

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

MONDAY, August 24, 2026

AGENDA

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

Pledge of Allegiance

Approval of Minutes:

- July 27, 2026 Town Board Work Meeting Minutes

Public Comment Period

Reports

- Supervisor
- County Legislator Patrick Linger
- Highway Superintendent
- Town Clerk
- Historian

Committee Reports

- Animal Control
- Assessment
- Audit and Budget
- Buildings, Grounds & Recycling
- Cemeteries
 - Resolution to modify cost of Town public cemetery plots
- Code Enforcement Officer
- Communications
- Court
- Fire, EMS, & Law Enforcement
 - Resolution authorizing the Town Supervisor to waive and/or reimburse fees charged to for Cornell Hook and Medway-Grapeville firehouses
- Highway
 - Resolution for the Town Board to approve Highway Superintendent to contract for paving Church Street to complete repairs needed after severe rain storm.
 - Resolution to approve the Supervisor to request that NYS Department of Transportation (NYSDOT) provide traffic signage to the town as proposed by the Complete Streets traffic study of Route 144, between Gill Road and the New Baltimore and Coeymans Town Line, and to also review potential speed limit changes in said corridor.

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- Insurance
- Planning & Building Department
- Personnel
 - Resolution to reimburse former staff persons for vacation time accumulated and unused at the time of their resignations
 - Resolution to make modifications to the Building, Planning and Zoning (BPZ) Clerk position.
 - Resolution to approve and post an advertisement for the position of full-time, Building, Planning and Zoning (BPZ) Clerk
- Seniors
- Technology/ Website
- Veterans and Memorials
- Wastewater Treatment
- Water
- Youth, Parks, and Recreation
- Zoning Board of Appeals

Upcoming Meetings and Events:

- Comprehensive Plan/Zoning Code Review Special Committee Meeting, August 25, 6:30 pm at the Cornell Hook & Ladder Fire House, Gill Road, New Baltimore
- ZBA Meeting, Wednesday, September 2, 2026, 7:00 PM
- 2026 Seniors Picnic, Wednesday, September 9, 1:00 - 3:00 pm at Wyche Park; Rain location is the Medway/Grapeville Firehouse.
- Planning Board Meeting, Thursday, September 10, 2026, 7:00 PM
- Town Board Regular Meeting, Monday, September 14, 2026, 7:00 PM
- Annual Townwide Yard Sale, Saturday, September 19, 2026
- Town Board Work Meeting, Monday, September 28, 2026, 7:00 PM

Audit of Claims

- Resolution to Authorize the Supervisor to accept the Audit of Claims

Adjournment

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

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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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 entrance 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 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 and individuals attending the meeting, 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 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.

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**RESOLUTION 114-2026
AUGUST 24, 2026**

**RESOLUTION TO WAIVE AND/OR REIMBURSE FEES CHARGED TO CORNELL HOOK &
LADDER AND MEDWAY- GRAPEVILLE FIREHOUSES**

Whereas, the annual fire inspection fee for the Cornell Hook & Ladder and the Medway-Grapeville fire companies is \$100 per building;

Whereas the fire inspection fee for Cornell Hook & Ladder is \$200 for its two buildings and the fire inspection fee for Medway-Grapeville is \$100;

Whereas the Cornell Hook & Ladder Fire company is securing a building permit to add an auxiliary structure to its property located at 77 Gill Rd, New Baltimore; and

Whereas the Town of New Baltimore provides financial support through an agreement to the fire companies in the Town; new, therefore, be it

Resolved, that the Town Board of the Town of New Baltimore authorizes Town Supervisor Denise Taber to waive the aforementioned fees, effective immediately.

