

**TOWN OF FORESTPORT
ORGANIZATIONAL MEETING AGENDA
FORESTPORT TOWN HALL
10275 State Rt. 28, Forestport, N.Y. 13338
JANUARY 3, 2024 @ 6:30 PM**

1. CALL TO ORDER

2. LEGAL NOTICE

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Forestport will be holding the Year End Meeting on December 28, 2023, at 11:00am and will hold the Organizational Meeting on January 3, 2024, at 6:30pm. Both meetings will be held at the Forestport Town Hall, 10275 State Rt. 28, Forestport, NY. BY ORDER OF THE TOWN BOARD.

Tracy M. Terry – Forestport Town Clerk

DATED: November 28, 2023

RUN WEEK OF: DECEMBER 20, 2023

3. LETTERS OF RE-APPOINTMENT – Adam Doktor

4. APPOINTMENTS FOR 2024

5. TOWN OF FORESTPORT PROCUREMENT POLICY

6. TOWN OF FORESTPORT CREDIT CARD POLICY

7. TOWN OF FORESTPORT INVESTMENT POLICY

8. TOWN OF FORESTPORT CODE OF CONDUCT FOR PUBLIC MEETINGS

9. REMOTE PARTICIPATION POLICY

10. WORKPLACE VIOLENCE AND PREVENTION POLICY

11. SEXUAL HARASSMENT POLICY

12. TRAVEL POLICY

13. CODE OF ETHICS

14. GENERAL RULES

15. 2024 EMPLOYEE BENEFITS/OFFICIAL HOLIDAYS

16. TOWN BOARD MEETING DATES 2024

17. PLANNING BOARD MEETING DATES 2024

18. ADJOURNMENT

December 27, 2023

Dear Mr. Entwistle, Town Board,

I would like to formally submit my request for reappointment as Co-Chairman on the Town of Forestport Planning Board.

I am familiar with the town's Site Review and Subdivision Laws and other local regulations pertaining to the development of our town. Being a long time resident of this community, I am aware of the many unique and challenging, yet rewarding aspects of our area. I feel I bring balance and insight to the board and provide the town with fair, unbiased support in regard to development in all areas of our town.

I look forward to continue working with you and the Planning Board and appreciate the opportunity to re-apply for this position.

Sincerely,

Adam J. Daktor

2024 APPOINTMENTS- TOWN OF FORESTPORT

- | | |
|--|--------------------------|
| 1. Code Enforcement Officer | <u>Joe Rowlands</u> |
| 2. Codes Clerk | <u>Anthony Donatelli</u> |
| 3. Secretary to the Planning Board | <u>Sandy Pascucci</u> |
| 4. Planning Board Member
Term 1/1/2024-12/31/2028 | <u>Adam Doktor</u> |
| 5. Building Maintenance Worker | <u>Jim Pelno</u> |
| 6. Budget Officer | <u>Harold Entwistle</u> |
| 7. Bookkeeper to the Supervisor | <u>Dawn Campbell</u> |
| 8. Well-Head Protection Coordinator | <u>Jim Pelno</u> |
| 9. Clerk to Town Justice | <u>Shirleen Paschke</u> |
| 10. Dog Control Officer | <u>Craig Jenks</u> |
| 11. Town Historian | <u>Sandy Pascucci</u> |
| 12. Fire Code Inspector | <u>Joe Rowlands</u> |
| 13. Registrar of Vital Statistics | <u>Tracy Terry</u> |
| 14. Town Engineer | <u>Jack Dodson</u> |
| 15. Town Attorney | <u>Jessica Young</u> |
| 16. Water Plant Operator | <u>Lucas Kafka</u> |
| 17. Sewer Plant Operator | <u>Lucas Kafka</u> |
| 18. Assistant Water and Sewer Plant Operator | <u>Jim Pelno</u> |
| 19. Sewer Billing Clerk | <u>Dawn Campbell</u> |
| 20. Sewer Rent Collector | <u>Tracy Terry</u> |
| 21. Water Billing Clerk | <u>Dawn Campbell</u> |
| 22. Water Rent Collector | <u>Tracy Terry</u> |
| 23. Official Town Bank (General & Highway) | <u>Adirondack Bank</u> |

24. Official Tax Collection Bank	<u>Community Bank NA</u>
25. Official Town Bank (Special Sewer District #1 and Water District #1	<u>Adirondack Bank</u>
26. Official Town Newspaper	<u>Boonville Herald</u>
27. Deputy Supervisor	<u>Ronald Scouten/ Steve Addison</u>
28. Grant Writer	<u>Jennifer Piper</u>
29. Webmaster	<u>Tracy Terry</u>

TOWN BOARD LIASONS:

1. Highway	<u>Ronald Scouten</u>
2. Fire Departments	<u>Danielle Abrial</u>
3. Water and Sewer	<u>Glenyce Verschneider</u>
4. Assessor	<u>Glenyce Verschneider</u>
5. Senior Recreation	<u>Glenyce Verschneider</u>
6. Youth Recreation	<u>Harold Entwistle</u>
7. Planning	<u>Steve Addison</u>
8. Codes	<u>Harold Entwistle</u>
9. Dog Control	<u>Danielle Abrial</u>
10. Buildings & Grounds	<u>Harold Entwistle</u>
11. Tax Collector	<u>Ronald Scouten</u>

TOWN OF FORESTPORT **PROCUREMENT POLICY**

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, Section 103, 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 Forestport does hereby adopt the following procurement policies and procedures:

Guideline 1- Every prospective purchase of goods and/or services shall be evaluated to determine the applicability of GML, Section 103. Every town officer, board member, department head or other personnel with the requisite purchasing authority (hereinafter Purchase), shall estimate the cumulative amount of the items of supply and/or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past usage to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with associated information supporting the purchase activity. The Town Board will be notified of any departmental purchases over \$500.00 (five hundred dollars).

