

TOWN OF ROXBURY, NEW YORK
FAIR HOUSING POLICY

The Town of Roxbury (“Town”) supports Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the New York State Human Rights Law. In furtherance of the Town’s commitment to effectively further fair housing, the Town has adopted this Fair Housing Policy (“Policy”). This Policy shall set forth the specific actions that the Town has identified as having a meaningful impact on affirmatively furthering fair housing. The Town shall complete the following activities to affirmatively further fair housing. The Town shall review this Policy at least annually and make amendments as necessary.

I. Commitment of Activities Designed to Affirmatively Further Fair Housing

In furtherance of this Policy to affirmatively further fair housing, the Town shall:

- A. **Placement.** Provide, where possible, assistance in finding suitable rental or purchased housing by working with sellers, landlords and agents to place the individual or family in an acceptable apartment or home of their choice.
- B. **Listing service.** Maintain a list of sellers, landlords and agents committed to affording equal access to minorities, elderly, and low-to middle-income individuals and families.
- C. **Education for Brokers and Financial Institutions.** The Fair Housing Officer shall compile a list of real estate brokerages and financial institutions (offering mortgage loans) that maintain a local office within the Town of Roxbury. This list shall be updated annually. A copy of this Policy shall be annually distributed to all entities on this list via First Class Mail and electronic mail.
- D. **Public Education.** The Town shall educate residents of the Town on fair housing laws, and other pertinent housing issues, including but limited to how to file a complaint, should a fair housing violation occur. A copy of this Policy shall be: published on the Town website; placed in the brochure rack in Town Hall; and, posted on the official Town Bulletin Board located in Town Hall. The Town of Roxbury has created a Fair Housing Pamphlet which provides an overview of fair housing laws and provides information about how and where to file a complaint. The Fair Housing Pamphlet shall be: published on the Town website; placed in the brochure rack in Town Hall; placed on the outside door to the Town Clerk’s Office; posted on the official Town Bulletin Board located in Town Hall (in enlarged size as provided herein); posted on bulletin boards of all United States postal offices located within the Town; and, a copy shall be included with each Town/County real property tax bill annually mailed to Town taxpayers,

beginning in 2025. The Fair Housing Pamphlet which shall be placed on the official Town Bulletin Board in Town Hall shall be poster size and measure at least twelve by sixteen inches (12'' by 16'').

- E. **Community Outreach.** In an effort to define topics and strategies to further fair housing, the Fair Housing Officer shall reach out to the following entities for feedback and suggestions on this topic: the Delaware County Office for the Aging; the Otsego-Delaware Board of Realtors; the MARK Project; local lending institutions; charitable organizations and not-for-profit corporations interested in furthering fair housing in the area of Delaware County; and, other local groups interested in furthering fair housing.
- F. **Town Development.** The Town Board shall forward a copy of this Policy and the Fair Housing Resolution to the Town of Roxbury Comprehensive Plan Steering Committee with the recommendation that the policies identified herein to affirmatively further fair housing be considered and implemented into the Comprehensive Plan. Additionally, a copy of this Policy shall be forwarded to the Town Planning Board. While the Town of Roxbury has not adopted local zoning legislation, the Town Planning Board reviews site plan applications and shall consider the goal of furthering fair housing through review of such applications.
- G. **Equal Housing Opportunity Slogan.** The Town shall use the “Equal Housing Opportunity” slogan on Town letterhead for official hard copy correspondence as well as in the signature block for all electronic mail correspondence sent by Town Board members and Town employees.
- H. **Review of Policy.** The Town Board shall review this Policy at each annual organizational Town Board meeting, beginning in January of 2025 and more often as deemed necessary. In an effort to encourage community input, the Fair Housing Officer shall ensure that notice of the Town Board’s review of this Policy be published on the Town website and in the official Town newspaper at least 10 days prior to the meeting. A list of all attendees present at the organizational meeting to speak on the topic of fair housing shall be maintained as well as summary of comments made by each attendee.

II. Duties of Fair Housing Officer

In furtherance of this Policy to affirmatively further fair housing, the Fair Housing Officer shall:

- A. **General Duties.** The Town Board has appointed the position of Town Supervisor as the Fair Housing Officer who shall be responsible for supervision, implementation and compliance with this Policy.

- B. **Designation of Acting Fair Housing Officer.** The Fair Housing Officer shall designate an individual to serve as Acting Fair Housing Officer during periods in which the Fair Housing Officer is unable to act. The Acting Fair Housing Officer shall review this Policy and be fully informed of such Fair Housing Officer obligations.

- C. **Fair Housing Officer Training.** The Fair Housing Officer shall attend at least one training annually to learn about fair housing laws and strategies to effectively further fair housing throughout the Town.

- D. **Liaison for Inquiries, Comments and Complaints.** The Fair Housing Officer shall act as the main point of contact for individuals seeking assistance with fair housing inquiries, comments and/or complaints. Contact information for the Fair Housing Officer shall be included on the Town's website. The Fair Housing Officer shall assist individuals with discriminatory housing complaints by assisting with filing complaints with the appropriate office of the New York State Division of Human Rights and/or the United States Department of Housing and Urban Development.

- E. **Records of Inquiries, Comments and Complaints.** The Fair Housing Officer shall maintain a summary of fair housing inquiries, comments and complaints received which shall include: date of the inquiry, comment or complaint; the general subject of the inquiry, comment or complaint; steps taken after receipt of the inquiry, comment or complaint; and eventual outcome/resolution of the inquiry, comment or complaint. Fair housing summaries shall be considered by the Town Board during annual review of the Fair Housing Policy.