authorize the Highway Superintendent to purchase tools, parts and implements without prior Town Board approval during the year 2026. Individual purchases must not exceed \$4500.00 dollars. Excluded from this pre-set figure is the purchase of fuel oil, motor fuel, and heating fuel.

K. The Town Board and the Highway Superintendent should enter into an agreement relative to the expenditures of the Highway funds for the repairs and improvements for the year 2026. This agreement should be entered into the minute book when reached. **The agreement relative to the expenditures for the repairs and improvements under the highway fund will be addressed, discussed and noted during the budget process. This will include a list of roads that the highway superintendent intends to repair over the course of the year.**

L. The Town Clerk may purchase office supplies without prior Board approval. Town Clerk will notify Town Supervisor of supply-order request before placing order(s). Other town employees may act in his/her behalf in the receipt of these goods.

M. The Town Board shall secure **full and adequate insurance** to protect the property of the Town. Insurance will include liability, tort claims, and all other that exists today. Whereas certain employees, elected officials and appointed officials may be exposed to liability for the acts performed in conjunction with their duties performed for the Town of Roseboom. The Town of Roseboom shall indemnify and hold harmless hourly employees, elected and appointed officials as provided under a resolution adopted March 11, 1987, and re-adopted January 01, 2026. The Town Board will explore and obtain Insurance coverage to include the following: Storage Tank (pollution) Liability Insurance Coverage, as well as Commercial General Liability Coverage, Crime Coverage, Property, Commercial Automobile Coverage, In-Land Marine (re: Equipment), and Umbrella Policy components.

N. Prior written notice of **defective conditions resolution** adopted by the Town Board 1997 and re-adopted January 01, 2026 – see copy on file; included in this Organizational Meeting Document.

O. TOWN CLERK ASSIGNMENTS:

Town Clerk Hours – Working out of home – hours by appointment during day, evening and weekends. Call to schedule.

Deputy Registrar Vital Statistics – Jeremy Seeley

Deputy Town Clerk – Jeremy Seeley

When the Deputy Town Clerk covers regular office hours, or board meetings that the Town Clerk is unable to attend, compensation will be paid at a rate of \$20.00 per hour not to exceed 12 hours per year.

P. HIGHWAY SPECIFIC POLICIES/PROCEDURES:

Policies and procedures that relate specifically to the Highway Department are referenced in the Highway Department Employee Handbook. The Highway Department Employee Handbook will be reviewed each year by the Town Board and updated as necessary. All Highway Department Employees will receive a copy of the handbook upon hire, and upon any change/update. Employees will sign indicating that they reviewed and understand the handbook. This signed sheet will be kept in the employee's personnel file.

The Town of Roseboom has also adopted a Progressive Discipline Policy for use with Highway employees. This policy includes a detailed description of each step along the disciplinary chain as well as a supervisor's guide to progressive discipline. This includes a disciplinary action form that will be used to document all forms of progressive discipline. Completed forms will be filed in the employee's personnel file. This also includes an employee termination form, used to document voluntary and involuntary terminations of highway staff. This completed form will also be filed in the employee's personnel file.

An employee performance evaluation tool has also been adopted by the Town of Roseboom. This tool will be used to evaluate new employees at the end of their 90-day probationary period as well as annually for all staff. The tool will be shared with employees during a one-on-one meeting and completed tools will be filed in the employees' personnel file.



Town of Roseboom
126 County Highway 50
Cherry Valley, NY 13320
607-264-3293
www.townofroseboom.com
Otsego County

**Resolution 2026-1 Town Board approves the
2026 Organizational Chart & Bi-Laws**

WHEREAS: AT A REGULAR MEETING OF THE TOWN BOARD OF ROSEBOOM, COUNTY OF OTSEGO, STATE OF NEW YORK, AT THE TOWN OFFICE 126 CO HWY 50, CHERRY VALLEY, NY 13320, AT 6:30 PM ON THE 14th DAY OF January 2026.

A **MOTION** was made by Councilperson Vosatka and seconded by Councilperson Gridley to approve Resolution #1-2026 adopting the 2026 Organizational Chart & Bi-Laws to include the 2026 Wage Resolution (2a), the Official Depository/Financial Institution/Fiscal Officer Resolution (2b), the Prior Written Notice of Defective Conditions Resolution (2c), Highway Department Specific documents and forms (2d), and the Organizational Meeting Minutes as read.

