



**RESOLUTION NO. 499-B FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution permanently appointing William J. Hartshorne, Jr., to the position of Heavy Equipment Mechanic in the DPW/Division of Highway.**

WHEREAS, the Personnel Officer has certified William J. Hartshorne, Jr., as eligible for permanent appointment from eligible list #25-031, established November 20, 2025;

BE IT RESOLVED that William J. Hartshorne, Jr., be, and hereby is, permanently appointed to the position of Heavy Equipment Mechanic in the DPW/Division of Highway at an hourly rate of \$28.02, effective December 8, 2025.









WHEREAS, the following titles were approved and filed for inclusion in the NY HELPS PROGRAM by the New York State Civil Service Commission on the following dates:

<b>Title</b>	<b>Date Filed with NYS Secretary of State</b>
Assessment Clerk	3/28/2025
Assistant Engineer	3/28/2025
Building Inspector	3/28/2025
Justice Court Clerk	4/15/2025
Legal Secretary I	5/21/2025
Personnel Clerk	4/15/2025
Planner	4/15/2025
Planning Aide	5/21/2025
Principal Clerk	4/15/2025
Senior Planner	4/15/2025
Senior Resources Caseworker	4/15/2025
Utility Locator	5/21/2025
Vehicle Maintenance Supervisor	3/28/2025

WHEREAS, inclusion of the titles in the NY HELPS PROGRAM authorizes the Town to appoint said employees on a non-competitive basis to their positions;

BE IT RESOLVED that the aforesaid employees be permanently appointed to the aforesaid positions on a non-competitive basis in the following departments at their current annual salaries effective December 8, 2025.

**RESOLUTION NO. 501 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution awarding the bid to AFSCO Fence Supply Company, Inc., to replace fencing surrounding the gardens at the Pruyn House Historical Arts and Cultural Center and authorizing the Supervisor to execute an agreement for the same.**

WHEREAS, pursuant to advertisement on November 5, 2025, three (3) bids were received to replace fencing surrounding the gardens at the Pruyn House Historical Arts and Cultural Center, located at 207 Old Niskayuna Road, as shown herein as Exhibit “A”;

BE IT RESOLVED that the bid be awarded to the low bidder, AFSCO Fence Supply Company, Inc., at a cost not to exceed \$17,522.00;

BE IT RESOLVED the Supervisor be, and hereby is, authorized to execute an agreement with AFSCO Fence Supply Company, Inc., in connection with the Fencing Project at the Pruyn House Historical Arts and Cultural Center; and

BE IT FURTHER RESOLVED that such agreement is subject to the review and approval of the Town Attorney’s Office.

13 TABULATION  
RFB Pruy House Fencing Project JB325

Bidder ID:	18596	18602	18702		
Bidder:	AFSCO Fence Supply Company, Inc.	Bruce Fence Co., Inc.	WBE Fence Company, Inc.		
Removal of Town's existing fence at the Pruy House. Provide and install a new fence at the Pruy House in compliance with the Town's specifications:	\$ 17,522.00	\$ 21,967.00	\$ 19,600.00		
<b>Grand Total Amount Bid:</b>	\$ 17,522.00	\$ 21,967.00	\$ 19,600.00	<b>LOW BID AMOUNT</b>	<b>LOW BIDDER</b>
				\$ 17,522.00	AFSCO Fence Supply Company, Inc.

**RESOLUTION NO. 502 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution awarding the bid to E.H. Wachs-A Division of ITW, in connection with the Water Valve Maintenance Skid System for the DPW/Division of Latham Water and authorizing the Supervisor to execute an agreement for the same.**

WHEREAS, pursuant to advertisement on November 5, 2025, one (1) bid was received in connection with the Water Valve Maintenance Skid System, as shown herein as Exhibit “A”;

BE IT RESOLVED that the bid be awarded to the sole bidder, E.H. Wachs-A Division of ITW, in an amount not to exceed \$124,495.00;

BE IT RESOLVED the Supervisor be, and hereby is, authorized to execute an agreement with E.H. Wachs-A Division of ITW, in connection with the Water Valve Maintenance Skid System for the DPW/Division of Latham Water; and

BE IT FURTHER RESOLVED that such agreement is subject to the review and approval of the Town Attorney’s Office.

Bidder ID: 18725

Bidder:	E.H. Wachs - A Division of ITW
Mountable Water Valve Maintenance Skid System:	\$ 124,495.00

<b>Grand Total Amount Bid:</b>	<b>\$ 124,495.00</b>
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**LOW BID AMOUNT**

**\$ 124,495.00**

**LOW BIDDER**

**E.H. Wachs - A  
Division of ITW**

**RESOLUTION NO. 503 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution awarding the bid to Koester Associates, Inc., in connection with Chlorination Equipment Maintenance at the Mohawk View Water Treatment Plant and authorizing the Supervisor to execute an agreement and renewal agreements for the same.**

WHEREAS, pursuant to advertisement on October 29, 2025, one (1) quote was received in connection with chlorination equipment maintenance at the Mohawk View Water Treatment Plant, as shown herein as Exhibit "A"; and

BE IT RESOLVED that the bid be awarded to the low quoter, Koester Associates, Inc., in the amount of \$12,916.80;

BE IT RESOLVED that such agreement shall have a renewal clause for the years 2027, 2028, and 2029 upon mutual consent and unchanged pricing; and

BE IT RESOLVED the Supervisor be, and hereby is, authorized to execute an agreement and renewal agreements with Koester Associates, Inc., in connection with Chlorination Equipment Maintenance at the Mohawk View Water Treatment Plant; and

BE IT FURTHER RESOLVED that such agreement is subject to the review and approval of the Town Attorney's Office.

		Bidder ID:	10175
Chlorination Equipment Maintenance		Bidder:	Koester Associates, Inc.
Description	Unit	Bid Amount	
U25765 2" Injectors	kits	\$ 745.60	
V2000 Chlorinators	kits	\$ 642.20	
S10K 500lb/day Vacuum Regulator	kits	\$ 4,509.00	
U25765 2" Injectors	servicing	\$ 1,846.00	
V2000 Chlorinators	servicing	\$ 1,847.00	
S01K 500lb/day Vacuum Regulator	servicing	\$ 3,327.00	

Grand Total Amount Bid: \$ 12,916.80 \$

**LOW BID AMOUNT**                      **LOW BIDDER**  
 12,916.80                      Koester Associates, Inc.

Out-of Scope Hourly Rate:	\$185.00
Out-of -Scope Parts % Markup over Catalog:	30%

**RESOLUTION NO. 504 FOR 2025**

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PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution awarding the bids for Industrial Chemicals to Polydyne, Inc., JCI Jones Chemicals, Inc., Holland Company, Inc., Univar Solutions USA, Inc., Surpass Chemical Co., Inc., Slack Chemical Company, George S. Coyne Chemical Co., Inc., and authorizing the Supervisor to enter into agreements for the same.**

WHEREAS, pursuant to advertisement on October 15, 2025, the following fourteen (14) bids were received in connection with the purchase of Industrial Chemicals as attached hereto and made a part hereof as “Exhibit” A; and

BE IT RESOLVED that the low bids on the attached Exhibit “A” will be awarded to Polydyne, Inc., JCI Jones Chemicals, Inc., Holland Company, Inc., Univar Solutions USA, Inc., Surpass Chemical Co., Inc., Slack Chemical Company, George S. Coyne Chemical Co., Inc.;

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to execute agreements for same; and

BE IT FURTHER RESOLVED that such agreements are subject to the review and approval of the Town Attorney’s Office.

Town of Colone  
INDUSTRIAL CHEMICALS FOR 2025 D0309  
TABULATION

ITEM #	ITEM NAME	Delivery Unit Size Required	Delivery Year*	Annual Estimated Quantity	18499		1857		1858		1859		1860		1861		1862		1863		1864		1865		1866		1867		1868		1869		1870		1871		1872		1873		1874		1875		1876		1877		1878		1879		1880		1881		1882		1883		1884		1885		1886		1887		1888		1889		1890		1891		1892		1893		1894		1895		1896		1897		1898		1899		1900		1901		1902		1903		1904		1905		1906		1907		1908		1909		1910		1911		1912		1913		1914		1915		1916		1917		1918		1919		1920		1921		1922		1923		1924		1925		1926		1927		1928		1929		1930		1931		1932		1933		1934		1935		1936		1937		1938		1939		1940		1941		1942		1943		1944		1945		1946		1947		1948		1949		1950		1951		1952		1953		1954		1955		1956		1957		1958		1959		1960		1961		1962		1963		1964		1965		1966		1967		1968		1969		1970		1971		1972		1973		1974		1975		1976		1977		1978		1979		1980		1981		1982		1983		1984		1985		1986		1987		1988		1989		1990		1991		1992		1993		1994		1995		1996		1997		1998		1999		2000		2001		2002		2003		2004		2005		2006		2007		2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		2019		2020		2021		2022		2023		2024		2025		2026		2027		2028		2029		2030		2031		2032		2033		2034		2035		2036		2037		2038		2039		2040		2041		2042		2043		2044		2045		2046		2047		2048		2049		2050		2051		2052		2053		2054		2055		2056		2057		2058		2059		2060		2061		2062		2063		2064		2065		2066		2067		2068		2069		2070		2071		2072		2073		2074		2075		2076		2077		2078		2079		2080		2081		2082		2083		2084		2085		2086		2087		2088		2089		2090		2091		2092		2093		2094		2095		2096		2097		2098		2099		2100		2101		2102		2103		2104		2105		2106		2107		2108		2109		2110		2111		2112		2113		2114		2115		2116		2117		2118		2119		2120		2121		2122		2123		2124		2125		2126		2127		2128		2129		2130		2131		2132		2133		2134		2135		2136		2137		2138		2139		2140		2141		2142		2143		2144		2145		2146		2147		2148		2149		2150		2151		2152		2153		2154		2155		2156		2157		2158		2159		2160		2161		2162		2163		2164		2165		2166		2167		2168		2169		2170		2171		2172		2173		2174		2175		2176		2177		2178		2179		2180		2181		2182		2183		2184		2185		2186		2187		2188		2189		2190		2191		2192		2193		2194		2195		2196		2197		2198		2199		2200		2201		2202		2203		2204		2205		2206		2207		2208		2209		2210		2211		2212		2213		2214		2215		2216		2217		2218		2219		2220		2221		2222		2223		2224		2225		2226		2227		2228		2229		2230		2231		2232		2233		2234		2235		2236		2237		2238		2239		2240		2241		2242		2243		2244		2245		2246		2247		2248		2249		2250		2251		2252		2253		2254		2255		2256		2257		2258		2259		2260		2261		2262		2263		2264		2265		2266		2267		2268		2269		2270		2271		2272		2273		2274		2275		2276		2277		2278		2279		2280		2281		2282		2283		2284		2285		2286		2287		2288		2289		2290		2291		2292		2293		2294		2295		2296		2297		2298		2299		2300		2301		2302		2303		2304		2305		2306		2307		2308		2309		2310		2311		2312		2313		2314		2315		2316		2317		2318		2319		2320		2321		2322		2323		2324		2325		2326		2327		2328		2329		2330		2331		2332		2333		2334		2335		2336		2337		2338		2339		2340		2341		2342		2343		2344		2345		2346		2347		2348		2349		2350		2351		2352		2353		2354		2355		2356		2357		2358		2359		2360		2361		2362		2363		2364		2365		2366		2367		2368		2369		2370		2371		2372		2373		2374		2375		2376		2377		2378		2379		2380		2381		2382		2383		2384		2385		2386		2387		2388		2389		2390		2391		2392		2393		2394		2395		2396		2397		2398		2399		2400		2401		2402		2403		2404		2405		2406		2407		2408		2409		2410		2411		2412		2413		2414		2415		2416		2417		2418		2419		2420		2421		2422		2423		2424		2425		2426		2427		2428		2429		2430		2431		2432		2433		2434		2435		2436		2437		2438		2439		2440		2441		2442		2443		2444		2445		2446		2447		2448		2449		2450		2451		2452		2453		2454		2455		2456		2457		2458		2459		2460		2461		2462		2463		2464		2465		2466		2467		2468		2469		2470		2471		2472		2473		2474		2475		2476		2477		2478		2479		2480		2481		2482		2483		2484		2485		2486		2487		2488		2489		2490		2491		2492		2493		2494		2495		2496		2497		2498		2499		2500		2501		2502		2503		2504		2505		2506		2507		2508		2509		2510		2511		2512		2513		2514		2515		2516		2517		2518		2519		2520		2521		2522		2523		2524		2525		2526		2527		2528		2529		2530		2531		2532		2533		2534		2535		2536		2537		2538		2539		2540		2541		2542		2543		2544		2545		2546		2547		2548		2549		2550		2551		2552		2553		2554		2555		2556		2557		2558		2559		2560		2561		2562		2563		2564		2565		2566		2567		2568		2569		2570		2571		2572		2573		2574		2575		2576		2577		2578		2579		2580		2581		2582		2583		2584		2585		2586		2587		2588		2589		2590		2591		2592		2593		2594		2595		2596		2597		2598		2599		2600		2601		2602		2603		2604		2605		2606		2607		2608		2609		2610		2611		2612		2613		2614		2615		2616		2617		2618		2619		2620		2621		2622		2623		2624		2625		2626		2627		2628		2629		2630		2631		2632		2633		2634		2635		2636		2637		2638		2639		2640		2641		2642		2643		2644		2645		2646		2647		2648		2649		2650		2651		2652		2653		2654		2655		2656		2657		2658		2659		2660		2661		2662		2663		2664		2665		2666		2667		2668		2669		2670		2671		2672		2673		2674		2675		2676		2677		2678		2679		2680		2681		2682		2683		2684		2685		2686		2687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**RESOLUTION NO. 505 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution approving an adjustment of hours for the positions of GIS Specialist/Coordinator, GIS Analyst, GIS Analyst II, Application Network Specialist, Computer Network Specialist, Application Analyst, and Director of Management Information Services in the MIS Department.**

