

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
TOWN BOARD SPECIAL MEETING**

**DECEMBER 6, 2018
AGENDA**

Pledge of Allegiance

Reports

Supervisor

- Resolution to Cancel Emergency Management Officer Cell Phone

Town Clerk

Tax Collector

- Resolution to Appoint Tax Collector Clerk

Assessment (Chair VanEtten/Member Ruso)

Buildings & Grounds/Recycling (Chair Irving/Member Briody)

Highway (Chair Ruso/Member Briody)

- Resolution to Adjust Salary for Highway Department Employee
- Planning Board/Zoning Board of Appeals (Chair Irving/Member Ruso)
- Town Courts Liaison (Chair VanEtten/Member Briody)

- Resolution to Appoint Full Time Justice Clerk

Public Comment Period/Community Events

- December 10, 2018 Town Board Regular Meeting at 7 PM
- December 13, 2018 Planning Board Meeting at 7 PM
- December 26, 2018 Town Board Work Meeting at 7 PM

Audit of Claims

Adjournment

****** Agenda Subject to Change******

GUIDELINES FOR PUBLIC CONDUCT DURING TOWN BOARD MEETINGS

1. The Supervisor shall preside at the meetings of the Town Board. In the absence of the Supervisor, the Deputy Supervisor shall be the acting Supervisor. In the event both the Supervisor and the Deputy Supervisor are absent, the other members shall designate one of their members to act as temporary chairman. A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.
2. Town residents who wish to speak shall fill out a card at the entrances of the meeting room listing their name, contact information, and the subject matter in which they would like to speak. These cards will be collected prior to the beginning of the Town Board meeting and given to the Town Supervisor or Deputy Supervisor in the absence of the Supervisor.
3. Speakers must be recognized by the presiding officer and then proceed to the lectern and state their name and address. They must limit their remarks on official town business to up to three minutes on a given topic and may not yield any remaining time to another speaker. They must address their remarks to the Board as a body and not to any member thereof and not to other members of the audience in the form of a debate.
4. Speakers should present their remarks in a courteous manner and may not make disparaging remarks or personal comments about public officials, town residents, or others. All speakers will observe the commonly accepted rules of courtesy, decorum, dignity, and good taste with no cursing, swearing, clapping, booing, finger pointing, bullying, whispering, or talking that disrupts the proceedings of the business of the Town Board.
5. Any speaker who disregards the directives of the presiding officer in enforcing the rules, disturbs the peace at a meeting, makes impertinent or slanderous remarks, or generally conducts themselves in an inappropriate manner shall be barred from further participation and will forfeit any balance of time remaining for their comments.
6. After a final warning, if a speaker willfully refuses to step down, the Town Supervisor shall contact the appropriate authorities to remove the speaker from the meeting room and to restore order.
7. The Town Supervisor, or in their absence the Deputy Supervisor, shall ensure compliance with these rules.

This policy will be amended by Majority vote of the Town Board.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 177-2018
DECEMBER 6, 2018**

**RESOLUTION TO CANCEL EMERGENCY MANAGEMENT
OFFICER CELL PHONE**

RESOLVED the Verizon cell phone issued to the Emergency Management Officer is no longer needed and will be cancelled effective immediately.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 178-2018

DECEMBER 6, 2018

RESOLUTION TO APPOINT TAX COLLECTOR CLERK

WHEREAS a vacancy exists in the Tax Collector's office and the Town has advertised the position of Part Time Tax Collector Clerk, and

NOW, THEREFORE, BE IT RESOLVED, that Hillary Schrauf is hereby appointed to the position of Part Time Tax Collector Clerk at an hourly wage of \$12.00.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 179-2018

DECEMBER 6, 2018

**RESOLUTION TO ADJUST SALARY FOR
HIGHWAY DEPARTMENT EMPLOYEE**

RESOLVED that Herbert Woodbeck has been appointed as a Heavy Motor Equipment Operator by Resolution 172-2018 on November 26, 2018 at an adjusted salary of \$17.60 per hour and upon satisfactory six month probationary period the salary will increase to \$18 25.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 180-2018
DECEMBER 6, 2018**

RESOLUTION TO APPOINT FULL TIME JUSTICE CLERK

WHEREAS a vacancy exists in the Justice Court and the Town has advertised the position of Full Time Justice Clerk, and

NOW, THEREFORE, BE IT RESOLVED, that Kimberly Ruby is hereby appointed to the position of Full Time Justice Clerk at an hourly wage of \$ per hour and upon satisfactory six month probationary period the salary will increase to \$.