**RESOLUTION 2026 (01a)
HOURLY EMPLOYEES RATE**

WHEREAS: AT A REGULAR MEETING OF THE TOWN BOARD OF ROSEBOOM, COUNTY OF OTSEGO, STATE OF NEW YORK, AT THE TOWN OFFICE, LOCATED AT 126 COUNTY HIGHWAY 50, CHERRY VALLEY, NY 13320, AT 6:30 PM ON THE 14th DAY OF January 2026.

RESOLVED: PURSUANT TO THE AUTHORITY OF THE TOWN BOARD IN COMPLIANCE WITH TOWN LAW SECTION 120 IT IS HERE BY RESOLVED TO ADJUST THE HOURLY EMPLOYEES RATE BY EXPERIENCE FOR EACH EMPLOYEE NOT TO EXCEED \$27 PER HOUR FOR THE YEAR 2026. THIS RESOLUTION IS EFFECTIVE AS OF JANUARY 1, 2026.

**RESOLUTION 2026 (01b)
OFFICIAL DEPOSITORY / FINANCIAL INSTITUTION / FISCAL OFFICER**

WHEREAS: AT A REGULAR MEETING OF THE TOWN BOARD OF ROSEBOOM, COUNTY OF OTSEGO, STATE OF NEW YORK, AT THE TOWN OFFICE, LOCATED AT 126 COUNTY HIGHWAY 50, CHERRY VALLEY, NY 13320, AT 6:30 PM ON THE 14th DAY OF January 2026.

WHEREAS: the Town of Roseboom is required to manage matters of fiscal nature and;
WHEREAS: the Town Supervisor is the Fiscal Officer for the Town and and;
WHEREAS: the assignment of the Town financial institution and fiscal powers granted to the Fiscal Officer or Agent of the town are established by Town Resolution and;

BE IT RESOLVED: PURSUANT TO THE AUTHORITY OF THE TOWN BOARD IN COMPLIANCE WITH TOWN LAW IT IS HERE BY RESOLVED THAT the Roseboom Town Board establishes NBT Bank (Cherry Valley, Sharon Springs, Schoharie, Oneonta, Cobleskill, NY) as the Financial Institution of the Town and authorizes the Town Supervisor, and his/her successor,

the power to conduct fiscal matters and transactions necessary for the functioning of the town to include but not limited to: Financial Transactions, establishment of checking, savings, and investment accounts, signatory authority for the establishment and servicing of town financial obligations.

RESOLUTION 2026– 1c PRIOR WRITTEN NOTICE OF DEFECTIVE CONDITIONS

RESOLUTION ADOPTED: 1997

RE- ADOPTED: 2026

SECTION 1:

Short Title and Application – This resolution shall be known as the Prior Written Notice of Defective Conditions of Property within the Town of Roseboom.

SECTION 2:

Policy Statement – Where claims for bodily injury or damage to property are asserted against the Town of Roseboom, arising out of alleged defective conditions of said property and roads owned by, or in the care, custody or control of the Town of Roseboom, adequate notice to the Town of Roseboom of any such conditions is of substantial importance to allow the Town of Roseboom the opportunity to investigate and correct any such conditions if found to exist. The Town Board considers it to be important that such prior notice be in writing. Whether the Town has received actual or constructive notice of such alleged defective conditions is often a question of fact which can lead to uncertainty and possible unwarranted finding of liability against the Town of Roseboom. It is the purpose of this resolution to require the notice of Defective Conditions of Town property be given to the Town before seeking damages.

SECTION 3:

Written Notice – No civil action shall be maintained against the Town of Roseboom, its officers or employees for personal injury, including death, or damages to property related to, caused by, resulting from or arising out of any property owned by the Town of Roseboom, or property in the care, custody or control of the Town of Roseboom being defective. The Town of Roseboom shall have been given written notice of the alleged condition complained of and shall have failed or neglected within a reasonable time to repair or remove the condition. This period is to be ten (10) days after the written notice is received.

SECTION 4:

Notice – The notice provided for this resolution shall be served by personnel service with the Town of Roseboom. (MAIL). The notice required by this resolution shall contain a) full name and address of claimant; b) the particular property of the Town; c) the item claimed to be defective and/or damaged; d) the date the item was found defective; e) any statement that would help understand the location and item.