Guideline 2- All purchases of, a) supplies or equipment which will exceed \$10,000 in the fiscal year or, b) public works contracts exceeding \$15,000, shall be formally bid pursuant to GML Section 103. The Town Board shall have the right to accept or reject any and all bids.

Guideline 3-

All estimated purchases of:

- Less than \$15,000 but greater than \$10,000 require a written request for a proposal (RFP), and written/faxed quotes from three vendors.
- Less than \$10,000 but greater than \$5,000 require a verbal request for the purchase as well as verbal/faxed quotes from two vendors.
- Less than \$5,000 but greater than \$1,000 are left to the discretion of the purchaser.

All estimated public works contracts of:

- Less than \$12,500 but greater than \$7,500 require a written RFP and written/faxed quotes from three contractors.
- Less than \$7,500 but greater than \$500 require a written RFP and written/faxed quotes from two contractors

Any written RFP shall describe the desired goods including quantity, as well as the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written, faxed, or verbal quotes were solicited from as well as the quotes offered.

All information gathered in compliance of the Guidelines shall be preserved and filed with the subsequent purchase or public works contract documentation.

Guideline 4- The lowest responsible proposal and/or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification for awarding the purchase or contract to another bidder. If the bidder is not deemed responsible, facts supporting the judgment shall be filed with the subsequent purchase or contract documentation.

Guideline 5- A good faith effort shall be made to obtain the required number of proposals or quotes. If the Purchaser is unable to obtain the the required number of proposals and/or quotes, the Purchaser shall document their attempts to obtain said proposals and/or quotes. In no event shall the inability to obtain the required number of proposals and/or quotes be a bar to the procurement.

Guideline 6- Except when directed by the Town Board, no solicitation of written proposals and/or quotes shall be required under the following circumstances:

- Acquisition of professional circumstances
- Emergencies
- Sole Source situations
- Goods purchased from agencies for the blind or severely
- Goods purchased from correctional facilities
- Goods purchased from other government agencies (NYS bids)
- Goods purchased at auction
- Goods purchased for less than \$250.00
- Public works contracts for less than \$500.00

Guideline 7- The Town Board at its' organizational meeting shall review this policy annually or as soon thereafter as is reasonably practical.

Adopted December 13, 2000
Amended January 2, 2008

BY ORDER OF THE TOWN BOARD

Councilman William Karn
Councilman Robert Seager
Councilwoman Nancy Kardash
Councilwoman Joanne Kwasniewski
Supervisor William Hasenauer

Amended January 4, 2012

BY ORDER OF THE TOWN BOARD

Councilwoman Joanne Kwasniewski
Councilwoman Nancy Kardash
Councilman Ronald Scouten
Councilman Charles Scott
Supervisor Parker Snead

Amended February 18, 2015

Town of Forestport Credit Card Policy

The purpose of this policy is to establish the procedure that will be used by elected and appointed employees when using a town issued credit card. The credit card shall not be used as a normal means of procurement. It should only be used when no other means of payment is acceptable, or for emergency purchases. Due diligence in proper planning of purchases must be applied. If a vendor will invoice the Town and accept a check using the normal check/voucher process that is the method that should be used.

Terms and Conditions of Use

- A) Any employee using the card will do so at the authorization of the Forestport Town Board.
- B) The credit card can only be used for the official business of the town.
- C) The employee using the card must submit receipts, documentation detailing goods or services purchased , and an official business description of the purchase to the Bookkeeper to the Supervisor within 3(three) days of making the purchase.
- D) The employee is responsible for notifying the vendor that Municipal purchases are exempt from sales tax and will be responsible for providing proper documentation to the vendor.
- E) Purchases totaling \$2,500.00(two thousand and five hundred) dollars is the maximum amount which can be spent on a town credit card without prior board approval.
- F) The person using the card is responsible for the safety of the card and must notify the Bookkeeper to the Supervisor immediately if the card becomes lost or stolen.
- G) The employee must return the card to the Bookkeeper immediately at the end or termination of employment.

H) Any employee using the credit card for personal use will be subject to all penalties allowed by law/ disciplinary action(s) and possible employment termination from the Town of Forestport.

Any employee using a Town issued credit card must sign and agree to these terms. Forestport Town Board, February 2015.

Employee Signature

Date

PASSED 5/18/16

INVESTMENT AND DEPOSIT POLICY FOR THE TOWN OF FORESTPORT

SCOPE

This policy applies to all monies and other financial resources available for investment and/or deposit on behalf of the Town of Forestport .