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**RESOLUTION 115-2026
AUGUST 24, 2026**

**RESOLUTION FOR THE TOWN BOARD TO APPROVE HIGHWAY SUPERINTENDENT TO
CONTRACT FOR PAVING CHURCH STREET TO COMPLETE REPAIRS NEEDED AFTER
SEVERE RAIN STORM.**

Whereas Church Street in the Hamlet of New Baltimore was severely damaged by the historic and record-shattering rainstorm that hit the Hudson Valley between Tuesday, July 28, and Wednesday, July 29, 2026;

Whereas the Town Highway Department was able to dredge the broken pavement and debris and smooth the road;

Whereas the remaining work to be done to restore Church Street from the storm damage is to repave the damaged portion of the Street;

Whereas, given the small size of the job, Precision Roads is the only reputable company that would provide a quote for the paving job to the Highway Superintendent; and

Whereas the quote for the paving work, supplied by Precision Roads of \$15,800 is not subject to competitive bidding process for Public Works contracts pursuant to General Municipal Law Section 103; now, therefore, be it

Resolved, that Town Board authorizes Highway Superintendent Alan Van Wormer to contract with Precision Roads to repave Church Street at the cost of \$15,800 quote.

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**RESOLUTION 116-2026
AUGUST 24, 2026**

**RESOLUTION TO APPROVE THE SUPERVISOR TO REQUEST THAT NYS
DEPARTMENT OF TRANSPORTATION (NYSDOT) PROVIDE TRAFFIC SIGNAGE TO
THE TOWN AS PROPOSED BY THE COMPLETE STREETS TRAFFIC STUDY OF
ROUTE 144, BETWEEN GILL ROAD AND THE NEW BALTIMORE/COEYMANS TOWN
LINE, AND TO ALSO REVIEW POTENTIAL SPEED LIMIT CHANGES IN SAID
CORRIDOR.**

Whereas the Complete Streets Traffic study of Route 144 between Gill Road and the New Baltimore/Coeymans town line that was conducted in 2024 – 2025, proposed signage for that corridor to smooth traffic, reduce speeding and point out safety concerns;

Whereas Town Supervisor, Denise Taber, Deputy Supervisor, Michelle Stefanik, Highway Superintendent Alan Jordan and Town Councilperson Debra Sottolano met with NYSDOT on July 31, 2026 to discuss simple remediation that could be done to improve safety of said road corridor; and

Whereas the staff representing NYSDOT who were present at the meeting stated that their agency will provide said signage as proposed in the study report at no charge to the Town; now, therefore, be it

Resolved, that the Supervisor is authorized to send the letter attached below to the NYSDOT Region 1 Traffic Engineer, Mr. Michael Fenley, P.E., to request said signage as outlined in the letter, and

Be it further Resolved, that the Supervisor will request that Mr. Fenley's office shall conduct a review of said corridor for potential reduction in the speed limit.

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Mr. Michael Fenley, P.E.
Region 1 Traffic Engineer
NYS Department of Transportation
50 Wolf Road
Suite 1S50
Albany, NY 12232

SUBJECT: Request for the Installation of Traffic Signs
State Route 144 Corridor in the Hamlet of New Baltimore

Dear Mr. Fenley,

On July 31, 2026, representatives of the Town of New Baltimore met with Greg Wischer, P.E. and Audrey Burneson of the Regional Planning and Programming Bureau at the Department of Transportation (NYSDOT) to discuss phased implementation of the recommendations in the *NY Route 144 Complete Streets Study/Final Concept Report*.

It was a very productive meeting and I want to express our gratitude for all the assistance and time that Mr. Wischer, Ms. Burneson and staff at NYSDOT have given and continue to give to this project. The discussion focused on Phase 1, which are low-cost first steps that can provide immediate improvement to safety and quality of life in the Hamlet of New Baltimore. Attached for your convenience is the discussion document developed by the Town that was used during the meeting.

Mr. Wischer recommended that a letter be sent to your attention to begin the process of review and implementation of our Phase 1 requests that require your office's review and implementation:

- General, Static Signage
 - Flashing, Full Stop sign at the intersection of Church Street and 144 (to be maintained by town after NYSDOT installation).
 - Advance Warning – Hairpin Curve, Advisory Speed signage approaching Church Street turn.
 - *Share the Road* signs with graphics (vehicle/pedestrian/bicycle).
 - Couple the *Share the Road* signs with *No Shoulder* signs.
 - *No Jake Brake* signs.
 - Advance Pedestrian Crossing signs.
 - Hidden Driveway signs, as needed.
- Reduction/Uniformity in posted speed limits
 - We are requesting that your office revisit the current speed signage given the recommendations in the study, and new information on heavy truck traffic. Upgrade/replace signs as needed. The Town separately will pursue, electronic *Your Speed Is* signs as proposed in the study, to be placed at the northern and southern ends of Route 144 as they enter the Hamlet, as Mr. Wischer noted that NYSDOT does not typically pay for these signs.

