

**Town of Otsego
2026 Organizational Meeting
January 09, 2026**

The Town of Otsego 2026 Organizational meeting called to order at 4:14 p.m.

Present: Supervisor Feury, Councilperson Bosley, Councilperson Dalton, Councilperson Kennedy, Councilperson Craig

Others in attendance: Town Clerk Hernandez

Resolution 1-A-2026 Commercial Insurance Policy

WHEREAS, Public Officers Law §11(2) provides that in lieu of any individual undertaking as required by law, the Town Council may approve the procurement of a blanket undertaking, and

WHEREAS, the Elected Officials, Appointed Officers, employees of the Town, and authorized volunteers must be covered for certain risks, and

WHEREAS, it is the responsibility of the Town Council to approve the form, manner, execution, and amount of surety, and

WHEREAS, the blanket undertaking must indemnify against losses caused by the failure of the officers or employees to faithfully perform their duties and protect against their fraudulent or dishonest acts,

NOW BE IT RESOLVED, that the Town Council approves the renewal of the Commercial Package Insurance Policy before the May 3, 2026 expiration by the company with the best quote. We resolve that the Supervisor will renew the policy by May 3, 2026.

MOTION: Councilperson Dalton moved to pass **Resolution 1-A-2026 Commercial Insurance Policy**. Councilperson Craig seconded and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-B-2026 Annual Appointments

WHEREAS, the Town Council has the responsibility of making specific appointments to carry out the duties as prescribed by law for operation of the Town of Otsego

NOW BE IT RESOLVED, that the Town Council approves Annual Appointments listed below for the year 2026:

Budget & Finance

Bookkeeper: TBD

Law-one year appointment

Town Attorney: Will Green

Appointed Officers

Town Council Appointments

~~Grants & Records Officer~~¹

Dog Control Officer: Julie Polulech

Registrar of Vital Statistics: Molly Hernandez for marriage licenses, and Jenna Utter for death and birth certificates

ZBA Clerk: Bill Deane

ZBA Chair: Greg Crowell

Otsego Watershed Supervisory Committee (WSC) Representative: Paul Lord

Zoning Enforcement Officer: Wylie Phillips

Historians: Shirlee Rathbone

Tom Heitz

Town Supervisor Appointments

¹

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Deputy Supervisor: Pat Kennedy

Town Clerk Appointments

Deputy Town Clerk: Meg Kiernan

Judicial Appointments

Court Clerk April Rackmyer

Highway Superintendent Appointments

Deputy Highway Superintendent Bill Hribar Jr.

Boards

Zoning Board of Appeals

William Day (2026 last year of term)
John Dewey (2027)
Sal Furnari (2028)
Ken Marx (2029)
Greg Crowell (2030) (Chairman)

Alternate Zoning Board of Appeals Members

Beth Bailey (1st Alternate)
Open (2nd Alternate)

ZBA Clerk: Bill Deane

Board of Health:

Chief Health Officer Chris Kjolhede

Board of Assessment Review: (5-year term, mandated by state)

Deb LeCates (10/01/2022 - 9/30/2027)
Meg Kiernan (10/1/2023 - 9/30/2028)
Tom Hohensee (10/1/24 - 9/30/2029)

Assessor: Rich Maxwell (10/01/2025 -> 09/30/31) 6-year state mandated

Planning Board:

Sharon Kroker (2026 last year of term)
Alex Nirenberg (2027)
Elizabeth Horvath (2028)
Matt Glynn (2029)
May Leinhart (2030)
Mike Hodgman (2031)
Tom Huntsman (2032) (Chairman Planning Board)

(vice chair?)

