

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2018 ORGANIZATIONAL MEETING
JANUARY 1, 2018**

PLEDGE OF ALLEGIANCE

**SWEARING-IN CEREMONY FOR JEFFRY RUSO, TOWN SUPERVISOR
BARBARA FINKE, TOWN CLERK
SHELLY VANETTEN AND KELLY DOWNES, COUNCILMAN
TAX COLLECTOR DIANE JORDAN**

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Supervisor Ruso opened the Swearing-In Ceremony at 2:16 PM with the Pledge of Allegiance.

Edward Barber, Notary Public of the State of New York, administered the Oath of Office to Jeffrey R. Ruso, Town Supervisor; Barbara M. Finke, Town Clerk; Shelly VanEtten, Councilman; Kelly Downes, Councilman; and Diane A. Jordan, Tax Collector.

OPENING OF ORGANIZATIONAL MEETING

Supervisor Ruso called the Organizational Meeting to order at 2:26 PM. Also attending Councilmembers Briody, Downes, Irving, and VanEtten, Town Clerk Finke, Tax Collector Jordan, (Deputy Supervisor) Dellisanti, and 10 members of the audience who signed the attendance sheet.
Absent: Highway Superintendent Jordan

Supervisor Ruso: So for my very first action as Town Supervisor for the Town of New Baltimore, I need to do something that is a little different and I'm going to make an appointment of the Deputy Town Supervisor. The Deputy Town Supervisor for 2018 is Nick Dellisanti. Now the appointment is mine entirely as Town Supervisor. I do, however, request that the Town Board, I will bring it up as a resolution in support of my appointment.

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RESOLUTION #5-2018
APPOINTMENT OF DEPUTY TOWN SUPERVISOR

RESOLVED, that Nicholas Dellisanti is hereby appointed Deputy Town Supervisor of the Town of New Baltimore 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.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

Supervisor Ruso: It's a great resource to have our outgoing Town Supervisor who knows so much and your assistance will be sorely needed and I appreciate it, Nick. So any other comments?

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

Edward Barber, Notary Public of the State of New York, administered the Oath of Office to Nicholas A. Dellisanti, Deputy Supervisor and explained that the Deputy Supervisor will be serving at the will of the Supervisor of the Town of New Baltimore, New York for a term ending December 31, 2019.

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RESOLUTION #1-2018
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 8, 2018	May 14, 2018	September 10, 2018
February 12, 2018	June 11, 2018	October 8, 2018
March 12, 2018	July 9, 2018	November 12, 2018
April 9, 2018	August 13, 2018	December 10, 2018

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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 22, 2018	May 28, 2018	September 24, 2018
February 26, 2018	June 25, 2018	October 22, 2018
March 26, 2018	July 23, 2018	November 26, 2018
April 23, 2018	August 27, 2018	December 26, 2018

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 11, 2018	May 10, 2018	September 13, 2018
February 8, 2018	June 14, 2018	October 11, 2018
March 8, 2018	July 12, 2018	November 8, 2018
April 12, 2018	August 9, 2018	December 13, 2018

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 3, 2018	May 2, 2018	September 5, 2018
February 7, 2018	June 6, 2018	October 3, 2018
March 7, 2018	July 4, 2018	November 7, 2018
April 4, 2018	August 1, 2018	December 5, 2018

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, that 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.

Motion by Supervisor Ruso seconded by Councilmember Irving

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #2-2018
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, health and dental insurance, insurance

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policies, telephone and fuel charges, payments to the Office of Court Administration, Village of Cossackie water billing, bond payments, and New York State Retirement System payments recurring on an annual basis or similar payments necessary to avoid late charges.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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**RESOLUTION #3-2018
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 adopts 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 Friday prior to each regular monthly Town Board Meeting and Town Board Work Meeting to be included on the Audit of Claims.

