

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

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**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #1-2016
SCHEDULE OF MEETINGS**

RESOLVED, that the regular monthly meetings of the Town Board of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 11, 2016	May 9, 2016	September 12, 2016
February 8, 2016	June 13, 2016	October 10, 2016
March 14, 2016	July 11, 2016	November 14, 2016
April 11, 2016	August 8, 2016	December 12, 2016

AND BE IT FURTHER RESOLVED, that the monthly Town Board work meeting shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 25, 2016	May 23, 2016	September 26, 2016
February 22, 2016	June 27, 2016	October 24, 2016
March 28, 2016	July 25, 2016	November 28, 2016
April 25, 2016	August 22, 2016	December 26, 2016

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Town Board meetings shall be open to the general public. Nothing herein shall preclude the Town Board from conducting official business at its monthly work meeting where it is deemed to be necessary to do in the interest of expediency and where the public interest will be served,

AND BE IT FURTHER RESOLVED, that the regular monthly meeting of the Planning Board of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 14, 2016	May 12, 2016	September 8, 2016
February 11, 2016	June 9, 2016	October 13, 2016
March 10, 2016	July 14, 2016	November 10, 2016
April 14, 2016	August 11, 2016	December 8, 2016

AND BE IT FURTHER RESOLVED, that the Planning Board work meeting, if held, shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the fourth Thursday of each month,

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Planning Board meetings shall be open to the general public,

AND BE IT FURTHER RESOLVED, that the regular monthly meeting of the Zoning Board of Appeals of the Town of New Baltimore shall be scheduled to begin at 7:30 PM in the Town Hall Meeting Room on the following dates:

January 6, 2016	May 4, 2016	September 7, 2016
February 3, 2016	June 1, 2016	October 5, 2016
March 2, 2016	July 6, 2016	November 2, 2016
April 6, 2016	August 3, 2016	December 7, 2016

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Zoning Board of Appeals meetings shall be open to the general public,

AND BE IT FURTHER RESOLVED, the Justice Court of the Town of New Baltimore shall be held weekly on Tuesdays. Court sessions will start at 4:00 PM and be held in the Town Hall Meeting Room.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #2-2016
AUTHORIZATION FOR ADVANCE PAYMENTS**

RESOLVED, that in accordance with the provisions of Section 118 of the Town Law, the Supervisor is hereby authorized to make payments in advance of the monthly audit of claims by the Town Board for recurring charges such as utility bills, postage, annual post office box rentals, Village of Cossackie water and sewer billing, health and dental insurance, telephone and fuel charges, payments to the Office of Court Administration, as well as bond payments and New York State Retirement System payments recurring on an annual basis.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #3-2016
AUDIT OF CLAIMS**

WHEREAS, the Town Clerk in a Town without a Comptroller is required to assign numbers to all audited claims and place on abstract for Town Board Members; and

WHEREAS, Town Board Members are required to audit all submitted claims prior to or at the Regular Monthly Town Board Meeting and Town Board Work Meeting; and

WHEREAS, the Town Board passes a resolution at the Regular Monthly Town Board Meeting and Town Board Work Meeting authorizing Supervisor to pay the audited claims for said month;

NOW, THEREFORE, BE IT RESOLVED, that all claims to be audited at said Regular Monthly Meeting and Town Board Work Meeting must be submitted to the Town Clerk by 4 PM. on each regular Monthly Town Board Meeting and Town Board Work Meeting to be included on the Audit of Claims.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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RESOLUTION #4-2016
2016 SALARIES FOR APPOINTEES AND ELECTED OFFICERS

RESOLVED, that the following salaries and contractual services payments be fixed up to the following levels for the year 2016:

