

AGENDA
TOWN OF NEW BALTIMORE, COUNTY OF GREENE
REGULAR TOWN BOARD MEETING

JUNE 24, 2020

Please turn off all cell phones and electronic devices.

Pledge of Allegiance

Moment of Silence for John “Jack” Ablett, Former Board of Assessment Review Member

Update on WWTP Upgrades with Robert Flores, P.E. from Delaware Engineering

Reports

Supervisor

- Resolution to Adopt Supervisor’s 2019 Annual Financial Report Update Document Submitted to the State Comptroller and on File in the Town Clerk’s Office for Public Inspection

County Legislator

Town Clerk

- Motion to Approve the Rescinding of Late Fees During COVID-19 for all Dog License Renewals and Refunding Late Fee if Paid
- Approval of March 23, 2020 Town Board Work Meeting Minutes COVID-19
- Approval of April 13, 2020 Town Board Regular Meeting Minutes COVID-19
- Approval of April 27, 2020 Town Board Work Meeting Minutes COVID-19
- Approval of May 13, 2020 Town Board Regular Meeting Minutes COVID-19
- Approval of May 27, 2020 Town Board Work Meeting Minutes COVID-19
- Approval of June 8, 2020 Town Board Regular Meeting Minutes

Tax Collector

Historian

Agriculture/AgFest (Chair Boehlke/Member Irving)

Animal Control (Chair Irving, Member Ruso)

- New York State Department of Agriculture and Markets Division of Animal Industry Dog Control Officer Inspection Report

Assessment (Chair VanEtten/Member Ruso)

Audit and Budget (Chair Ruso/Member Downes)

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

Building Inspector/Code Enforcement Officer (Chair Downes/Member Ruso)

Fire, EMS & Law Enforcement (Chair Dellisanti/Member Downes)

Grants/Promotions/Economic Development (Chair VanEtten/Member Ruso)

Greene County Planning Board (Boehlke)

Highway (Chair Ruso/Member Downes)

- Resolution to Authorize Highway Superintendent to Purchase Materials and Supplies by Greene County Resolution 151-20
- Resolution to Authorize Highway Superintendent to Purchase Washed and Screened Crushed Stone by Greene County Resolution 152-20
- Resolution Approving Agreement for Expenditure of Highway Monies
- Resolution to Purchase Used 2002 International Plow/Dump Truck from the Town of Catskill
- Resolution to Surplus Used Highway Truck through GovDeals, Inc.

Insurance (Chair Ruso/Member Downes)

Personnel (Chair Ruso/Member VanEtten)

- Standard Work Day and Reporting Resolution

Planning Board/Zoning Board of Appeals (Chair Boehlke/Member Irving)

Seniors (Chair VanEtten/Member Downes)

Technology/Website (Chair Downes/Member Boehlke)

Town Courts (Chair VanEtten/Member Ruso)

- Resolution to Increase Pay Rate for Part-Time Court Clerk

Veterans and Memorials (Chair VanEtten/Member Irving)

Wastewater Treatment (Chair Irving/Member Boehlke)

- Resolution to Approve Replacement of Retaining Wall and Installation of Operational Equipment at the Wastewater Treatment Plant

Youth, Parks and Recreation (Chair VanEtten/Member Boehlke)

- Resolution to Accept Donation from Cancelled Park Rental for 2020 Youth Program Craft Packs
- Resolution to Authorize the Supervisor to Execute Agreement for Portable Standard Toilets

Public Comment Period/Community Events

- July 1, 2020 Zoning Board of Appeals Meeting at 7:30 PM
- July 8, 2020 Planning Board Meeting at 7 PM
- July 13 Town Board Regular Meeting at 7 PM
- July 26 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 61-2020

JUNE 22, 2020

**RESOLUTION TO ADOPT SUPERVISOR'S 2019 ANNUAL FINANCIAL REPORT
UPDATE DOCUMENT SUBMITTED TO THE STATE COMPTROLLER AND ON
FILE IN THE TOWN CLERK'S OFFICE FOR PUBLIC INSPECTION**

WHEREAS action on Resolution 61-2020 was deferred at the March 9, 2020 Regular Town Board Meeting due to further review by the Town Board and rescheduled for discussion at the March 23, 2020 Town Board Work Meeting.

WHEREAS due to the COVID-19 pandemic, Town Board meetings were held for emergency measures only and discussion and adoption were deferred until restrictions were relaxed or lifted.