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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**RESOLUTION #4-2018
2018 ANNUAL SALARIES FOR ELECTED OFFICIALS AND APPOINTEES**

RESOLVED, that the following salaries and contractual services payments be fixed up to the following levels for the year 2018:

Supervisor	\$ 7,925, payable quarterly
Councilpersons (4)	\$ 4,100, payable quarterly
Justices (2)	\$10,610, payable quarterly
Town Clerk	\$30,165, payable biweekly
Sole Assessor (Part-Time)	\$20,759.54, payable biweekly
Tax Collector	\$ 6,500, payable biweekly
Superintendent of Highways	\$53,530, payable biweekly
Supervisor's Confidential Secretary	\$1,000, payable quarterly
Planning Board Members (5)	\$ 750, payable quarterly
Planning Board Chair	\$ 2,300, payable quarterly

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Planning Board Vice Chair	\$ 850, payable quarterly
Zoning Board of Appeals (4)	\$ 300, payable quarterly
Zoning Board of Appeals Chair	\$ 700, payable quarterly
Board of Assessment Review (4)	\$ 200 + \$50 per meeting over 2 meetings
Board of Assessment Review Chair	\$ 250 + \$50 per meeting over 2 meetings

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #6-2018
COMMITTEE APPOINTMENTS

RESOLVED, that the Town Board does hereby establish the following Town Board Committees and appointments to said committees for the year 2018:

Agriculture Committee	Chair: Rob VanEtten Member: Chuck Irving
AgFest Liaison	Member: Chuck Irving
Animal Control	Chair: Chuck Irving Member: Jeff Ruso
Assessment	Chair: Shelly VanEtten Member: Jeff Ruso
Audit and Budget	Chair: Jeff Ruso Member: Kelly Downes
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: Kelly Downes
Grants/Promotions/Economic Development	Chair: Shelly VanEtten Member: Jeff Ruso
Greene County EMS Representative	Nick Dellisanti
Greene County EMS Deputy Representative	Jeff Ruso
Greene County Planning Board:	Chuck Irving
Highway	Chair: Jeff Ruso Member: Scott Briody
Insurance:	Chair: Jeff Ruso Member: Kelly Downes

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Personnel:	Chair: Jeff Ruso Member: Shelly VanEtten
Planning Board/Zoning Board of Appeals	Chair: Chuck Irving Member: Jeff Ruso
Seniors	Chair: Shelly VanEtten Member: Jeff Ruso
Technology/Website	Chair: Scott Briody Member: Kelly Downes
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: Scott Briody

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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**RESOLUTION #7-2018
APPOINTMENT OF ATTORNEY FOR THE TOWN**

RESOLVED, that the position of Town Attorney is hereby abolished until midnight, December 31, 2017, and

BE IT FURTHER RESOLVED, that Tal G. Rappleyea is hereby retained as Attorney for the Town of New Baltimore for the year 2018 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.

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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TAL G. RAPPLEYEA

ATTORNEY AT LAW
2880 Route 9
P.O. Box 793
Valatie, NY 12184
(518) 758-8034 • Fax (518) 758-8038
tal@talrappleyea.com

January 2, 2018

Hon. Jeff Ruso, New Baltimore Supervisor
3809 County Route 51
Hannacroix, NY 12087

RE: General Retainer

Dear Supervisor Ruso:

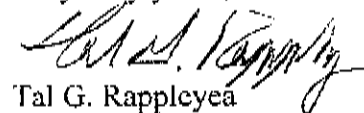
Please accept this letter as my retainer to represent the Town of New Baltimore as Attorney for the Town on all general matters for the calendar year 2018. This retainer is intended to cover and include attendance at regular Town Board meetings, and agenda workshop and special meetings and other Board meetings on an "as needed" basis, review of minor contracts, minor tax certiorari as needed (such need to be determined by the Town Assessor upon approval by the Town Board), minor local law drafting and review, minor real property conveyances, and general consultations and advice at a monthly fee of \$833.33 (\$10,000 annually), for which a standard voucher shall be submitted. This retainer is for both my availability on a 24-hour/day, 7-days/week basis. However, this retainer is not a "non-refundable retainer" and to the extent that the Town deems that I have not earned the retainer in any month it may request, I shall reimburse such amount deemed unearned. I am and shall be treated as an "independent contractor" and shall pay my own withholdings and taxes. Additionally, as such I am not eligible for nor seek health or retirement benefits.