Supervisor	\$ 7,925 annual salary, payable quarterly
Councilpersons (4)	\$ 4,100 annual salary, payable quarterly
Justices (2)	\$10,610 annual salary, payable quarterly
Town Clerk	\$29,136 annual salary, payable biweekly
Sole Assessor (Part-Time)	\$20,759.54 annual salary, payable biweekly
Tax Collector	\$ 6,430 annual salary, payable biweekly
Superintendent of Highways	\$53,530.76 annual salary, payable biweekly
Supervisor's Confidential Secretary	\$1,000 annual salary, paid quarterly
Planning Board Members (5)	\$ 750 annual salary, payable quarterly
Planning Board Chair	\$ 2,300 annual salary, payable quarterly
Planning Board Vice Chair	\$ 850 annual salary, payable quarterly
Planning Board Clerk	\$12.85 per hour, payable biweekly
Zoning Board of Appeals (4)	\$ 300 annual salary, payable quarterly
Zoning Board of Appeals Chair	\$ 700 annual salary, payable quarterly
Zoning Board Clerk	\$12.85 per hour, payable biweekly
Animal Control Officer	\$ 3,990 annual salary, payable monthly
Board of Assessment Review (4)	\$ 200 annually + \$50 per mtg. over 2 mtg.
Board of Assessment Review Chair	\$ 250 annually + \$50 per mtg. over 2 mtg.
Historian	\$ 1,560 annual salary, payable quarterly
Emergency Management Officer	No Salary
Deputy Registrar of Vital Statistics	\$12.85 per hour
Records Management Clerk	\$12.85 per hour
Recycling Center Operator/Laborer	\$11.61 per hour, payable biweekly
Health Officer	\$500/Year
Part-Time Laborer	\$10.20 hour

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #5-2016
APPOINTMENT OF DEPUTY TOWN SUPERVISOR**

RESOLVED, that Jeffry Ruso is hereby appointed Deputy Town Supervisor of the Town of New Baltimore for the period ending December 31, 2016 and shall act in place of the Supervisor and have full duties and powers in the event that the Town Supervisor becomes incapacitated or is otherwise unavailable.

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**RESOLUTION #6-2016
COMMITTEE APPOINTMENTS**

RESOLVED, that the Town Board does hereby establish the following Town Board Committees and appointments to said committees for the year 2016:

Agriculture Committee	Chair: Chuck Irving Member: Scott Briody
AgFest Liaison	Member: Chuck Irving
Animal Control	Chair: Jeff Ruso Member: Nick Dellisanti
Assessment	Chair: Nick Dellisanti Member: Shelly VanEtten
Audit and Control/Finance	Chair: Jeff Ruso Member: Nick Dellisanti
Buildings & Grounds/Recycling	Chair: Chuck Irving Member: Scott Briody
Building Inspector/Code Enforcement Officer	Chair: Shelly VanEtten Member: Scott Briody
Fire, EMS and Law Enforcement	Chair: Nick Dellisanti Member: Scott Briody
Grants/Promotions/Economic Development	Chair: Jeff Ruso Member: Shelly VanEtten
Greene County EMS Representative	Nick Dellisanti
Greene County EMS Deputy Representative	Jeff Ruso
Greene County Planning Board	Chuck Irving
Highway	Chair: Nick Dellisanti Member: Jeff Ruso
Insurance	Chair: Jeff Ruso Member: Scott Briody
Personnel	Chair: Jeff Ruso Member: Nick Dellisanti
Planning Board/Zoning Board of Appeals	Chair: Chuck Irving Member: Jeff Ruso

Seniors

Chair: Shelly VanEtten

Member: Chuck Irving

Technology/Website

Chair: Scott Briody

Member: Shelly VanEtten

Town Courts Liaison

Chair: Shelly VanEtten

Member: Scott Briody

Veterans and Memorials

Chair: Shelly VanEtten

Member: Chuck Irving

Wastewater Treatment

Chair: Chuck Irving

Member: Scott Briody

Youth, Parks and Recreation

Chair: Shelly VanEtten

Member: Nick Dellisanti

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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RESOLUTION #7-2016

**RESOLUTION FOR SCOTT BRIODY AND CHARLES IRVING TO ATTEND
THE ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK
NEWLY ELECTED OFFICIALS 2016 TRAINING SCHOOL**

WHEREAS the Association of Towns of the State of New York has scheduled a Newly Elected Officials 2016 Training School from January 13-15, 2016 at the Desmond Hotel & Conference Center, 660 Albany Shaker Road in Colonie.

RESOLVED that Scott Briody and Charles Irving are authorized to attend such training at a cost of up to \$150 each.