We have enclosed the complete study report and Concept Estimate Breakout plan sheets GNP-01 through GNP-09 from the study that depicts most, but not all of the proposed signage listed above.

We understand that your office has a backlog of requests. Please place our request into your queue, so that the signage can be installed as soon as possible.

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Once you have had a chance to review the material, we will be pleased to meet with you to discuss implementation and answer any questions.

Thank you. We look forward to hearing from your office.

Denise Taber
Town Supervisor

Email: dtaber@townofnewbaltimore.gov

Office: (518) 756-6671, ext. 7

Address: 3809 County Route 51, Hannacroix, NY 12087

Attachments:

- July 31, 2026 Handout
- NYS Route 144 Complete Streets Study, Final Concept Report, November 25, 2026
- 2025 09 02_MJ1825_Concepts_EstBreakout

CC:

Greg Wichser, PE, NYSDOT

Audrey Burneson, NYSDOT

Supervisor Denise Tabor

Deputy Supervisor Michelle Stefanik

Councilperson Debra Sottolano

Highway Supervisor Alan Van Wormer

Peter Melewski, P.E., F. ASCE

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**RESOLUTION 117-2026
AUGUST 24, 2026**

**RESOLUTION TO REIMBURSE FORMER STAFF PERSONS FOR VACATION TIME
ACCUMULATED AND UNUSED AT THE TIME OF THEIR RESIGNATIONS**

Whereas former Building, Planning and Zoning Clerk, April Krein is entitled to be paid for the amount of unused vacation time equal to 35.19 hours, at a pay rate of \$21.08/hour, for a total of \$741.81; and

Whereas former Highway Department staff person, Thomas Lennon is entitled to be paid for the amount of unused vacation time equal to 15.38 hours, at a pay rate of \$25.04/hour, for a total of \$385.12; now, therefore, be it

Resolved, that the Town Board approves the reimbursement of April Krein and Thomas Lennon, each, for their unused vacation time at the aforementioned amounts.

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**RESOLUTION 118-2026
AUGUST 24, 2026**

**RESOLUTION TO MAKE MODIFICATIONS TO THE BUILDING, PLANNING AND
ZONING (BPZ) CLERK POSITION**

Whereas the BPZ Clerk position is currently a part-time position paid at an hourly rate;

Whereas the Personnel Committee Chair, Deputy Supervisor Michelle Stefanik and Personnel Committee Member, Councilperson David Faul, conducted an exit interview with former BPZ Clerk April Klein prior to her last work day;

Whereas based on the detailed information derived in the interview, it was recognized that there needed to be modifications in the hours to be worked in the BPZ clerk position; now, therefore, be it

Resolved, going forward, the Town Board approves the change of the position of BPZ shall to be a full time, salaried position.

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**RESOLUTION 119-2026
AUGUST 24, 2026**

**RESOLUTION TO APPROVE AND POST AN ADVERTISEMENT FOR THE POSITION OF
FULL-TIME BUILDING, PLANNING AND ZONING (BPZ) CLERK**

Whereas a vacancy exists in the position of full-time, Building, Planning and Zoning (BPZ) Clerk in the Town of New Baltimore,

Whereas this position is necessary to assure work responsibilities are addressed in a timely manner given the number of building permit applications and complex commercial projects over the last several years;

Whereas this position is essential to the performance of the important work of the Town, its residents and development, and simultaneously provides assistance to the Assessor's office; and

Whereas this full-time position will greatly benefit the town and the community with effective management of the three areas of Town business with quicker responses and follow-ups, while allowing greater focus on building-related tasks/issues; now, therefore, be it

Resolved, that the approval of the within Resolution by the Town Board, the following advertisement will be posted on the INDEED job posting website for THREE (3) weeks, with additional copies posted on the Town sign board, the Times Union as the Town's official newspaper per resolution 25-2026, on the Town website and the Town Facebook page:

PLEASE TAKE NOTICE: that the Town Board of the Town of New Baltimore is seeking persons interested in being appointed to the position of Full-Time, Building, Planning and Zoning Board (BPZ) Clerk.