OBJECTIVES

The primary objectives of the Town of Forestport's investment activities are, in priority order,

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity);
- To obtain a reasonable rate of return (yield).

DELEGATION OF AUTHORITY

The Town Board's responsibility for administration of the investment and deposit program is delegated to the Bookkeeper to the Supervisor or, in the absence of such position, the Town Supervisor, to act in accordance with applicable provisions of law, including, but not limited to, applicable provisions of the New York General Municipal Law and the New York Local Finance Law. Such administration shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base of records incorporating description and amounts of investments, transaction dates and other relevant information and regulate the activities of subordinate employees.

PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Forestport to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions, and shall at all times act in

compliance with the Town's Code of Ethics.

DIVERSIFICATION

It is the policy of the Town of Forestport to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

INTERNAL CONTROLS

It is the policy of the Town of Forestport for all monies collected by any officer or employee of the government to transfer those funds to the Supervisor within three days of deposit, or within the time period specified in law, whichever is shorter.

The Bookkeeper to the Supervisor or Town Supervisor is responsible for establishing and maintain an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

COLLATERALIZING OF DEPOSITS

In accordance with the provisions of the General Municipal Law, #10, all deposits of the Town of Forestport, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- By pledge of "eligible securities" with an aggregate "market value" as provided by GML #10, equal to the aggregate amount of deposits from the categories designated in Appendix A of this policy, or
- By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Town of Forestport for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of the deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements, or
- By an eligible surety bond payable to the Town of Forestport for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Town of Forestport deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Town of Forestport to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Town of Forestport, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Forestport or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of the custodian for, the Town of Forestport, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Town of Forestport a perfected interest in the securities.

PERMITTED SECURITIES

As authorized by General Municipal Law, #11, the Town of Forestport authorizes the Town Supervisor to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of Deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations pursuant to LFL #24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Forestport.
- Obligations of public authorities, public housing authorities, urban renewal agencies

and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;

- Certificates of Participation (COPS) issued pursuant to GML #109b;
- Obligations of this local government, but only with any monies in a reserve fund established pursuant to GML #6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Forestport within such times as the proceeds will be needed to meet expenditures for purposes for which monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Forestport within two years of the date of purchase.

AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Forestport shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Town of Forestport conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Forestport. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Town Supervisor and/or the Bookkeeper to the Supervisor are responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listings shall be evaluated at least annually.

PURCHASE OF INVESTMENTS

The Bookkeeper to the Supervisor or Town Supervisor is authorized to contract for the purchase of investments:

- Directly including through a repurchase agreement, from an authorized trading partner.
- By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all of the requirements set forth by law, and the specific program has been authorized by the governing board.
- By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Town Board.

All purchased obligations, unless registered or inscribed in the name of the Town of Forestport shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in

writing to the Town of Forestport by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law #10.

The custodial agreement shall provide that securities held by the bank or trust company, as an agent of and custodian for, the Town of Forestport, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Town of Lancaster a perfected interest in the securities.

REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

APPENDIX A SCHEDULE OF ELIGIBLE SECURITIES

- Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- Obligations issued or fully guaranteed by the International Bank for the Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.
- Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance guaranty.

- Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligation of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.
- Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under limitations established by bank regulatory agencies.
- Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- Zero coupon obligations of the United States government marketed as "Treasury strips".

TOWN OF FORESTPORT CODE OF CONDUCT FOR PUBLIC MEETINGS

PURPOSE

The purpose of this policy is to establish rules of decorum for members of the public attending, and/or addressing the legislative or policy body at meetings held by the Town of Forestport, including meetings of the Town Council, Planning Board, and any and all sub-committees thereof. This policy is intended to facilitate the conduct of public meetings in an open and orderly manner and in an environment safe for all persons in attendance.

SCOPE OF APPLICATION

This policy applies to all persons attending public meetings conducted by the Town of Forestport.

POLICY

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the Forestport Town Council, and/or the Forestport Planning Board in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- Persons in attendance will refrain from behavior which disrupts the public meeting. This includes loud noises, clapping, shouting, booing, hissing, or engaging in any other activity in a manner which disturbs, disrupts, or impedes the orderly conduct of the meeting.
- Persons in the audience will refrain from creating, provoking, or participating in any type of unwelcome physical contact.
- Persons in the audience will refrain from using cell phones/pagers while the meeting is in session.
- Appropriate attire, including shirts and shoes is required.

2. Addressing the Board/Committee:

- Persons addressing the Board/Committee, please raise your hand when the Chair asks for citizen comments and the Chair will recognize you.
- If you able, please address the Board/Committee from the freestanding microphone at the front of the room.
- Provide your name for the record prior to making your comments.

- Meeting attendees will be given **THREE MINUTES** to speak during the “New Business Public” portion of the meeting.
- Time cannot be donated to another speaker.
- Speakers should discuss topics related to town business.
- Speakers' comments should be addressed to the full body of the Board or Committee. Requests or attempts to engage a single member in conversation will not be honored. Abusive language will not be tolerated.
- If an individual wishes to present written information, he or she may present it to the Town Clerk or Planning Board Clerk at the start of the meeting.