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RESOLUTION #8-2016

RESOLUTION FOR AMENDMENTS TO THE EMPLOYEE HANDBOOK

WHEREAS the Town Board of the Town of New Baltimore adopted an Employee Handbook on November 24, 2014 and the following amendments are recommended:

Page 5 Full Time Regular	Line 1, Change 35 to 32.5
Page 6 Payroll	Line 1, Change weekly to bi-weekly
Page 7 Expense Reimbursement	Line 7, After “the” Insert employee’s supervisor/town Official Line 21, Add “For 2016 only, employees may go into the negative regarding benefit time usage, but not beyond one full week or normal work hours. In the event that the employee leaves employment with the town and there remains a negative balance, that negative balance will be deducted from the employee’s remaining paycheck(s).”
Page 8 Personal Time	Delete All and Insert “All Full time and part time employees who are authorized to regularly work more than 20 hours per week are eligible for Personal Time. For an employee who regularly works 40 hours/week, the Town provides up to 3 personal days (24 hours) per year. The Town will provide to the employee leave bank a total of 3 days personal time at the beginning of the new year. New employees will have their time prorated following the end of their probation period. All other employees regularly working more than 20 hours per week but less than 40 hours per week will have their personal leave time bank at the first of the year reflective of their normal weekly hours worked. For instance, and employee who regular works half of a 40 hour per week employee (20 hours each week) will receive half of the hours the 40 hour employee receives.”
Page 9 Jury Duty	Line 13 After “work.” Insert “For Grand Jury assignment, the town will recognize all days served as Juror as time paid.”
Inclusion of New Emergency Contact Form	



TOWN OF NEW BALTIMORE

County of Greene
3809 County Rte. 51
Hannacroix, N.Y. 12087

Telephone: (518) 756-6671 ext 5
TDD/TTY: (800) 662-1220
Fax: (518) 756-8880
Web: www.townofnewbaltimore.org
Email: clerk@townofnewbaltimore.org

EMERGENCY CONTACT FORM

Employee Name: _____

Home Address _____

Home Phone _____ Cell Phone _____

Contact In Case of Emergency

Name _____

Relationship _____

Home Address _____

Home Phone _____ Cell Phone _____

Name _____

Relationship _____

Home Address _____

Home Phone _____ Cell Phone _____

Employee Signature _____ Date _____

To Be Included in Employee Personnel File

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #9-2016
APPOINTMENT OF ATTORNEY FOR THE TOWN**

RESOLVED, that the position of Town Attorney is hereby abolished until midnight, December 31, 2016, and

BE IT FURTHER RESOLVED, that Tal G. Rappleyea is hereby retained as Attorney for the Town of New Baltimore for the year 2016 at the annual rate of \$10,000, payable monthly, to provide such legal services as the Town Board deems necessary pursuant to his proposal which is annexed hereto and is fully incorporated herein. The Supervisor is hereby empowered to accept said proposal.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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RESOLUTION #10-2016

**RESOLUTION AUTHORIZING SUPERVISOR TO SIGN AGREEMENT WITH
EVENING STAR BOOKKEEPING SERVICE FOR BOOKKEEPING SERVICES**

WHEREAS Evening Star bookkeeping Service has been providing bookkeeping services to the Town of New Baltimore since 2013.

WHEREAS according to the Procurement Policy of the Town of New Baltimore (6)(a) Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment integrity, and moral worth.

WHEREAS the Attorney for the Town has determined that this Agreement is considered professional services.

RESOLVED that the Supervisor is authorized to sign Agreement with Evening Star Bookkeeping Services for 2016.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #11-2016
GENERAL APPOINTMENTS**

RESOLVED, that the following appointments be made for the year 2016, except where otherwise indicated, effective on January 1, 2016:

Deputy Superintendent of Highways	Scott VanWormer
Confidential Secretary to the Supervisor	TBD
Planning Board Clerk	Marjorie Loux
Zoning Board Clerk	Marjorie Loux
Deputy Tax Collector	Julie Fisk
Animal Control Officer	Joseph Tanner
Town Historian	Ted Hilscher
Registrar of Vital Statistics	Barbara Finke
Deputy Registrar of Vital Statistics	Diane Jordan
Deputy Registrar of Vital Statistics	Marjorie Loux
Records Management Officer	Barbara Finke
Records Management Clerk	Diane Jordan
Emergency Management Officer	Alan VanWormer

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #12-2016
TOWN CLERK'S STAFF APPOINTMENTS AND OFFICE HOURS**

RESOLVED that Marjorie Loux and Diane Jordan are hereby appointed as Deputy Town Clerks until December 31, 2016 at a rate of \$12.85 per hour, payable biweekly.

BE IT RESOLVED, that the Town Clerk's Office hours are Monday through Friday from 9 AM to 4 PM.

BE IT FURTHER RESOLVED that all employees will notify their supervisor when leave time will be taken and said supervisor will provide the Town Supervisor and Town Clerk with written notice of said time.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #13-2016
ASSESSOR'S OFFICE STAFF APPOINTMENTS AND OFFICE HOURS**

RESOLVED that Julie Fisk is appointed as Assessor's Clerk until December 31, 2016 at a rate of \$12.85 per hour, payable biweekly.