Alternate Planning Board Members

Jeffrey Banner (1st Alternate)

Planning Board Clerk: Braden Lourido-Erickson

Planning Board Attorney: Jill Poulson Esq

MOTION: Councilperson Bosely moved to approve **Resolution 1-B-2026 Annual Appointments** for the year 2026. Councilperson Kennedy seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-C-2026 Advisory Committees

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WHEREAS, there is a need to protect and improve the quality of our environment, to promote interest and public awareness, to maintain a quality of life free of pollutants to our air and water, to promote and support local business, and to continue to advance and protect the beauty and culture throughout our Township,

NOW BE IT RESOLVED, that the Town Council does agree to create the following Advisory²Committees for the year 2026,

Land Use Law Committee

Buildings and Grounds Committee

Business Advisory and Finance Committee

Highway Advisory Committee

Recreation/Conservation Committee

Communication Committee

MOTION: Councilperson Kennedy moved to approve **Resolution 1-C-2026 Advisory Committee appointments** for the year 2026. Councilperson Dalton seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-D-2026 Required Employees (Union & Non-Union Full-time)

WHEREAS, the Town of Otsego requires employees to carry out the necessary operations of the Township,

NOW BE IT RESOLVED, that the Town Council will require the following full-time employees for the year 2026:

Highway Department: Full-time Employees

Mike Thayer

William Hribar Jr

Dennis Laing

Mike Rhyde Jr

Tylar Thayer

Jeffery Thorn

NOW BE IT FURTHER RESOLVED that the following officials and employees are eligible to receive mileage reimbursement of .725 for driving beyond normal duties, upon submittal of a mileage log.

Town Council Members

Town Supervisor

Town Bookkeeper

Town Clerk

Town Attorney

Planning Board Members

Zoning Board of Appeals Members

Appointed Sole Assessor

Town Justice

Justice Clerk

Highway Department Employees

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MOTION: Councilperson Dalton moved to approve **Resolution 1-D-2026 Required Employees of the Town/Allowance for Mileage Reimbursement** for the year 2026. Councilperson Kennedy seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-E-2026 Holidays of The Town Office Building

WHEREAS, the Town Council may establish a list of Holidays that apply to the Town Offices of the Town of Otsego

NOW BE IT RESOLVED, that the Town Office Building will be closed for business on the following Holidays in for the year 20_____

- | | |
|-----------------|-------------------------|
| 1. January 01 | New Year’s Day |
| 2. January 19 | MLK Jr Day |
| 3. February 16 | President’s Day |
| 4. May 25 | Memorial Day |
| 5. July 04 | Independence Day |
| 6. September 07 | Labor Day |
| 7. October 12 | Indigenous Peoples’ Day |
| 8. November 11 | Veteran’s Day |
| 9. November 26 | Thanksgiving Day |
| 10. December 25 | Christmas Day |

MOTION: Councilperson Kennedy moved to approve **Resolution 1-E-2026 Holidays of the Town Office Building** for the year 2026. Councilperson Dalton seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-F-2026 Filing of Officers and Assessor

WHEREAS, it is the Town Clerk’s responsibility to file a certificate with the New York State Comptroller’s Office, specifying the names and addresses of all Town Officers, whether elected or appointed, and

WHEREAS, it is the Town Clerk’s responsibility to file a certified list with the County Clerk, specifying the names and addresses of all Town Officers, whether elected or appointed, and

WHEREAS, it is the Town Clerk’s responsibility to file a certificate with the New York State Tax and Finance specifying the names of all assessors, with their post office addresses, date of appointment or election and expiration of term of office,

NOW BE IT RESOLVED, that the Town Council directs the Town Clerk to file the necessary certificates “on or before” January 10, 2026.