Conduct by the Board/Committee Members:

- Public meetings will be presided over and conducted in general accordance with Robert's Rules of Order.
- All Board/Committee Members, including the Chair are bound to observe the same rules of decorum as members of the public in attendance. These include, but are not limited to: use of appropriate non-offensive language, speaking on topic, being recognized before speaking, and keeping comments concise.

DISCIPLINARY ACTIONS

Failure to comply with this Code of Conduct which results in the disturbing, disruption, or impeding of a public meeting may result in removal from the meeting, possible arrest, and in the case of the Board/Committee Members, censure by the Board/Committee.

TOWN OF FORESTPORT TOWN BOARD
REMOTE PARTICIPATION POLICY

I. Purpose

The purpose of this Policy is to allow members of the Town Board, Planning Board, and Board of Assessment, of the Town of Forestport, and the general public to attend and participate in meetings of the Town Board or any of its committees by videoconferencing as identified in New York State Open Meetings Law, and to ensure that the public has an adequate opportunity to participate in the Town Board process.

II. Definitions

- (a) "Member" means a member of the Town of Forestport Town Board, including the Town Supervisor, a member of the Town Planning Board, or a member of the Board of Assessment.
- (b) "Meeting" means any meeting of the Town of Forestport Town or any of the Town Board's committees that are subject to this Policy, including the Planning Board and Board of Assessment
- (c) "Qualifying Event" means (i) personal illness including quarantine (self or mandated) to prevent the spread of an illness or disability; (ii) employment purposes; (iii) family or other emergency; or (iv) being located in a physical location greater than sixty miles away from the Forestport Town Hall at the time of the Meeting.
- (d) "Remote Means" means videoconferencing which includes audio and video.
- (e) "Secretary" means the Town Clerk of the Town of Forestport or the individual to whom the Town Clerk has designated responsibility for recording meeting minutes at Town Board meetings.

III. Remote Attendance Permitted

- (a) Subject to the limitations set forth in Section IV below, Town Board Members may attend any Meeting by Remote Means if the Member is prevented from physically attending the Meeting because of a Qualifying Event.
- (b) Members of the public will be permitted to participate remotely in any Meeting by Remote Means, for those meetings where remote participation is offered, the same as if the member of the public was present for the meeting in person, once recognized by the Chair.

IV. Restrictions on Remote Attendance

- (a) No Member may attend any portion of a Meeting by Remote Means unless:
 - (i) A quorum of the Town Board is physically present at the location of the Meeting during the entire duration of said Meeting, unless said Meeting is of a Town Board committee, in which case a quorum of the Committee must be physically present at the location of the Meeting or if a state of emergency has been issued by the Federal government or State government, or the Town Supervisor of the Town of Forestport or



action by the Town Board of the Town of Forestport resulting in a need for remote participation in which case meetings may be held remotely (virtual) in their entirety.

(ii) He or she provides notice to the Town Supervisor or the Town Clerk specifying the Qualifying Event prior to the Meeting; and

(iii) The Remote Means being utilized is fully functional, and shall allow:

(A) All Town Board Members to hear all communications taking place during the Meeting;

(B) Any persons in attendance at the Meeting to hear all communications taking place during the Meeting;

(C) All Town Board Members to see any documents displayed during the Meeting;

(D) Any persons in attendance at the Meeting to see any documents displayed during the Meeting; and

(E) The Secretary to hear all communications taking place during the Meeting.

(b) No Town Board Member may attend a meeting by Remote Means for any reason other than a Qualifying Event.

V. Rules of Procedure When Remote Attendance Utilized

(a) When a Town Board Member attends any portion of a Meeting by Remote Means as permitted by this Policy:

(i) The minutes of the Meeting shall include the following:

(A) A statement that the Member attended the Meeting by Remote Means;

(B) The location from which the Member attended the Meeting;

(C) A statement that the Remote Means were fully functional;

(D) The times, if any, during which the Member attending the Meeting by Remote Means left the Meeting.

(ii) Every Member of the Town Board shall be identified during all Board discussions so that all participants are aware of which Member is speaking at all times.

(b) A Town Board Member attending a Meeting by Remote Means shall:

(I) Be permitted to fully participate in the Meeting as if he or she were physically present, including the making or seconding of motions and voting on said motions, subject to the Town Board Rules of Procedure;

(ii) Advise the Secretary if he or she leaves or returns from the Meeting;

(iii) Advise the Secretary of all other persons in the same room as such Member attending by Remote Means and whether and to what extent such other persons are able to hear the discussions at the Meeting;

(iv) Allow the presence of the public at the location from which the Member is attending the Meeting by Remote Means, regardless of whether such location is public or private. The Member attending the Meeting by Remote Means shall make all reasonable efforts to comply with the Open Meetings Law regarding accessibility.

(c) If the Town Supervisor attends a Meeting by Remote Means, the Deputy Supervisor shall serve as chair of the Meeting. If the Deputy Supervisor is not present at the Meeting then the Town Board shall designate a Temporary Chair from the Members who are physically present at the Meeting.

VI. Applicability

If any provision of this Policy conflicts with any provision of the Town Code of the Town of Forestport or New York State Law then the stricter provision shall prevail.