BE IT RESOLVED, that the Assessor's Office hours are Monday through Wednesday from 9 AM to 4 PM. and any changes to the office hours above will be by Town Board approval.

BE IT FURTHER RESOLVED that all employees will notify their supervisor when leave time will be taken and said supervisor will provide the Town Supervisor and Town Clerk with written notice of said time.

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**RESOLUTION #14-2016
BUILDING DEPARTMENT STAFF APPOINTMENTS AND OFFICE HOURS**

RESOLVED that Gordon Pebler is appointed Code Enforcement Officer/Data Collector until December 31, 2016 at a rate of \$13.64 per hour, payable biweekly, up to a maximum of 15 hours per week.

RESOLVED that Steve Mantor is appointed on-call Code Enforcement Officer/Data Collector until December 31, 2016 at a rate of \$13.13 per hour, payable biweekly.

RESOLVED that Marjorie Loux and Julie Fisk are appointed Building Department Clerks until December 31, 2016 at a rate of \$12.85 per hour, payable biweekly, for a maximum of five hours total per week.

BE IT FURTHER RESOLVED, that any changes to the office hours above are by Town Board approval.

BE IT FURTHER RESOLVED that all employees will notify their supervisor when leave time will be taken and said supervisor will provide the Town Supervisor and Town Clerk with written notice of said time.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 15-2016
JUSTICE OFFICE STAFF APPOINTMENTS AND OFFICE HOURS**

RESOLVED that Dawn Palmateer is appointed Justice Clerk until December 31, 2016 at a rate of \$16.12 per hour, payable biweekly.

RESOLVED that Katrina Miller is appointed Deputy Justice Clerk until December 31, 2016 at a rate of \$10.81 per hour, maximum of 25 hours per week, payable biweekly.

RESOLVED, that the Justice Office hours are Monday through Friday from 9 AM to 4 PM and Court is held on Tuesday at 4 PM.

BE IT FURTHER RESOLVED, that any changes to the office hours above are by Town Board approval.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 16-2016
PLANNING BOARD AND ZONING BOARD OF APPEALS STAFF
APPOINTMENTS AND OFFICE HOURS**

RESOLVED that Marjorie Loux is appointed Planning Board Clerk and Zoning Board of Appeals Clerk until December 31, 2016 at a rate of \$12.85 per hour, payable biweekly.

RESOLVED that the Planning Board and Zoning Board of Appeals Office hours are Tuesday through Thursday from 10 AM-4 PM.

BE IT FURTHER RESOLVED, that any changes to the office hours above are by Town Board approval.

BE IT FURTHER RESOLVED that all employees will notify their supervisor when leave time will be taken and said supervisor will provide the Town Supervisor and Town Clerk with written notice of said time.

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**RESOLUTION #17-2016
WASTEWATER TREATMENT PLANT OPERATIONS STAFF APPOINTMENTS**

BE IT RESOLVED, that Louis Betke is hereby appointed to the position of Chief Wastewater Treatment Plant Operator (Part-Time) for the year 2016, with responsibilities including, but not limited to: overseeing, maintaining and operating the Town of New Baltimore's wastewater treatment plant and associated facilities on a day-to-day basis, to ensure that the condition of the Town's Permits and all other applicable law and regulations are complied with and met. Mr. Betke shall be paid an annual rate of salary of \$24,910.64, payable biweekly. In addition, the Wastewater Treatment Plant Operator shall receive benefit time in accordance with the Town Handbook.

BE IT FURTHER RESOLVED, that James Polverelli is hereby appointed to the position of Part-Time Wastewater Treatment Plant Operator, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at a salary rate of \$13.71 per hour, and

BE IT FURTHER RESOLVED, that Steve Grimm is hereby appointed to the position of Part-Time Wastewater Treatment Plant Operator, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at a salary rate of \$13.18 per hour, and

BE IT FURTHER RESOLVED, that Harriet Miller is hereby appointed to the position of Part Time Laborer, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at an hourly rate of \$11.23.

BE IT FURTHER RESOLVED, that all employees will notify their supervisor when leave time will be taken and the Chief Wastewater Treatment Plant Operator will provide the Supervisor and Town Clerk with written notice of said time.