MOTION: Councilperson Craig moved to approve the **Resolution 1-F-2026 Filing of Officers and Assessors**. Councilperson Bosely seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-G-2026 Rules of Procedure

WHEREAS, the Town Council is authorized by Town Law §63 to determine its rules of procedure for conducting Town meetings, and

WHEREAS, the Town Council believes it is important to clarify its procedures and guidelines for conducting meetings at the beginning of each year,

NOW BE IT RESOLVED, that the Rules of Procedure listed are adopted for the year 2026

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I. Supervisor's Responsibilities

- a. The Town Supervisor will preside over all special and regular meetings of the Town Council
- b. The Supervisor shall call the Town Council to order
- c. Immediately following the opening of every regular meeting, the Town Supervisor shall conduct the order of business as follows:
 - Pledge of Allegiance
 - Approval of meeting minutes
 - Comments from the public (adhering to public comment guidelines)
 - Correspondence
 - Bills and transfers
 - Individual and Committee Reports
 - o Supervisor
 - o Planning Board
 - o Zoning Officer
 - o Dog Control Officer
 - o Highway Superintendent
 - o Highway Committee
 - o Land Use Committee
 - o Watershed Committee
 - o Comprehensive Plan Committee
 - o Climate Smart Committee
 - o Buildings and Grounds
 - Old Business
 - New Business
 - Adjournment
- d. The Supervisor shall prepare the agenda items and the resolutions for all Monthly Town meetings
- e. Agenda items under **Unfinished Business and New Business presented in 'resolution format' two weeks before (if possible), or at least the prior Friday**. *The Supervisor reserves the right to waive this requirement if matter is urgent or in the best interest of the town*
- f. Items for discussion from Council members, Standing Town Committee's, and all Advisory Committee's submitted, in writing, to the Town Supervisor on the **Friday prior** to the regular meeting. *The Supervisor reserves the right to waive this requirement if matter is urgent or in the best interest of the town*
- g. Correspondence received from the public will be filed in the Supervisor's drives and distributed prior to the next Regular meeting by the Supervisor (**pdf format**). Once distributed in electronic format, items may be filed or destroyed.
- h. The Supervisor may offer a second on a motion without relinquishing the chair for such purpose.
- i. The Supervisor is responsible for preserving order and decorum when the Council is in session.

II. Council Members Responsibilities

- a. A quorum must be present in order to conduct the business of the Town. A quorum is defined as three (3) members of the Town Council.
- b. Every resolution or motion must be seconded before being put to a vote by the Supervisor.
- c. No Council Member shall speak more than once on any question until every member choosing to speak shall have spoken. The Supervisor is responsible for conducting and controlling the discussion.³
- d. The Council Members must treat each other and the public with a proper decorum.
- e. To suspend any rule of procedure, or any resolution, a majority vote of the Council shall be required.

III. Town Clerk's Responsibility

- a. All resolutions with be noted with their page number in the resolution book and motions shall be recorded in their entirety in the official minutes of the Monthly

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Town Council and all other official Town Council meetings, unless otherwise specified.

IV. Municipal Law Responsibility

- a. If these Rules of Procedure should at anytime become in conflict with the statutory law, the statutory law shall take preference.

V. Public's Responsibility

- a. Residents will be limited to speaking for three (3) minutes during public comment period, unless extended by permission of the Supervisor.
- b. Any person speaking to the Council with the consent of the Supervisor shall stand as able, and state their name and address, and address their remarks to the Town Council, not to other members of the audience.
- c. No member of the public shall engage in any demonstrations, booing, or otherwise disruptive behavior during a Town Meeting.

VI. Council and Public Responsibility

- a. When the public is speaking, they will be given respect and treated in a courteous manner by the Council. The public in return, is expected to be respectful and courteous. The use of profane and inappropriate language is not acceptable.

MOTION: Councilperson Dalton moved to approve **Resolution 1-G-2026 Rules of Procedure**. Councilperson Bosely seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-H-2026 Standing Council Committees

WHEREAS, the Town Supervisor may appoint committees of Town Council members to make studies and reports to the Council with recommendations.

NOW BE IT RESOLVED, that Supervisor Feury reserves the right to appoint ad hoc Committees of the Council, at his discretion, for the year 2026.