However, the above monthly general retainer amount is not intended to include litigation, major contracts and projects and major real property transactions or planning/zoning applications for which an escrow account is established by the applicant. In the event any situation arises wherein the work is deemed to not be included under the general retainer, any work/time performed on such matters will be charged at \$150.00 per hour. No matter shall be billed as an hourly item outside the retainer without prior approval by the Town Board. Such items shall also be billed on a monthly basis, with a standard voucher and itemization of the work performed.

This Letter of Engagement is furnished to you in accordance with Part 1215 of the Joint Rules of the Appellate Division. It is hereby acknowledged that we have reviewed the enclosed Statement of Client's Rights and the Statement of Client's Responsibilities and that you have no questions or concerns therewith.

By your countersignature below you are evidencing the Town Board's acceptance of the above terms. If you have any questions please do not hesitate to contact me.

Very truly yours,


Tal G. Rappleyea

TGR/kes

Town of New Baltimore, by Jeff Ruso, Supervisor

Dated

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Any disagreement or controversy arising out of or relating to this Agreement, including but not limited to any dispute concerning fees, can be submitted for resolution to arbitration before three arbitrators in accordance with the then prevailing Commercial Rules of the American Arbitration Association. The arbitration shall be held in Columbia County. The award rendered in said proceeding shall be made in writing and shall be final and binding upon both parties and judgment upon the award may be entered in any court having jurisdiction thereof. The arbitrators shall award reasonable attorneys' fees and the costs of the arbitration to the prevailing party, except that the fees and expenses of the arbitrators, if any, shall be borne equally by the parties. At the request of any party, the arbitration will be conducted in secret.

The arbitrators shall not have authority to amend, alter, modify, add to or subtract from the provisions of this Agreement. The award of the arbitrators, in addition to granting the relief prescribed above and such other relief as the arbitrators may deem proper, may contain provisions commanding or restraining acts or conduct of the parties or their representatives and may further provide for the arbitrators to retain jurisdiction over the Agreement and the enforcement thereof. If any party shall deliberately default in appearing before the arbitrators, the arbitrators are empowered, nonetheless, to take the proof of the party or parties appearing and render an award thereon. The arbitrators shall state in writing the reasons for their award.

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RESOLUTION #8-2018
AUTHORIZE 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 2018.

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 2018.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

Supervisor Ruso: Barb, I'm going to sign this right now and I'll set it aside over here.

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Evening Star Bookkeeping Service

Aileen C. Lantieri

PO Box 512
109 Terrace Mountain Road, Suite 2
Schoharie, NY 12157
(518) 295-8066
(518) 295-8067 Fax

November 20, 2017

Town of New Baltimore
3809 County Route 51
Hannacroix, NY 12087

Nicholas Dellisanti, Supervisor and Board Members:

I will be happy to serve your accounting, tax, and management advisory service needs.

In accordance with standards established by the National Society of Public Accountants, an engagement letter is necessary to set forth the terms and objectives of our relationship, and the nature and limitation of the services to be provided.

I will provide the following services from my office:

1. Beginning with the month of your choice, I will prepare, from the information you provide, a monthly balance sheet and statement of income on the accrual basis of accounting. It is your responsibility to provide me with the following documents: Bank statements, canceled checks, check stubs or register, all accounts payable (incoming bills), all accounts receivable (outgoing billing) and completed vouchers, all payroll information, documents concerning asset acquisitions and dispositions, liabilities and notes payable, and all other relevant documents.
2. I will record all income and expenses, monthly, from the above documents you provide, in a computerized general ledger system. Each month I will provide you with a copy of the general ledger accounting list, which shows each check, deposit and adjustment affecting each account during the month. It is your responsibility to review this general ledger report each month and notify me of any changes necessary in the classification or distribution of expense. Unless you notify me of a change, I will assume that all transactions have been properly coded and have been posted to the correct accounts. These ledgers will record, monthly, all cash receipts (identified by you as to source) and all cash disbursements (identified by you as to expense category). The ledgers will also include adjusting journal entries made by me according to generally accepted accounting principles. These ledgers will be used in the preparation of the annual financial statements and income tax returns.
3. Each month I will reconcile your checking accounts with your bank statement and identify errors in the checkbook. I will make correcting entries directly in the checkbook and identify the specific source of each adjustment. I will inform you of these adjustments and request that you correct your checkbook balance at your earliest convenience.
4. I will process all payroll transactions and record the appropriate amounts in the general ledger on a basis discussed at a later date (weekly, biweekly, etc.).
5. On a quarterly basis, I will prepare all federal and state payroll tax returns.
6. On an annual basis, I will reconcile all payroll tax returns with the payroll withholding records and prepare the year end payroll tax returns, including federal and state unemployment tax returns, Forms W-2, W-3, 1099, and 1096, as required.