VII. Effective Date

(a) This Policy was approved by the Forestport Town Board on 5/18/2022

(b) This Policy shall become effective immediately upon approval by the Forestport Town Board, and shall remain in effect until otherwise removed.

VIII. Availability of Policy

(a) This Policy shall be filed in the Office of the Town Clerk of the Town of Forestport.

(b) This Policy is hereby made a part of the Town of Forestport Town Board Rules of Procedure.

Adopted 5/18/2022
Tracy M. Perry

**Town of Forestport
Workplace Violence Prevention Plan/
Risk Assessment**

December 02, 2021

Highway Department

History of Workplace Violence

The Town of Forestport Highway Department has no recorded incidents of Workplace Violence.

Evaluation of Physical Environment/Risk Assessment

The Town of Forestport Highway Barn is located at 6025 White Lake Road, Forestport, New York. The building is on a parcel separate from the Town Offices, approximately ¼ of a mile away. It consists of a six-truck bay building with a break room, loft storage, bathroom, and the Highway Superintendent and Highway Clerk's offices. Additionally, there are two storage buildings on the property for equipment.

- **Lighting**
 - The outside property is illuminated at night by several commercial halogen flood lights, including one by the main entry door. Interior lighting is provided by shop lights throughout the truck bays and shop space, with the offices, break room, and bathrooms all having additional lighting controlled independently. All workspaces are well lit.
- **Surveillance**
 - The highway barn is not equipped with any exterior surveillance cameras. There are interior surveillance cameras.
- **Security**
 - All entry doors to the buildings are always locked, and the truck bay doors remain closed at all times. Employees have key access through the main entry door. Secondary storage buildings are also locked. Access for anyone other than employees is only allowed by knocking on the door and being let in. In the winter months, (November-April), there is a night watchman in the building from 9pm-6am.
- **Foot Traffic**
 - Public foot traffic within the highway barn is limited to service mechanics, salesman, and the union representative. All appointments are scheduled ahead of time, and the general public is not allowed in the highway building.
- **Money on Site**
 - No cash or personal checks are kept at the highway barn, all invoices are paid through the Town Offices once a month.
- **Safety Training/Awareness**
 - All employees will receive adequate training regarding all hazardous chemicals used in the workplace upon hire, and MSDS sheets will be on file in the Highway Clerk's Office.

- All equipment including electrical panels will be properly marked to indicate purpose, and load ratings.
- All employees will have access to and be properly trained on the use of PPE and specifications related to PPE.
- All employees will undergo mandatory Workplace Violence Prevention training and be made aware of the resources and steps available to them to report such incidents. Sign in is required and will be kept on file for attendance purposes.

Emergency Action/911 Plan

Should there be an incident of Workplace Violence at the Highway Barn or while an employee is on the road performing his or her duties, the following paragraphs outlines the steps that should be taken to mitigate the issue.

- **Highway Barn**
 - Should an act of violence take place on the Highway Barn property, whether inside the building or outside:
 1. Lock all exterior and interior doors to create space between employees and perpetrator
 2. Dial 911 – The Town of Forestport is under the purview of both the Oneida County Sheriff's Office as well as the NYS Troopers
 - Explain the situation as best as possible.
 - Follow the instructions of the 911 operator.
 3. While waiting for law enforcement to arrive, protect yourself first and if possible, lend aid to anyone injured, but only if it is safe to do so.
 4. After law enforcement arrives and declares the situation safe, alert the Workplace Violence Prevention Contact, and fill out an incident report to submit to the Contact person.
 5. Both the truck bays and the offices have instructions on what to do in the event of a violent incident. These are posted in conspicuous places.
- **On the Road/Interactions with General Public**
 - All highway employees, other than the Highway Superintendent, have strict instructions not to leave their vehicle while plowing snow. If a member of the public tries to wave them down or stop them, they are not supposed to stop, but rather report the interaction to the Highway Superintendent.
 - Summer work, such as paving, clearing brush and weeds, mowing, and general road repairs does allow the opportunity for members of the public to approach highway employees while they are working unfortunately. While employees have instructions to tell members of the public that they are in a work zone and cannot be there, should an act of violence occur:
 1. Create space between themselves and perpetrator- if they can enter their vehicle and safely leave the scene- do so. Upon returning to the highway barn, call the authorities to report the incident, report

it to the Highway Superintendent, and file an incident report with the Workplace Violence Contact as well.

2. If the employee cannot safely remove themselves from the situation,
 - Call 911 immediately
 - Follow instructions from 911 operator
 - Protect themselves/coworkers as best they can until law enforcement arrives.
 - Once the situation is declared safe, file a report with the Violence Prevention Contact, as well as the Highway Superintendent.

Sexual Harassment Policy for All Employers in New York State



Combating Sexual Harassment

Introduction

Town of Forestport is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. Town of Forestport has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Town of Forestport's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Town of Forestport, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Town of Forestport Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with Town of Forestport.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Town of Forestport has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Town of Forestport who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee¹ working in the workplace who believes they have been subject to such retaliation should inform the Supervisor. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

¹ A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.

5. Town of Forestport will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Town of Forestport will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Supervisor.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

What Is "Sexual Harassment"?