MOTION: Councilperson Dalton moved to approve **Resolution 1-H-2026 Standing Council Committees** for the year 2026. Councilperson Bosely seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-I-2026 Establishment of Meeting Dates for all Councils, Boards, and Committee's appointed by the Town Council for the Year 2026

WHEREAS, the members of the Town Council and the Appointed Committees must meet throughout the year to conduct official Town Business, and

WHEREAS, it is the responsibility of the Town Council and all Committee's to operate within the Open Meetings Law, the Town Council does hereby direct the Town Clerk to publish meeting dates with the Town's “official” newspaper and the Town's Website.

NOW BE IT RESOLVED, that the following days and times be approved for the respective meetings. Meeting dates may be cancelled or postponed if needed; Town Clerk must be notified of any changes or postponements.

Regular Monthly Town Council Meeting - 2nd Wednesday of each month at 7:00 p.m.
January 14, 2026
February 11, 2026
March 11, 2026
April 08, 2026
May 13, 2026
June 10, 2026
July 08, 2026
August 12, 2026
September 09, 2026

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October 14, 2026
November 10, 2026 (moved from Veterans’ Day, the 11th)
December 9, 2026

Work Session – 4th Wednesday each month at 7:00 p.m.
January 28, 2026
February 25, 2026
March 25, 2026
April 22, 2026
May 27, 2026
June 24, 2026
July 22, 2026
August 26, 2026
September 23 2026
October 28, 2026
November 25, 2026

Planning Board Meeting - 1st Tuesday each month at 7:30 p.m.
January 06, 2026 (iced out)
February 03, 2026
March 03, 2026
April 07, 2026
May 05, 2026
June 02, 2026
July 07, 2026
August 04, 2026
September 01, 2026
October 06, 2026
November 10, 2026 (election day moves from 3rd)
December 01, 2026

Zoning Board of Appeals Meeting – 3rd Tuesday each month at 7:00 p.m.
January 20, 2026
February 17, 2026
March 17, 2026
April 21, 2026
May 19, 2026
June 16, 2026
July 21, 2026
August 18, 2026
September 15, 2026
October 20, 2026
November 17, 2026
December 15, 2026

Annual Town Budget Calendar

09/01/15	Budget Officer to furnish Department Heads with Budget Forms
09/20/15	Dept Heads to furnish Budget Officer with completed Est. Forms [Town Law §104]
09/30/15	Filing of Tentative Budget with Town Clerk [Town Law §106(2)]
10/05/15	Town Clerk to present Town Council with Tentative Budget [Town Law §106(3)]
	Revision by Town Council; Preparation of Preliminary Budget [Town Law §106(4)]
	Upon Completion of review and modification of Tentative Budget, and prior to Public Hearing, to be filed in Town Clerk’s Office.
	Notice of Public Hearing five days prior to Public Budget Hearing [Town Law §108]

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|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/15/15 | Public Hearing by on or before the Thursday following Election 11/04/15; may be Adjourned but NOT beyond 11/15/12 [Town Law §108]
Final Revision of Preliminary Budget after Public Hearing, but prior to Final Adoption [Town Law §109] |
| 11/20/2026 | Adoption of Budget by [Town Law §109] |

MOTION: Councilperson Kennedy moved to approve **Resolution 1-I-2026 Established Meeting Dates for the Year 2026**, for the Town Council and all other appointed committees. Councilperson Dalton seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-J-2026 Official Newspaper for Town Notification

WHEREAS, the Town Council should designate annually the Official Newspaper for Notification for the Town of Otsego,

WHEREAS, the Town Council may change the Official Newspaper for Notification for the Town of Otsego in response to new State legislation,

NOW BE IT RESOLVED, that the Town Council designate The Daily Star as the current Official Newspaper of Notification for the year 2026.