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7. On a periodic basis, as needed, I will meet with you to discuss your accounting records and the management implication of your financial statements. These meetings are important to your financial well being and should be held as often as considered necessary.

I cannot undertake as a part of this engagement to guarantee discovery of errors, irregularities or illegal acts, including fraud or defalcations. I will utilize my best efforts in that regard, and advise you of any such matters that come to my attention. You should not rely upon this engagement as protection against those occurrences.

Fees for the above services for the 2018 fiscal year will be \$55.00 per hour including payroll services plus actual expenses (postage and copies), billed monthly. The fee will remain at this level for a period for one year at which time it will be reviewed and may be adjusted accordingly. The fee does not include the preparation of any income tax returns, information reports required by any organization or other services of a similar nature. No services outside the scope of the accounting services identified above are included in this fee.

If you would like me to perform additional services, tax consulting, management advisory services, and the like, I would be pleased to do so. This type of work will be billed separately at my standard billing rates. I will always be willing to estimate the fee for any special service in advance of the service and will give you a fixed-fee quotation if at all possible.

I look forward to working with you and will be happy to discuss this letter and our arrangements with you any time.

If the foregoing is agreeable to you, please sign this letter in the space provided and return it to me. The second copy is for your files.

Sincerely,



Aileen A. Lawton
Accountant

Town of New Baltimore

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RESOLUTION #9-2018
ADOPTION OF EMPLOYEE HANDBOOK

RESOLVED the Employee Handbook originally adopted by the New Baltimore Town Board by Resolution on November 24, 2014 and updated as needed is in full force and effect for 2018.

Motion by Supervisor Ruso seconded by Councilmember Van Etten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #10-2018
2018 SALARIES FOR ELECTED OFFICERS AND APPOINTEES

RESOLVED, that the following salaries and contractual services payments be fixed up to the following levels for the year 2018; all appointments until December 31, 2018:

Justice Clerk	Dawn Palmateer	\$16.68/Hour Payable Biweekly
Assessor Clerk	Julie Fisk	\$13.30/Hour Payable Biweekly
Building Department Clerk	Marjorie Loux	\$13.30/Hour Payable Biweekly
Building Department Clerk	Julie Fisk	\$13.30/Hour Payable Biweekly
Planning Board Clerk	Marjorie Loux	\$13.30/Hour Payable Biweekly
Records Management Clerk	Diane Jordan	\$13.30/Hour Payable Biweekly
Zoning Board of Appeals Clerk	Marjorie Loux	\$13.30/Hour Payable Biweekly
Deputy Registrar of Vital Statistics	Diane Jordan	\$13.30/Hour Payable Biweekly
Deputy Registrar of Vital Statistics	Marjorie Loux	\$13.30/Hour Payable Biweekly
Deputy Tax Collector	Julie Fisk	\$13.30/Hour Payable Biweekly
Deputy Town Clerk	Marjorie Loux	\$13.30/Hour Payable Biweekly
Deputy Town Clerk	Diane Jordan	\$13.30/Hour Payable Biweekly
Recycling Center Operator/Laborer	Kirk Trombley	\$11.67/Hour Payable Biweekly
Deputy Justice Clerk	Kimberly Ruby	\$11.16/Hour Payable Biweekly
Laborer	Tim O'Dell	\$10.55/Hour Payable Biweekly
Records Management Officer	Barbara Finke	No Salary
Registrar of Vital Statistics	Barbara Finke	No Salary
Emergency Management Officer	Alan VanWormer	\$400/Year Payable Annually
Health Officer	Dr. Stephen Hassett	\$500/Year Payable Annually
Deputy Superintendent of Highways:	Scott VanWormer	\$1,000/Year Payable Quarterly
Town Historian	Ted Hilscher	\$1,560/Year Payable Quarterly
Animal Control Officer	Joe Tanner	\$3,990/Year Payable Biweekly
Code Enforcement Officer/Data Collector	Allan Jourdin	\$18,000/Year Payable Biweekly