WHEREAS, the Town is required to fulfill unfunded mandates such as the public notification requirements of the lead and copper rule which must be completed prior to the end of 2025 and annually thereafter; and

WHEREAS, shifting the responsibility for geographic information system (GIS) updates from the Latham Water District to the MIS Department will result in GIS edits being made under the direction of the GIS Specialist/Coordinator; and

WHEREAS, shifting the responsibility for the geographic information system (GIS) updates to the MIS Department will result in a savings in the Latham Water District which will be utilized to fund the 35 to 40 hour conversion via the administrative chargeback budget line item that pays the general fund for services in kind;

BE IT RESOLVED that the positions of GIS Specialist/Coordinator, GIS Analyst, GIS Analyst II, Application Network Specialist, Computer Network Specialist, Application Analyst, and Director of Management Information Services will adjust their work hours from a 35-hour work week to a 40-hour work week effective December 1, 2025.

**RESOLUTION NO. 506 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing expenditure of funds from the Insurance Reserve Fund for payment of legal fees, expenses and/or settlement in connection with litigation.**

BE IT RESOLVED that expenditure from the Insurance Reserve Fund for payment of legal fees, expenses and/or settlement in connection with litigation be, and it hereby is, authorized as follows:

<u>PAYEE</u>	<u>AMOUNT</u>
Tabner Ryan & Keniry LLP	\$1,760.00
Rivkin Radler LLP	\$6,748.75
The Hayes Group	\$1,370.50
Total	\$9,879.25

**RESOLUTION NO. 507 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution approving an Open Development Area at 257, 259, and 261 Troy Schenectady Road.**

WHEREAS, by Resolution No. 345 for 2025, adopted by the Town Board on July 24, 2025, the Town Board referred a request for an Open Development Area for the benefit of 257 over a private access easement granted over 259 and 261 Troy Schenectady Road, to the Planning Board for its advice and recommendation in accordance with Town Law Section 280-a (4); and

WHEREAS, a favorable recommendation was granted by the Town of Colonie Planning Board subject to conditions set forth in a Special Rule letter, dated October 21, 2025, attached hereto as Exhibit A, for an Open Development Area to be created at 257 over a private access easement granted over 259 and 261 Troy Schenectady Road pursuant to Town Law § 280-a (4);

BE IT RESOLVED that the Town Board hereby approves the Open Development Area located at 257, 259, and 261 Troy Schenectady Road, subject to the conditions set forth in the Special Rule letter as attached hereto as Exhibit A.

**SPECIAL RULE OF THE PLANNING BOARD  
SETTING FORTH FINDINGS, CONCLUSIONS AND RECOMMENDATIONS  
FOR THE ESTABLISHMENT OF AN OPEN DEVELOPMENT AREA  
PURSUANT TO NEW YORK STATE TOWN LAW § 280-a(4)  
Valente Building Group LLC Three Lot Minor Subdivision  
257, 259 & 261 Troy Schenectady Road  
October 21, 2025**

WHEREAS, Valente Building Group, LLC (hereinafter referred to as the "Applicant") , made application to the Colonie Town Board for creation of an Open Development Area for 257, 259, and 261 Troy Schenectady Road for the duplex at 257 Troy Schenectady that will be provided access via an ingress/egress easement utilizing a private driveway from 259 and 261 Troy Schenectady; and

WHEREAS, the Town of Colonie Planning and Economic Development Department and Building Department have determined that access to the subject property by means other than use of the property's public road frontage requires approval of an Open Development Area; and


WHEREAS, the Applicant made a request for an Open Development Area to the Town, and the Town Board, pursuant to Town Law § 280-a(4), passed Resolution No. 207 for 2024 to refer the matter to the Planning Board; and

WHEREAS, the Town Board is authorized by Town Law § 280-a to establish an Open Development Area within the Town, for which permits may be issued for the erection of structures to which access may be given by right of way or easement, upon such conditions and subject to such limitations as may be prescribed by special rule of the Planning Board.

NOW, THEREFORE, BE IT RESOLVED THAT, the Planning Board has determined that it is in the best interest of the public's health, safety, and general welfare to permit access to the properties located at 257, 259, and 261 Troy Schenectady Road across an ingress/egress easement; and

BE IT FURTHER RESOLVED THAT, the Planning Board recommends approval of the Open Development Area for 257, 259, and 261 Troy Schenectady Road.

This resolution shall take effect immediately and shall be submitted to the Colonie Town Board for due consideration.

  
\_\_\_\_\_  
Steven Heider, Chairman

**EXHIBIT "A"**

**RESOLUTION NO. 508 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Supervisor to execute a Contractor Service Agreement with Johnson Electrical, LLC, in connection with the installation of outdoor outlets for electric vehicles at the Public Operations Center.**

WHEREAS, Johnson Electrical, LLC, shall install four receptacle circuits in the parking lot of the Public Operations Center at a cost of \$5,884.34; and

WHEREAS, Johnson Electrical, LLC, shall provide the conduit, fittings, wire, breakers, boxes, covers, and necessary hardware;

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to execute a Contractor Service Agreement with Johnson Electrical, LLC, in connection with the installation of outdoor outlets for electric vehicles at the Public Operations Center; and

BE IT FURTHER RESOLVED that the above agreement is subject to the review and approval of the Town Attorney's Office.

**RESOLUTION NO. 509 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Supervisor to execute a Collective Bargaining Agreement with the Police Benevolent Association.**

WHEREAS, the Collective Bargaining Agreement with the Police Benevolent Association will be effective January 1, 2025 through December 31, 2028;

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to execute a Collective Bargaining Agreement with the Police Benevolent Association; and

BE IT FURTHER RESOLVED that the above agreement is subject to the review and approval of the Town Attorney's Office.

**RESOLUTION NO. 510 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Supervisor to enter into a professional engineering service agreement with Advanced Engineering & Surveying, LLC and Control Point Associates in connection with Town wide surveying services for 2025.**

WHEREAS, Advanced Engineering & Surveying, LLC and Control Point Associates, Inc., shall provide Town wide surveying services for 2025 at a cost not to exceed \$20,000.00 each; and

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to enter into a professional engineering service agreement with Advanced Engineering & Surveying, LLC and Control Point Associates, Inc., in connection with Town wide Surveying services for 2025; and

BE IT FURTHER RESOLVED that such agreement is subject to the review and approval of the Town Attorney's Office.

**RESOLUTION NO. 511 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution rescinding the prior water usage rates and water service application fees and establishing new water usage rates and water service application fees to be paid by customers of the Latham Water District.**

BE IT RESOLVED that the prior water usage rates and water service application fees be, and they hereby are, rescinded, effective at close of business on December 31, 2025; and

BE IT FURTHER RESOLVED that new water usage rates and service application fees to be paid by customers of the Latham Water District be, and hereby are, adopted as set forth in the attached Exhibit "A", effective January 1, 2026.



Peter G. Crummey  
Town Supervisor

# TOWN OF COLONIE

DEPARTMENT OF PUBLIC WORKS  
DIVISION OF LATHAM WATER  
347 Old Niskayuna Road  
Latham, New York 12110

Telephone: (518) 783-2750  
email infolwd@colonie.gov

Website: www.colonie.org/departments/lathamwater



Daniel Seaver, P.E.  
Superintendent

## 2026 WATER RATES AND FEE SCHEDULE

EFFECTIVE January 1, 2026

INSIDE DISTRICT METERED RATE OF SALE	\$ 5.00 per 1,000 Gallons of Water Usage*, <sup>5,12</sup>
OUTSIDE DISTRICT METERED RATE OF SALE	\$ 7.70 per 1,000 Gallons of Water Usage*, <sup>5,12</sup>
VILLAGE OF COLONIE METERED RATE OF SALE	\$4.60 per 1,000 Gallons of Water Usage*

### BASIC DRINKING WATER SERVICE CHARGE PER BILLING

Residential Properties**	\$10.00
Commercial/Nonresidential Properties**	\$30.00

### SEMI-ANNUAL MINIMUM SERVICE CHARGES FOR COMMERCIAL/NONRESIDENTIAL PROPERTIES

Meter Size	Gallons Used	<u>MINIMUM CHARGES</u>	
		Inside District	Outside District
5/8" x 3/4" or 3/4"	0 to 20,000	\$ 100.00	\$ 154.00
1"	0 to 35,000	\$ 175.00	\$ 269.50
1 1/2"	0 to 63,000	\$ 315.00	\$ 485.10
2"	0 to 92,000	\$ 460.00	\$ 708.40
3"	0 to 158,000	\$ 790.00	\$1,216.60
4"	0 to 300,000	\$1,500.00	\$2,310.00
6"	0 to 649,000	\$3,245.00	\$4,997.30
8"	0 to 1,100,000	\$5,500.00	\$8,470.00

Water Meters shall be accessible for inspection, reading, and maintenance by the Latham Water District or its authorized representative at any reasonable hour. The Latham Water District reserves the right to remove, replace and/or test water meters to ensure their proper functioning. All water meters over 15 years old shall be replaced with a water meter that meets Latham Water District Standards. The water meter shall be manufactured by Neptune Technology Group and be constructed of lead-free brass with a Neptune compatible radio or cellular endpoint. 3/4" and 1" residential account water meters are replaced at no cost to the resident. Should a resident elect to install a manual water meter without a radio or cellular endpoint, they shall be responsible for the cost of purchasing the manual water meter and remote register. The cost of a manual water meter and remote register is the same as the meter fee for the radio enabled meters listed in the table on the next page. The resident shall be responsible for installing the remote register on the exterior of their home and running a wire from the manual water meter to the remote register. In addition, the manual meter reading fee outlined in this fee schedule shall be applied to this account for each billing cycle that a manual water meter is installed on the account.

\* Unpaid account balances shall be subject to 10% late penalty 30 days after the bill date. All account charges incurred and unpaid as of November 15<sup>th</sup> will be reassessed on the General Land Tax Bill with no additional penalty applied by the Latham Water District.

\*\* Residential properties shall be deemed those properties with a real property class code category of 200, as well as 310, 311, 312, 322 and 351. All other Property Class Codes shall be billed as Commercial/Nonresidential Properties. Effective 1/1/2026 all water meters regardless of property class code larger than 1" shall be considered commercial/nonresidential accounts.