SECTION 5:

Record of Notice – Any Town Officer or employee who receives a notice of a defective or damaged condition shall hand deliver said notice to the Town Clerk, who will notify the Town Supervisor and the Highway Superintendent of receipt of such a notice.

RESOLUTION 2026 (1d)
HIGHWAY DEPARTMENT SPECIFIC DOCUMENTS & FORMS

WHEREAS: AT A REGULAR MEETING OF THE TOWN BOARD OF ROSEBOOM, COUNTY OF OTSEGO, STATE OF NEW YORK, AT THE TOWN OFFICE, LOCATED AT 126 COUNTY HIGHWAY 50, CHERRY VALLEY, NY 13320, AT 6:30 PM ON THE 14th DAY OF January 2026.

RESOLVED: THE TOWN BOARD APPROVES THE FOLLOWING DOCUMENTS, WHICH HAVE BEEN UPDATED TO REFLECT 2026 INFORMATION. THE DOCUMENTS REPLACE ANY PREVIOUS VERSIONS.

- Highway Department Employee Handbook
- Employee Performance Evaluation Form
- Progressive Discipline Policy
- Disciplinary Action Form
- Employee Termination Form

Adopted this 14th day of January, 2026

I hereby certify that the foregoing resolution was duly adopted by the Town of Roseboom at a legal meeting on the 14th day of January, 2026.

Name: Erin Seeley

Title: Town Clerk

Signature: *Erin Seeley*

Town Seal:

TOWN OF ROSEBOOM INVESTMENT POLICY

A. HISTORY AND PREVIOUS ACTION

The Town Board of Roseboom considered solutions to the growing demand upon the taxpayer. Receiving maximum interest on all reserve and idle funds within each year and formulating into each new budget to help defray the growing demand upon the taxpayer.

B. TITLE

This statement develops as method for all reserve and idle funds within the Towns treasury and is known as the Investment Policy.

C. DEPOSITORY METHOD

All funds received are to be deposited within 7 days of receipt into an interest-bearing account. Biweekly and monthly transfers for payroll and expenses will be done. Funds that are not needed within 1 month may be credited to a higher interest-bearing account, (i.e. NYCLASS), until needed. Approved are transfers from the checking account(s) to NYClass savings account(s), or to reserve savings account(s).

D. AMENDMENTS

This policy may be amended any time throughout the year with the approval of the Board Members by a Resolution. ***This policy MUST be reviewed at each organizational meeting (once per year).***

Municipal Cooperation

Re: NYCLASS – New York Cooperative Liquid Assets Securities System

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o ("Section 119-o" empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts boards of cooperative educational services, counties, cities, town and villages] and districts to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis.

WHEREAS, the **Town of Roseboom** wishes to invest certain of its available investments funds in cooperation with other corporations and/or districts pursuant to a municipal cooperation agreement;

WHEREAS, the **Town of Roseboom** wishes to assure the safety and liquidity of its funds;

Now, therefore, it is hereby resolved as follows:

The **Town Supervisor, Curtis VanDewerker** is hereby authorized to execute and deliver the Cooperative Investment Agreement in the name of and on behalf of **Town of Roseboom.**

**TOWN OF ROSEBOOM
GRIEVANCE PROCEDURE**

ADOPTED: AUGUST 1998

RE-ADOPTED: JANUARY 2026

(1) Such grievance by an employer or employee shall be presented in writing, within (10) working days of the act or omission giving rise to the grievance to the Town of Roseboom, Town Supervisor, whose jurisdiction lies within the Town of Roseboom.

(2) In the event such grievance is not resolved within (5) working days from such presentation, or no answer is forthcoming, it shall then be presented by the Town Supervisor to the Town Board in writing. A reply will be made within fifteen (15) business days.

(3) In the event the grievance is not satisfactorily adjusted or resolved at step 2, the Town Supervisor shall present the grievance to the employee and meet a satisfactory agreement.

(4) In the event that such grievance is not then disposed of, it may be referred by the Town Supervisor to arbitration, within (10) working days. The Town Board shall select the arbitrator by mutual agreement.

The ARBITRATOR shall have no power or authority to render any award which requires the commission of an act prohibited by law or which is violative of the term of this agreement. The ARBITRATOR decision will be in writing and will set forth his or her finding.