RESOLVED, the Supervisor shall submit to the Town Clerk, within ninety (90) days after the close of the financial year, a copy of the Annual Financial Report to the State Comptroller, and that the Town Clerk shall place a notice that the report is on file in the Office of the Town Clerk, to be so published within ten (10) days after receipt thereof, in the official newspaper of the Town of New Baltimore. Said report was submitted by the Town's Bookkeeper in a form approved by the State Comptroller on February 26, 2020.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 78-2020

JUNE 24, 2020

**RESOLUTION TO AUTHORIZE HIGHWAY SUPERINTENDENT TO
PURCHASE MATERIALS AND SUPPLIES BY GREENE COUNTY**

WHEREAS, the Town Board hereby authorizes the purchase of materials and supplies at the contract price offered by Greene County Resolution 151-20 for one year from May 22, 2020 to May 21, 2021.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 79-2020

JUNE 24, 2020

**RESOLUTION TO AUTHORIZE HIGHWAY SUPERINTENDENT TO
PURCHASE WASHED AND SCREENED CRUSHED STONE BY GREENE COUNTY
RESOLUTION 152-20**

WHEREAS, the Town Board hereby authorizes the purchase of washed and screened crushed stone at the contract price offered by Greene County Resolution 152-20 for one year from May 22, 2020 to May 21, 2021.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 80-2020

JUNE 24, 2020

**RESOLUTION APPROVING AGREEMENT FOR EXPENDITURE OF
HIGHWAY MONIES**

RESOLVED, that the attached Agreement for Expenditure of Highway Monies submitted by Highway Superintendent Alan VanWormer (Highway 284 Agreement) is hereby approved.

**AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS
Section 284 OF THE HIGHWAY LAW**

AGREEMENT between the Town Superintendent of Highways of the Town of New Baltimore, of Greene County, State of New York and the undersigned members of the Town Board. Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aide for the repair and improvement of highways, shall be expended as follows:

1. **GENERAL REPAIRS.** The sum of \$125,000 shall be set aside to be expended for primary work and general repairs upon 70 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof.

2. **PERMANENT IMPROVEMENTS.** The following sums shall be set aside to be expended for the permanent improvement of town highways
 - a) On the road commencing at Roberts Hill Road and leading to School Hill Road, a distance of 1 mile, there shall be expended not over the sum of \$113,025.00
Type: Blacktop Overlay
Width of Traveled Surface: 20'
Thickness: 2.5"
Blacktop overlay 1", True and Level Coat, and 1.5" Top Coat on Highmount Road from Roberts Hill Road to School Hill Road (Paid by CHIPS)

 - b) On the road commencing at County Route 26 and leading to the New Baltimore/Coxsackie Town Line, a distance of 1.5 miles, there shall be expended not over the sum of \$23,478.00.
Type: Single Coat Chip Seal
Width of Traveled Surface: 22'
Thickness: ¼"
Single coat chip seal Medway Earlton Road, 1.5 miles (Paid by CHIPS)

 - c) On the road commencing at Medway Earlton Road and leading to Dead End, a distance of .5 miles, there shall be expended not over the sum of \$8,200.000
Type: Single Coat Chip Seal
Width of Traveled Surface: 20'
Thickness: ¼"
Single coat chip seal Beaver Lane, 20' Wide from Medway Earlton Road to Dead End (Paid by CHIPS)

- d) On the road commencing at Alcove Road and leading to Staco Road, a distance of 1,320', there shall be expended not over the sum of \$8,000.00. .
 Type: Double Coat Chip Seal
 Width of Traveled Surface: 20'
 Thickness: 1/4"
 Double coat chip seal Sunset Hill Road for a distance of 1/4 mile, 1320' from Alcove Road to Staco Road (Paid by CHIPS)
- e) On the road commencing at Alcove Road and leading to Dead End, a distance of 1,320', there shall be expended not over the sum of \$8,000.00. .
 Type: Double Coat Chip Seal
 Width of Traveled Surface: 20'
 Thickness: 1/4"
 Double coat chip seal Meadow Lane from Alcove Road to Dead End, a distance of 1,320' by 20' wide (Paid by CHIPS)

3. All work and materials utilized in the above projects shall be obtained in accordance with the Town of New Baltimore Procurement Policy and public bidding requirements pursuant to New York State General Municipal Law Article 5A.

Executed in duplicate this _____ day of June, 2020.

 Supervisor Jeffrey R. Ruso

 Councilmember William J. Boehlke Sr.

 Councilmember Kelly Downes

 Councilmember Charles A. Irving Jr.

 Town Superintendent of Highways
 Alan VanWormer

 Councilmember Shelly VanEtten

 County Superintendent of Highways Robert VanValkenburg

NOTE: This Agreement should be signed in duplicate by a majority of the members of the Town Board and the Town Superintendent of Highways. Both copies must be approved by the County Highway Superintendent. One copy must be filed in the Town Clerk's office and in the County Highway Superintendent's Office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 81-2020

JUNE 24, 2020

**RESOLUTION TO PURCHASE USED 2002 INTERNATIONAL PLOW/
DUMP TRUCK FROM THE TOWN OF CATSKILL**

WHEREAS the Highway Department wishes to replace the 1985 Oshkosh with a 2002 International Plow/Dump Truck from the Town of Catskill.