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RESOLUTION #18-2016

**APPOINTMENT OF PART-TIME EMPLOYEES FOR
TOWN HIGHWAY DEPARTMENT**

RESOLVED, that the Town Superintendent of Highways be empowered to employ the following individuals as Part-Time Heavy Equipment Operators to assist the Town Highway Department for snow removal when their assistance is deemed necessary by the Superintendent of Highways:

Hugh Sterritt
Scott Benway
Francis McCarty
Thomas Coons

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**RESOLUTION #19-2016
FIDELITY BONDS**

BE IT RESOLVED, that the Town of New Baltimore approve and file in the Office of the Greene County Clerk and the Town Clerk of the Town of New Baltimore the following official bonds:

Tax Collector	\$700,000
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Supervisor,	\$800,000
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Other Officials,	\$ 50,000
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Including Deputy Supervisor,

Town Clerk,

Deputy Town Clerks,

Town Justices, Justice

Clerk, Deputy Justice

Clerk, Highway

Superintendent, Deputy

Highway Superintendent

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #20-2016
2016 PAID HOLIDAYS**

RESOLVED, that the following days shall be paid holidays for full-time employees for the year 2016:

New Year's Day	January 1
Martin Luther King, Jr. Birthday	January 18
Presidents' Day	February 15
Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Columbus Day	October 10
Election Day	November 8
Veterans' Day	November 11
Thanksgiving Day	November 24
Christmas	December 25
New Year's Day*	January 1, 2017*
Floating Holiday to Be Observed	November 25

*Counts as paid Holiday for 2017.

AND BE IT FURTHER RESOLVED, if the holiday falls on a Saturday it will be observed on Friday and if it falls on Sunday, it will be observed on Monday.

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**RESOLUTION #21-2016
ESTABLISHMENT OF WORK WEEK FOR FULL-TIME HOURLY EMPLOYEES**

RESOLVED, that the work week for the Town Highway Department for the year 2016 shall be 40 hours, and that overtime be paid for hours worked by full-time employees over 40 hours per week; and

BE IT FURTHER RESOLVED, that the work week for the full-time Justice Clerk for the year 2016 shall be 32.5 hours per week and that overtime be paid for hours worked in excess of 40 hours per week.

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**RESOLUTION #22-2016
ESTABLISHMENT OF WAGE SCALE FOR TOWN HIGHWAY DEPARTMENT**

RESOLVED, that the wages for the Town Highway Department employees for the year 2016 will be as follows:

Working Foreman:	\$19.22 per hour
Heavy Motor Equipment Operator:	\$17.89 per hour
Laborer:	\$14.06 per hour
Part-Time Heavy Equipment Operator:	\$17.00 per hour

Overtime shall be paid at 1 ½ times the regular rate of pay at the 41st hour.

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**RESOLUTION #23-2016
MILEAGE REIMBURSEMENT RATE**

RESOLVED, that mileage reimbursement for the use of private vehicles for the year 2016 will be at the Federal Government rate.

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**RESOLUTION #24-2016
OFFICIAL TOWN NEWSPAPER**

RESOLVED, that The Daily Mail is hereby designated as the official newspaper of the Town of New Baltimore for the year 2016.

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**RESOLUTION #25-2016
RENTAL OF POST OFFICE BOX**

RESOLVED, that the Town of New Baltimore shall rent a post office box in the New Baltimore Post Office and the Hannacroix Post Office.

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**RESOLUTION #26-2015
PETTY CASH FUNDS**

RESOLVED, that the following petty cash funds be established for the year 2016:

Town Clerk	\$400.00
Justice Clerk	\$500.00
Highway Superintendent	\$200.00
Summer Recreation Director	\$500.00
Recycling Center Operator	\$ 50.00
Tax Collector	\$200.00
Assessor's Clerk	\$ 75.00
Building/Planning/Zoning Clerk	\$100.00

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**RESOLUTION #27-2016
DESIGNATION OF DEPOSITORIES**

RESOLVED, that the following banks be designated as depositories of funds for the following officials:

Greene County Commercial Bank:	Supervisor Town Clerk Tax Collector Justices
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National Bank of Cocksackie:	Supervisor Town Clerk Tax Collector Justices
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In addition to the depositories named above, the Supervisor shall be empowered to invest Town funds in accordance with the Investment Policy for the Town of New Baltimore.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #28-2016
REVIEW OF TOWN INVESTMENT POLICY**

RESOLVED, that pursuant to the provisions of the General Municipal Law of the State of New York, the Town Board hereby adopts the attached Investment Policy dated January 5, 2009.