## EXHIBIT "A"

**PERMIT APPLICATION FEES (Please note that all permit fees are non-refundable):**

- Water Service Application Fees = Connection Fee plus Meter Fee

Service Size	Connection Fee	Service Installation Fee	Meter Size	Meter Fee
3/4"	\$150.00	Actual cost to be invoiced <sup>1</sup>	3/4"	\$380.00 T-10 or \$530.00 Mach 10
1"	\$200.00	Actual cost to be invoiced <sup>1</sup>	1"	\$650.00 T-10 or Mach 10 Same Price
1 1/2"	\$300.00	Actual cost to be invoiced <sup>1</sup>	1 1/2"	None <sup>3</sup>
2"	\$400.00	Actual cost to be invoiced <sup>1</sup>	2"	None <sup>3</sup>
3"	\$600.00	None <sup>2</sup>	3"	None <sup>3</sup>
4"	\$800.00	None <sup>2</sup>	4"	None <sup>3</sup>
6"	\$1,200.00	None <sup>2</sup>	6"	None <sup>3</sup>
8"	\$1,600.00	None <sup>2</sup>	8"	None <sup>3</sup>

- Water Service Modification Application Fee<sup>4</sup> \$ 90.00
- Demolition Permit Application Fee \$ 100.00
- Lawn Sprinkler and Irrigation Systems Application Fee \$ 80.00
- Backflow prevention device review fee \$ 200.00

*For the above Permit types, Residential Permits expire one year after Permit Issue date. Commercial/Nonresidential permits expire 2 years after permit issue date. Permits must be closed with all Latham Water tasks completed prior to permit expiration. A Permit may be extended by one year by paying 50% of the Water Service Connection Fee or application fee for other permit types.*

- Hydrant Flow Test Permit \$ 350.00
- Hydrant Usage Permit - Permit fee includes 20,000 gallons of water. Permittee will be invoiced \$ 150.00 for any water consumption over 20,000 gallons.

*The hydrant permits listed above expire at the end of the calendar year and cannot be extended.*

*All permit application types above that are submitted, but do not get to the permit issuance step shall be cancelled one year after the permit initiated date.*

**MISCELLANEOUS FEES AND CHARGES<sup>11</sup> (Will be added to the next water bill):**

- Water Off/On<sup>6</sup> \$ 50.00
- Property Ownership Transfer for a real estate closing \$ 50.00
- Miscellaneous Property Ownership Transfers due to filing a new deed \$ 25.00
- Returned Check/Rejected ACH Payment Fee \$ 20.00
- Water Meter Service Call Outside of Regular Business Hours \$ 175.00
- Missed Appointment/After second attempt \$ 50.00
- Meter Testing Fee for 3/4" and 1" meters<sup>7</sup> \$100.00
- Miscellaneous Materials<sup>8</sup> Town Bid Price + 10% overhead
- Theft of Service \$ 1,000.00 + Cost of Water Taken
- Denial of Access to Water Meter, Inaccessible or Aged Plumbing Fee<sup>9,10</sup> \$500.00
- Latham Water Rules and Regulations Violation Fee<sup>10</sup> \$1,000.00
- Manual Meter Reading Fee<sup>13</sup> \$ 50.00

**UNMETERED FIRE LINE FEE:**

This fee will be added for each unmetered fire water service and/or the unmetered fire service branch of a combined water service. If a building has multiple water services, this fee applies to each water service and the charges will be added to the metered account.

2"	\$ 35.00
3"	\$ 45.00
4"	\$ 55.00
6"	\$125.00
8"	\$200.00
10"	\$250.00
12"	\$300.00

**FOOTNOTES:**

- <sup>1</sup> Latham Water District will invoice actual cost of labor (plus 30% for insurance and benefits), materials and equipment. Invoice must be paid prior to issuance of certificate of occupancy.
- <sup>2</sup> None, Installation performed by owner’s contractor. Full time inspection certification by NYS licensed Professional Engineer is required.
- <sup>3</sup> Furnished by owner based on Latham Water District’s specifications.
- <sup>4</sup> For any changes to the existing water service including water meter, backflow preventer, etc. that does not require a new water service. Additional Fees as outlined above may apply. The modification permit fee will be waived for lead service line replacements.
- <sup>5</sup> For Commercial/Nonresidential accounts the customer is responsible for the cost of their water meter. Latham Water will automatically replace ¾” and 1” Commercial/Nonresidential water meters if meter is over 15 years old, leaking, non-registering, not transmitting and /or missing (theft of service charges apply). Charge for new meter as listed in water service installation fees section will be added to the next water bill. Commercial/Nonresidential customers with meters larger than 1” that are over 15 years old, must obtain a Latham Water District Modification Permit and replace their meter by 7/1/2025. For any single parcel that has multiple Commercial/Nonresidential accounts that will be replaced and inspected in a single trip, only one modification permit fee will be required for up to a maximum of 5 accounts. In this scenario, each account will still have its own modification permit, however the fee listed on the permit will be the single modification fee divided by the number of accounts that are grouped together (maximum of 5). If the water meter is not replaced, Latham Water Rules and Regulations Violation Fee shall be applied to the next bill and remain on the account until the water meter is replaced.
- <sup>6</sup> If the request to turn the water service back on is made more than 48 hours after the request to turn it off, a second Water Off/On charge will be assessed.
- <sup>7</sup> The Latham Water District will test meter upon request of a customer in cases where there is a dispute of meter accuracy. The fee will be applied to the next water bill. In the event that the meter is found to over-register by more than the 1.5% allowed by current AWWA Standards, the test fee will not be added to the next bill.
- <sup>8</sup> Alternate water meter types, flange kits, radio read heads, antennas, and other miscellaneous materials.

- <sup>9</sup> Denial of access to the water meter fee applies where a customer does not allow Latham Water Staff to enter premises to inspect, read or replace water meter or does not respond to water meter reading cards, letters or notices left by Latham Water District Staff for the issues outlined above. This fee is also applied to accounts where Latham Water District is unable to replace the meter due to inaccessibility. Examples of inaccessibility include but are not limited to the following: behind sheetrock wall or partition, shelving, hot water tank, furnace, inside a wall, poured in concrete. Further, if Latham Water District determines that the plumbing is inadequate age such as galvanized piping, lead piping, broken isolation valve before the water meter, etc. and are unable to change the water meter, the customer will be responsible for updating their plumbing to accept the new water meter. If the customer does not remedy their plumbing issue and contact Latham Water to install the water meter prior to the next billing, this fee shall be added to the next water bill. After this fee is applied to one bill, it will escalate to a Latham Water Rules and Regulations Violation Fee.
- <sup>10</sup> This fee shall apply to any account that is in violation of the Latham Water District Rules and Regulations. Latham Water District shall issue a letter to the account holder identifying the violation and indicate that the fee will be added to their next water bill. If the violation is not addressed, Latham Water may proceed with Discontinuance of Water Service for Violation of Rules. To allow the property owner time to come into compliance, Latham Water District shall one time only, void or credit this charge at the customer's request. This request can only be made when the customer has an open bill. If the request occurs after the current bill's due date, Latham Water will not be able to void or credit the charge or the associated late penalty. This charge shall be included on subsequent bills until the account holder has returned to compliance.
- <sup>11</sup> Balances not paid by the due date shall be subject to a 10% late penalty. All account charges incurred and unpaid as of November 15<sup>th</sup> will be reassessed on the General Land Tax Bill with no additional penalty applied by the Latham Water District.
- <sup>12</sup> Missing, non-transmitting, non-registering, or water meters without a million mark have to be estimated. Latham Water will evaluate the accounts history and prorate current usage as measured by new meter to the time period in question, use the average of the last three non-estimated billings for the current property owner in the same time period or use the average residential or Commercial/Nonresidential usage for that size meter as determined by the Latham Water District Superintendent.
- <sup>13</sup> This fee shall be added to each bill for a customer who has refused an electronically read water meter or if Latham Water has to send a meter reader to obtain a meter reading.

**RESOLUTION NO. 512 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Supervisor to execute a Contractor Service Agreement with Prentiss & Carlisle in connection with Timber Valuation at the Stony Creek Reservoir.**

WHEREAS, Prentiss & Carlisle will perform timber valuation for trees wrongfully harvested at the Stony Creek Reservoir at a cost not to exceed \$6,500.00;

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to execute a Contractor Service Agreement with Prentiss & Carlisle in connection with Timber Valuation at the Stony Creek Reservoir; and

BE IT FURTHER RESOLVED that such agreement is subject to the review and approval of the Town Attorney's Office.

**RESOLUTION NO. 513 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution awarding the Request for Proposal to Arthur J. Gallagher Risk Management Services, LLC, in connection with Insurance Brokerage Services and authorizing the Supervisor to execute renewal agreements for the same.**

WHEREAS, pursuant to solicitation on January 29, 2025, the Town received five (5) proposals in connection with Insurance Brokerage Services for property and casualty insurance; and

WHEREAS, after evaluation of the submissions, the Insurance RFP Committee and the Town Attorney’s Office determined that it will be in the Town’s best interest to award the solicitation to Arthur J. Gallagher Risk Management Services, LLC; and

WHEREAS, said agreement provides for one-year renewals through the year 2031, and may be renewed upon mutual consent and unchanged pricing;

BE IT RESOLVED that the proposal be awarded to Arthur J. Gallagher Risk Management Services, LLC; and

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to execute renewal agreements for the same; and

BE IT FURTHER RESOLVED that the above agreement is subject to the review and approval of the Town Attorney’s Office.

**RESOLUTION NO. 514 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Supervisor to execute an Agreement with the North Colonie Central School District for providing a Town Police Officer to act as a School Resource Officer for 2025-2026.**

WHEREAS, North Colonie Central School District will reimburse the Town seventy-six thousand three hundred fifty dollars (\$76,350.00) for providing a Town Police Officer to act as School Resource Officer; and

WHEREAS, the agreement shall be from September 1, 2025 through July 1, 2026;

BE IT FURTHER RESOLVED that the Supervisor be, and hereby is, authorized to execute the agreement with the North Colonie Central School District for providing a Town Police Officer to act as a School Resource Officer for the 2025-2026 school year; and

BE IT FURTHER RESOLVED that such agreement is subject to the review and approval of the Town Attorney's Office.

**RESOLUTION NO. 515 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Supervisor to execute a Grant of Easement to National Grid in connection with an upgrade to the electrical lines located at 880 Troy Schenectady Road.**

WHEREAS, National Grid has requested a utility easement from the Town over a section of property located on 880 Troy Schenectady Road in connection with an upgrade to the electrical lines; and

WHEREAS, the upgrade to the electrical lines will support the expansion of Phillips Medical; and

WHEREAS, Phillips Medical has offered compensation to the Town in the amount of \$2,000.00 in connection with this grant of easement; and

WHEREAS, the Town will bear no costs in connection with the upgraded electrical wires;

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to execute a Grant of Easement to National Grid and any appurtenant documents on terms and conditions recommended and approved by the Town Attorney's Office.

**RESOLUTION NO. 516 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution accepting the dedication of Ver Plank Lane as a Town Highway.**

WHEREAS, Resolution No. 354 of 2025 directed the Planning and Development Director to review and consider the proposed minor amendment of the Northern Pass Planned Development District (PDD) regarding Ver Plank Lane for school bus and safety purposes; and

WHEREAS, the Planning and Development Director subsequently reviewed and recommended such amendment; and

WHEREAS, Ver Plank Lane is improved as a street or highway, approved as part of the Northern Pass PDD and remained under the ownership of the Northern Pass HOA; and

WHEREAS, the HOA was notified by the North Colonie School District that the bus stop for children in that development is on Route 9 as long as Ver Plank Lane remains a private road; and

WHEREAS, the Developer has agreed to post a paving escrow in the amount of Thirty-Three Thousand Two Hundred Fifty Dollars (\$33,250.00), which shall be returned to the Developer upon satisfactory completion of the paving of Ver Plank Lane in the Spring of 2026; and

WHEREAS, Northern Pass HOA requests to convey Ver Plank Lane to the Town to become a public highway; and

WHEREAS, it is found that acceptance of this offer of dedication is in the interest of the Town of Colonie for school bus and safety purposes;

BE IT RESOLVED subject to receipt of the required certifications and fulfillment of all other Department of Public Works requirements for dedication, that Ver Plank Lane be a Town street or highway; and

BE IT FURTHER RESOLVED that upon fulfillment of all requirements for dedication, consent is hereby given to the Commissioner of Public Works to lay out Ver Plank Lane, as a Town highway and record his order in the Town Clerk's Office; and

BE IT FURTHER RESOLVED that the dedication of Ver Plank Lane be, and hereby is, accepted by the Town of Colonie, subject to approval of all documents by the Town Attorney's Office; and

BE IT FURTHER RESOLVED that the Supervisor is authorized to execute any and all documents necessary to complete the transfer of title.

