

**COUNTY OF GREENE  
TOWN OF NEW BALTIMORE  
WORK MEETING  
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**DRAFT**

**OPENING OF MEETING**

Supervisor O'Rorke called the meeting to order at 7:30 pm and the Pledge of Allegiance was said. Also attending: Councilwoman Finke, Councilmen Byas and Norris, Highway Superintendent Jordan, Town Clerk Brooks, and 20 members of the public. Absent: Councilman Meredith.

Supervisor thanked the New Baltimore Cornell Hook and Ladder Fire Company for the use of the building for tonight's meeting as the Town Hall meeting room is under construction and to Alan VanWormer for the comfortable chairs for the Board members.

Supervisor reported that, with the recent NYS Comptroller's report, the Town's accountant is now reconciling the bank statements. The accountant suggested seeking a Board member to volunteer to reconcile checks with the monthly abstracts (compare the check register to the abstracts).

**2011 TENTATIVE BUDGET**

Supervisor, in presenting the 2011 Tentative Budget for the Town of New Baltimore, expressed a new appreciation for the budgeting process, particularly the prior supervisor's big shoes to fill. Supervisor offered to Board members and members of the public to spend time with anyone to go over this proposed budget.

The Supervisor, as the budget officer in a town with no comptroller, puts a Tentative Budget in place, which goes to the Town Board to adopt as the Preliminary Budget, and could be presented at October 11 Town Board Meeting, a tentative Public Hearing set for the October Work Meeting, and a Town Board vote to adopt the 2011 Budget at the November 8 Regular Meeting.

**SUPERVISOR'S BUDGET MESSAGE**

Supervisor said the Town of New Baltimore's 2011 Budget is 19 pages, followed by a summary, and tables numbered 1-8.

She reviewed the highlights, the ending balances in each fund as compared to the 2010 Adopted Budget and explanations, and use of the Fund Balance as indicated in the 2010 Adopted Budget. The Summary of 2011 Budget Impacts is Table 1.

Regarding salary, Supervisor commented that in her other job she has the privilege to work with 600 municipalities (cities, towns, and villages) and offered that the Town of New Baltimore has the best group of employees at the Town; she appreciates that and would like to compensate that work but, in balancing this budget, comments that pay increases are no reflection on worth or merit. Supervisor proposes a 1.5% increase for non-elected employees with the exclusion of Planning Board, Zoning Board of Appeals, and Code Enforcement Officer; and a 1.5% increase for the two full-time elected offices of Town Clerk and Highway Superintendent, adding that in her other job she has had opportunity to work with many Town Clerks and Highway Superintendents, commented that both officials here provide service to the Town above and beyond their statutory requirements. Supervisor is happy to review with any interested party.

General Fund Personal Services will decrease by \$2,731 due to a decrease in the number of hours budgeted for the Building Inspector and the Assessor's office due to the use of the Code Enforcement Officer being used for data collection. The Highway Personal Services will increase by \$4410, and the Sewer District will have an increase of \$800. All three funds have projected increases for personal benefits in 2011. This is mainly due to the mandatory requirements for the state retirement fund and for health insurance. The net impact to the General Fund for benefits is \$16,549, Highway \$19,109, and Sewer District No. 1 for \$1,453.

The General Fund is projected for a savings of \$4,900 for contractual services, \$2300 of this is from the unspent Justice Grant for records management that will not be spent until 2011. Professional Services will see an increase of \$5,000. This is principally due to an increase in Attorneys' Fees for the ongoing appraisal litigation. There is a budgeted decrease in Centralized Services resulting from the savings in Property Liability Insurance and Education. There is also an increase in Data Processing to accommodate an

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annual contract with i.t.s. and allow for the purchase of additional computer at Town Hall. Programs have remained flat for 2011. The Contingency Fund is remaining at \$14,000; this can be used to offset any negative outcomes from the pending appraisal litigation or for other contingencies that might arise.

The Revenues for the General Fund are anticipated to decrease by \$3,832, a result of various items but primarily due to lower Tax Penalties, lower Building Permits, and decrease in Planning Board fees. There is also a decrease over 2010 in the 2011 Sign Grant, which was \$5,073, which was received in 2010; this was obviously a one-time influx. The projected use of the Fund Balance has also decreased by \$1300 from last year. An additional increase of \$1,677 will come from the tax levy increase. Supervisor asked for questions; there were none.

