

TOWN OF HOLLAND
2026 ORGANIZATIONAL MEETING
JANUARY 14, 2026

The salaries and pay schedules of elected and appointed town officials for 2026 shall be:

Supervisor Geoffrey Hack	\$ 31,921.40
Councilwoman Lynne Roth	\$ 7,660.05
Councilman William Kolacki	\$ 7,660.05
Councilman Daniel Lotito	\$ 7,660.05
Councilwoman Karen Kline	\$ 7,660.05
Town Justice Christopher O'Brien	\$ 10,505.27
Town Justice Dawn Lopez Zoldos	\$ 10,505.27
Town Clerk Jill Dix	\$31,982.99
Highway Superintendent Jason Simmons	\$76,053.96
Facilities Manager Jason Simmons	\$16,033.36
Water Administrator Jason Simmons	\$18,540.00
Disaster Coordinator Geoffrey Hack	\$ 1,100.00
Tax Collector Jill Dix	\$ 11,330.00
Assessor Tammy Adsitt	\$19,197.18
Building Zoning Officer Justin Quant	\$11,742.00
Zoning Enforcement Officer Justin Quant	\$7,000.00
Building/Zoning Enforcement Deputy Bill Shimburski	\$8,965.00
Fire Code Enforcement Officer Justin Quant	\$1,300.00
Public Officer Justin Quant	\$1,300.00
Court Clerk Cheryl Post	\$18,909.50
Deputy Court Clerk Jill Dix	\$ 20.00 per hour
Budget Officer Geoff Hack	\$ 3,135.58

Town Bookkeeper Margaret Koss	\$ 20.00 per hour
Human Resources/Payroll Jill Dix	\$ 15,677.94
Town Attorney Ronald Bennett	\$ 16,637.54
Town Engineer - Greenman-Pedersen	\$ 3,300.00
Water Clerk Jill Dix	\$ 5,562.00
Grant Writer Jill Dix	\$ 2,411.06
Town Historian Karen Kline	\$ 500.00
Town Registrar Jill Dix	\$ 500.00
Deputy Town Registrar	\$ 100.00
Deputy Town Clerk -Sandra Edington	\$20.00 per hour
Deputy Tax Collector -Sandra Edington	\$20.00 per hour
Town Prosecutor Ralph Mohr	\$ 8,182.34
Garbage & Refuse Clerk Jill Dix	\$ 5,150.00
Clerk Board of Appeals Jill Dix	\$ 20.00 per hour
Secretary of the Planning Board Margaret Koss	\$ 20.00 per hour
Caretaker of Grounds Ronald Post	\$17.50 per hour
Cemetery Administration Ronald Post	\$1,200.00 annually
Cemetery Laborer Eric Doberstein	\$17.50 per hour
Community Center Cleaner Bill Place	\$18.50 per hour
Community Center Coordinator- Jill Dix	\$2,060.00
Data Processing Coordinator- Website- Jill Dix	\$3,977.53
Mileage Reimbursement for Official Town Business	\$.52 Per Mile
Constables:	
	Capt. Josh Metzger
	Lt. Wade Adsitt
	Sgt. Bruce Reinagle
	Cpl. Donna Maier
	Cpl. Nick Jackson

Cpl. Nick Chairmonte

* Court duty- \$20 per hour, 2 hour minimum

* Clothing Allowance will be \$500.00 a year for each Constable.

First Deputy Supervisor- Karen Kline

Annual Salary of \$250.00

Personnel Officer- Geoffrey Hack

Affirmative Action- Jill Dix

Officer Fair Housing Officer- Jill Dix

Records Management Officer- Jill Dix

Records Access Officer-Jill Dix

Designated Contact Person for Workplace Violence Reporting- Geoffrey Hack

OSHA Hazard Communication Coordinator- Jason Simmons

Emergency Action Contact- Jill Dix

Harassment in the Workplace Official- Geoffrey Hack

Supervisor's Committee Appointments for 2026:

Buildings, Community Center, Constabulary - Councilman William Kolacki

Beautification – Councilwoman Lynne Roth

Town Park, Environmental, Constabulary- Councilman Dan Lotito

Planning Board Liaison - Councilwoman Karen Kline

Meals on Wheels Coordinator -June McArthur

Town of Holland Committees and Boards:

Planning Board

Terms Expire on December 31 (7-Year Terms)

Martin Regan (Chairman) 2030

Jennifer May 2031

Kasey Jones 2032

Bill Shimburski 2031
Peter Zakrzewski 2032
Nan Regan 2030

(1) Vacancy

Assessment Board of Review

Terms Expire On September 30 (5-Year Term)

Susan Lesinski 2029
Frances Vaughan 2030
Nikera Kolacki 2028
Shawn Domon 2027
Jessica Lesinski 2030

Records Advisory Board

Jill Dix
Geoffrey Hack
Karen Kline

Insurance Committee

Geoffrey Hack
Jill Dix
Jason Simmons

Board of Ethics Terms Expire on December 31, 2025

Michael Kasprzyk - Chairman
Jim Hewitt
Mary Major

Board of Appeals Terms Expire on December 31 (5-Year Term)

Garrett Chilson (Chairman) 2030
Mark Messerschmidt 2027
Frances Vaughan 2027
Richard Mason 2027
Greg Putney 2029
Michael Kasprzyk 2029
(1) Vacancy

Environmental Committee

Dan Lotito, Chair
Oliver Berry
Peggy Root
Tim Rickettson
Jared Webber

Greg Rose

Town of Holland Policies

Highway and Water Employee Contract

Procurement Policy

Investment Policy

Sexual Harassment Policy

Workplace Violence Policy

TOWN OF HOLLAND

HIGHWAY AND WATER

FULL-TIME EMPLOYEE CONTRACT

2023,2024,2025,2026

ARTICLE I: WORK WEEK

Forty hours will constitute a work week. Actual daily hours will be decided by the Highway Superintendent.

The work week shall start at 12am Monday.

If called out for extra work, the minimum pay shall be four (4) hours.

The normal workdays of employees shall consist of five (5) eight (8) hours, Monday through Friday. The hours and dates may be subject to change at the discretion of the Highway Superintendent.

The normal workdays of the employees, beginning with Spring Season and ending with Fall Season, of each respective year may, with the consent of the Highway Superintendent, consist of four (4) ten (10) hour days. The hours and dates may be subject to change at the discretion of the Highway Superintendent.

All full-time employees must have and maintain CDL license and be properly trained on all equipment.

ARTICLE II: PAY SCALE

New hires pay rate is based on experience during the probationary period, at the discretion of the Highway Superintendent.

A. MACHINE OPERATOR

2023- 27.44

2024- 28.27

2025- 29.12

2026- 30.00

B. LIGHT MOTOR EQUIPMENT OPERATOR

2023- 26.35

2024- 27.14

2025- 27.96

2026- 28.80

C. FULL-TIME LABORER

2023- 21.81

2024- 22.47

2025- 23.15

2026- 23.85

D. WINGMAN/LABORER

2023- 15.00-20.00

2024- 15.00-20.00

2025- 15.00-20.00

2026- 15.00-20.00

E. WATER PLANT OPERATOR

2023- 26.76

2024- 27.57

2025- 28.40

2026- 29.26

ARTICLE III: VACATIONS

1 week, accrued annually, after one (1) year of employment

2 weeks, accrued annually, after three (3) years of employment

3 weeks, accrued annually, after five (5) years of employment

4 weeks, accrued annually, after fifteen (15) years of employment

The employee shall have the ability to have at least one week vacation during the summer. One employee to be off at a time, granted by seniority. Forty hours shall constitute one week vacation pay. The employee's vacation request will be granted upon the Highway Superintendent's approval. Employees must submit vacation requests at minimum, the number of workdays in advance equivalent to the number of days requested. For example, one day vacation must be requested a minimum of one workday prior, three days' vacation must be submitted a minimum of three workdays prior, etc.

ARTICLE IV: HOLIDAYS

There shall be nine (9) paid holidays per year.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Election Day /or Veterans Day
- Thanksgiving Day
- Christmas Day
- Floating Holidays (2)

Floating holidays can be taken at any time that is mutually agreeable to the Highway Superintendent and the employee. Holidays may be changed to fall at the beginning or end of the week. Changes shall be posted seven (7) days in advance.

ARTICLE V: PERSONAL DAYS

There shall be two (2) personal days annually.

Unused personal days will be carried over to the following year as sick days.

