

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

**DECEMBER 9, 2024  
AGENDA**

*Please turn off all cell phones and electronic devices.*

**Pledge of Allegiance**

**Approval of Minutes**

- June 24, 2024 Town Board Work Meeting

**Correspondence**

**Public Comment Period**

**New Business**

- Resolution to Award Bids from Vendors and Authorize the Town Supervisor to Sign Contract/Proposals for 2024 Local Government Records Management Improvement Fund Grant from the New York State Archives
- Resolution to Appoint Part-Time Clerk
- Resolution to Appoint Part-Time Code Enforcement Officer/Data Collector
- Resolution to Set Organizational Meeting Date and Time
- Resolution to Authorize the Town Supervisor to Create an Escrow Account
- Resolution to Adopt Changes to Sewer District 1 Roll for 2025
- Motion to Close Town Hall at 2 PM on December 24, 2024
- Audit of Claims

**Public Comment/Community Events**

**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 152-2024  
DECEMBER 9, 2024**

**RESOLUTION TO AWARD BIDS FROM VENDORS AND AUTHORIZE THE TOWN SUPERVISOR TO SIGN CONTRACT/PROPOSALS FOR 2024 LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND GRANT FROM THE NEW YORK STATE ARCHIVES**

*WHEREAS* the Town Clerk was authorized to seek quotes for a 2024 Local Government Records Management Improvement Fund Grant by Resolution 121-2023 which was adopted by the Town Board on October 23, 2023.

*WHEREAS* through the RFP process quotes were requested by December 1, 2023.

*WHEREAS* the New York State Archives informed Town Clerk Barbara Finke that the Town was awarded a Records Inventory Grant in the amount of \$74,335 following final approval by the Division of the Budget and the Office of the State Comptroller.

*WHEREAS* a check for one-half of the grant was received from the New York State Department of Taxation and Finance on November 25, 2024 for \$37,167.

*WHEREAS* the lowest responsible bidder for consultant services was Alicia A. Jettner, d/b/a/Jettner Information Services, for \$37,935.

*WHEREAS* New York State Industries for the Disabled submitted a proposal for \$1,118 for record cartons.

*WHEREAS* Inner Space Systems, Inc. submitted a proposal for \$11,830 for 18-gauge steel shelving units.

*WHEREAS* the lowest responsible bidder for renovations to the basement is Randio Builders for \$15,947.

*WHEREAS* the lowest responsible bidder for humidity and temperature controls is C.A. Albright & Sons LLC for \$6,105.

*WHEREAS* the lowest responsible bidder for ceiling lights and wiring is Bullock Utilities, Inc. for \$1,400.

*RESOLVED* the Town Supervisor is authorized to sign contract/proposals as submitted by the above vendors.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**

**RESOLUTION 153-2024  
DECEMBER 9, 2024**

**RESOLUTION TO APPOINT PART TIME CLERK**

*RESOLVED* that April Krein is hereby appointed as Part-Time Clerk for the Building/Planning/Zoning Department for up to 24 hours a week at the rate of \$18.00 per hour effective immediately.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**

**RESOLUTION 154-2024  
DECEMBER 9, 2024**

**RESOLUTION TO APPOINT PART TIME CODE ENFORCEMENT  
OFFICER/DATA COLLECTOR**

*RESOLVED* that Vincent Hales is hereby appointed as Part-Time Code Enforcement Officer/Data Collector at a rate of \$16.50 per hour for a maximum of 10 hours per week with a six-month probationary period. After six months and with satisfactory evaluation, the salary will increase to \$17.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**

**RESOLUTION 155-2024  
DECEMBER 9, 2024**

**RESOLUTION TO SET ORGANIZATIONAL MEETING DATE AND TIME**

*RESOLVED* that the Town Board of the Town of New Baltimore will hold the 2025 Organizational Meeting on January 1, 2025 at 2 PM at the Town Hall, 3809 County Route 51, Hannacroix, NY 12087.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**

**RESOLUTION 156-2024  
DECEMBER 9, 2024**

**RESOLUTION TO AUTHORIZE THE TOWN SUPERVISOR TO  
CREATE AN ESCROW ACCOUNT**

*WHEREAS* the subdivision project known as “New York Land and Lakes Development LLC” is currently under review by the Town of New Baltimore Planning Board, and