#### **HIGHWAY FUND**

Supervisor began with the Highway Fund Expenditures, outside of the Personal Services. Highway Improvements and Repairs is projected for an increase of \$34,000. Machinery will stay flat. However, I am proposing a \$40,000 Machinery purchase in 2010 which, if not used, can be rolled over to 2011. Brushes and Weeds will remain flat, as will Snow Removal. There is also savings in the statutory bond of \$12,783; the last payment was made in 2010. The 2011 Budget also projects a transfer to the Highway Capital Fund of \$15,000.

Revenues for the Highway Fund are expected to increase by \$10,862. This results from the full budgeted amount of the CHIPS Program and increase in Payment In Lieu of Taxes (PILOT). I propose an additional amount of Revenue of \$33,874 resulting from a tax levy increase.

#### **SEWER DISTRICT NO. 1**

This was not a good year at the Sewer District. We appreciate Jim (Polverelli)'s excellent service for us at the Sewer District; a couple of months ago I thought the outcomes would be a little different than they are. However, it's not as bad as I think we feared. So, given all the problems that we had at the plant, I'm still projecting that we'll make a transfer into the Capital Reserve of \$17,000. For 2011, Treatment, other than the Personal Services, Equipment and Contractual are budgeted to remain flat.

#### **SPECIAL DISTRICTS**

Most of the smaller districts are remaining flat with a few exceptions. Sewer District No. 2/Kalkberg Commerce Park has an increase in expenditures of \$445, resulting from a maintenance invoice from the Village of Coxsackie. Keep in mind we own the pump station but we contract with the Village of Coxsackie to maintain it. Accumulated Fund Balance of \$495 will be used to offset this for 2010 and an increase in property taxes is projected for 2011. Again, that's Serta Mattress that's paying the taxes.

Water District No. 1 has had an increase in expenditures resulting from a rate increase. An Accumulated Fund Balance of \$46 will be used to offset the expenses in 2010 and a property tax increase of \$63 is anticipated in 2011.

Ambulance District No. 1 has received their rates from Ravena Ambulance Service which has an increase of \$2,000. The District has a substantial Fund Balance and I'm proposing we use \$2,000 of that to offset the increase.

Ambulance District No. 2 is serviced by Coxsackie. While we have contacted Coxsackie we have not received their rate indications for 2011 that are due out. However, I'm anticipating a 20% increase from theirs as that's roughly what we got from Ravena Ambulance. Ambulance District No. 2 has a Fund Balance, though not quite as large as Ambulance District No. 1, I'm proposing that \$2000 of that be used to stabilize the increases and also requiring a tax levy increase of \$1,366.

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Supervisor said Tables 3, 4, 5 and 6, where some people started from and are most interested in, outline what the tax levy changes will be. Supervisor outlined the changes in tax levy needed for the General and the Highway Funds. Looking across the table, the result is a percentage change of 1.52% or for an average household of \$100,000 that's \$7.59.

The next item is the county chargebacks. Supervisor said the Board's copies had been corrected, the public will need to make a change to a typographical error. The county chargebacks last year were \$66,377; change that number. This year they are \$68,795. That will result in a 1.8% increase or \$.59.

The rest of the districts listed below have their changes: Sewer District No. 2 is pretty much flat, Lighting District No. 1 has a decrease, Lighting District No. 2 is pretty much flat, Water District No. 1 has a decrease, Ambulance District No. 1 a small decrease, Ambulance No. 2 using an increase in the tax levy and they do have a Fund Balance so we could offset that, but I'm proposing a 3.7% increase there.

The next page refers to the Fund Balance. The General Fund, with the budget proposed, would go from \$442,366 to \$418,591, which is a decrease of \$23,775. The Highway Fund would go from \$98,000 to \$28,000. The Sewer District No. 1 would have a decrease of \$196. Sewer District No. 2 remains flat. Lighting District No. 2 is virtually unchanged. Water District No. 1 is unchanged. Water District No. 2 is a slight increase. Water District No. 3 remains unchanged. Ambulance District No. 1 has a small decrease. Ambulance District No. 2 has a small decrease.