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

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

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

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

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

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

Examples of sexual harassment

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

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

What is "Retaliation"?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Town of Forestport cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non- employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the Supervisor. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Supervisor.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Supervisor.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint And Investigation Of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Supervisor will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;

- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Town of Forestport but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Town of Forestport, employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to [Employer Name] does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

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

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



Town of Forestport

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to *[person or office designated; contact information for designee or office; how the form can be submitted]*. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/combating-sexual-harassment

COMPLAINANT INFORMATION

Name:

Home Address:

Work Address:

Home Phone:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

(please select one)

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name:

Title:

Work Address:

Work Phone:

Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

Relationship to you: ☐Supervisor ☐Subordinate ☐Co-Worker ☐Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐Yes ☐No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at [Name of employer]? If yes, when and to whom did you complain or provide information?

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?
☐Yes ☐No

Have you instituted a legal suit or court action regarding this complaint?
☐Yes ☐No

Have you hired an attorney with respect to this complaint?
☐Yes ☐No

I request that [name of employer] investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature: _____ Date: _____

TOWN OF FORESTPORT TRAVEL POLICY

Following is the new Town of Forestport **Travel & Business Expense Reimbursement Policy**. This manual contains guidance for all travel & business expense reimbursement. This policy will reflect our collective responsibility to conduct business in a fiscally responsible manner.

General Guidelines

These policies and procedures are designed to act as a guideline for business travel and expense and miscellaneous expense reimbursements. They are based on practices employed by most organizations of our size and take into consideration what is considered reasonable and customary. While this handbook does contain suggested expense limits, we challenge all employees to use professional judgment when incurring expenses on behalf of the Town. The Town of Forestport does recognize that, in some isolated cases, business related expenses might need to be reviewed on a case-by-case basis; however, this primarily applies if the expense in question was not discussed in this policy.

ALL APPROVED EXPENSES INCURRED MUST BE IN ACCORDANCE WITH YOUR INDIVIDUAL DEPARTMENTAL BUDGET. IF YOU ARE UNCLEAR AS TO YOUR EXPENSE BUDGET, PLEASE CONTACT YOUR DEPARTMENT HEAD OR FINANCE PRIOR TO INCURRING ANY EXPENSES. ADDITIONALLY, **ALL EXPENSES FOR CONFERENCES, WORKSHOPS, AND TRAININGS MUST BE APPROVED BY THE TOWN BOARD PRIOR TO FUNDS BEING EXPENDED.**

This policy is designed to accomplish the following key points:

- Ensure all employees have a clear and consistent understanding of policies and procedures for business travel and expenses.
- Ensure employees are reimbursed for legitimate business travel expenses.
- Provide employees who must travel with a reasonable level of service and comfort at the lowest possible cost.
- Maximize the town's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.
- Provide the appropriate level of accounting & business controls for the town to ensure that expenses are reviewed & approved by the appropriate person.

Responsibility

The traveler is responsible for complying with the Town's Travel Policies. The supervisor who approves and signs expense reports is responsible for accurately reviewing expense reports for compliance. The Town of Forestport will reimburse employees for all reasonable and necessary expenses while traveling on authorized town business, and assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

Enforcement

Employees who do not comply with this policy may be subject to delay or withholding of reimbursement and/or, disciplinary action.

REPORTING GUIDELINES

Employees must file expense reports no later than 30 days following the completion of the trip or of incurring the expense. Expenses must be submitted for reimbursement within 3 months of being incurred, or they will not be reimbursed.

Documentation Requirements

Employees must provide the following information in order to be reimbursed for any business related meals or expenditures:

- Name and location of where the meal or event took place
- Exact amount and date of the expense
- Receipts for all expenditures in excess of \$25.00.
- Receipts for meals, in excess of \$5.00.

Employees must submit the following documentation with their Expense Report:

- Hotel – hotel folio plus credit card receipt or other proof of payment.
- Meals – credit card receipt or register receipts for meal expenses over \$5.00.

Please note: restaurant chits and credit card statements (i.e. Amex tear out receipts included in a monthly statement) are not considered an acceptable form of receipt.

Receipts must be affixed to a piece of paper with like items (e.g. cabs) together.

If like items have been summed to arrive at a single figure for entry to a single cell on the expense report, please indicate which items are being totaled on the paper where the receipts are affixed. Expense reports containing entries that cannot easily be supported by receipts will be returned to the person submitting the expense report.

When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required. Actual bills/receipts must be submitted whenever possible; photocopies will be acceptable only with a detailed explanation as to why the original is unavailable. Receipts must include the name of the vendor, location, date and dollar amount. All expenses must be reported, regardless of how they were paid. The following receipts are acceptable:

- Original receipt completed by the vendor
- Customer's copy of credit card slip

- Credit card billing statement, only in the unusual case where it is not possible to obtain the actual receipt

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect, incomplete or include disorganized receipts:

- Will be returned to the approver for completion.
- May result in delay or non-reimbursement of specific items.

Disregard for company policy or altering of receipts can result in disciplinary action up to and including termination.

TRAVEL AUTHORIZATION

Employees of the Town of Forestport must obtain approval from the Town Board in order to expend funds in advance of travel.