INVESTMENT POLICY FOR THE TOWN OF NEW BALTIMORE

- I. This investment policy applies to all moneys and other financial resources available for investment on its own behalf.
 - II. The primary objectives of the Town of New Baltimore's investment activities are, in priority order:
 - to conform with all applicable federal, state and other legal requirements;
 - to adequately safeguard principal;
 - to provide sufficient liquidity to meet all operating requirements; and
 - to obtain a reasonable rate of return.
 - III. The Supervisor shall be responsible for the administration of the investment program.
 - IV. The Supervisor shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Town of New Baltimore. 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.
 - V. It is the policy of the Town of New Baltimore to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling wherever diversification is practical and practicable
- It is the policy of the Town of New Baltimore for all funds coming into the Town to be deposited or invested within 10 days of receipt.

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JANUARY 1, 2016**

**RESOLUTION #29-2016
TOWN PROCUREMENT POLICY**

RESOLVED, that pursuant to the provisions of Section 104-b of the General Municipal Law of the State of New York, the Town Board has reviewed the attached Procurement Policy originally adopted in 1992, as amended in 2010, 2013, and 2014, and finds that the Procurement Policy should remain in force and effect.

TOWN OF NEW BALTIMORE PROCUREMENT POLICY

Purpose

To ensure the prudent and economical use of the public's money for the purchase of goods and services of maximum quality at the most economical cost, and to guard against favoritism, improvidence, extravagance, fraud, and corruption, the Town of New Baltimore, New York is adopting internal policies and procedures governing all procurements which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law.

Purchasing Ethics

To maintain a high standard of conduct and to protect the reputation of the local government, the following rules of conduct with apply:

1. To consider first the interests of the local government and the betterment of its government.
2. To obtain the greatest value for every dollar spent.
3. To be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with legal or moral restrictions in purchasing procedures.
4. To strive for knowledge of equipment and supplies in order to recommend items that may reduce cost and/or increase efficiency.
5. To insist on and expect honesty in sales representation whether offered verbally or in writing, through the advertising or in a sample of a product submitted.
6. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications.
7. To discourage the offer of, and to decline, gifts which might influence the purchase of municipal equipment and supplies.
8. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.
9. To counsel and assist other purchasing agents in the performance of their duties wherever occasion permits.
10. To cooperate with governmental and trade associations in the promotion and development of sound business methods in the purchasing of equipment and supplies.
11. To seek or dispense no personal favors.

Competitive Bidding

1.) Every purchase to be made must be initially reviewed by each department to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. It is unlawful to artificially split or divide a contract or enter into a series of transactions, to avoid a competitive bidding threshold. The source of funds to be spent does not alter the requirements of competitive bidding i.e. Public Grants. No purchase can be made without the appropriate funding to support the purchase in place.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under \$35,000.; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under State and County contracts; surplus and second-hand purchases from another governmental entity, and Sole Source purchases. Sole Source purchases are done when a product or service is available from one source only, the product/service is uniquely required in public interest, or if there is no substantial equivalent.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the department making the purchase and presented to the Town Board.

2.) All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law, goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal law; purchases under county Contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3.) All procurement and rental/lease of equipment, materials, supplies and nonpersonal services shall be requisitioned through the Town Board, regardless of dollar amount, with the signed approval of the requisitioning department’s supervisor prior to ordering.

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

Estimated Amount of Purchase Method	
Under \$1,000	Left to the discretion of the purchaser
\$1,000 to \$2,500	An oral request for the goods and fax/email quotes from at least 2 vendors.
\$2,500 to \$10,000`	A written RFP and written/fax/email quotes from at least 3 vendors
Greater than \$10,000	A formal bid pursuant to GML 103(1)

Estimated Amount of Public Works Contract	Method Required
\$ 1 - \$ 2,500	No quotation
\$2,501 - \$10,000	2 written/quotations
\$10,001 - \$25,000	3 written/quotations
\$25,001 - \$35,000	4 or more written/quotations
\$35,001 – over	sealed bid required

A good faith effort shall be made to obtain the required number of proposals or quotations. If the department is unable to obtain the required number of proposals or quotations, the department will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement. All documentation shall be maintained by the requisitioning department for review by the Town Board.

- 4.) Documentation is required of each action taken in connection with each purchase.
- 5.) Documentation and written explanation is required whenever a contract is awarded to other than the lowest responsible bidder. This documentation will include an explanation of how the award will achieve savings or how the bidder was not responsible. A determination that the bidder is not responsible shall be made by the Town Board.
- 6.) Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotation will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Town of New Baltimore to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. The qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category the Town shall take into consideration the following guideline: (a) whether the services are subject to State licensing or testing requirements; (b) whether formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/ or services of an insurance broker; services of a certified public accountant; investment management services; services of an actuary; printing services involving extensive writing, editing or art work; management of a municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

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

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

d. Goods and services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such minimal contracts would be based on favoritism.