Supervisor said the next table is the Table of Indebtedness; now that the Highway Department is paid off, all belongs to Sewer District No. 1. Supervisor knew there was question about the original bond was paid for, some years are left on that 1987 bond. Supervisor said there is a correction, on page 17 of Town 2011 Budget, Lighting District No. 1 should read \$2,000 in Appropriations, \$2,000 in Revenue, not \$2,010 and \$2,400.

Supervisor asked for questions, invited anyone to call and come in and go through the budget. The next step is for the Board to go through and come back to make any additions, changes, corrections, deletions to the Budget; we will hear from the Board members at the October 11 Town Board Meeting.

Bob Knighton asked for the county numbers that were corrected on the Town Board's copies; were not \$68,795 last year, they were \$66,377. This year they are \$68,795. That will result in 1.8% increase or \$.89.

The other districts: Sewer District No. 2 is pretty much flat, Lighting District No. 1 has a decrease; Lighting District No. 2 is pretty much flat; Water District No. 1 has a decrease; Ambulance District No. 1 has a decrease; Ambulance District No. 2 will use some of its Fund Balance, and a 3.7% increase.

The General Fund's Fund Balance would go from \$442,366 to \$418,591, a decrease of \$23,775. The Highway Fund would go from \$98,000 to \$28,000. The Sewer District 1 would decrease by \$196; Sewer District 2 remains flat; Lighting District 2 is unchanged; Water District 1 is unchanged; Water District 2 has a slight increase; Water District 3 unchanged; Ambulance 1 has small decrease; Ambulance 2 has small decrease.

Ellie suggested that the Board make a point to sit down before next meeting; Town Board can call a special meeting with 7 days notice.

#### **MONTHLY REPORTS**

County Legislator would have reported college chargebacks. Greene County Dept of Aging will have meetings regarding their plan for services. HEAP mailout was to begin August 23; there are 1500 cases in the county. If you received HEAP past year, and reside in same county, 60+ or disabled receiving Social Security Disability, or in person Social Security office. No information yet on Maurer property. Second phase of investigation has gotten results and the bill is in but no report.

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Town Clerk reported 7 building permits \$1069.73; 7 conservation fees \$27.06; 29 dog licenses \$191.38; 1 marriage license \$17.50; 1 beer permit \$20.00; 1 demolition permit \$75.00; 3 park permits \$75.00; 8 certified copies \$80.00; 22 photocopies \$5.50; and recycling fees of \$125.50; for a month's total local shares of \$1,686.67, and non-local revenues disbursed to county treasurer \$47.12; to NYS Agriculture and Markets \$9.00; NYS Department of Health for marriage licenses \$22.50; NYS Department of Environmental Conservation \$481.94.

Highway Superintendent Denis Jordan reports for period through September 22: Hand patched roads with blacktop; August 16 heavy winds about 20 trees down, cut and cleared Town roads; Cut up trees from wind storm and chipped brush; Mowed along roadsides; Installed 2 horse signs on Sodom Road; Patched dirt roads with crusher run; Cleaned grates and drains in hamlet after heavy rain; Cut up fallen tree on Scheller Park Road; Changed oil and filter on 2002 Ford pickup and 2006 F350; Put up yard sale signs; Repaired culvert pipe on Nodine Mountain Road; Cut dead tree on Old State Road; Installed 2 'watch for children' signs on Kreitmeier Road; Took 46 junk tires from Recycling Center to W&J; Took steering cylinder off 1980 Oshkosh and brought to Mooradian to be rebuilt; Cut tree limbs on Scheller Park Road; All highway employees took part in ethics training on Monday Sept.13 ; Took 1 load of crusher run to Joe Tanner for dog kennel ; Repaired school bus turnaround on Sunset Hill Road; Hauled washed number 1 stone to stock pile at Town garage; Cleaned beaver dam from culvert pipe on West Deans Mill Road ; Grader patched Sodom Road and part of Shady Lane; Installed new battery and starter in hyster roller and took hydraulic pump to Mooradian for replacement; Greene County Highway moved Bomag roller to Shady Lane; Greased and washed trucks; Mowed and weedeated around town garage. Alan Van Wormer has completed the scanning of Highway Department vehicle maintenance records to a flash drive and they are stored offsite; paper records are used and kept at Town Garage.