Business Use of Personal Vehicle

Employees may use their personal vehicle for business purposes.

It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers. Employee Handbook requires that employees who regularly use their personal vehicle for Company business maintain minimum of \$100,000/\$300,000 bodily injury coverage and \$50,000 property damage coverage on their vehicles.

Mileage is reimbursed at the rate established by the Town, (\$.50 per mile). This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, tags, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when your personal vehicle is used for business.

To be reimbursed for the use of your personal vehicle for business, employees must list on the expense report:

- Date and purpose of the trip

- Locations traveled to and from
- Mileage

Lodging / Hotel

Hotel reservations should be made in such a manner as to secure the best available rate.

In case of cancellation:

- Employees are responsible for cancelling the reservation.
- Employees will be held responsible and will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error or circumstances were beyond the traveler's control.
- Employees should request and record the cancellation number in case of billing disputes.
- Employees should note that cancellation deadlines are based on the local time of the property.

Meals

Personal meals are defined as meal expenses incurred by the traveler when dining alone on an out-of-town business trip. Approximate meal expense guidelines are as follows:

- \$12/day for breakfast and lunch combined
- \$30/day for dinner.
-

Hotel Telephone Usage

When staying at a hotel, employees should find out the property's local and long distance phone rates. Employees should avoid making phone calls that have an added surcharge.

Miscellaneous Expenses

The Miscellaneous column is designated for expenses that do not fit into the previous categories, yet are directly business related and therefore

reimbursable. ONLY the following items can be considered as reimbursable business expenses:

- Office services (i.e. faxes, copies, overnight delivery / postage)
- Seminar fees / training classes with prior approval

Be sure to note that the following items are NOT reimbursable under this policy:

- Parking tickets or other fines
- Delinquency fees / Finance charges for personal credit cards
- Expenses for travel incurred by companions / family members
- Expenses related to vacation or personal days while on a business trip
- Loss / Theft of personal funds or property / Lost baggage
- Avoidable "No-Show" charges for hotel or car service
- Non-Compulsory insurance coverage
- Repairs due to accidents

Never assume that an item will be covered under the "Miscellaneous" category. Be sure to check with your manager if an item you need is not outlined specifically in this policy

SOCIAL EVENTS

Municipal social events including but not limited to: Association Dinners, Fundraisers, or any other events that do not fall under the heading of "training" will not be reimbursed by the Town for entry fees or mileage. Additionally, employees should not "clock in" while attending these events. The Town of Forestport encourages employees to attend said events for networking purposes, but employees that choose to attend do so at their own expense, unless otherwise authorized by the Town Board.

APPROVAL/AUTHORIZATION PROCESS

The employee's supervisor must approve all expense reports. The supervisor is responsible for verifying:

- Business purpose
- Correct totals
- Supporting documentation and receipts
- Policy compliance.

Once approval has been obtained, be sure to make a copy of the signed report along with copies of your receipts to keep for your own records.

In Closing

These Travel & Business Expense Policy Guidelines are designed to facilitate successful and cost effective travel. Please adhere to them when conducting Town business.

CODE OF ETHICS

TOWN OF FORESTPORT

BE IT RESOLVED, that the Town Board of the Town of Forestport, Oneida County, New York 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 Forestport 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 local unit of government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the Town of Forestport. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Forestport. The rules of ethical conduct of this local law as adopted, shall not conflict with, but 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. Definition. “Municipal Officer or Employee” means an officer or employee of the Town of Forestport, 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. “Interest” means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Section 3. Standards of Conduct. Every officer or employee of the Town of Forestport shall be subject to and abide by the following standards of conduct:

a) **Gifts.** He/She shall not directly or indirectly, solicit any entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence him/her, or could gift; or receive any gift having a value of twenty-five dollars or more, whether in the form of money, services, loan, travel, 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/her in the course of his/her duties or use such information to further his/her personal interest.

c) Representation Before One's Own Agency. He/She shall not receive, or enter into any agreement, express or implied, for compensation of services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member, or employee or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer, or employee.

d) Representation Before Any Agency For A Contingent Fee. He/She shall not receive, or enter into any agreement, express or implied for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her 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/she knows thereof, a member of the Town Board and any officer or employee of the Town of Forestport, 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/she 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.

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/her 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 Forestport in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

I) He/she shall not engage in any threatening or intimidating behavior directed towards any other town officer, employee or citizen of the town when acting in an official town capacity.

j) He/she shall not use threatening or vulgar language when speaking with any town officer, employee or citizen of the town when acting in an official town capacity.

k) He/she shall at all times while acting in an official town capacity treat town officials, employees and citizens of the town in a courteous and respectful manner.

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 Forestport, or any agency thereof on behalf of himself/herself or any member of his/her 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 Forestport shall cause a copy of this code of ethics to be distributed to every officer and employee of the Town of Forestport within thirty days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. The Town Clerk shall file a copy of this resolution with the State Comptroller within 30 days after its adoption.

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 manner provided by law.

Section 7. Effective Date. This resolution shall take effect immediately.

Adopted October 7, 1970

Revised January 4, 2012

GENERAL RULES-TOWN OF FORESTPORT 2023

Mileage rate will be **\$.56** per mile for the use automobiles by town officers and employees.