**RESOLUTION NO. 517 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution establishing time and basis of payment to employees.**

BE IT RESOLVED pursuant to the recommendation of the Town Comptroller, that the salaries fixed for Town Officers and Employees shall be paid on the following dates unless specifically directed otherwise by resolution of this Board. Payments to Town salaried employees shall be computed by dividing the annual salary amount by the number of pay cycles listed below. Salary changes for 2026 become effective as of the pay period which encompasses January 1, 2026.

January 1, 15 and 29  
February 12 and 26  
March 12 and 26  
April 9 and 23  
May 7 and 21  
June 4 and 18  
July 2, 16 and 30  
August 13 and 27  
September 10 and 24  
October 8 and 22  
November 5 and 19  
December 3, 17 and 31

**RESOLUTION NO. 518 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution designating holidays for Town of Colonie employees.**

BE IT RESOLVED that holidays for Town of Colonie employees for 2026 shall be observed as set forth below:

January 1	Thursday	New Year's Day
January 19	Monday	Martin Luther King Jr. Birthday
February 16	Monday	Presidents' Day
May 25	Monday	Memorial Day
June 19	Friday	Juneteenth
July 3	Friday	Independence Day (Observed)
September 7	Monday	Labor Day
October 12	Monday	Columbus Day
November 3	Tuesday	Election Day
November 11	Wednesday	Veterans' Day
November 26	Thursday	Thanksgiving Day
November 27	Friday	Day after Thanksgiving
December 25	Friday	Christmas Day

**RESOLUTION NO. 519 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution affirming a Town of Colonie Investment Policy for the 2026 fiscal year.**

BE IT RESOLVED that, pursuant to §39 of the General Municipal Law, the Town of Colonie Investment Policy for the 2026 fiscal year attached hereto as Exhibit "A" be, and it hereby is, adopted.

# **THE TOWN OF COLONIE**

## **INVESTMENT POLICY**

**Effective January 1, 2024**

### **I. SCOPE**

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Town of Colonie (Town) on its own behalf or on behalf of any other entity or individual.

### **II. OBJECTIVES**

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

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

### **III. DELEGATION OF AUTHORITY**

The governing board's responsibility for administration of the investment program is delegated to the Chief Fiscal Officer who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amount of investments, the fund(s) which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

### **IV. 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 to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

#### **IV. PRUDENCE, Continued**

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.

#### **V. DIVERSIFICATION**

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

The governing board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

#### **VI. INTERNAL CONTROLS**

It is the policy of the Town for all moneys collected by any officer or employee of the government to transfer those funds to the Town Comptroller's Office within 5 days of deposit, or within the time period specified in the law, whichever is shorter.

The Town Comptroller, or Acting Comptroller, is responsible for establishing and maintaining an internal control procedures 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, properly recorded, and managed in compliance with applicable laws and regulations.

#### **VII. DESIGNATION OF DEPOSITORIES**

The banks, trust companies, and municipal cooperatives that are authorized for the deposit of monies, and the maximum amount which may be kept on deposit at any time, are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
Pioneer Commercial Bank	\$ 50,000,000.00	Government Accounts
JP Morgan Chase Bank	50,000,000.00	Government Accounts
Key Bank	50,000,000.00	Government Accounts
Capital Bank & Trust Co.	50,000,000.00	Government Accounts
M & T Bank	50,000,000.00	Government Accounts
TD Bank	50,000,000.00	Government Accounts
NBT Bank	50,000,000.00	Government Accounts
New York Cooperative Liquid Assets		
Security System (NYCLASS)	50,000,000.00	Government Accounts
Saratoga National Bank & Trust	50,000,000.00	Government Accounts
NY MuniTrust Local Government		

Investment Pool	50,000,000.00	Government Accounts
Ballston Spa National Bank	50,000,000.00	Government Accounts
Greene County Commercial Bank	50,000,000.00	Government Accounts

## VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, “deposits”) made by officers of the Town that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

1. A pledge of “eligible securities” with an aggregate “market value” (as provided by GML 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of “eligible securities.”
2. An “eligible surety bond” payable to the Town for an amount at least equal to 100 percent 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. The governing board shall approve the terms and conditions of the surety bond.
3. An “eligible letter of credit, ” payable to the Town as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An “eligible letter of credit” shall be an irrevocable letter of credit issued in favor of the Town, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company’s commercial papers 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 one that is in compliance with applicable federal minimum risk-based capital requirements.
4. An “irrevocable letter of credit” issued in favor of the Town by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of public deposits and agreed-upon interest, if any.

## IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Town shall be held by (the depository or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure such deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collections of such deposits upon default. It shall also provide the conditions under which the securities held may be sold, presented for payment, substituted or released and the events of default which will enable the Town to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Town, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town or its custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the Town in the securities as set forth in the security agreement.

The custodial agreement shall provide that pledged securities will be held by the custodial bank or trust company as agent of, and custodian for, the Town, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall include all other provisions necessary to provide the Town with a perfected security interest in the eligible securities and to otherwise secure the Town's interest in the collateral, and may contain other provisions that the governing board deems necessary.

## **X. PERMITTED INVESTMENTS**

As provided by General Municipal Law Section 11, the governing board of the Town authorizes the Town Comptroller, or Acting Comptroller, to invest moneys 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 in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more "banking institutions", as defined in Banking Law Section 9-r;
- 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;
- With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the Town; and
- Obligations of the Town, but only with any moneys in a reserve fund established pursuant to General Municipal Law 6-c, 6-d, 6-e, 6-f, 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 within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Town within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VII and IX herein.

Except as may otherwise be provided in a contract with bondholders or noteholders, any moneys of the Town authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Town within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustments of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

## **XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

All financial institutions and dealers with which the Town transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and factors that make the financial institution or the dealer capable and qualified to transact business with the Town. The Town Comptroller, or Acting Comptroller, shall evaluate the financial position and maintain a listing of proposed depositaries, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are 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.

## **XII: PURCHASE OF INVESTMENTS**

The Chief Fiscal Officer is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner.
2. By participation in a cooperative investment agreement with another authorized municipal corporations pursuant to Article 5G of the General Municipal Law and in accordance with Article 30A of the General Municipal Law.

All purchase obligations, unless registered or inscribed in the name of the Town, 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 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 Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Town, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing for any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the local government's perfected interest in the securities, and the agreement may also contain other provisions that the governing board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Town with a perfected interest in the securities.

The Chief Fiscal Officer, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

## **XIII. COURIER SERVICE**

The Chief Fiscal Officer may, subject to the approval of the governing board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Town and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Town may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Town in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

#### **XIV. ANNUAL REVIEW AND AMENDMENTS**

The Town shall review this investment policy annually, and it shall have the power to amend this policy at any time.

#### **XV. DEFINITIONS**

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

**THE TOWN OF COLONIE**

**INVESTMENT POLICY**

**Effective January 1, 2024**

**SCHEDULE A – “ELIGIBLE SECURITIES” FOR COLLATERALIZING DEPOSITS  
AND INVESTMENTS IN EXCESS OF FDIC COVERAGE (SECTION VIII)**

- i) 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.
- ii) 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 or guaranty.
- iii) 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 this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

Note – For the purposes of determining aggregate “market value,” eligible securities shall be valued at 100% of “market value.”

**RESOLUTION NO. 520 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution adopting the Town of Colonie Investment Policies and Procedures for the Town of Colonie Service Award Program for the 2026 fiscal year.**

WHEREAS, pursuant to Article 11-A of the General Municipal Law, the Town of Colonie previously established a defined benefit plan and defined contribution plans to provide service awards for active volunteer firefighters, for the following fire protection districts, respectively: Latham, Fuller Road, Maplewood and Shaker Road Loudonville; and

WHEREAS, administration of the Service Award Program requires that monies and other financial resources be invested to provide for the awards under such program, and it has been determined that the policies and procedures outlined on the attached Town of Colonie Service Award Program Investment Policies and Procedures will enable the Town to provide the service awards under the program;

THEREFORE, BE IT RESOLVED that the Town of Colonie Service Award Program Investment Policies and Procedures attached hereto as Exhibit "A" be, and hereby are, adopted.

**TOWN OF COLONIE LENGTH OF SERVICE AWARD PROGRAM  
INVESTMENT POLICIES AND PROCEDURES**

**Effective January 1, 2024**

**I. SCOPE**

This investment policy applies to all monies and other financial resources available for investment by the Town of Colonie Length of Service Award Program (LOSAP) on its own behalf or on behalf of any other entity or individual. The LOSAP includes defined contribution plans for the Fuller Road, Shaker Road, and Maplewood Fire Protection Districts and a defined benefit plan for the Latham Fire Protection District. The purpose of the LOSAP is to retain and recruit active volunteer firefighters.

**II. DELEGATION OF AUTHORITY**

The Governing Board's (Town) responsibility for administration of the investment program is delegated to the Chief Fiscal Officer who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability.

**III. PURPOSE**

The purpose of this investment policy is to assist the Town in effectively supervising, monitoring and evaluating the investment of the LOSAP assets. The LOSAP's investment program is defined in the various sections of the investment policy by:

- Stating in a written document the Town's attitudes, expectations, objectives and guidelines for the investment of all of the LOSAP's assets.
- Encouraging effective communications between the Town and all parties involved with the investment management decisions.
- Establishing formal criteria to select, monitor, evaluate and compare the performance results achieved by each investment option on a regular basis.
- Setting forth an investment structure for managing the Plan's assets. This structure includes various asset classes, investment management styles, asset allocation and acceptable ranges that, in total, are expected to produce an appropriate level of overall diversification and total investment return over the investment time horizon.
- Providing guidelines for each investment portfolio that control the level of overall risk and liquidity assumed in that portfolio, so all LOSAP assets are managed in accordance with stated objectives.

#### IV. OBJECTIVES

This investment policy has been arrived at upon consideration by the Town by a wide range of policies, and describes the prudent investment process the Town deems appropriate. This process includes offering various asset classes and investment management styles that, in total, are expected to offer the opportunity to diversify the portfolio in a manner consistent with the specified risk and return requirements of the portfolio.

The objectives of the LOSAP are:

- Have the ability to pay all benefit and expense obligations when due.
- Control costs of administering the plan and managing the investments.
- Maximize return within reasonable and prudent levels of risk in order to minimize contributions.

Time Horizon - The investment guidelines are based upon an investment horizon of greater than five years. The LOSAP's strategic asset allocation is also based on this long-term perspective. Short-term liquidity requirements are anticipated to be covered by the LOSAP's assets.

Risk Tolerances - The Town recognizes that some risk must be assumed in order to achieve the investment objectives of the LOSAP. In establishing the risk tolerances of the investment policy, the ability to withstand short and intermediate term variability were considered.

A 1-year loss limit of -9.5% has been calculated for the portfolio. Statistically speaking, there is a 5% chance (once in every twenty years) that the 1-year return will actually be lower than -9.5%.

The LOSAP's long time horizon, current financial condition and several other factors suggest collectively some interim fluctuations in market value and rates of return may be tolerated in order to achieve the longer-term objectives.

Performance Expectations – The desired investment objectives in a long-term rate of return on assets that is a least 5.5%. The target rate of return for the LOSAP has been based upon the assumptions that future real returns will approximate the long-term rates of return experienced for each asset class in the investment policy.