Wastewater Treatment Plant Chief Operator Jim Polverelli feels accepting septic from private contractors is detrimental to system; he had to go out and buy sludge to replace bacteria that was killed. At the pump station, one of the two pumps has been replaced and the second pump has been taken out for repair to Emmons at an estimated cost of \$5,000. Councilman Byas is going up to look at it. Supervisor has meeting scheduled with Village of Coxsackie, Delaware Engineering, Serta Mattress, and Empire Merchants.

Historian Cless Bush had no report.

Building Inspector/Code Enforcement John Cashin reported 4 new, 1 demolition, issued 5, renewed 5, 18 inspections, issued 1 demolition, issued 2 com orders, investigated 2 junk vehicles, 1 zoning violation, 1 commercial fire inspection.

Assessor Gordon Bennett reported 2 small claims cases filed, Councilman Meredith and Supervisor spoke to assessor regarding a presentation for school tax assessment. Ellie Alfeld feels, for the amount paid, Ravena-Coeymans-Selkirk Central Schools should know how many of their students reside in Greene County.

Agriculture Committee will meet on October 7 at 7pm; the last Farmers' Market was September 25, all vendors were happy, and the prior week had 260 visitors through the Market.

Ag Fest Committee Cless Bush has proposed a bicentennial celebration dinner for Saturday night of 2011 AgFest (first weekend of June).

Planning Board Chair Lee Davis reported: the Planning Board met on September 9, 2010, and conducted the following business: Continued Site Plan discussion with William Brandt regarding his plans to build an assisted living facility on property he owns on Route 9W.

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Zoning Board of Appeals Chair Meave Tooher reported: the Zoning Board of Appeals did not meet on September 1, 2010, since there were no applications to come before the Board.

Building and Grounds/Recycling Councilman Byas reports the construction on meeting room renovation is going fine; the estimated completion date is unknown. Contractor knows that Town Court is held Tuesdays. Spencer Sebert reported a total of 43 tires for revenue of \$1111.00. Also, 25 60gallon bags of plastic, 10 55gallon drums of cans, 78 bundles of magazines, 64 bags of newspaper, 3 bags of shredded paper, 34 boxes of cardboard, 5 ton of jars and bottles.

Animal Control Officer Joe Tanner reported for June 24, 2010; traveled 402 miles, had 16 dog complaints, 10 cat complaints, 2 farm animal complaints. Six complaints in 24 hours on dogs, near town hall, barking and roaming; went to owner with town law underlined "under control" and "barking dog" sections. It slowed down, and no more complaints. A few cat complaints to require the Board considering if I should pick up cats, with no place that will take any for free-that can be costly at the shelter as a cat pickup can be 6-18 cats. Currently folk have the traps and a waiting list besides.

Fire, EMS and Law Enforcement -At the September 21, 2010 Greene County EMS meeting the planning for the next contract with Greene County was begun; the board agreed to bring all thoughts and ideas about the future needs of the paramedic service to the October meeting. The EMS held their 10th year anniversary dinner at Anthony's in Leeds; Councilman Norris and Supervisor O'Rourke attended with many other supervisors and county legislators. The Town had 4 ALS calls and 2 BLS calls in August; total to date: 42 ALS calls.

Emergency Management Officer Alan VanWormer reported for August and September: Received and delivered many 911 signs; commends Councilman Norris for taking on the making of the signs, he has done a great job making each sign in just a few days; August 16 very heavy winds and power outages in Town, put message on Recorded Emergency Information Line 756-6600 about downed power line dangers and what to do; held information booth at New Baltimore Firehouse at September 18 Town-Wide Yard Sale Day, residents could order 911 signs (4 were ordered) and pick up handouts from Red Cross and other agencies. Reviewing Workplace Violence Prevention policy recently approved by Town Board, noticed that one recommendation of policy was to provide security doors for all offices in Town Hall. Done for Town Clerk and Court Clerk, this is not complete. The clerks would feel a greater sense of safety and security with the doors installed; if no funds are available in 2010 Budget, I recommend funds be put in 2011 Town Budget to complete this project. Safety and security of all Town employees should be of utmost importance.