*WHEREAS* the Planning Board has requested of “New York Land and Lakes Development LLC” fund an Escrow account for associated legal and engineering costs,

*THEREFORE, BE IT RESOLVED* that the Supervisor is hereby authorized to establish an escrow account to pay legal and engineering costs for “New York Land and Lakes Development LLC” project for \$5,000 to be funded by “New York Land and Lakes Development LLC”.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**

**RESOLUTION 157-2024  
DECEMBER 9, 2024**

**RESOLUTION TO ADOPT CHANGES TO SEWER DISTRICT 1 ROLL FOR 2025**

*RESOLVED*, that the Town Board hereby adopts the following changes for the 2025 Sewer Roll.

1. Tax Map 7.00-4-55, Lorraine Giannone, previously listed on the 2024 Sewer District Roll as 5 Points Debt Service, 5 Points Operation and Maintenance, is hereby changed to 5 points Operation and Maintenance to accurately reflect parcel status as vacant land. On Monday, November 18, 2024, Code Enforcement Officer Allan Jourdin confirmed the demolition/removal of existing residential structures and two sheds thereby compliance as vacant land.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**

**RESOLUTION 158-2024  
DECEMBER 9, 2024**

**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 2024-12-01 to 2024-12-, it is

*RESOLVED* that the Supervisor is hereby authorized to pay claims 2024-12-01 to 2024-12-,

*BE IT FURTHER RESOLVED* that the Town Clerk will prepare an Abstract and hold it for public review until January 31, 2025.

### PURCHASED SERVICES: Code 40

Include consultants (indicate per diem rate), rentals, tuition, and other contractual services. Copies of contracts may be requested by the State Education Department. Purchased Services from a BOCES, if other than applicant agency, should be budgeted under Purchased Services with BOCES, Code 49.

| Description of Item | Provider of Services | Calculation of Cost | Proposed Expenditure |
|---------------------|----------------------|---------------------|----------------------|
| Consultant          | Alicia Jettner       | quote               | \$37,935             |
| Subtotal - Code 40  |                      |                     | \$37,935.00          |

### SUPPLIES AND MATERIALS: Code 45

Include computer software, library books and equipment items under \$5,000 per unit.

| Description of Item              | Quantity | Unit Cost | Proposed Expenditure |
|----------------------------------|----------|-----------|----------------------|
| pack of 25 records<br>cartons    | 14       | \$79.89   | \$1,118              |
| 18-gauge steel<br>shelving units | 14       | \$845.00  | \$11,830             |
| Subtotal - Code 45               |          |           | \$12,948.00          |

**PURCHASED SERVICES WITH BOCES: Code 49**

| <b>Description of Services</b> | <b>Name of BOCES</b> | <b>Calculation of Cost</b> | <b>Proposed Expenditures</b> |
|--------------------------------|----------------------|----------------------------|------------------------------|
| Subtotal - Code 49             |                      |                            | \$0.00                       |

**MINOR REMODELING: Code 30**

Allowable costs include salaries, associated employee benefits, purchased services, and supplies and materials related to alterations to existing sites.

| <b>Description of Work To Be Performed</b>                           | <b>Calculation of Cost</b> | <b>Proposed Expenditures</b> |
|--|----------------------------|------------------------------|
| Purchase of sheetrock, spackle, painting & labor                     | quote                      | \$15,947                     |
| purchase & installation of humidity & temp controls                  | quote                      | \$6,105                      |
| purchase & instalation of ceiling lights and wiring for records room | quote                      | \$1,400                      |
| Subtotal - Code 30   |                            | \$23,452.00                  |

# CERTIFICATE OF COMPLIANCE

TOWN OF NEW BALTIMORE  
GREENE COUNTY, NEW YORK

DATE: November 18, 20 24

This is to certify that work requested to be done as shown by Permit No. 2022-19  
on this structure currently occupied as a Demolition/Removal of Existing Residential Structures and Two Sheds has been completed  
in accordance with the New York State Uniform Fire and Building Code.

Property Location 35 Baldwin Terrace, New Baltimore, New York 12124

Owner(s) Lorraine Giannone Greene County Tax Map #7.00-4-55

By order of  
the Town of New Baltimore Town Board



Building Inspector