MOTION: Councilperson Bosely moved to approve **Resolution 1-J-2026 Official Newspaper for Town Publications** for the Year 2026. Councilperson Kennedy seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-K-2026 Supervisor’s Powers & Duties

- I. Payment of Bills by the Supervisor without prior audit

WHEREAS, payments for services must be made at specific times throughout the year, and

WHEREAS, the Town Council desires to avoid penalties for overdue payments,

NOW BE IT RESOLVED, that the Town Council authorize the Town Supervisor to make payments in advance of the audit of claims for the year 2026

- II. Payment of Monthly Abstract

WHEREAS, all payments for bills incurred from Town operations must be approved by the Town Council, and

WHEREAS, the Supervisor is responsible for preparing a monthly report of all receipts and disbursements,

NOW BE IT RESOLVED, that all bills and payments made between Regular Town Meetings are part of the next Regular Meeting Agenda under Financial Reports, and

BE IT FURTHER RESOLVED, that all payments of bills shall be available to the public for review at the respective Regular Meeting

- III. Supervisor’s Monthly Budget Status Report

WHEREAS, Town Law §29, 34, and 125 allows the Town Council to designate the Supervisor to manage appropriation accounts and to prevent accounts from being overdrawn, and

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WHEREAS, a report called the Budget Status Report should be presented at the monthly regular meeting,

NOW BE IT RESOLVED, that the Town Council direct the Supervisor to present a detailed Budget Status Report at each Regular Meeting to show the budgetary status of all accounts.

MOTION: Councilperson Craig moved to approve **Resolution 1-K-2026 Supervisor’s Powers & Duties**. Councilperson Kennedy seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-L-2026 Designation of Depositories and Depositors

WHEREAS, the Town Council should designate each bank in which Town deposits may be made, and

WHEREAS, the Town Council should identify all officers authorized to receive money and to make deposits,

NOW BE IT RESOLVED that the depositories listed below are the Official Depositories for the Town of Otsego for the Year 2026:

Community Bank Wayne Bank NYCLASS

BE IT FURTHER RESOLVED, that the Officials listed below are authorized to deposit Town Funds received during the year 2026

Town Supervisor,
Town Clerk/Collector,
Bookkeeper,
Deputy Supervisor

MOTION: Councilperson Dalton moved to approve **Resolution 1-L-2026 Designation of Depositories and Depositors** for the Year 2026. Councilperson Kennedy seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-M-2026 Town Credit Card Holder Designations

WHEREAS, some necessary purchases of the Town of Otsego require credit card payment terms, and

WHEREAS, it is necessary for the Town Supervisor, the Clerk, and Highway Superintendent to possess a credit card to facilitate making purchases in a timely and cost conscious manner,

NOW BE IT RESOLVED, the Town Council authorizes the Town Supervisor and Deputy Supervisor to be listed as cardholders and authorized to make Town of Otsego related purchases which limit of credit card will be two-thousand and 00/100 Dollars (\$2000.00) for each cardholder.

MOTION: Councilperson Bosely moved to approve **Resolution 1-M-2026 Town Credit Card Holder Designations** for the Year 2026. Councilperson Dalton seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-N-2026 Investment Policy

WHEREAS, the Town Council desires that all monies received throughout the year be placed in safe investments and earn the highest possible rate of return,

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NOW BE IT RESOLVED, that the Supervisor be directed to schedule the investments for the money received by the Town during the fiscal year, and

NOW BE IT FURTHER RESOLVED that the amount of money earned in 2025 be reported to the Town Council at the second Regular Meeting in 2026.

MOTION: Councilperson Kennedy moved to approve **Resolution 1-N-2026 Investment Policy** for the Year 2026. Councilperson Dalton seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-O-2026 Petty Cash Funds

WHEREAS, Town Law §64(1-a) allows the Town Council to establish petty cash funds for Town Officers and appointees

NOW BE IT RESOLVED, that the Town Clerk/Collector have a Petty Cash Fund of one hundred dollars (\$100.00).