Regular Town Board meetings shall be the **3rd Wednesday** of every month at 6:30pm at the Forestport Town Hall. The May, June and July meetings will be held at the Otter Lake Fire Hall and the August, September and October meetings will be held at the Woodgate Fire Hall, unless noted otherwise.

Requests to be put on the agenda must be received in writing four days (Thursday) prior to the meeting.

Petty Cash Funds- Town Clerk (\$150.00), Bookkeeper to the Supervisor (\$150.00), Water Billing Clerk (\$150.00), Tax Collector (\$150.00), Assessor (\$150.00), Sewer Billing Clerk (\$75.00), Planning Secretary (\$75.00), Highway (\$50.00), Justice Court (\$150.00)

The Superintendent of Highways can purchase equipment and tools up to \$2,000.00 without Town Board approval. All other purchases by town employees including Town Board, must get a purchase order from the Supervisor who is designated as Purchasing Agent for the town.

Within 60 days of the close of the fiscal year the Supervisor will submit to the Town Clerk, a copy of the report to be sent to the State Comptroller's office. A notice will be published that a copy of such report is on file and available for inspection.

TOWN OFFICE HOURS

Town Clerk: Tuesday thru Thursday 8:00 A.M.-2:00 P.M.

Bookkeeper to the Supervisor: Monday thru Friday 9:00 A.M. - 4:00 P.M. (unless otherwise posted)

Building and Grounds Maintenance: Monday thru Friday 7:00 A.M. - 1:30 P.M. (unless otherwise posted)

Tax Collector: **January:** Monday, Wednesday and Friday 9:00A.M.-1:00P.M.

February: 14th and 28th 9:00A.M.-1:00P.M.

March: 18th and 29th 9:00A.M.-1:00P.M.

Planning Board Clerk: Monday & Wednesday 9:00A.M.-2:00P.M. (unless otherwise posted)

Assessor: Monday and Tuesday 9:00 A.M. – 4:00 P.M. (unless otherwise posted)

Codes Enforcement Officer: Call 315-795-0358 to set up an appointment.

Court Clerk Hours: Tuesday and Thursday 9:00A.M.-12:00P.M. (unless otherwise posted)

Court Hours: Every Tuesday of the month. The first Tuesday being D.A. Night (Unless otherwise noted)

The minutes of the Town Board meetings are to be sent to the Town Board members within ten

days after the board meeting.

The official mandatory cut-off date and time to accept claims for the payment of monthly bills is the second Thursday of each month at Noon.

Special Water District #1, Buckhorn Water District and Special Sewer District #1 meetings shall be held immediately before Town Board meetings unless otherwise posted.

Town of Forestport Full Time Employee Benefits

2024

<u>Town Paid Holidays</u>	<u>Date Taken</u>	
New Years Day	January 1, 2024	Monday
Martin Luther King Day	January 15, 2024	Monday
Presidents Day	February 19, 2024	Monday
Memorial Day	May 27, 2024	Monday
Juneteenth Independence Day	June 19, 2024	Wednesday
Fourth of July	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Columbus Day	October 14, 2024	Monday
Veterans Day	November 11, 2024	Monday
Thanksgiving Day	November 28, 2024	Thursday
Christmas Day	December 25, 2024	Wednesday

2025 New Years Day	January 1, 2025	Wednesday
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Floating paid day - Birthday

Receive six (6) sick days leave after six (6) months service and each year after

Can only carry over Twenty-four (24) days of unused sick days per year

A doctor's certification of illness after more than two (2) days absence

Three (3) days a year personal leave after one (1) year of Service. (Not accumulative)

(5) Five days of Vacation after one (1) year of service

(10) Ten days of Vacation after three (3) years of service

(15) Fifteen days of Vacation after five (5) years of service

Three (3) days - Death in Family Benefit

Jury Duty - Salary Benefit

FORESTPORT TOWN BOARD MEETING DATES FOR 2024

January 17, 2024

February 21, 2024

March 20, 2024

April 17, 2024

May 15, 2024 -Otter Lake Fire Hall

June 20, 2024 -Otter Lake Fire Hall

July 17, 2024 -Otter Lake Fire Hall

August 21, 2024 -Woodgate Fire Hall

September 18, 2024 -Woodgate Fire Hall

October 16, 2024- Woodgate Fire Hall

November 20, 2024

December 18, 2024

The Regular Town Board meetings are held the 3rd Wednesday of every month at 6:30P.M. (Unless otherwise Posted).

Forestport Town Hall, 10275 State Rt. 28, Forestport, N.Y.

Otter Lake Fire Hall, 13853 State Rt. 28, Forestport, N.Y.

Woodgate Fire Hall, 12445 State Rt. 28, Woodgate, N.Y.

Meetings are open to the public and the buildings are accessible to the handicap. Special Water District #1, Buckhorn Water and Special Sewer District #1 meetings will be held immediately before the Town Board meeting.

FORESTPORT PLANNING BOARD

2024 MEETING DATES

January 10

February 14

March 13

April 10

May 8

June 12

July 10

August 14

September 11

October 9

November 13

December 11