Nothing in the GRIEVANCE PROCEDURE shall prohibit the employer of the employee from meeting informally and directly to resolve a grievance.

Should informal meeting fail to resolve the grievance, then the grievance shall proceed according to the regular GRIEVANCE PROCEDURE.

**TOWN OF ROSEBOOM
SEXUAL HARASSMENT POLICY STATEMENT**

ADOPTED: 2019

RE-ADOPTED: 2026

Whereas: The Town of Roseboom considers the issue of sexual harassment to be offensive to its employees, specifically, and the workplace in general. Therefore, be it RESOLVED, that by the adoption of the following policy the Town of Roseboom reaffirms its objection to sexual harassment in the workplace; and be it further

RESOLVED: that a copy of this policy will be sent to all department heads of the Town of Roseboom.

SEXUAL HARASSMENT/HOSTILE WORK ENVIRONMENT POLICY STATEMENT

Sexual harassment which affects one's job is a form of employment discrimination prohibited by law. All Town of Roseboom employees should familiarize themselves with the guidelines in this policy statement so that they will understand what type of conduct is prohibited and know the remedies available to anyone who has experienced sexual harassment.

Guidelines issued by the Equal Employment Opportunity Commission states that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision's affection such individual; or
3. Such conduct has the effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

These guidelines are not meant to interfere with voluntary social relationships between individuals in the workplace, but they do prohibit those actions and behavior that are unwanted and unwelcome, or which create an intimidating and hostile work environment. There is a broad range of conduct by supervisors and co-workers which can, in certain circumstances, be considered sexual harassment, and this includes, but is not limited to, sexually suggestive remarks, sexually suggestive pictures, sexually suggestive gesturing, verbal harassment or abuse of a sexual nature, subtle or direct propositions for sexual favors, and any unnecessary touching.

Any manager or supervisor who knows of a sexually intimidating or hostile work environment or who becomes aware that the terms and conditions of an individual's employment are based upon submission to sexual conduct or experiencing harassment (hostile/threatening work environment) should consult with the Town Supervisor immediately.

All complaints will be handled in confidence. No employee may retaliate against or harass any person for filing a complaint or for cooperating I the investigation of the complaint. Such retaliation or harassment is unlawful and will be cause for disciplinary action.

Town of Roseboom

Workplace Violence Prevention Policy & Incident Reporting

ADOPTED: 1997

RE-ADOPTED: 2026

The Town of Roseboom is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. ***Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town of Roseboom property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.***

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Town of Roseboom has identified response personnel that include a member of management and an employee representative. If appropriate, the Town of Roseboom will provide counseling services or referrals for employees.

All Town of Roseboom personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person:

Name: County Sheriff – Richard Devlin

Title: Otsego County Sheriff

Department: County Sheriff

Phone: 607-547-4271/4273 or 911

TOWN OF ROSEBOOM
PROCUREMENT POLICY
ADOPTED: 1998 RE-ADOPTED: 2026

WHEREAS, Section 104-b of the General Municipal Law, (GML) requires every town to adopt *internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, S103 or any other law; and*

WHEREAS, comments have been solicited from those officers of the town involved with procurement,

NOW THEREFORE, BE IT RESOLVED: That the Town of Roseboom does hereby adopt the following procurement policies and procedures:

Guideline 1:

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, S103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusion reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2:

All purchases for supplies or equipment which exceeds \$10,000 in the fiscal year, and public works contracts over \$20,000 shall be formally bid pursuant to GML, S103. (i.e. salt)

Guideline 3:

All estimated purchases of

- a) From \$3,000 to \$10,000 – requires a written request for a proposal (RFP) and written/fax quotes from three (3) vendors.
- b) From \$1,000 to \$3,000 – requires an oral request for the goods and fax quotes from two (2) vendors.
- c) From \$1 to \$1,000 – is left to the discretion of the Town Board.

All estimated public works contracts of

- a) From \$10,000 to \$20,000 - requires a written RFP and fax/proposals from three (3) contractors.
- b) From \$3,000 to \$ 10,000 - requires a written RFP and fax/proposals from two (2) contractors.
- c) From \$1 to \$1,000 - is left to the discretion of the Town Board.

Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/quotes have been requested and the written/fax/oral quotes offered. All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4:

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. (For example, the second low bidder is a business

in town, paying town property taxes, and their quote was within 5% of the low bidder which is an out-of-state business or supplier). If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5:

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement. Town Board expands guideline 5 to include the use of internet pricing/auction information in lieu of getting formal bids when warranted by the Board.