The Town realized market performance varies and a 5.5% rate of return may not be meaningful during some periods. Accordingly, relative performance benchmarks for the investment options are set for in the “Monitoring” section.

## V. DUTIES AND RESPONSIBILITIES

**LOSAP Sponsoring Board** – As fiduciaries under the Plan, the primary responsibilities of the Board are:

- Prepare and maintain this investment policy.
- Prudently diversify the LOSAP's assets to meet an agreed upon risk/return profile.
- Prudently select investment options.
- Control and account for all investment, record keeping and administrative expenses associated with the LOSAP.
- Monitor and supervise vendors and investment options.
- Avoid prohibited transactions and conflicts of interest.

**Custodian** – Are responsible for the safekeeping of the LOSAP's assets. The specific duties and responsibilities of the custodian are:

- Value the holdings.
- Collect all income and dividends owed to the Plan.
- Settle all transactions.
- Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall LOSAP since the previous report.
- Maintain separate accounts by legal registration.

**Investment Advisor** – Serves as an objective, third-party professional retained to assist the Town in managing the overall investment process. The Advisor is responsible for managing the assets and guiding the Town through a disciplined and rigorous investment process to enable the Town to meet the fiduciary responsibilities outlined above.

## VI. ASSET CLASS GUIDELINES

The Town believes long-term investment performance, in large part, is primarily a function of asset class mix. The Town has reviewed the long-term performance characteristics of the broad asset classes, focusing on balancing the risks and rewards.

Historically, while interest-generating investments, such as bonds, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to their susceptibility to inflation. Equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return. From an investment decision-making point of view, this year-by-year variability may be worth accepting given the LOSAP's long time horizon.

The following asset classes were selected and ranked in ascending order in “risk” (least to most) according to the most recent quarter’s median 3-year Standard Deviation values:

- Money market, taxable
- Short-term bond
- Intermediate-term bond
- Conservative allocation
- Multi-sector bond
- Inflation-protected bond
- Moderate allocation
- World bond
- World allocation
- Large blend
- Foreign large blend
- Mid-cap blend
- Small blend
- Specialty-real estate
- Specialty-natural resources
- Other

*The performance expectation (both risk and return) of each broad asset class are contained in Appendix A.*

The percentage allocation of each asset class may vary depending upon market conditions. Please reference the table below for the lower and upper limits for each asset class.

Broad Asset Class	Peer Group	Allocation Range		
		Lower Limit	Strategic Allocation	Upper Limit
Fixed Income, Broad	Multi-sector Bond	5.0%	10.0%	30.0%
Fixed Income, Global	World Bond	5.0%	10.0%	30.0%
	Emerging Markets Bond	0.0%	0.0%	20.0%
	Currency	0.0%	0.0%	30.0%
Fixed Income, Intermediate	Inflation-Protected Bond	0.0%	0.0%	30.0%
	Intermediate-Term Bond	10.0%	20.0%	50.0%
Fixed Income, Short	Short-Term Bond	10.0%	20.0%	100.0%
	Bank Loan	0.0%	0.0%	30.0%
Fixed Income, High Yield	High Yield	0.0%	0.0%	10.0%
Convertible Bond	Convertible	0.0%	0.0%	10.0%
International Equity, Diversified	World Stock	3.0%	10.0%	20.0%
	Diversified Emerging Markets	0.0%	0.0%	10.0%

Large Cap Equity	Large Blend	5.0%	10.0%	30.0%
		Allocation Range		
<u>Broad Asset Class</u>	<u>Peer Group</u>	<u>Lower Limit</u>	<u>Strategic Allocation</u>	<u>Upper Limit</u>
Mid Cap Equity	Mid-Cap Blend	0.0%	0.0%	10.0%
Money Market	Money Market Taxable	0.0%	5.0%	100.0%
Other	Conservative Allocation	0.0%	5.0%	30.0%
	Moderate Allocation	0.0%	0.0%	30.0%
	Other/Alternative Multi-Asset	0.0%	0.0%	30.0%
	Specialty-Natural Res	0.0%	0.0%	20.0%
	Commodities/Mgd Futures	0.0%	0.0%	10.0%
	Specialty-Real Estate	0.0%	0.0%	10.0%
	World Allocation	0.0%	10.0%	40.0%
Small Cap	Small Blend	0.0%	0.0%	5.0%

When necessary and/or available, cash inflows/outflows will be deployed in a manner consistent with the strategic asset allocation and allocation ranges of the LOSAP. If there are no cash flows the allocation of the LOSAP will be reviewed quarterly.

If the Town judges cash flows to be insufficient to bring the LOSAP within the target allocation ranges, the Town shall decide whether to effect transactions to bring the allocation of LOSAP assets within the threshold ranges.

## VIII. IMPLEMENTATION

The Town will apply the following due diligence criteria in selecting each money manager or mutual fund.

1. Regulatory oversight: Each investment option should be managed by; (1) a bank; (ii) an insurance company; (iii) a registered investment company (mutual fund); or (iv) a registered investment adviser.
2. Correlation to style or peer group: The investment option should be highly correlated to the asset class being implemented. This is one of the most critical parts of the analysis since most of the remaining due diligence involves comparisons of the investment option to the appropriate peer group.
3. Performance relative to a peer group: The investment option's performance should be evaluated against the peer group's median manager return, for 1, 3 and 5-year cumulative periods.
4. Performance relative to assumed risk: The investment option's risk-adjusted performance (Alpha and/or Sharpe Ratio) should be evaluated against the peer group's median manager's risk-adjusted performance.
5. Minimum track record: The investment option should have sufficient history so that performance statistics can be properly calculated.

6. Assets in the product: The investment option should have sufficient assets so that the portfolio manager can properly trade the account.
7. Holdings consistent with style: The underlying securities of the investment option should be consistent with the associated broad asset class.
8. Expense ratios/fees: The investment option's fees should be fair and reasonable. Core/Satellite approach can be implemented to control expenses. This is the recognition that passive management and index funds should be used for the more efficient asset classes combined with active management for less efficient asset classes.
9. Stability of the organization: There should be no perceived organizational problems.

## **IX. MONITORING**

### **Performance Objectives –**

The Town acknowledges fluctuating rates of return characterize the securities markets, particularly during short-term time periods. Recognizing that short-term fluctuations may cause variations in performance, the Town intends to evaluate investment performance from a long-term perspective.

The Town is aware that ongoing review and analysis of the investment options is just as important as the due diligence process. The performance of the investment options will be monitored on an ongoing basis and it is at the Town's discretion to take corrective action by replacing a manager if they deem it appropriate at any time.

On a timely basis, but not less than annually, the Town will meet to review whether each investment option continues to conform to the search criteria outlined in the implementation section; specifically;

1. The investment option's adherence to the watch list criteria;
2. Material changes in the investment option's organization, investment philosophy and/or personnel; and,
3. Any legal, SEC and/or other regulatory agency proceedings affecting the investment options organization.

### **Benchmarks –**

The Town has determined it is in the best interest of the LOSAP's participants that performance objectives be established for each investment option. Manager performance will be evaluated in terms of an appropriate market index (e.g. the S&P 500 stock index for large-cap domestic equity manager) and the relevant peer group (e.g. the large-cap growth mutual fund universe for a large-cap growth mutual fund).

<b>Peer Group</b>	<b>Index</b>
Conservative Allocation	Dow Jones U.S. Moderately Conservative
Foreign Large Blend	MSCI World ex US NDTR_D
Inflation-Protected Bond	Lehman Brothers U.S. Treasury TIPS
Intermediate-Term Bond	Lehman Brothers 5-10 Yr. Gov't/Credit Bond
Large Blend	Russell 1000
Mid-Cap Blend	Standard & Poors Midcap 400 PR
Moderate Allocation	Dow Jones U.S. Moderate Portfolio
Money Market Taxable	3 Month T-Bill
Multisector Bond	Lehman Brothers U.S. Universal Bond
Other	3 Month T-Bill
Short-Term Bond	Lehman Brother 1-5 Yr Gov't/Credit Bond
Small Blend	Russell 2000
Specialty-Natural Res	Goldman Sachs Natural Resources
Specialty-Real Estate	DJ Wilshire REIT
World Allocation	MSCI World NDTR_D
World Bond	Citigroup Non-USD WGBI USD

#### **Watch List Criteria –**

An investment option may be placed on a “Watch List” and a thorough review and analysis of the investment option may be conducted, when:

1. An investment option performs below median for their peer group over a 1, 3, and/or 5-year cumulative period.
2. An investment option’s 3-year risk adjusted return (Alpha and/or Sharpe) falls below the peer group’s median risk adjusted return.
3. There is change in the professionals managing the investment option.
4. There is a significant decrease or increase in the investment options’ assets.
5. There is an indication the investment option is deviating from the stated style and/or strategy.
6. There is an increase in the investment option’s fees and expenses.
7. Any extraordinary event occurs that may interfere with the investment option’s ability to prudently manage investment assets.

The decision to retain or terminate an investment option cannot be made by a formula. It is the Town’s confidence in the investment option’s ability to perform in the future that ultimately determines the retention of an investment option.

### **Measuring Costs –**

The Town will review at least annually all costs associated with the management of the LOSAP, including:

1. Expense ratios of each mutual fund against the appropriate peer group.
2. Administrative fees; costs to administer the LOSAP, including record keeping, custody and trust services.
3. The proper identification and accounting of all parties receiving soft dollars and/or 12b-1 fees generated by the Portfolio.

### **X. ANNUAL REVIEW AND AMENDMENTS**

The Town will review this investment policy at least annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same. It is not expected that the investment policy will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the investment policy.

## APPENDIX A

<u>Asset Allocation Model</u>	<u>Return</u>	<u>Risk</u>	<u>Yield</u>	<u>Dividend</u>	<u>Turnover</u>
Cash	2.00%	2.00%	2.00%	0.00%	100.00%
CDs	2.50%	3.00%	2.50%	0.00%	100.00%
Fixed Annuities	2.50%	3.50%	0.00%	0.00%	5.00%
Intermediate-Term Fixed Income	4.75%	6.00%	4.75%	0.00%	60.00%
Long-Term Fixed Income	5.25%	8.00%	5.25%	0.00%	40.00%
Intermediate-Term Tax Exempt	3.25%	4.00%	3.25%	0.00%	60.00%
Long-Term Municipal	3.75%	8.00%	3.75%	0.00%	40.00%
Corporate Fixed Income	5.50%	8.50%	5.50%	0.00%	40.00%
Mortgage Backed Fixed Income	5.00%	7.50%	5.00%	0.00%	40.00%
High Yield Fixed Income	8.25%	16.00%	8.25%	0.00%	40.00%
Large Value Equities	8.50%	13.25%	0.00%	2.50%	40.00%
Large Growth Equities	9.60%	16.00%	0.00%	1.75%	40.00%
Small Value Equities	10.00%	18.75%	0.00%	2.25%	40.00%
Small Growth Equities	11.10%	22.00%	0.00%	1.50%	40.00%
Mid Cap Equities	9.75%	18.00%	0.00%	2.00%	40.00%
Balanced Funds	6.25%	11.00%	2.00%	.050%	60.00%
Real Estate	6.50%	14.00%	5.50%	0.00%	10.00%
Futures/ Commodities	7.00%	30.00%	0.00%	0.00%	100.00%
Venture Capital/ Ltd Partnerships	11.50%	35.25%	0.00%	0.00%	10.00%
International Equities	10.00%	22.25%	0.00%	1.75%	40.00%
International Fixed Income	6.00%	13.25%	6.00%	0.00%	40.00%
Emerging Equities	10.50%	40.25%	0.00%	0.75%	40.00%

**RESOLUTION NO. 521 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Supervisor and Comptroller or Acting Comptroller to refund, reimburse, adjust, approve changes, and pay and disburse up to and including \$950 for overcharges, overpayments, clerical errors, other billing mistakes and cancellation of participation in Town programming or use of Town property.**

BE IT RESOLVED that the Supervisor and Comptroller or Acting Comptroller are authorized to refund, reimburse, adjust, approve changes, and pay and disburse up to and including \$950 with respect to overcharges, overpayments, clerical errors, other billing mistakes and cancellation of participation in Town programming or use of Town property.