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2018 ORGANIZATIONAL MEETING
JANUARY 1, 2018

RESOLUTION #11-2018
LEAVE TIME REQUEST FORM

RESOLVED a Leave Time Request Form will be submitted to the Town Supervisor and a final signed copy will be given to the Town Clerk.

Motion by Councilmember VanEtten seconded by Councilmember Irving
AYES: Ruso, Briody, Downes, Irving, and VanEtten
NAYS:
ABSTAIN:
ABSENT:

TOWN OF NEW BALTIMORE PLANNED LEAVE TIME REQUEST FORM							
THIS SECTION TO BE COMPLETED BY EMPLOYEE							
Employee's Name/Title				Department			
Date of Request				Employee Signature			
Specify each date using the following codes: V= vacation day P= personal day H= holiday FH= floating holiday S= SICK C=COMP							
Dates of 1 st Choice _____ EXAMPLE -----> <div style="display: inline-block; border: 1px solid black; padding: 5px; margin-left: 10px;"> DATE / CODE </div>				PLEASE NOTE: <i>Your request is granted with the following stipulations:</i> _____ _____ _____			
WEEK	SUN	MON	TUES	WED	THURS	FRI	SAT
Month	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; position: relative;"><div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black;"></div></div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; position: relative;"><div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black;"></div></div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; position: relative;"><div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black;"></div></div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; position: relative;"><div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black;"></div></div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; position: relative;"><div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black;"></div></div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; position: relative;"><div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black;"></div></div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; position: relative;"><div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black;"></div></div>
THIS SECTION TO BE COMPLETED BY DEPT. HEAD/SUPERVISOR							
Amount of accrued time off eligibility: _____				Date of Hire: _____			
Number of vacation hours _____ as of Date: _____							
Number of personal hours _____ as of Date: _____							
THIS SECTION TO BE COMPLETED BY SUPERVISOR/DEPARTMENT HEAD							
Supervisor/Department Head				Date			
APPROVED							
DENIED FOR THE FOLLOWING REASON: _____							
CC: Employee		Personnel File		Supervisor		Noted on Calendar	

Town Supervisor

Date Approved

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Draft 1/2/18
Approved 1/8/18

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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RESOLUTION #12-2018
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 2018, 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 a salary rate of \$19.45 per hour for up to 25 hours per week, 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 \$14.18 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 \$13.64 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 a salary rate of \$11.62 per hour.

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 including vacation and personal time.

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2018 ORGANIZATIONAL MEETING
JANUARY 1, 2018

RESOLUTION #13-2018

**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

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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COUNTY OF GREENE
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Draft 1/2/18
Approved 1/8/18

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #14-2018
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
Supervisor	\$800,000
Other Officials, Including Deputy Supervisor, Town Clerk, Deputy Town Clerks, Town Justices, Justice Clerk, Deputy Justice Clerk, Highway Superintendent, Deputy Highway Superintendent	\$ 50,000

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #15-2018
2018 PAID HOLIDAYS**

RESOLVED, that the following days shall be paid holidays for full-time employees for the year 2018:

New Year's Day	January 1
Martin Luther King, Jr. Birthday	January 15
Presidents' Day	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Columbus Day	October 8
Election Day	November 6
Veterans' Day	November 12
Thanksgiving Day	November 22
Floating Holiday	November 23
Christmas	December 25
New Year's Day*	January 1, 2019*

*Counts as paid Holiday for 2019.

Motion by Supervisor Ruso seconded by Councilmember Irving

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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Draft 1/2/18
Approved 1/8/18

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RESOLUTION #16-2018
ESTABLISHMENT OF WORK WEEK FOR FULL-TIME HOURLY EMPLOYEES

RESOLVED, that the work week for the Town Highway Department for the year 2018 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 2018 shall be 32.5 hours per week and that overtime be paid for hours worked in excess of 40 hours per week.