On August 16, 5:15am, New Baltimore Fire District was dispatched with Ravena and Coeymans Fire Departments to a train derailment on CSX tracks between Ravena and New Baltimore. EMO VanWormer responded to New Baltimore Firehouse, Gill Road, made contact with New Baltimore Fire Chief John Wallace, who met with emergency management officials from Town of Coeymans and Village of Ravena. At 5:30am, EMO VanWormer received call from Chief Wallace a CSX train containing 131 cars was involved in a derailment, 27 cars off the tracks, 2 with hazardous materials were on their sides, unknown if any of the train was in the Town. Chief Wallace and EMO VanWormer agreed that, due to proximity, of this accident to the Town of New Baltimore, Town Supervisor and Chair of the Emergency Management Committee would be notified, done by phone at 6 am. Soon it was determined the entire train was in the Village of Ravena. Town Supervisor and Emergency Management Committee Chair were notified that the incident for the Town of New Baltimore had been terminated

Parks Councilmen Meredith and Byas decided portajohns can be removed after last reservation.

Promotion and Economic Development / Grants had no report.

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Newsletter/Website/Technology reported the next newsletter has been started, will include the Town-Wide Yard Sale, and may be out at end of October. Website training is done.

Personnel had no report at this time.

Insurance Supervisor spoke about health insurance; Erin Nevins offered the Aqua Plan. Councilman Norris and Supervisor met with Highway Department, have many questions, Erin met with the Town for several hours, CDPHP has a high deductible, and Aqua Plan also has that feature.

The Highway Department's letter was read, Town Board appreciates the time they spent researching this. Supervisor favors switching to a higher deductible, keeping the doctors the employees have (as the Town just switched to this plan), and this would allow the Town to realize savings. Supervisor gave comparison on premiums. Councilman Norris said after 2-3 productive meetings with Highway, he recommends going with CDPHP. Ellie Alfeld asks if there is an approximate cost per employee; the net result could be \$45,000, but that would require every family member to have this; \$422 for individual, \$845 for family of 2.

Ellie clarified: part-time employees do not get health insurance and there are no insurance buy-outs; answer: yes. Supervisor asks for Board vote at October Regular Meeting, will have resolution to go to CDPHP higher deductible plan, and has included it in the 2011 Tentative Budget. Also, there are a couple of changes needed, COBRA requirements for spouses of retirees and if the retiree passes away. The intention of prior Board was that the surviving spouse may keep coverage after retiree's passing if they can pay.

Town Courts Councilman Norris met with Justice Cosenza regarding the renovations of the meeting room.

Bicentennial Committee was reported previously.

Farmers' Market previously reported.

Seniors Supervisor said the group met and anticipates meeting again, a mailing to seniors in the Town, age 65 for STAR, Greene County is considering changing the qualifying age of 60 for benefits for services from the Department of the Aging. Ellie Alfeld has researched proposed senior group. Supervisor asked Town Clerk for mail pocket in hallway for Seniors Committee

Councilwoman Finke thanked Commissioner Finke for the use of the hall for the meeting tonight.

Arlene McKeon asked to not release the Town-Wide Yard Sale list ahead of time.

Councilwoman Finke said 2009 Town-Wide Yard Sale list was not released, but was put up by accident. Arlene McKeon had early visitors on her porch and lost a couple of hundred dollars.

Greene County Legislator VanSlyke said the Town's Fund Balance cushions any big hits; be so careful to keep that balance there.

**Councilman Norris moved to adjourn, seconded by Supervisor.** No discussion. The adoption of the foregoing was duly put to a vote, and upon roll call, the vote was as follows:

<b>ROLL CALL VOTE:</b>	<b>BYAS-AYE</b>	<b>FINKE-AYE</b>	<b>MEREDITH-AYE</b>
	<b>NORRIS-AYE</b>	<b>O'RORKE-AYE</b>	

**Adopted**

**ADJOURNMENT**

The meeting was adjourned at 8:58 pm.

Respectfully submitted,

Janet A. Brooks

Town Clerk