**RESOLUTION NO. 522 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Town Board to allow the Town Comptroller or Acting Comptroller to make necessary budget transfers that do not increase the overall budget prior to Town Board authorization during the year 2026.**

BE IT RESOLVED that the Town Comptroller or Acting Comptroller be, and hereby is, authorized to make necessary budget transfers that do not increase the overall budget prior to Town Board authorization during the year 2026.

**RESOLUTION NO. 523 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing mileage allowance for the use of private vehicles for Town purposes and adopting Per Diem rates for the Town of Colonie Travel Policy.**

WHEREAS, it is occasionally necessary for Town Officers, employees and non-salaried individuals, in the performance of their official duties, to incur expenses for the operation of their private automobiles; and

WHEREAS, Subdivision 1 of §116 of the Town Law permits payment for such obligations with certain restrictions;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Colonie as follows:

1. Town officers, employees and non-salaried individuals of the Town of Colonie, are hereby authorized to incur expense in executing the duties of their several offices, including the operation of their private automobiles in the business of the Town. In lieu of actual and necessary expenses for travel by means of private automobiles of said Town officers, the Town shall allow and pay to said individuals the rate in effect (as established by the Internal Revenue Service) on the date of travel for the use of their own automobiles for each mile actually and necessarily traveled by them in the performance of their duties.

2. No allowance for traveling expenses shall be made by means of private automobiles between the homes of the aforesaid individuals and their customary place or places of employment as such.
3. Reimbursement for travel, lodging and meals shall be permitted, as described in the Travel Policy, at the Per Diem rates approved and published by the U.S. General Services Administration.

**RESOLUTION NO. 524 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution adopting the Town of Colonie Securities Exchange Commission Continuing Disclosure Compliance Procedures for Tax-Exempt Bonds and Notes for the 2026 fiscal year.**

WHEREAS, Securities Exchange Commission (“SEC”) Rule 15c2-12 (the “Rule”) generally prohibits underwriters from purchasing or selling municipal securities unless the issuer of such securities has entered into a continuing disclosure obligation; and

WHEREAS, the Town is an occasional issuer of municipal securities and thus has entered into continuing disclosure obligations (or will do so) from time to time; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the Town, has prepared and has recommended that the Town adopt certain SEC-driven continuing disclosure compliance procedures; and

WHEREAS, the Town Board deems it to be in the best interest of the Town to adopt formal written procedures to help ensure continuing disclosure compliance, and to designate an official responsible for ensuring that such procedures are followed;

NOW THEREFORE, BE IT RESOLVED that the Town hereby adopts the continuing disclosure compliance procedures that are attached hereto as Exhibit “A” and resolves to be governed thereby; and

BE IT RESOLVED that such Exhibit “A” will be placed in its entirety in the official records, files and minutes of the Town and adhered to going forward; and be it further

RESOLVED, that this resolution shall take effect immediately upon its adoption.

**TOWN OF COLONIE  
ALBANY COUNTY,  
NEW YORK**

**Continuing Disclosure Compliance Procedures for  
Tax-Exempt Bonds and Notes**  
(Effective as of January 1, 2024)

- a. Purpose:** The purpose behind implementation of these continuing disclosure compliance procedures is to ensure that the **Town of Colonie, Albany County, New York** (the “Issuer”) (i) is compliant with its continuing disclosure obligations with respect to the securities it issues, pursuant to Rule 15c2-12, as amended (the “Rule”), promulgated under the Securities Exchange Act of 1934, as amended and (ii) makes accurate reports as to its compliance therewith in connection with its offerings of securities from time to time.
- b. Disclosure Compliance Officer Designation, Education, and Training:** The Issuer will designate a “Disclosure Compliance Officer” who will be the primary official responsible for monitoring compliance with the continuing disclosure requirements listed in the Issuer’s continuing disclosure undertakings. The Disclosure Compliance Officer will consult with the Issuer’s bond counsel and financial advisor as needed to keep current on Securities and Exchange Commission regulations and developments relating to continuing disclosure compliance for its obligations. **The Issuer’s designated Disclosure Compliance Officer is the Acting Comptroller, currently P. Christopher Kelsey.**
- c. Continuing Disclosure Obligations Review:** The Disclosure Compliance Officer is responsible for reviewing, with the Issuer’s financial advisor, the Issuer’s continuing disclosure undertakings to determine the date(s) by which annual financial information and audited financial information, along with any required material events notices and, if applicable, failure to file notices, must be filed with the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (“EMMA”) system in accordance with the Rule.
- d. Preparation of Annual Financial Information and Audited Financial Statements:** If the Issuer’s continuing disclosure undertakings require the filing of annual financial information and audited financial statements with EMMA, the Disclosure Compliance Officer will coordinate with the Issuer’s auditor and financial advisor to ensure that such documents are prepared and submitted in advance of the deadline for such filing.
- e. Monitoring Disclosure Compliance:** The Disclosure Compliance Officer will monitor the filing with EMMA of any and all documents required under the Issuer’s continuing disclosure undertakings through consultation with the Issuer’s financial advisor and bond counsel when necessary.

**f. Correcting Potential Non-Compliance:** Upon discovery of potential or existing non-compliance with the Issuer's continuing disclosure undertakings, the Disclosure Compliance Officer will promptly take steps, including consultation with the Issuer's financial advisor and bond counsel, to correct such non-compliance, such as by filing failure to file notices with EMMA.

**g. Official Statements:** The Disclosure Compliance Officer will review for accuracy and completeness any descriptions of the Issuer's continuing disclosure compliance history contained in the initial drafts of notices of sale or official statements that are promulgated by the Issuer in connection with its bond and note issues, and will inform the Issuer's financial advisor and bond counsel of any potential inaccuracies or omissions within, so that any discovered inaccuracies or omissions in the draft document(s) can be corrected before such document(s) are finalized and distributed.

**RESOLUTION NO. 525 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Supervisor to enter into Agreements in connection with Bond Counsel, Advisory Services and Management Services for the Town IDA and Town Local Development Corporation for 2026.**

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to enter into the following agreements in connection with the Comptroller’s Office for 2026:

Munistat Services, Inc.	Advisory Services for Bond and Note Issues
Hodgson Russ, LLP	Bond Counsel
Town of Colonie Industrial Development Agency	Management Agreement for services performed by Comptroller, Purchasing and Planning & Development Departments
Town of Colonie Local Development Corporation	Management Agreement for services performed by Comptroller, Purchasing and Planning & Development Departments

BE IT FURTHER RESOLVED that such agreements are subject to the review and approval of the Town Attorney’s Office.

**RESOLUTION NO. 526 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution confirming and designating depositories of Town Funds for the 2026 fiscal year and authorizing the Supervisor to open, transfer and close accounts as deemed necessary.**

WHEREAS, various depositories have heretofore been designated for all Town monies;  
NOW, THEREFORE, BE IT RESOLVED that the funds and accounts of the Town of Colonie shall hereafter be kept on deposit within the following banks or trust companies, the names of which are set forth below:

BALLSTON SPA NATIONAL BANK  
CAPITAL BANK & TRUST  
GREENE COUNTY COMMERCIAL BANK  
JP MORGAN CHASE BANK  
KEY BANK  
M & T BANK  
NBT BANK  
PIONEER COMMERCIAL BANK  
SARATOGA NATIONAL BANK & TRUST  
TD BANK  
NY CLASS GOVERNMENT INVESTMENT POOL  
NY MUNITRUST LOCAL GOVERNMENT INVESTMENT POOL

BE IT FURTHER RESOLVED that the above depositories may be processed in accordance with 12 USC Section 1832 (a)(2) relative to utilizing Negotiable Order Withdrawal (Now) accounts for Municipal Funds.

**RESOLUTION NO. 527 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution adopting Post-Issuance Tax Compliance Procedures for Tax-Exempt Bonds and Notes.**

WHEREAS, the Internal Revenue Service has issued regulations requiring issuers of tax-exempt obligations to certify on various forms that they actively monitor compliance with federal tax rules following the issuance of such obligations; and

WHEREAS, the Town is an occasional issuer of tax-exempt obligations and thus is subject to the aforementioned compliance requirements which are critical for the preservation of the preferential tax status of those obligations; and

WHEREAS, it is therefore in the best interest of the Town to adopt formal written procedures to ensure such compliance and to designate an official responsible for ensuring that such procedures are followed; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the Town, has prepared and has recommended that the Town adopt comprehensive post-issuance tax compliance procedures;

NOW, THEREFORE, BE IT RESOLVED that the Town hereby adopts the comprehensive post-issuance tax compliance procedures that are attached hereto as Exhibit "A" and resolves to be governed thereby; and

BE IT RESOLVED that Exhibit "A" will be placed in its entirety in the official records, files and minutes of the Town and adhered to going forward; and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

**TOWN OF COLONIE,  
ALBANY COUNTY,  
NEW YORK**

**Post-Issuance Tax Compliance Procedures  
for Tax-Exempt Bonds and Notes**  
(Effective as of January 1, 2024)

**Statement of Purpose**

These Post-Issuance Tax Compliance Procedures (the “Procedures”) set forth specific procedures of the **Town of Colonie, Albany County, New York** (the “Issuer”) designed to monitor, and ensure compliance with, certain requirements of the Internal Revenue Code of 1986, as amended (the “Code”) and the related Treasury regulations, promulgated thereunder, post-issuance tax compliance with the Internal Revenue Service (“IRS”) in connection with the Issuer’s issuance of tax-exempt bonds and notes (“Obligations”).

These Procedures describe various systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations to ensure that the interest on such Obligations is eligible for exclusion from gross income for federal income tax purposes. The federal tax law requirements applicable to the Obligations will be described in the tax questionnaire and/or tax certificate prepared by bond counsel and signed by officials of the Issuer. These Procedures establish a permanent, ongoing structure of practices that will facilitate compliance with the requirements for individual borrowings.

To ensure compliance with applicable federal tax requirements, the Issuer must monitor the various direct and indirect uses of proceeds of the obligation and the investment of such proceeds, including but not limited to:

- (1) Monitoring the use of financed property over the life of the obligation.
- (2) Determining the sources of debt service payments and security for the obligation.
- (3) Calculating the percentage of any nonqualified use of the financed property.
- (4) Calculating the yield on investments of proceeds.
- (5) Determining appropriate restrictions on investments.
- (6) Determining the amount of any arbitrage on the investments.
- (7) Calculating any arbitrage rebate payments that must be paid to the U.S. Treasury.

The Issuer recognizes that compliance with the pertinent law is an on-going process, necessary during the entire term of the Obligations. Accordingly, the implementation of the Procedures will require on-going monitoring and consultation with bond counsel and the Issuer's accountants and advisors.

### **General Procedures**

The following procedures relate to monitoring post-issuance tax compliance generally.

- A. **The Acting Comptroller (currently, P. Christopher Kelsey) (the "Compliance Officer")** shall be responsible for monitoring post-issuance tax compliance issues.
- B. The Compliance Officer will coordinate procedures for record retention and review of such records.
- C. All documents and other records relating to Obligations must be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable IRS requirements, such as those contained in Revenue Procedure 97-22 (see attached).
- D. The Compliance Officer shall be aware of remedial actions under Section 1.141-12 of the Treasury Regulations (see attached) and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program (VCAP) and take such corrective action when necessary and appropriate.
- E. The Compliance Officer will review post-issuance tax compliance procedures and systems on a periodic basis, but not less than annually.
- F. The Compliance Officer will be responsible for training any designated officer or employee who is delegated any responsibility for monitoring compliance pursuant to this procedure. To the extent the Compliance Officer needs training or has any questions with respect to any item in this procedure, he or she should contact bond counsel and/or Issuer's accountants and advisors. The IRS recognizes that the Compliance Officer and any delegated individual are not expected to act as lawyers who know the proper response to all compliance situations that may arise, but they should be familiar enough with federal tax issues that they know when to ask for legal or other compliance advice.