7.) Unintentional failure to fully comply with the provisions of Section 104-b or the Town Board's policies and procedures shall not be grounds to void action taken or give rise to a cause of action against the political subdivision or district or any officer or employee thereof.

8.) This policy shall go into effect upon approval by the Town Board and will be reviewed annually by the Town Board to determine if updates or changes should be made.

Return of Goods

Whenever the Town receives a parcel that is either a duplicate shipment or an item that is to be returned for credit, the Town (the department holding the goods) should request from the vendor a "Return Goods Authorization Number" or a letter of authorization to return the goods. This provides the Town with the appropriate documentation to obtain the proper credit as well as to inform the vendor of the nature of its return. If no authorization is required then a letter should accompany the shipment advising the vendor as to why it is being returned with the follow information: Town Purchase Order #, vendor invoice number, and or name of contact at vendor's facility authorizing the return.

Purchase Requisition

A purchase requisition is a request to the Town Board for the purchase of goods or services. These requests are submitted in written/electronic format. All requisitions shall be authorized by the department head prior to submission to the Town Board in order to maintain internal control. In the

absence of the Department head, a listing of authorized persons to approve requisitions on their behalf shall be submitted to the Town Board annually. Each requisition shall include a brief description of the product or service being ordered, and the appropriate product or part number.

The Purchase Order

A purchase order is an official document that binds the Town to procure goods or services as specified on the document. Purchase orders must provide sufficient description of the product being ordered or service to be performed. It should detail order quantity, item description, part number (if available), unit cost, and departmental charge code to ensure billing to the correct department's general ledger.

Blanket Purchase Orders – This is a single purchase order that is issued to cover a specified period of time for repetitive purchases of the same goods or redundant services to be utilized. If a blanket purchase order is to be issued, indicate such on the requisition by typing “BLANKET ORDER”.

Requests for Proposal (RFP)

A Request for Proposal (RFP) is a competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the Town's procurement policies. They are most commonly used for professional service, true leases and licenses/concessions. Procedures include:

1. Establishment of evaluation criteria (i.e. price; experience; creditworthiness; approach to performance; staff availability; ability to perform; and time estimates).
2. Comprehensive, fair solicitation process.
3. Fair and equitable negotiation process.
4. Fair review/evaluation or rating process.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #30-2016
ATTENDANCE AT MEETINGS, CONFERENCES; TRAVEL ADVANCE**

RESOLVED, that upon three week prior approval of the Town Board of the Town of New Baltimore, officials of the Town be empowered to attend schools, seminars, association meetings, etc., that are deemed necessary to better enable them to perform their official duties. Reasonable lodging expenses shall be paid by the Town should the attendance require an overnight stay. Should the attendance require an overnight stay of more than one night, the official may request a travel advance to defray the cost of meals and incidental expenses. The amount of the travel advance shall not exceed the standard per diem reimbursement rate for federal employees. If the official receives the maximum advance, the Town of New Baltimore shall be reimbursed by said official for the difference between the amount advanced, and the actual expenses incurred for which receipts are to be furnished by said official.

RESOLVED that if said prior approval is not received three weeks prior to the event, the claimant will not be reimbursed.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #31-2016
AUTHORIZATION OF SERVICE CHARGES FOR RETURNED CHECKS**

RESOLVED, that pursuant to the provisions of Section 85 of the General Municipal Law of the State of New York, a service charge of \$20 shall be levied for any checks tendered for the payment of taxes or other charges which are subsequently returned by a bank for insufficient funds or other reason.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #32-2015
FILING OF SUPERVISOR'S REPORT FOR YEAR ENDING**

RESOLVED, that pursuant to subdivision 10-A of Section 29 of the Town Law of the State of New York, the Supervisor shall submit to the Town Clerk within sixty days after the close of the 2015 fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law of the State of New York, providing, however, that if the time for the filing of the annual report has been extended for a period of sixty days by the State Comptroller, then the time for submitting a copy of the report to the Town Clerk shall also be extended. Said report shall be submitted in lieu of the report required by Subdivision 10 of Section 29 of the Town Law of the State of New York.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #33-2016
APPOINTMENT OF VOTING REPRESENTATIVE TO BOARD OF DIRECTORS, GREENE
COUNTY EMERGENCY MEDICAL SYSTEMS INC.**

RESOLVED, that Nicholas Dellisanti is hereby designated as the representative of the Town of New Baltimore to the Board of Directors of Greene County Emergency Medical Systems, Inc. for the year ending December 31, 2016.