ARTICLE VI: SICK LEAVE

Each employee is granted eight (8) sick days per year with pay. The maximum sick day carry over is 120 days.

Upon retirement, with a minimum of 90 days' notice, and after 20 years of fulltime, continuous employment with the Town of Holland Highway or Water Department, the employee may be paid 50% of their daily rate per day for each sick day accumulated, the employee may be

monetarily compensated, or the amount may be used towards future health care or a combination of both.

Upon retirement, with a minimum of 90 days' notice, and after 15 years of fulltime, continuous employment with the Town of Holland Highway or Water Department, the employee may be paid 35% of their daily rate per day for each sick day accumulated, the employee may be monetarily compensated, or the amount may be used towards future health care or a combination of both.

An Employee who has been unable to perform his/her job for a period of three (3) consecutive workdays by reason of sickness or accident shall not be permitted to commence employment for the Employer until he/she has presented to his/her Superintendent of Highways a statement from his/her attending physician certifying that the Employee has recovered sufficiently to allow him/her to engage in the full and unrestricted performance of his/her duties on the job. The original of said physician statement shall be forwarded to the Town Supervisor for inclusion in the Employee's personnel file.

The Town does not offer light duty.

ARTICLE VII: RETIREMENT

Retirement requests must be submitted in writing to the Town Board, a minimum of 90 days prior to retirement.

ARTICLE VIII: BEREAVEMENT

Each employee is granted three (3) bereavement days for the following deaths: Parents, Sibling, Spouse or Partner, Child, Stepchild, Grandparents, Grandchildren, Parent-in-law, Sister-in-law, Brother-in-law, Son-in-law, and Daughter-in-law.

Each employee is granted one (1) bereavement day for the following deaths: Aunt, Uncle, Niece, and Nephew

ARTICLE IX: HEALTH INSURANCE

Health Insurance will be provided for full time employees only.

For the remainder of this contract, health insurance premiums for the employees of record as of January 1, 2016, will be paid at 100% by the Town. Health Insurance plans and carriers will be at the discretion of the Insurance Committee and Town Board.

Employees hired after January 1, 2023, will contribute 10% of the total cost of health Insurance during their probationary period.

If health care premiums increase 5% annually, this portion of the contract can be renegotiated by the Town.

Non-Health insurance use: Employees who elect not to receive health insurance coverage provided by the town will receive an annual reimbursement of \$1,200.00. Reimbursement made directly to the employee's payroll at the close of the fiscal year.

ARTICLE X: CLOTHING ALLOWANCE and CELL PHONES

OSHA required safety clothing will be provided. Each full-time employee will be reimbursed up to \$450.00 per year upon proper receipt of work-related safety clothing. All receipts must be processed in the current fiscal year. Receipts from prior year purchases will not be reimbursed.

Employee will contribute \$5 per week towards the town paid cell phone plan. Employees must purchase their own phones, at their own expense, either through the Town or anywhere else they

choose.

ARTICLE XI: DISCIPLINE AND DISCHARGE

Any issues amongst employees should be handled internally. This includes employee to employee, employee to management. Any issues unable to be resolved internally shall follow the process below.

Each of the following constitutes just cause for disciplinary action:

Fraud in obtaining employment, incompetence, neglect of duty, insubordination to a superintendent or foreman, theft, drunkenness while on duty, the use of drugs or narcotics while on the job or being under the influence thereof while on the job, loss of driver's license, absence without permission for more than two (2) days, discourteous treatment of the public or other employees, fighting while on the job, and willful disobedience. Said list of reasons of just cause for discipline and discharge is meant to be representative and is not all inclusive. The same or similar behavior shall constitute just cause.

ARTICLE XII: GREIVANCE PROCEDURES

Section I. Definitions

1. A grievance shall mean any claim concerning a violation, problem with interpretation, or inequitable application of any provision or clause of this Agreement. This term does not include exercise of any management prerogative consistent with the terms of this Agreement, any work rule, or any matter which is otherwise, reviewable pursuant to law and any statute, ordinance, or other rule or regulation having the force and effect of law.
2. Upon written demand, each party shall have access to written statements or records prepared by the other party which are presented, or will be presented, as evidence by the other party in any arbitration hearing at least five (5) working days in advance of said arbitration hearing.
3. The time limits as set forth in this Article are of the essence. They may only be extended by a mutual agreement of the parties, and must be in writing, signed and sworn to by representatives of both parties. The failure of the grieving party to proceed within the time limits set forth shall terminate the grievance with prejudice at that step. The failure of the Employer to answer within the time limits set forth requires the grievant to proceed to the next step of grievance procedure within a timely manner, as though the grievant had received a timely answer from the Employer. The Employees, as defined in this contract, may utilize the agreements and arbitration procedure contained herein.
4. Before an Employee herein submits a grievance under this Article, the matter must be discussed with the Employee's immediate supervisor.