RATE OF PAY:

HOW TO APPLY: A letter of intent for the position and a resume must be delivered by close of business on Friday, September 25, 2026 to:

Town Supervisor Denise Taber
New Baltimore Town Hall,
3809 County Route 51,
Hannacroix, NY 12087.

All qualified applicants will be considered and interviewed for the position

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Administrative Support**
 - Prepare and distribute meeting agendas, packets, resolutions, and supporting

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documentation.

- Attend Planning Board meetings and public hearings as required.
- Record, transcribe, and maintain accurate meeting minutes.
- Process incoming correspondence and maintain official Planning Board records and files.
- Coordinate meeting schedules, public hearings, and site visits.
- **Application Processing**
 - Receive and review development applications for completeness.
 - Maintain tracking systems for applications, approvals, conditions, and deadlines.
 - Coordinate application review with municipal departments, consultants, and agencies.
 - Prepare and distribute notices and correspondence related to applications and hearings.
 - Assist applicants with procedural requirements and submission schedules.
- **Public Notices and Legal Compliance**
 - Prepare legal notices for public hearings in accordance with state and local regulations.
 - Maintain proof of publication and mailing records.
 - Ensure Planning Board records are maintained in compliance with records retention requirements.
 - Assist in meeting Open Meetings Law and Freedom of Information Law (FOIL) requirements.
- **Recordkeeping and Document Management**
 - Maintain permanent files of applications, resolutions, maps, plans, and meeting minutes.
 - Update databases and electronic records systems.
 - Archive documents according to municipal retention schedules.
 - Assist with preparation of annual reports and statistical information.
- **Public and Interdepartmental Relations**
 - Respond to public inquiries regarding Planning Board procedures, meeting schedules, and application status.
 - Serve as a liaison between Planning Board members, applicants, consultants, attorneys, engineers, and town staff.
 - Provide information while ensuring compliance with confidentiality and disclosure

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requirements.

▪ **Financial and Administrative Tasks**

- Process application fees and maintain related records, as assigned.
- Prepare purchase requests, invoices, and reimbursement documentation when applicable.
- Assist with budget-related administrative functions.

▪ **Knowledge, Skills, and Abilities**

- Knowledge of office administration and recordkeeping practices.
- Ability to maintain accurate records and prepare detailed reports.
- Ability to understand and follow municipal procedures and regulations.
- Strong organizational and time-management skills.

▪ **Excellent written and verbal communication skills.**

- Proficiency with Microsoft Office Suite, email systems, document management systems, and virtual meeting platforms.
- Ability to interact professionally with elected officials, board members, staff, applicants, and the public.
- Ability to interpret and explain technical problems and regulations to staff and others conducting zoning and planning board projects
- Ability to conduct independent investigations, analysis, and research related to land use and zoning;

▪ **Minimum Qualifications**

- High school diploma or GED required.
- Associate degree in public administration, business administration, or a related field preferred.
- Two (2) years of administrative or clerical experience; municipal government experience preferred.
- Equivalent combination of education and experience may be considered.

▪ **Physical Requirements**

- Ability to sit for extended periods while performing office duties.
- Ability to lift and carry records and meeting materials up to 25 pounds.
- Ability to attend evening Planning and Zoning Board meetings as required.

▪ **Working Conditions**

- Work is performed primarily in an office setting.

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- Position will require attendance at evening meetings and occasional early meetings.
- Frequent interaction with the public and municipal officials.
- **Reports To**
 - Town Supervisor, Town Clerk, Planning Board Chairperson, or other designated municipal official, as determined by local organizational structure. Knowledge of modern office practices, procedures, and equipment;
 - Ability to express ideas clearly and concisely, both orally and in writing;
 - Excellent organizational skills with attention to detail and accuracy
 - Collect and manage payments;

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**RESOLUTION 120-2026
AUGUST 24, 2026**

RESOLUTION TO AUTHORIZE SUPERVISOR TO PAY THE 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 2026-XX-XX to 2026-XX-XX; now, therefore, be it

Resolved, that the Supervisor is hereby authorized to pay claims 2026-XX-XX to 2026-XX-XX; and now;

Be it further resolved, that the Town Clerk will prepare an abstract and hold it for public review until September 30, 2026.