### **Issuance of Obligations: Documents and Records**

With respect to each issue of Obligations, the Compliance Officer will:

- A. Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").
- B. Confirm that the applicable information reports (e.g., Form 8038 series) for such issue are filed timely with the IRS. Issuer should consult with their accountants and/or bond counsel with questions regarding the filing of such forms.

- C. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations.

### **Arbitrage**

The following procedures relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- A. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.
- B. Confirm that a computation of the yield on such issue from the Issuer's financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- C. Maintain a system for tracking investment earnings on the proceeds of the Obligations.
- D. Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the Issuer has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.
- E. Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations (see attached).
- F. Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- G. Ensure that investments acquired with proceeds of such issue are purchased at fair market value as defined in Section 1.148-5(d)(6) (see attached). In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.
- H. Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.

- I. Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- J. Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.
- K. Monitor compliance with six-month, 18-month, or 2-year spending exceptions to the rebate requirement, as applicable.
- L. Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.
- M. Arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable.

**Private Activity: Use of Proceeds**

The following procedures relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- A. Maintain records for determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.
- B. Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.
- C. Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- D. Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- E. Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
  - 1. Sale of the facilities, including sale of capacity rights;
  - 2. Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
  - 3. Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
  - 4. Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);

5. Joint-ventures, limited liability companies or partnership arrangements;
6. Output contracts or other contracts for use of utility facilities (including contracts with large utility users);
7. Development agreements which provide for guaranteed payments or property values from a developer;
8. Grants or loans made to private entities, including special assessment agreements; and
9. Naming rights arrangements.

Monitoring of private use should include the following:

1. Procedures to review the amount of existing private use on a periodic basis but not less than annually; and
2. Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt debt, the Compliance Officer will consult with bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

### **Reissuance**

The following procedures relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

## **Record Retention**

The following procedures relate to retention of records relating to the Obligations issued.

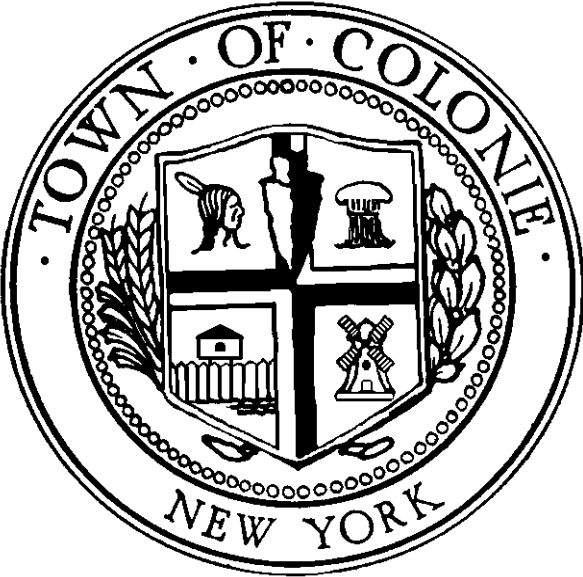
The Compliance Officer will:

- A. Coordinate with staff regarding the records to be maintained by the Issuer to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.
- B. Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.
- C. Coordinate with staff to generally maintain the following:
  1. The Transcript relating to the transaction (including any arbitrage or other tax questionnaire, tax regulatory agreement, and the bond counsel opinion);
  2. Documentation evidencing expenditure of proceeds of the issue;
  3. Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation;
  4. Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
  5. Documentation evidencing all sources of payment or security for the issue; and
  6. Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).
- D. Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
- E. Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.



# The Town of Colonie Travel Policy

Effective January 1, 2026



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# Policy

It is the policy of the Town of Colonie to reimburse only those expenses incurred for official business on its behalf. Generally, all trips and expenses should be pre-approved to the extent reasonably possible. This policy delineates the procedures to be followed.

## General Guidelines and Responsibilities

- This policy shall apply to all Elected Officials, Department Heads, Employees, and Non-Salaried individuals conducting “official business” on behalf of the Town of Colonie. For purposes of this policy, they shall be referred to as “employees”.
- All travel arrangements for airline, train, bus, or rental vehicles, and/or overnight accommodations must be approved by the Comptroller’s Office. A Travel Request Form, see example at Exhibit A, should be submitted 14 days prior to the trip. Arrangements should be pre-approved to be reimbursed, except in an emergency as deemed by the Town Supervisor or the Town Board.
- Your designated card swipe location is your official workplace for purposes of this policy.
- An employee is in travel status and eligible for meals and lodging when on official business more than 65 miles from their official workplace.
- Reimbursement for transportation costs between the official workplace and the employee's residence is not allowed.
- A Travel Voucher in the form prescribed by the Comptroller’s Office, see example at Exhibit B, and shall be used for all claims for travel expense. Each voucher shall show purpose of travel, dates and items of expenditure, points between which travel occurred, dates and times of departure and arrival. The Comptroller’s Office may require other information reasonably required to determine any claim for travel expense reimbursement.
- Travel vouchers shall be signed by the claimant, his or her supervisor, and the official authorized to approve the account. Approval shall be by authorized official other than the claimant. The Supervisor is the authorized official for department heads. The Deputy Supervisor will approve the Town Supervisor’s travel.
- All travel vouchers shall be timely submitted through the Comptroller’s Office at the end of the trip.

To carry out the mission of using travel expense funds economically, prior to any travel, the Comptroller, in consultation with the Department Head, is responsible for:

- Authorizing travel only when necessary;
- Maintaining proper control to see that travelers are not in travel status any longer than assignments require;
- Selecting the method of travel whether air, train, bus, Town or personally owned or rental vehicles;
- Authorizing attendance at conferences, seminars, and similar events;
- Selecting lodging accommodations.

### **Department Head responsibility**

- Verify that all charges are actual, reasonable and necessary
- Select a method of travel in the best interest of the Town and that meets the traveler's needs
- Determine if attendance at conventions or seminars is in the best interest of the Town
- Ensure that all expenses comply with travel rules and regulations
- Train supervisors and staff in proper procedures for reimbursing travel expenses
- Ensure that employees obtain required advance approvals for travel and transportation
- Provide and control all travel related documents (vouchers, proof of tax-exempt status, etc.) to the traveler.
- Review and approve travel vouchers completely and timely
- Ensure that exceptions or waivers are justified and necessary

### **Immediate Supervisor's responsibility**

- Know Town travel rules and regulations
- Approve requests for staff to be in travel status only when necessary
- Review travelers' itinerary to make sure travel is in the most effective manner
- Verify that voucher is within allowable rates and all required documentation is attached
- Review and certify traveler's vouchers completely within 10 working days
- Forward vouchers to Comptroller's Office timely

### **Employee's responsibility**

- Know Town travel rules and regulations
- Obtain necessary prior approvals for travel, including method of travel
- Obtain all necessary travel documents (voucher, proof of tax-exempt status etc.)
- Maintain an accurate record of expenses including departure and return times, and mileage
- Obtain required receipts or documentation
- Claim reimbursement only for actual allowed expenses within reimbursement rates
- Account for any cash advance received.
- Complete and submit travel voucher accurately and timely

# **Regulations**

## **Request for Travel**

Each employee requesting reimbursement for travel expenses must submit a detailed statement explaining the official business purpose for which expenses were incurred. General statements, such as, "on official business," "by direction of," "in connection with duties" do not meet these requirements.

## **Appropriations for Travel Expenses**

All travel allocations are for actual, necessary and reasonable expenses only in the performance of official duties. Travel should be by the most direct route. Any person traveling by an indirect route shall assume any extra expense incurred.

## **Proofs Required Upon Audit by Comptroller**

1. Claims for travel expense reimbursement must show the distance traveled, between what places, the purpose of travel, and the dates and items of each expenditure, and receipts must be attached, when required.
2. The Comptroller will not approve for payment any expenditure without auditing the necessary documents to ensure that such payment is lawful and proper.
3. The Comptroller will establish a fixed per diem allowance in lieu of the submission of an itemized travel expense claim.
4. The Comptroller may request any other proofs as is deemed necessary.

## **Fraudulent Claims**

Employees, including supervisors, who knowingly misrepresent the facts concerning travel for official business, or who file or sign any travel form which contains deliberate false statements given with intent to defraud the Town, may be subject both to administrative and/or disciplinary action, including the possibility of termination and/or criminal action. Offering a false instrument for filing is a crime.

If an employee identifies what they believe to be attempts to fraudulently obtain reimbursement for travel expenses, they should contact their immediate supervisor, their department head, or the Town Comptroller.

# Meal and Lodging Expenses

The United States General Services Administration (GSA) establishes per diem rates and the Internal Revenue Service establishes mileage reimbursement rates annually. The Town Board has determined to use these rates also. The rates are identified by county and the traveler must indicate the city, as well as the zip code, on the Travel Voucher. Only breakfast and dinner are reimbursable meals, lunch is not a reimbursable expense. Employees will receive the GSA approved total meals and incidental expenses (M&IE) rate per full day of travel in the event of overnight travel. Reimbursement for meals may occur when not in overnight travel if the time limits referenced below are met.

All in-state taxes are included in the maximum allowances. For travel in-state, employees must use appropriate tax exemption certificates. For out of state travel, taxes are not included in the maximum lodging amount, and may be reimbursed as a percentage of the approved GSA per diem.

**It should be noted that per diems paid when not in overnight travel status are considered taxable fringe benefits by the IRS.**

## **Time Limits**

### **Breakfast**

Employees will be allowed reimbursement for breakfast if they have to leave at least one hour before their normal work starting time. For example, if their regular work hours are from 8 A.M. to 4 P.M., they would be entitled to breakfast on the day the trip starts if they have to leave before 7 A.M.

### **Dinner**

Employees are allowed reimbursement for dinner if they return at least two hours later than their normal work ending time. For example, if their regular work hours are 8 A.M. to 4 P.M., they would be entitled to dinner reimbursement if they return after 6 P.M.

### **Overnight Travel - Unreceipted**

This is a flat rate per diem allowance for meals, lodging and incidentals regardless of where lodging was obtained. Transportation documentation is required. To receive the full per diem it must be necessary for travelers to be in overnight travel status.

Travelers in overnight travel status will be entitled to the M&IE rate for the first and last day of travel should the official business necessitate departure on the day before, or return on the day after, the employee will be on official business. Employee may be eligible for this status if the travel is in excess of one and a half hours from their normal work place.

## **Day Trips**

Employees in travel status for day trips (over 65 miles from their official workplace) are allowed breakfast and dinner reimbursements based on the departure and arrival times of the trips. For non-overnight travel, an employee may claim the receipted meal allowance up to the federal maximum. **The IRS considers all meal reimbursements not associated with overnight travel taxable.**

## **Transportation Expenses**

Travel should be by the most efficient and cost-effective method of transportation available. Employees should schedule all travel assignments effectively to minimize expenses whenever possible. All forms of transportation and/or overnight accommodations must be pre-approved by the Comptroller's Office. Passenger's original coupon or receipt shall accompany the traveler's expense voucher.

### **Common Carrier - Train or Bus**

Travel by common carrier usually results in the least costly and most expeditious means of transportation, especially between New York City and Albany. Coach fares should be used whenever possible. Receipt of payment must be provided with the traveler's voucher.

### **Town Vehicles**

When an automobile is required, a Town vehicle should be considered. All purchases of gasoline, oil etc. will be reimbursed upon presentation of receipt of payment. Any auto emergency items must be explained.

Any fuel use prior to departure, or upon return, must be at a Town facility.

### **Personal Cars**

If the employee chooses to use a personal car when a Town vehicle is available there is no reimbursement for mileage. However, reasonable fuel reimbursement will be made upon presentation of receipts. If more than one employee is traveling, steps should be taken to reduce then number of personal vehicles in use.

A personal car may be used only when a Town vehicle, or common carrier transportation, is not available or cost effective. Mileage will be reimbursed in accordance with the mileage allowance established by the Town, regardless of the number of passengers. By adhering to this allowance reimbursements for mileage are not taxable to the employee.

Charges for gasoline, accessories, repairs, depreciation, anti-freeze, towing and other similar expenditures will not be allowed. These are considered operating costs of a vehicle and are

covered in the mileage allowance. The mileage rate is set yearly by the Town Board by resolution.