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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JANUARY 1, 2018

RESOLUTION #17-2018
ESTABLISHMENT OF WAGE SCALE FOR TOWN HIGHWAY DEPARTMENT

RESOLVED, that the wages for the Town Highway Department employees for the year 2018 will be as follows:

Working Foreman:	\$19.90 per hour
Heavy Motor Equipment Operator:	\$18.52 per hour
Laborer:	\$14.55 per hour
Part-Time Heavy Equipment Operator:	\$17.60 per hour

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

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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RESOLUTION #18-2018
MILEAGE REIMBURSEMENT RATE

RESOLVED, that mileage reimbursement for the use of private vehicles for the year 2018 will be at the Federal Government rate.

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Approved 1/8/18

Motion by Supervisor Ruso seconded by Councilmember Briody
AYES: Ruso, Briody, Downes, Irving, and VanEtten
NAYS:
ABSTAIN:
ABSENT:
Motion Carried

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2018 ORGANIZATIONAL MEETING
JANUARY 1, 2018

**RESOLUTION #19-2018
DESIGNATION OF OFFICIAL TOWN NEWSPAPER**

RESOLVED, that *The Daily Mail* is hereby designated as the official newspaper of the Town of New Baltimore for the year 2018.

Motion by Supervisor Ruso seconded by Councilmember Downes
AYES: Ruso, Briody, Downes, Irving, and VanEtten
NAYS:
ABSTAIN:
ABSENT:
Motion Carried

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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JANUARY 1, 2018

**RESOLUTION #20-2018
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.

Motion by Supervisor Ruso seconded by Councilmember Irving
AYES: Ruso, Briody, Downes, Irving, and VanEtten
NAYS:
ABSTAIN:
ABSENT:
Motion Carried

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION #21-2018
PETTY CASH FUNDS**

RESOLVED, that the following petty cash funds be established for the year 2018:

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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COUNTY OF GREENE Approved 1/8/18
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Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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**RESOLUTION #22-2018
DESIGNATION OF DEPOSITORIES**

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

Greene County Commercial Bank:

Supervisor
Deputy Supervisor
Town Clerk
Tax Collector
Justices

National Bank of Cocksackie:

Supervisor
Deputy Supervisor
Town Clerk
Tax Collector
Justices

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.

Motion by Supervisor Ruso seconded by Councilmember Irving

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2018 ORGANIZATIONAL MEETING
JANUARY 1, 2018

**RESOLUTION #23-2018
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.

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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Approved 1/8/18

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.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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RESOLUTION #24-2018
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, 2014, and 2015 and finds that the Procurement Policy should remain in force and effect.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

TOWN OF NEW BALTIMORE **Draft 1/2/18**
COUNTY OF GREENE **Approved 1/8/18**
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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

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Approved 1/8/18

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

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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.

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Approved 1/8/18

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RESOLUTION #25-2018
REQUEST FOR TRAVEL APPROVAL FORM

RESOLVED a Request for Travel Approval will be submitted to the Town Supervisor at least four weeks prior to travel dates and will be added to the Town Board Agenda for approval.

Town of New Baltimore
Request for Travel Approval
To Be Submitted 28 Days Prior to Travel

Name: _____

Date(s) of Event: _____

Organization: _____

Address of Event: _____

Registration Fee: _____

Meals: _____

Lodging: _____

Estimated Mileage: _____

Other: _____

Estimated Amount to be Reimbursed: _____

Signature of Requestor

Date

Signature of Town Supervisor

Date Received

Motion by Councilmembers VanEtten seconded by Supervisor Ruso

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2018 ORGANIZATIONAL MEETING
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RESOLUTION #26-2018
ATTENDANCE AT MEETINGS, CONFERENCES; TRAVEL ADVANCE

RESOLVED, that upon at least four weeks 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 the Town Board reserves the right to reject reimbursement for expenses not in compliance with this resolution.

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #27-2018
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.

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #28-2018
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 2017 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

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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.

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #29-2018

**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, 2018.

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.