Guideline 6:

Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances: a) acquisition of professional services; b) emergencies; c) sole source situation; d) goods purchased from agencies for the blind or severely handicapped; e) goods purchased from correctional facilities; f) goods purchased from another governmental agency; g) goods purchased at auction; h) goods purchased on-line auction; i) goods purchased for less than \$250; j) public works contracts for less than \$500.

Guideline 7:

This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

**TOWN OF ROSEBOOM
CODE OF ETHICS**

ADOPTED 2019

RE-ADOPTED: 2026

A resolution establishing standards of conduct for elected and appointed officers and employees of the Town of Roseboom. Be it enacted by the Town Board of the Town of Roseboom as follows:

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

Section 2 - Definitions (a) "Municipal officer or Employee" means an officer or employee of the Town of Roseboom whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a chief engineer or assistant chief engineer of the Town of Roseboom. (b) "Interest" means a pecuniary or material benefit given to a municipal officer or employee unless the context otherwise requires.

Section 3 - Standards of Conduct – Every officer or employee of the Town of Roseboom shall be subject to, and abide by, the following standards of conduct: **(a) Gifts** – He/she shall not solicit, directly or indirectly, any gift, or accept or receive any gift having a value of twenty-five dollars or more whether in the form of money, services, a loan, travel, entertainment, hospitality, thing of promise, or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her or could reasonably be expected to influence him/her in the performance of his/her official duties or was intended as a reward for any official action on his/her part. **(b) Confidential information** – He/She shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest. **(c) Representation before one's own agency** – He/She shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee of any municipal agency over which he has jurisdiction of that which he has the power to appoint any member, officer or employee. **(d) Representation before any agency for a contingent fee** – He shall not receive, or enter into, any agreement, expressed or implied for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered. **(e) Disclosure of interest in legislation** – To the extent that he knows thereof, a member of the Town Board and any officer or employee of the Town of Roseboom, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board on any legislation before the Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation. **(f) Investments in conflict with official duties** – He/She shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his official duties. **(g) Private employment** – He/She shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his

official duties. **(h) Future employment** – He/She shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Town of Roseboom in relation to any case, proceeding or application in which he personally participated during the period of his service or employment, or which was under his active consideration.

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

Section 5 - Distribution of code of ethics – The supervisor of the Town of Roseboom shall cause a copy of this code of ethics to be distributed to every officer and employee of the town.

Section 6 - Penalties – In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined suspended or removed from office or employment, as the case may be, in the manner provided by law.

Section 7 - Effective date – This resolution shall take effect immediately and will be reviewed once a year at the Organizational Meeting.

TOWN OF ROSEBOOM
ANNUAL DRIVING RECORD REVIEW POLICY
ADOTED: 2017 RE-ADOPTED: 2026

I. PURPOSE

To assure that employee drivers of the Town of Roseboom maintain a current unrestricted New York operator's license in accordance with the following policy.

II. PROCEDURE

- A. Each employee driver of the Town of Roseboom shall at all times maintain a current unrestricted New York operator's license. Any employee driver failing to maintain a current unrestricted operator's license shall be placed on administrative leave until such time as he / she obtains a current unrestricted operator's license.
- B. Any employee driver whose operator license is suspended, revoked or restricted is immediately prohibited from operating any Town of Roseboom vehicle. Each employee driver shall immediately notify his/ her immediate supervisor if his / her operator's license has been suspended, revoked or restricted in any way. Each employee driver is responsible for knowing the status of his / her operator's license.
- C. Any employee driver convicted of a misdemeanor violation pertaining to the ownership or operations of a motor vehicle will be prohibited from driving any Town of Roseboom owned vehicle. This driving suspension will expire 18 months from the date of the last violation.

Prior to obtaining the driving record of an employee driver, a written authorization will be obtained from that employee driver. Any time any of the above actions are taken the employee driver will be provided with a Pre-adverse Action Disclosure which includes a copy of the driver's MVR and a copy of A Summary of Your Rights under the Fair Credit Reporting Act. In addition, that employee driver will be given notice either orally, in writing or electronically that the action has been taken in an Adverse Action Notice.