Section II. Procedure

A) The procedure to be followed shall be a three (3) step procedure as follows:

Step 1

1. An aggrieved Employee shall present the grievance in writing on a form to be provided by Employer, signed by the aggrieved Employee, setting forth the date, time and place of the alleged grievance, facts of the grievance, particular section of this Agreement alleged to have been violated, and relief sought.
2. Said grievance must be given to the Highway Superintendent or his designee within ten (10) working days from the occurrence of the grievance, or within ten (10) working days from the date the grievant knows or has knowledge of the grievance. (Failure to submit a grievance containing all these elements shall terminate the grievance with prejudice at

that point).

3. The Highway Superintendent or his designee shall submit a written decision within ten (10) working days from the date of the receipt of the grievance and shall so notify the grieving party accordingly.

Step 2

1. If the Highway Superintendent has not satisfied the grievance within ten (10) working days from the time the grievant has presented the grievance in Step 1, the Employee may appeal the grievance to the town Supervisor by filing it, in writing, at the Supervisor's Office no later than five (5) working days after the grievance was decided in Step 1.
2. The Town Supervisor or designee shall meet in the Town Offices with the Highway Superintendent and the aggrieved Employee no later than ten (10) working days after the grievant has timely filed the Appeal with the Town Supervisor.
3. Not later than the tenth working day after the date of the meeting, the Supervisor shall answer the grievance in writing, and shall provide a copy of such an answer to the Highway Superintendent and to the aggrieved Employee.

Step 3

1. The parties hereby stipulate that any grievance submitted to arbitration shall proceed
2. The arbitration, if possible, shall be held outside the normal working time. However, if such cannot be arranged, the attendance of the aggrieved employee shall be with pay at straight time.
3. The parties consent that by submission to arbitration, the decision of the arbitrator shall be final and binding upon both parties.

TOWN OF HOLLAND PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, §103 or any other law: and

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

NOW THEREFORE, be it

RESOLVED: That the Town of Holland does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §103. Every Town Officer, Board, Department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the Cumulative amount of the items of supply or equipment needed in a given fiscal year. The estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of a) supplies or equipment which will exceed \$20,000 in the fiscal year or b) public works contract over \$35,000 shall be formally bid pursuant to GHL §103.

GUIDELINE 3. All estimated purchases of:

Less than \$20,000 but greater than \$2,000 requires a written request for a proposal (RFP) and written/fax quotes from 3 vendors.

Less than \$2,000 are left to discretion of the Purchaser.

All estimated public works contracts of:

Less than \$35,000 but greater than \$10,000 requires a written RFP and a fax/proposal from 3 contractors

Less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from 2 contractors

Less than \$3,000 are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quality and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

GUIDELINE 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

GUIDELINE 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

GUIDELINE 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances;

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased at auction;
- e) Goods purchased for less than \$1,000
- f) Public works contracts for less than \$3,000

GUIDELINE 7. This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter as is reasonably practicable.

INVESTMENT POLICY TOWN OF HOLLAND

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The objectives of the Investment Policy of the Town of Holland are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the chief fiscal officer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

Certificates of Deposit issued by a bank or trust company authorized to do business in NYS.

Time Deposit Accounts in a bank or trust company authorized to do business in NYS.

All other local government officials receiving money in their official capacity must deposit such funds in a timely fashion to their respective accounts.

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 guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

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 of Holland to govern effectively.

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

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

V. DIVERSIFICATION

It is the policy of the Town of Holland to invest its deposits with the Bank of Holland, including savings, checking accounts and certificates of deposits. The chief fiscal officer shall consider other investments with board approval.