Motion by Councilmember Downes seconded by Supervisor Ruso

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #30-2018

**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, 2018.

Motion by Councilmember Briody seconded by Supervisor Ruso

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #31-2018
EMERGENCY PURCHASE REQUEST FORM

RESOLVED an Emergency Purchase Request will be filed with the Town Supervisor as soon as a breakdown, repair, or other similar situation is realized by the Elected Official/Department Head and will be added to the Town Board Agenda for approval.

Town of New Baltimore
Emergency Purchase Request

Date: _____

Department: _____

Description of Project: _____

Description of Repair: _____

Estimated Cost: _____

Company Completing Repair:

I certify that this project is an Emergency Purchase according to the Town of New Baltimore Procurement Policy 6b. 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.

Department Head

Date

Town Supervisor

Date Received

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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**RESOLUTION #32-2018
APPOINT MEMBERS TO THE PLANNING BOARD**

RESOLVED that Patricia Bruno, Robert Court, and Robert VanEtten are reappointed to the Planning Board for a three year term expiring December 31, 2020.

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Downes, and Irving

NAYS:

ABSTAIN: VanEtten

ABSENT:

Motion Carried

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**RESOLUTION #33-2018
APPOINT CHAIR OF THE PLANNING BOARD**

RESOLVED that Robert VanEtten is hereby appointed as Chair of the Planning Board until December 31, 2018.

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Downes, and Irving

NAYS:

ABSTAIN: VanEtten

ABSENT:

Motion Carried

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**RESOLUTION #34-2018
APPOINT MEMBER TO THE ZONING BOARD OF APPEALS**

RESOLVED that Denise Taber is appointed to the Zoning Board of Appeals for a five year term expiring December 31, 2022.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #35-2018
APPOINT CHAIR OF THE ZONING BOARD OF APPEALS

RESOLVED that Patrick Linger is hereby appointed as Chair of the Zoning Board of Appeals until December 31, 2018.

Motion by Supervisor Ruso seconded by Councilmember Irving

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #36-2018
APPOINT TAL G. RAPPLEYEA AS ATTORNEY FOR THE
PLANNING BOARD AND ZONING BOARD OF APPEALS UNTIL DECEMBER 31, 2018

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 2018.

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #37-2018
APPOINT MEMBERS TO THE BOARD OF ASSESSMENT REVIEW

RESOLVED that Bernard Jones is appointed to the Board of Assessment Review until September 30, 2022.

RESOLVED that Lynn Taylor is reappointed to the Board of Assessment Review until September 30, 2021.

RESOLVED that Linda LeClair is appointed to the Board of Assessment Review to fill a vacancy until September 30, 2018.

IT IS RESOLVED that the Assessor's Clerk/Clerk of the Board of Assessment Review will contact said new members within seven days of appointment and advise of the Oath of Office filing with the Town Clerk by January 31, 2018.

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BE IT FUTHER RESOLVED that the Assessor's Clerk/Clerk of the Board of Assessment Review will contact all members of the Board of Assessment Review to advise of the date and time of the Annual Grievance Day at least 30 days before said date.

Motion by Councilmember VanEtten seconded by Supervisor Ruso

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #38-2018
EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE
NEW BALTIMORE FIRE DISTRICT UNTIL DECEMBER 31, 2018

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 period until December 31, 2018.

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION #39-2018
EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE
MEDWAY GRAPEVILLE FIRE DISTRICT UNTIL DECEMBER 31, 2018

RESOLVED that the Intermunicipal Agreement between the Town of New Baltimore and the Medway Grapeville Fire District originally adopted on October 12, 2015 is hereby extended for a one year period until December 31, 2018.

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Downes, Irving, and VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

Supervisor Ruso: Well, that's all the excitement for today. I want to thank you for coming and to our first meeting of our newly-formed Board I do think there is one more resolution that needs to be made and would you be considering that Motion, Sir.

On a Motion by Councilmember Briody seconded by Councilmember VanEtten the meeting was adjourned at 3:09 PM.

AYES: Ruso, Briody, Downes, Irving, VanEtten

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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Supervisor Ruso: Thank you all very much.

Respectfully Submitted,

Barbara M. Finke
Town Clerk