

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

JULY 27, 2020

Please turn off all cell phones and electronic devices.

Pledge of Allegiance

Reports

Supervisor

County Legislator

Town Clerk

- Approval of July 13, 2020 Town Board Regular Meeting Minutes

Tax Collector

Historian

Agriculture/AgFest (Chair Boehlke/Member Irving)

Animal Control (Chair Irving, Member Ruso)

Assessment (Chair VanEtten/Member Ruso)

Audit and Budget (Chair Ruso/Member Downes)

- Resolution Approving Petty Cash Audits
- Resolution to Discontinue Highway Department Petty Cash Fund
- Resolution to Amend Town Court Petty Cash Amount

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

- Resolution to Appoint Laborer for Town Hall

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 Seek Sealed Bids for Improvements to the Sand Storage Structure at the Highway Garage

Insurance (Chair Ruso/Member Downes)

Personnel (Chair Ruso/Member VanEtten)

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)

Veterans and Memorials (Chair VanEtten/Member Irving)

Wastewater Treatment (Chair Irving/Member Boehlke)

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

Public Comment Period/Community Events

- August 5, 2020 Zoning Board of Appeals Meeting at 7:30 PM
- August 13, 2020 Town Board Regular Meeting at 7PM
- August 13, 2020 Planning Board Meeting at 7 PM
- August 20, 2020 Tentative Joint Planning Board/Zoning Board of Appeals Meeting at 7 PM
- August 24, 2020 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 97-2020

JULY 27, 2020

RESOLUTION APPROVING PETTY CASH AUDITS

WHEREAS the Town Supervisor performed petty cash audits on the Assessor's Office, Tax Collector, Town Clerk, Town Court and Building Department on July 7 2020 and the Highway Department on July13, 2020, and

WHEREAS there were discovered variances during that audit in the following accounts:

Town Clerk	\$21.94 Over
Building Dept.	\$2.21 Over
Tax Collector	\$.03 over

THEREFOR BE IT RESOLVED that each of the above mentioned petty cash funds are directed to submit to the Town Supervisor those above identified amounts.

. **AND** be it acknowledged that the Assessor's office had no variances,

THEREFOR BE IT RESOLVED that the Town Board accepts the results of the submitted petty cash audits.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 98-2020

JULY 27, 2020

**RESOLUTION TO DISCONTINUE HIGHWAY DEPARTMENT
PETTY CASH FUND**

WHEREAS the Town Supervisor performed a petty cash audit on July 13, 2020, of the Town of New Baltimore Highway Department, and

WHEREAS it was discovered that there was \$100 in his petty cash fund, with Town Board documentation going back to 2009 indicating there was \$200 in said fund, thus a shortage of \$100.

WHEREAS the current Highway Superintendent has documentation that upon taking his position the petty cash fund had only \$100.

WHEREAS the current Highway Superintendent, who was the Deputy Highway Superintendent for many years prior claims that he never saw more than \$100 in the petty cash fund, and.

AND FURTHERMORE, the Highway Superintendent stated that he has no need for a petty cash fund

THEREFOR BE IT RESOLVED that the Town Board agrees to discontinue the Highway Department petty cash fund.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 99-2020

JULY 27, 2020

RESOLUTION TO AMEND TOWN COURT PETTY CASH FUND AMOUNT

WHEREAS the Town Supervisor performed a petty cash audit on July 7, 2020, of the Town of New Baltimore Town Court, and

WHEREAS it was discovered that there was \$408.74 in that petty cash fund, with Town Board documentation going back to 2013 indicating there was to be \$500 in said fund, thus a shortage of \$91.26.

WHEREAS documentation from previous Town Court Clerks it was identified that they were funded only \$400.

WHEREAS the Town Board resolution of January 1, 2013 indicated that the petty cash amount was \$500, the Town Board resolution of January 1, 2012 indicated that the petty cash fund was \$400.

WHEREAS in an effort to assist in clearing up this issue, the Town Clerk did an exhaustive search of records during 2012, looking for any resolution by the Town Board increasing the amount of the petty cash fund, for which she found no such resolution. She further searched among all approved vouchers for 2012 and found none that approved the Town Court to receive the additional \$100. Lastly, the check registry for 2012 includes no check made out to the Town Court for this \$100.

THEREFOR BE IT RESOLVED that the Town Board amend the indicated Town Court Petty Cash fund to \$400.

THEREFOR BE IT FURTHER RESOLVED that the Town Court Clerk is to be notified that she will turn in to the Town Supervisor \$8.74 thus bringing the amount in her Petty Cash fund to the proper \$400.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 100-2020

JULY 27, 2020

**RESOLUTION TO APPOINT PART-TIME LABORER
FOR TOWN HALL**

WHEREAS a vacancy exists for a part-time laborer position and the Town has advertised said vacancy.

RESOLVED that _____ is appointed to the position of Laborer at a salary at \$____ per hour which will be increased \$0.50 following a successful six-month probationary period.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 101-2020

JULY 27, 2020

**RESOLUTION TO SEEK SEALED BIDS FOR IMPROVEMENTS TO THE
SAND STORAGE STRUCTURE AT THE HIGHWAY GARAGE**

WHEREAS the Town of New Baltimore advertised for sealed bids for improvements to the sand storage structure at the Highway Garage on March 9, 2020 and received two bids that were opened at the March 23, 2020 Town Board Meeting.

WHEREAS the Highway Superintendent wishes to solicit additional bids, the wording was approved by the Attorney for the Town and following approval from the Town Board, the advertisement will be submitted to the Town Clerk for publication in the *Daily Mail*.

The Town of New Baltimore Highway Department is seeking sealed bids for the replacement of the fabric cover and end panel on the 50' x 70' sand storage structure. Bidder will supply cover, and all equipment, labor, and travel expenses required to install. The successful bidder will also remove old fabric from site. Labor should be a prevailing wage, proof of workers' compensation coverage is required and the bidder must provide a certificate of insurance naming the Town as additional insured. The Town of New Baltimore reserves the right to reject any and all bids. All bids must be received by the Town Clerk at 3809 County Route 51, Hannacroix, NY 12087 by August 7 at 4PM. Please address any question to Highway Superintendent Alan VanWormer at 518-756-2078 Ext. #3, or email highway@townofnewbaltimore.org.

By Order of the Town Board,
Barbara M. Finke
Town Clerk

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 102-2020

JULY 27, 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-07-01 to 2020b-07-, it is

RESOLVED that the Supervisor is hereby authorized to pay claims 2020b-07-01 to 20120b-07-,

BE IT FURTHER RESOLVED that the Town Clerk will prepare and abstract and hold it for public review until September 30, 2020.