**Note: When using your personal vehicle some Town of Colonie insurance coverage's may not apply.**

### **Parking**

Reasonable and necessary parking charges will be allowed if accompanied by a receipt.

### **Tolls/EZ Pass**

Reimbursement for tolls will be allowed for toll roads, tunnels or bridges. The employee's voucher should include the original receipt, toll invoice, or copy of related EZ Pass statement.

### **Rental Vehicle**

When use of a rental vehicle is necessary departments should utilize rental firms on centralized lease contracts. There is a ten-day maximum for the rental of vehicles within the state unless rented from a Town authorized contract. There is no maximum limitation for the use of rental vehicles out of state. The rental agreement should be submitted with the voucher. When renting a vehicle for Town business, the traveler should rent in the name of the Town of Colonie and sign the agreement as agent for the Town. If the vehicle is rented in NYS a loss damage waiver (LDW) is not necessary. NYS statute requires the vehicle lessee to provide this coverage at no charge, with a deductible of \$100. In the event of an accident, the deductible will be reimbursed. If a vehicle is rented out of state LDW should be purchased and will be reimbursed. No other insurance will be reimbursed. Any gasoline purchases, as well as any other direct costs associated with the vehicle will be reimbursed.

### **Taxi/Shuttle Fares**

Reasonable taxi or shuttle bus fares, with receipt, will be reimbursed.

### **Air Transportation**

When, traveling by commercial air, the passenger's portion of the airline ticket, or the original transportation receipt must be submitted with the traveler's voucher. Boarding passes alone are not acceptable.

### **Expenses to and from Transportation Terminal**

Employees may incur charges traveling to or from a transportation terminal, such as an airport, train or bus station. Employees will be reimbursed for actual costs for taxi or common carriers

between residence and transportation terminals, or for personal car mileage in accordance with the mileage allowance established by the Town. (See personal cars)

### **Unused Tickets**

Occasionally trips must be canceled after tickets are purchased. Resolution for the unused tickets must be negotiated with the Comptroller's Office. This may result in non-reimbursement of ticket costs.

## **Extended Travel in New York State**

### **Weekend Allowance**

When employees are in travel status on Saturdays, Sundays, or holidays, they may be reimbursed for meals, lodging and necessary expenses at the appropriate rates. Employees may be reimbursed for expenses incurred when returning home on weekends or holidays.

## **Conferences, Seminars, Conventions**

A travel request, when attending, a conference or meeting of an association or organization, a seminar, or similar event, shall be accompanied by a copy of the official program for the event. Original receipts and sufficient information to justify both the travel and other expenditures are required. For government related conferences, seminars, or other training activities, the Comptroller's Office may approve a higher reimbursement when the predetermined package rate (meals and lodging) exceeds the maximum allowable per diem rates set forth in these guidelines. The traveler must receive prior approval from the Comptroller's Office to exceed the rates.

## **Miscellaneous Expenses**

### **Telephone Charges**

Only telephone charges for official Town business may be reimbursed.

### **Baggage Transfer Charges**

Reasonable baggage transfer and storage charges will be allowed.

### **Personal Expenses**

Personal expenses, such as laundry, valet service, movie rentals, traffic tickets, upgraded room rate for non-business related occupant accompanying traveler, theater or banquet tickets, entertainment, alcohol, and transportation to and from meals are not reimbursable.

## **Subsistence Charges**

The expense of meals or lodging within the immediate vicinity of the official workplace will not normally be reimbursed unless it is in the best interest of the Town as determined by the Comptroller's Office.

## **Foreign Expenses**

Foreign travel expenses should be converted to American dollars, based on the exchange rate in effect during the period of travel.

# **IRS Requirements**

The Internal Revenue Service requires the withholding and W-2 reporting for the following types of travel reimbursements:

- Per diem amounts paid in excess of the rates allowed by the federal government which are not supported by receipts
- Meal allowances paid for non-overnight travel or day trips
- Mileage reimbursements in excess of the maximum Federal Rate
- Reimbursement for expenses incurred at a single location in excess of one year
- Vouchers not submitted within the time limits.

**RESOLUTION NO. 529 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the payment in the amount of \$14,579.31 to Thomas Gronau in connection with a claim for certain property damage at 3 Rose Avenue.**

WHEREAS, Thomas Gronau submitted a claim to the Town on February 19, 2025, for damage to his garage floor and driveway as a result of a water main break on January 17, 2025, for his property located at 3 Rose Avenue; and

WHEREAS, the Town shall reimburse Thomas Gronau in the amount of \$14,579.31 for repairs to the garage floor and driveway;

BE IT RESOLVED that the payment in the amount of \$14,579.31 to Thomas Gronau in connection with a claim for certain property damage be, and hereby is, authorized.

**RESOLUTION NO. 530 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution amending Resolution 497 for 2025 in connection with Turf Products and authorizing the Supervisor to execute agreements for the same.**

WHEREAS, the originally-listed low bidder for Item #11635 was found to have miscalculated its bid, and correcting the error resulted in a different bidder becoming the lowest responsive and responsible bidder;

BE IT RESOLVED that each item bid shall be awarded to the low bidder as indicated in the amended Exhibit “A”; and

BE IT RESOLVED that Resolution No. 497 for 2025 be, and hereby is, amended in connection with Turf Products for 2026; and

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to execute agreements for the same; and

BE IT FURTHER RESOLVED that such agreement is subject to the review and approval of the Town Attorney’s Office.

**RESOLUTION NO. 531 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution creating one position of Confidential Aide to the Supervisor and appointing Mary Ellen Ives.**

BE IT RESOLVED that Mary Ellen Ives be, and hereby is, appointed as Confidential Aide to the Supervisor, at an annual salary of \$86,454.00, effective December 8, 2025.

**RESOLUTION NO. 532 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing acceptance of a proposal from Arthur J. Gallagher Risk Management Services, Inc., in connection with the retention of excess workers' compensation insurance coverage through The Travelers Indemnity Company.**

WHEREAS, the Town of Colonie maintains certain insurance coverage, including a policy providing excess workers' compensation insurance coverage for workers' compensation claims that exceed \$350,000.00; and

WHEREAS, Arthur J. Gallagher Risk Management Services, Inc. ("Gallagher"), on December 1, 2025, provided a proposal detailing the Town's options for such policy, which included a quote from The Travelers Indemnity Co

mpany to provide such coverage at a premium cost of \$380,612.00; and

WHEREAS, The Travelers Indemnity Company is the incumbent carrier for this policy, which has historically met the Town's needs for such coverage; and

WHEREAS such proposal was reviewed by the Town Attorney's Office, the Office of Comptroller, and the Department of Human Resources and, following such review the Town Attorney's Office, the Office of the Comptroller, and the Department of Human Resources have recommended that such coverage be bound with The Travelers Indemnity Company based on the insurance product offered, the cost of same, and the existing relationship with this carrier;

NOW THEREFORE BE IT RESOLVED that the proposal from Arthur J. Gallagher Risk Management Services, Inc. to obtain excess workers' compensation insurance coverage through, The Travelers Indemnity Company is hereby accepted; and

BE IT FURTHER RESOLVED that the Supervisor is hereby authorized to take any action required to bind coverage for this policy with The Travelers Indemnity Company; and

BE IT FURTHER RESOLVED that any agreement required in connection with this resolution is subject to the review and approval of the Town Attorney's office.

BE IT FURTHER RESOLVED that Town employees and/or staff are authorized to complete any documentation required to effectuate the terms of this resolution.

**RESOLUTION NO. 533 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing acceptance of a proposal from Arthur J. Gallagher Risk Management Services, Inc. in connection with the retention of Owners and Contractors Protective liability insurance coverage for the Town through Selective Insurance Company of South Carolina.**

WHEREAS, the Town of Colonie maintains certain insurance coverage, including a policy providing Owners and Contractors Protective liability insurance coverage, which the Town maintains for benefit of the Albany County Department of Public Works as required by same in connection with the Town’s use and occupancy of various County-owned Rights-of-Way; and

WHEREAS, Arthur J. Gallagher Risk Management Services, Inc. (“Gallagher”), on December 1, 2025, provided a proposal detailing the Town’s options for such policy, which included a quote from Selective Insurance Company of South Carolina to provide such coverage at a premium cost of \$333.00; and

WHEREAS, Selective Insurance Company of New York is the incumbent carrier for this policy, which has historically met the Town’s needs for such coverage; and

WHEREAS, the quote provided by Selective Insurance Company of South Carolina included a premium amount that was \$6.00 less than its expiring coverage and was within the Town’s financial requirements for such policy as budgeted; and

WHEREAS such proposal was reviewed by the Town Attorney's Office, the Office of Comptroller, and the Department of Public Works and, following such review the Town Attorney's Office, the Office of the Comptroller, and the Department of Public Works have recommended that such coverage be bound with Selective Insurance Company of South Carolina based on the insurance product offered, the cost of same, and the existing relationship with this carrier;

NOW THEREFORE BE IT RESOLVED that the proposal from Arthur J. Gallagher Risk Management Services, Inc. to obtain Owners and Contractors Protective liability insurance coverage through Selective Insurance Company of South Carolina is hereby accepted; and

BE IT FURTHER RESOLVED that the Supervisor is hereby authorized to take any action required to bind coverage for this policy with Selective Insurance Company of South Carolina; and

BE IT FURTHER RESOLVED that any agreement required in connection with this resolution is subject to the review and approval of the Town Attorney's Office.

BE IT FURTHER RESOLVED that Town employees and/or staff are authorized to complete any documentation required to effectuate the terms of this resolution.

**RESOLUTION NO. 534 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution authorizing the Supervisor to enter into Agreements in connection with snow plowing and salting services to the Town.**

WHEREAS, in addition to the Town's staff, it is necessary for the Town to also contract for snow plowing and salting services during the season to ensure all routes are plowed; and

WHEREAS, agreements with various companies for snow plowing and salting services to the Town shall be in effect from December 1, 2025 through December 31, 2026;

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to enter into various agreements in connection with snow plow and salting services to the Town.

**RESOLUTION NO. 535 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution awarding the Request for Proposal to Timothy Trier in connection with Restaurant and Beverage Concession Services for the Town of Colonie Golf Course and authorizing the Supervisor to enter into an agreement for same.**

WHEREAS, Timothy Trier submitted a Request for Proposal in connection with the sale of food and beverage for the Town of Colonie Golf Course; and

WHEREAS, after review of the proposals from the Golf Course Restaurant and Beverage Concession Committee;

BE IT RESOLVED that the Supervisor be, and hereby is, authorized to execute an agreement with Timothy Trier in connection with Restaurant and Beverage Concession Services for the Town of Colonie Golf Course; and

BE IT FURTHER RESOLVED that the above agreement is subject to the review and approval of the Town Attorney's Office.

**RESOLUTION NO. 536 FOR 2025**

A regular meeting of the Town Board of the Town of Colonie was held at Town Hall on the 4th day of December, 2025 at 6:30 PM.

PRESENT: Supervisor Peter G. Crummey  
Councilwomen Kristen Blais  
Melissa Jeffers  
Councilmen Rick Field, Sr.  
Alvin Gamble  
Jeffrey Guzy  
Mark McCumber

ABSENT: None

Councilwoman \_\_\_ offered the following resolution and moved its adoption:

**Resolution scheduling Town Board Meetings for the year 2026.**

WHEREAS, the Town Board of the Town of Colonie may establish a schedule of its regularly scheduled Town Board meetings; and

WHEREAS, the Town Board of the Town of Colonie traditionally holds its annual organizational meeting in early January;

BE IT RESOLVED that the annual organizational meeting be, and hereby is, scheduled for 5:00 PM on January 8, 2026, at which time the Town Board shall conduct ceremonial swearing in ceremonies for newly elected Town officials and hold its first Town Board meeting for 2026; and

BE IT FURTHER RESOLVED that the remaining regularly scheduled Town Board meetings for 2026 shall be held at 6:00 PM on the following dates:

January 22	July 9 and 23
February 12 and 26	August 6 and 27
March 12 and 26	September 10 and 24
April 16 and 30	October 1 and 22
May 14 and 28	November 5 and 19
June 11 and 25	December 3 and 17