WHEREAS the purchase of second-hand equipment from another municipality is exempt from competitive bidding per the General Municipal Law (6) which states that “Surplus and second-hand supplies, material or equipment may be purchased without competitive bidding or competitive offering from the federal government, the state of New York or from any other political subdivision, district or public benefit corporation.”

WHEREAS the 2002 International Plow/Dump Truck was appraised by Ben Funk Inc., a local International dealer, who estimated it to be worth \$30,000.

RESOLVED the Town of New Baltimore submitted a bid of \$28,000 to the Town of Cossackie, the Town of Cossackie countered with \$29,000 which was accepted by the Town of New Baltimore, and said purchase will be paid from the Reserve Fund-Highway Equipment.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 82-2020

JUNE 24, 2020

**RESOLUTION TO SURPLUS USED HIGHWAY TRUCK
THROUGH GOVDEALS, INC.**

WHEREAS the Town Highway Superintendent has declared the 1985 Oshkosh to be surplus equipment and desires to sell such truck.

RESOLVED the Town Board of the Town of New Baltimore approves the surplus of the 1985 Oshkosh through GovDeals, Inc. auction service as approved by Resolution 139-2016.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 83-2020

JUNE 24, 2020

STANDARD WORK DAY AND REPORTING RESOLUTION

BE IT RESOLVED that the Town of New Baltimore hereby establishes the following as standard work days for an appointed official and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by this appointed official to the clerk of this body.

Title	Name	Social Security No. (Last 4 Digits)	Registration Number	Standard Work Day (Hours/Day)	Term Begins/Ends	Participates In Employer's Time Keeping System (Y/N)	Days/ Month (Based on Record of Activities)
APPOINTED OFFICIAL							
Assessor	Justin Maxwell	2190	R12783541	6.5	10/01/19-9/30/25	Y	4.31

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 84-2020

JUNE 24, 2020

RESOLUTION TO INCREASE PAY RATE FOR PART-TIME COURT CLERK

RESOLVED Lynne Layman-Wallace has successfully completed a six-month probationary period with the Town Court and her rate of pay will increase to \$12.50.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 85-2020

JUNE 24, 2020

**RESOLUTION TO APPROVE REPLACEMENT OF RETAINING WALL AND
INSTALLATION OF OPERATIONAL EQUIPMENT AT THE
WASTEWATER TREATMENT PLANT**

WHEREAS the Wastewater Treatment Plant upgrades are nearing completion and the Senior Project Manager with Delaware Engineering has recommended two additional work items.

WHEREAS one recommended project includes replacing the existing wood retaining wall that has severe rot and is considered no longer safe and estimates are projected to be \$25,000.

WHEREAS the second upgrade is additional water treatment equipment such as level indicators and automated pump controls which will allow for better operation of the Plant and benefit the water quality of the effluent and estimates are projected to be \$40,000.

RESOLVED the Town of New Baltimore accepts the recommendation of Delaware Engineering to approve both projects, authorizes the Supervisor to sign change orders to the current Eastman contract when they are finalized and prepared, and said expenses will be satisfied within the unused contingency.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 86-2020

JUNE 24, 2020

**RESOLUTION TO ACCEPT DONATION FROM CANCELLED PARK
RENTAL FOR 2020 SUMMER RECREATION PROGRAM CRAFT PACKS**

WHEREAS Audra Misuraca reserved Cecil C. Hallock Park on January 6, 2020 for a graduation party to be held on June 28, 2020.

WHEREAS she contacted the Town to say that the park was no longer needed and wished to donate her \$45 check to the Summer Recreation Program craft packs.

RESOLVED the Town of New Baltimore hereby accepts said donation for craft packs and the Councilmembers VanEtten and Boehlke and Supervisor Ruso will send letter thanking the Misuraca's for this donation.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 87-2020

JUNE 24, 2020

**RESOLUTION TO AUTHORIZE THE SUPERVISOR TO EXECUTE
AGREEMENT FOR PORTABLE STANDARD TOILETS**

RESOLVED the Supervisor is authorized to execute an agreement with Greene County Septic Cleaners for one unit at Cornell Park and two units at Cecil C. Hallock Park beginning on July 1, 2020 for \$80.50 per month.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 88-2020

JUNE 24, 2020

RESOLUTION TO AUTHORIZE SUPERVISOR TO PAY AUDITED CLAIMS

WHEREAS the Town Clerk has presented claims to the Town Board for audit and review, and

WHEREAS the Town Board has audited claims 2020b-06-01 to 2020b-06-, it is

RESOLVED that the Supervisor is hereby authorized to pay claims 2020b-06-01 to 20120b-06-,

BE IT FURTHER RESOLVED that the Town Clerk will prepare and abstract and hold it for public review until August 31, 2020.