VI. INTERNAL CONTROLS

It is the policy of the Town of Holland for all moneys collected by any officer or employee of the government to deposit said funds within the time period specified by law.

The chief fiscal officer is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The Bank of Holland, chartered by the State of New York, is designated to act as Custodial Bank of the Town of Holland.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Town of Holland, including certificates of deposit in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured.

Certificates of deposit and Time Deposit Accounts shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Town of Holland or a custodial bank with which the town has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit or time deposit.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the bank of Holland subject to security and custodial agreements.

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

The custodial agreement shall provide that securities held by the bank for the Town of Holland, will be kept separate and apart from the general assets of the custodial bank and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Town of Holland authorizes the chief fiscal officer 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
- Certificates of deposit
- Obligations of the United States of America
- Obligations of the State of New York
- Certificates of Participation

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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

XII. OPERATIONS, AUDIT AND REPORTING

At the time independent auditors conduct the audit of the accounts and financial affairs of the Local Government, the independent auditors shall audit the investments of the local government for compliance with the provisions of these investment guidelines.

The Town Board of the Town of Holland shall review and approve or amend these investment guidelines.

Investment Policy adopted on JANUARY 12, 2011 by Town Board, Town of Holland.

TOWN OF HOLLAND

POLICY REGARDING HARASSMENT IN THE WORK PLACE

1. **PURPOSE:** The Town of Holland is desirous of maintaining a healthy work environment and to provide procedures for reporting, investigation and resolving any complaints of harassment, sexual or otherwise, involving the elected officials, appointed positions or employees of the Town of Holland.
2. **OBJECTIVE:** It is the policy of the Town that all elected officials, appointed positions and employees have the right to participate and work in an environment free of all forms of harassment. The Town does not condone and will not tolerate any harassment. The Town will take direct and immediate action to prevent improper behavior and to remedy all reported instances of harassment, sexual or otherwise.

3. **PROHIBITED ACTIVITIES:** The following are prohibited activities in accordance with this policy:
- A. No elected officials, appointed positions or employee shall either implicitly or explicitly ridicule, mock, deride or belittle any person.
 - B. Elected Officials, appointed positions and employees shall not make offensive or derogatory comments based upon race, color, sex, religion or national origin, either directly or indirectly to another person. Such action is prohibited form of discrimination under State and Federal Employment Law and is considered misconduct subject to disciplinary action by the District.
 - C. Sexual harassment is defined as unwelcome sexual advance, requests for sexual favors and other verbal or physical contact of a sexual nature where:
 - 1. Submission to such contact is made either explicitly or implicitly a term or condition of employment; or
 - 2. Submission to or rejection of such contact by an elected official, appointed position or employees is used as the basis for a membership or employment decisions affecting the person; or
 - 3. Such contact has the purpose or effect of unreasonably interfering with the elected officials, appointed positions and employee’s participation or creating an intimidation, hostile or offensive participation or working environment.

4. **MEMBERS AND EMPLOYEE’S RESPONSIBILITIES:**

- A. Each person in a supervisory capacity shall be responsible for preventing acts of harassment, which includes the following:
 - 1. Monitoring the work environment for any signs of harassment, where such environment can be monitored with visual or audio means at all times, within reason.
 - 2. Provide counseling to members and employees on the behavior prohibited and means of reporting and resolving complaints.
 - 3. Intervention wherever appropriate to sop any absurd acts or harassment.
- B. Elected Officials, appointed positions and employees of the Town share a responsibility to assist in the prevention of harassment by the following:
 - 1. Refraining from participation in or encouragement of action which could be perceived as harassment.
 - 2. Taking appropriate action for reporting and stopping of same.
- C. Failure to take action to stop harassment shall be ground for discipline.

5. **COMPLAINT PROCEDURES:** The following is the procedure to be followed in the event of a complaint of harassment:

- A. Elected Officials, appointed positions and employees encountering harassment shall tell the offending party that such actions are unwelcome and offensive.
- B. Elected Officials, appointed positions and employees who believe he or she is being harassed shall report such incidents to his or her superior as soon as practical. Where this is not practical due to a conflict, the elected officials, appointed positions or employees may instead file a complaint with another superior within the Town or directly to the Town Board of Holland within seventy –two (72) hours of the incident.
- C. The person to whom such actions are reported shall meet with the complainant(s) and document the incidents complained of and the dates on which they occurred. This report will

then be filed the Town as a confidential personnel matter for its review and any appropriate action.