AND BE IT FURTHER RESOLVED, if the representative is unable to attend this meeting, Jeffry Ruso is authorized to attend as the Town's official designee.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #34-2016
RESOLUTION RENEWING DESIGNATION OF ENGINEERS AUTHORIZED TO
PERFORM ENGINEERING REVIEW SERVICES ON BEHALF OF THE TOWN**

WHEREAS, the Town Board hereby finds that there is a continued need for designation of licensed professional engineers to perform such engineering review work that may be required for projects under consideration by the Town in the course of its usual business.

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of New Baltimore does hereby renew the designation of C.T. Male Associates, Delaware Engineering and Creighton Manning Engineering as engineering firms that are eligible for retention by the Town Board, Planning Board or Zoning Board of Appeals for purposes of providing engineering services in conjunction with the review of projects that are under consideration by the Town Board, Planning Board or Zoning Board of Appeals, and

BE IT FURTHER RESOLVED, that such designation shall expire on December 31, 2016.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #35-2016
RESOLUTION TO APPOINT MEMBERS TO THE PLANNING BOARD**

RESOLVED that is hereby (re)appointed to the Planning Board for a three year term
expiring December 31, 2018.

RESOLVED that is appointed to the Planning Board to fill a vacancy until December
31, 2017.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #36-2016
RESOLUTION TO APPOINT CHAIR OF THE PLANNING BOARD**

WHEREAS M. Kathleen Rundberg has been appointed as Chair of the Planning Board and has served as Planning Board Chair since 2011;

RESOLVED that M. Kathleen Rundberg is hereby reappointed as Chair of the Planning Board until December 31, 2016.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

RESOLUTION #37-2016

RESOLVED that _____ is appointed to the Zoning Board of Appeals for a five year term
expiring December 31, 2020.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

RESOLUTION #38-2016

RESOLVED that Patrick Linger is hereby reappointed as Chair of the Zoning Board of Appeals until December 31, 2016.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #39-2016
RESOLUTION TO APPOINT TAL G. RAPPLEYEA AS ATTORNEY FOR THE PLANNING
BOARD AND ZONING BOARD OF APPEALS
UNTIL DECEMBER 31, 2016**

WHEREAS the Planning Board and Zoning Board of Appeals may require the legal advice of an Attorney in their deliberations.

RESOLVED that the Town Board of the Town of New Baltimore hereby appoints Tal G. Rappleyea as the Planning Board and Zoning Board of Appeals Attorney for 2016.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

RESOLUTION #40-2016

RESOLUTION TO APPOINT MEMBER TO THE BOARD OF ASSESSMENT REVIEW

RESOLVED that _____ is appointed to the Board of Assessment Review until
December 31, 2020.
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**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #41-2016
RESOLUTION TO EXTEND THE INTERMUNICIPAL AGREEMENT
WITH THE NEW BALTIMORE FIRE DISTRICT
UNTIL DECEMBER 31, 2016**

RESOLVED that the Intermunicipal Agreement between the Town of New Baltimore and the New Baltimore Fire District originally adopted on October 13, 2014 is hereby extended for a one year

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

**RESOLUTION #42-2016
RESOLUTION TO EXTEND THE INTERMUNICIPAL AGREEMENT
WITH THE MEDWAY GRAPEVILLE FIRE DISTRICT
UNTIL DECEMBER 31, 2016**

RESOLVED that the Intermunicipal Agreement between the Town of New Baltimore and the New Baltimore Fire District originally adopted on October 12, 2015 is hereby extended for a one year.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2016 ORGANIZATIONAL MEETING
JANUARY 1, 2016**

RESOLUTION #43-2016

**RESOLUTION AUTHORIZING THE SUPERVISOR TO EXECUTE A
ONE-YEAR LEASE EXTENSION FOR HANNACROIX PRESERVE AND
HUDSON RIVER INTERPRETIVE TRAIL PARKING AREA**

BE IT RESOLVED that the Town Board hereby authorizes the Supervisor to execute lease extension, between the Town of New Baltimore and the Open Space Conservancy, Inc., for the parking area used for the Hannacroix Preserve and the Hudson River Interpretive Trail, for a one-year period expiring December 31, 2016.