MOTION: Councilperson Dalton moved to approve **Resolution 1-O-2026 Petty Cash Funds** for the Year 2026. Councilperson Craig seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-P-2026 Purchases by the Superintendent of Highways

WHEREAS, Highway Law §142(1a) allows the Town Council to authorize the Town Superintendent of Highways to purchase equipment, tools, and implements during the year without prior approval by the Council, and

WHEREAS, the Town Council may fix the annual amount, and

WHEREAS, this is not intended to impinge on spending allowed by Highway Law Highway Law §284 and discussed in section U

NOW BE IT RESOLVED, that the Town Council establish a sum of five-thousand dollars (\$5,000.00) per item for the Superintendent of Highways to purchase equipment, tools, and implements during the year without prior approval by Town Supervisor, or Deputy Supervisor

MOTION: Councilperson Bosely moved to approve **Resolution 1-P-2026 Purchases by the Superintendent of Highways** for the Year 2026. Councilperson Kennedy seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye” and Councilperson Kennedy “aye.”

Resolution 1-Q-2026 Existing Contracts with the Town

WHEREAS, it is the responsibility of the Town Clerk to “advise the Town Council of all contracts, agreements, and leases” through which the Town is currently receiving products and/or services.

NOW BE IT RESOLVED, that the Town Clerk report at the second Regular Meeting all current contracts and leases with the Town of Otsego and include the date of expiration and cost for each contract and lease.

MOTION: Councilperson Kennedy moved to approve **Resolution 1-Q-2026 Existing Contracts with the Town**. Councilperson Craig seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-R-2026 Town Council’s Annual Financial Report

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WHEREAS, the Town Council is responsible for preparing and filing with the Town Clerk an annual financial report showing the monies received and disbursed, the bank certifications showing the amount of money on deposit, and an official notice stating that the annual report will be available in the office of the Town Clerk for public viewing.

NOW BE IT RESOLVED, that the Town Supervisor is directed by the Town Council to submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of the Annual Financial Report, and

MOTION: Councilperson Kennedy moved to approve Town **Resolution 1-R-2026 Town Council's Annual Financial Report** for the Year 2025. Councilperson Bosely seconded, and the motion passed with the following votes: Supervisor Feury "aye," Councilperson Craig "aye," Councilperson Dalton "aye," Councilperson Bosely "aye," and Councilperson Kennedy "aye."

Resolution 1-S-2026 Annual Accounting for Officers Receiving or Disbursing Town Funds

WHEREAS, on or before January 20, each Town Council must meet for the purpose of an annual accounting by each officer or employee who has received or disbursed Town Funds.

NOW BE IT RESOLVED, that the Town Clerk, Supervisor, Zoning Enforcement Officer, Court Clerk, and Town Justices, shall meet with the Town Council for an annual accounting of money received or disbursed in the year 2025.

MOTION: Councilperson Craig moved to approve **Resolution 1-S-2026 Annual Accounting for Officers Receiving or Disbursing Town Funds**. Councilperson Bosely seconded, and the motion passed with the following votes: Supervisor Feury "aye," Councilperson Craig "aye," Councilperson Dalton "aye," Councilperson Bosely "aye," and Councilperson Kennedy "aye."

Resolution 1-T-2026 Insurances

WHEREAS, the Town Council is responsible for the safety of Town property from exposures to liability, damages, and claims

NOW BE IT RESOLVED, that the Town Council should secure full and adequate insurance to protect the property of the Town against fire and theft and to protect the Town from exposures to liability for tort damages and other claims

MOTION: Councilperson Kennedy moved to approve **Resolution 1-T-2026 Insurances**. Councilperson Dalton seconded, and the motion passed with the following votes: Supervisor Feury "aye," Councilperson Craig "aye," Councilperson Dalton "aye," Councilperson Bosely "aye," and Councilperson Kennedy "aye."