6. TOWN'S ACTION:

- A. If the complaint contains evidence of criminal activity, such as battery, rape or attempted rape, the Supervisor of the Town of Holland shall notify the appropriate authorities.
- B. The Town shall determine whether the elected official, appointed position or employees is being harassed and the details of such harassment.
- C. There shall be no retaliation against any elected official, appointed positions or employees for filing a harassment complaint, or assisting, testifying or participating in the investigation of such complaint.
- D. If the Town shall determine that there has been a violation of this policy and that the accused may have committed the violation, the Town shall take whatever measures deemed appropriate in accordance with due process of law in regard to such violation.
- E. Elected Officials, appointed positions or employees accused of harassment may file an appeal with the Holland Town Board when the elected officials, appointed positions or employees disagrees with the investigation or disposition of the harassment complaint.
- F. This policy does not preclude elected officials, appointed position or employees from filing a complaint or grievance with an outside agency or initiating any rights and remedies provided by law.
- G. A copy of this policy shall be provided each elected official, appointed position and employee who shall acknowledge receipt of policy, said receipt being placed in the personnel file of the office, member or employee as a permanent part of his/her record.

Adopted by Holland Town Board on the 12th day of September 2018,

Town of Holland Workplace Violence Prevention Statement Policy & Incident Reporting

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

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives or participation from management and

employees who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

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

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

An employee has the right to file a complaint with the NYS Dept of Labor PESH Office if the employer does not address the employee's written complaint/concern within a reasonable period of time.

RESOLUTION # ORG 1-2026

Motion made by Councilwoman Roth and seconded by Councilwoman Kline, resolve the Town of Holland approve all elected officials, listed appointed officials, Procurement Policy, Investment Policy, Harassment Policy, Violence in the Workplace Policy, Highway and Water Full Time Employee contract, committees, wages, salaries and fee and fine schedules for the year 2026.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED.

AMOUNTS TO BE ROLLED OVER

No rollover amounts

RESOLUTION # ORG 2-2026

Motion made by Councilman Kolacki and seconded by Councilman Lotito resolve the Town of Holland appoint Lumsden and McCormick as the accounting firm for the year 2026.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 3-2026

Motion made by Councilwoman Roth and seconded by Councilwoman Kline resolve the Town of Holland designate the Herald News as the official town newspaper for the year 2026.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 4-2026

Motion made by Councilwoman Kline and seconded by Councilwoman Roth resolve the Town of Holland designate the Bank of Holland as the official town depository for the year 2026.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 5-2026

REVIEW OF TOWN BOOKS –

Motion made by Councilman Kolacki and seconded by Councilman Lotito to review and sign of the 2025 Town Financial, Justice, Town Clerk, and Tax Collector's books. All books were audited and signed by the full Town Board.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 6-2026

Motion made by Councilman Lotito and seconded by Councilwoman Roth resolve the Town of Holland approve travel expenses for Official Town Business for 2026 with audited receipts, daily stipend of \$75.00 a day (exclusive of the room), and \$.52 per mile for travel.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 7-2026

Motion made by Councilwoman Roth and seconded by Councilwoman Kline, resolve the Town of Holland will hold Town Board Meetings on the seconded Wednesday of every month at 7:00 p.m. for the year 2026.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 8-2026

Motion made by Councilwoman Roth and seconded by Councilwoman Kline, resolve the Town of Holland Board approve the 2026 Junkyard License for Promotions Perfected, and has passed inspection by Holland's Zoning Enforcement Officer.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 9-2026

Motion made by Councilman Kolacki and seconded by Councilman Lotito, resolve the Town of Holland Board approve the 2026 Junkyard License for Nuwer's Auto, and has passed inspection by Holland's Zoning Enforcement Officer.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

RESOLUTION # ORG 10-2026

Motion made by Councilwoman Kline and seconded by Councilwoman Roth, resolve the Town of Holland Board adjourn the 2026 Organizational Meeting at 7:06 p.m., and move into the Regular January Town Board Meeting.

5 AYE/0 NAY/ 0 ABSTAIN
MOTION CARRIED

Respectfully Submitted,

Jill Dix
Town Clerk