III. BUREAU OF MOTOR VEHICLES DRIVER RECORD EVALUATION REQUIREMENTS

A. CLASS A VIOLATION

Any employee driver convicted of a misdemeanor violation shall be automatically suspended from driving Town of Roseboom vehicles for a period of 18 months from the date of conviction. In addition, any such employee driver shall also be required to attend an approved driver improvement program or equivalent training.

B. VIOLATIONS

- 1. "Misdemeanor Violations" referred to in this policy include, but are not limited to the following:
 - a) Driving while intoxicated.
 - b) Driving under the influence of controlled substance.
 - c) Operating during a period of suspension or revocation.
 - d) Permitting an unlicensed person to drive.
 - e) Reckless driving.
 - f) Leaving the scene of an accident.

C. CIVIL INFRACTIONS

1. Any employee driver who accumulates more than (2) civil infraction moving violations on his / her driving record will be prohibited from driving any Town of Roseboom owned vehicles. The suspension will expire when the penalty points causing the suspension of vehicle operation are six (6) or less.
2. Every year the Town of Roseboom shall review the driving record and inspect the vehicle of each employee driver of the Town of Roseboom.
 - a) A change in point status license restriction could result in driving status change or possible suspension from the Town of Roseboom.
 - b) The immediate supervisor may change the driving status of Town of Roseboom personnel based on driving complaints, driving ability, or upon recommendation by another supervisor.
 - c) A valid complaint received by the Town of Roseboom shall become a part of the employee driver's personnel file. The employee driver shall also be notified of the complaint.
 - d) A second valid complaint filed against an employee driver shall invoke a restriction on driving Town of Roseboom owned vehicles and/or may also result in suspension from the Town of Roseboom for a period set by the Town Board in conjunction with review from the Town Attorney.

I have read and understand the content of this policy.

Town Highway Superintendent

Signature: _____

Dated: _____

Highway Department Employee

Signature: _____

Dated: _____

The Highway Superintendent will meet with each Highway Department Employee to review this policy.

Each Highway Department Employee will sign-off on the policy and a copy will be placed in his/her personnel file, annually.

**TOWN OF ROSEBOOM
HOLD HARMLESS POLICY**

A **hold harmless clause in a contract or a hold harmless letter** between two people or parties is a legal agreement to limit legal liability for one particular matter or several things. The agreement states that one party agrees to hold the other party free from the responsibility for any liability or damage that may be the result of the transaction involved. (i.e. County Snow & Ice Contract). **HOLD HARMLESS AGREEMENT**

**and
CERTIFICATE OF INSURANCE
ADOPTED: 2017 RE-ADOPTED: 2026**

This Agreement is entered into by and between _____, a vendor, hereinafter Promisor and the **TOWN OF ROSEBOOM**, a municipality, hereinafter Promisee, on this _____ day of _____, in Roseboom, NY 13320.

Whereas, _____ (Vendor) desires to hold harmless the **TOWN OF ROSEBOOM** from any claims and/or litigation that may arise from any actions connected with services provided/work performed by the vendor for the Town of Roseboom.

Now Therefore, in consideration of the mutual conditions and covenants that are contained herein, _____(vendor) and the **TOWN OF ROSEBOOM** hereby agree as follows:

Hold Harmless. _____(Vendor) shall fully defend, indemnify and hold harmless the **TOWN OF ROSEBOOM** from any and all claims, demands, lawsuits, causes of action, loss, liability, injury and/or damage of any kind whatsoever including without limitation all claims for property damage, monetary loss, personal injury, equitable relief, and/or wrongful death, whether brought by an individual or other entity or imposed by a court of law or by administrative action of any federal, state or local governmental body or agency that arises out of any acts negligence omission or willful misconduct in any way on the part of _____(Vendor) in the course of his/her/their work.

This indemnification applies to and includes, without limitation the payment of all penalties, judgments, fines, awards, attorneys' fees degrees and related costs or expenses and any reimbursements to any third party for all legal fees, expenses and costs that are incurred by it.

Certificate of Insurance: _____(Vendor) shall supply to the **TOWN OF ROSEBOOM** a Certificate of Insurance with the Town named as additional insured.

The agreement shall be binding in the county of **OTSEGO**, state of **NEW YORK**.

VENDOR: _____

Signature _____

TOWN OF ROSEBOOM:

Signature _____