Resolution 1-U-2026 Agreement of Expenditures for Highways

WHEREAS, the Town Council and the Highway Superintendent should enter into an agreement relative to the expenditure of Highway money for repairs and improvements of Town Highways

NOW BE IT RESOLVED, that the Town Council will review the proposed agreement at the next regular meeting of the Town Council, and

NOW BE IT FURTHER RESOLVED that the agreement must be prepared in duplicate, signed by a majority of the Town Council members and the Highway Superintendent. In addition, the agreement must be filed in the Town Clerk's office and in the Office of the County Superintendent. [Highway Law §284]

MOTION: Councilperson Kennedy moved to finalize **Resolution 1-U-2026 Agreement of Expenditures for Highways**. Councilperson Dalton seconded, and the motion passed with the

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following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

Resolution 1-V-2026 Procurement Policy

WHEREAS, the Town of Otsego has established Procurement Policies (1) Purchasing Goods and Services that Require Competitive Bidding [Addendum E], and (2) Purchasing Goods and Services Not Subject to Competitive Bidding [Addendum D] (Addendum E and D to be attached at the January 14th meeting.)

NOW BE IT RESOLVED, all of the Town of Otsego’s purchasing agents are expected to adhere to the Procurement Policies as set forth in Addendum D and E.

MOTION: Councilperson Craig moved to pass with the addendums attached at the January 14th meeting **Resolution 1-V-2026 Procurement Policy**. Councilperson Kennedy seconded, and the motion passed with the following votes: Supervisor Feury “aye,” Councilperson Craig “aye,” Councilperson Dalton “aye,” Councilperson Bosely “aye,” and Councilperson Kennedy “aye.”

MOTION: Councilperson Dalton moved to adjourn the meeting at 6:35 p.m.

Respectfully submitted,

Molly Hernandez
Town Clerk

WHEREAS, Section 104-b of the General Municipal Law (GML) requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from those officers in the Town involved in the procurement process, now, therefore, be it

RESOLVED that the Town of Otsego does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid:

TOWN OF OTSEGO PROCUREMENT POLICY

1. Every purchase to be made shall be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and secondhand purchases from another governmental entity.

The Decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, *verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances:

- a. goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law;
- b. goods purchased from correctional institutions pursuant to Section 186 of the Correction Law;
- c. purchases under State contracts pursuant to Section 104 of the General Municipal Law;
- d. purchases under County contracts pursuant to Section 103(3) of the General Municipal Law;
- e. or purchases pursuant to subdivision 6 of this policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase and Public Works Contracts/ Method

\$ 250 - \$ 999
\$1000 - \$4,999
\$5,000 and up

Left to the discretion of the Purchaser
3 written/fax quotations
Written RFP, 3 written/fax quotations

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall provide a list of all vendors from whom quotes have been requested and from whom quotes have been received. 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 will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement and shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings, how the offeror was not responsible or why it is in the best interests of the town and its taxpayers to make an award to other than the lowest bidder. A determination that the offeror is not responsible shall be made by the Purchaser and may not be challenged under any circumstances. Facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

6. Pursuant to General Municipal Law Section 104-b (2)(f) the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Town of Otsego to solicit quotations or to document the basis for not accepting the lowest bid:

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

In determining whether a service fits into this category the Town Board shall take into consideration the following guidelines:

- (i) whether the services are subject to State licensing or testing requirements;
- (ii) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- (iii) whether the services require a personal relationship between the individual and municipal officials.

Professional or technical services shall include but not be limited to the following:
services of an attorney; services of a physician; technical services of an engineer engaged to

prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second hand goods from any source. If alternate proposals are required, the Town is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$250 or public works contracts less than \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minim contracts would be awarded based on favoritism. Any Town of Otsego staff member, employee, or elected official shall disclose any receipt of, purchase or trade even if under this threshold.

e. If, however, an employee, elected official or the family of the same is the purchaser or recipient of any items offered for sale or donation, said purchase or receipt shall be disclosed to the full board at either a regular or special meeting. The purpose of this action is to keep the public aware of even small transactions and to counter any appearance of favoritism or conflicts of interest.

*Verbal quotations may be taken in by the purchaser, but should be noted in writing to the Town Board if the estimate is being considered for action.

Amended: 3/27/2011
 6/14/2012
 7/1/2012
 4/9/2014