

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2026 ORGANIZATIONAL MEETING**

JANUARY 5, 2026

PLEDGE OF ALLEGIANCE

**SWEARING-IN CEREMONY FOR:
DEPUTY TOWN SUPERVISOR, MICHELLE STEFANIK**

**BY BARBARA FINKE,
TOWN CLERK OF THE TOWN OF NEW BALTIMORE,
NOTARY PUBLIC OF THE STATE OF NEW YORK**

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Following the Oath of Office for Michelle Stefanik as Deputy Town Supervisor by Barbara Finke, Notary Public, Supervisor Taber opened the meeting at 6:09 PM and the Pledge of Allegiance was said. Also attending Councilmembers Ferry, Kash, Sottolano and Faul; Deputy Supervisor Stefanik; and Town Clerk Finke

RESOLUTION 1-2026

APPOINTMENT OF DEPUTY TOWN SUPERVISOR

RESOLVED, that Michelle Stefanik 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 Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 2-2026

APPOINTMENT OF CONFIDENTIAL SECRETARY TO THE SUPERVISOR

RESOLVED, that the Town of New Baltimore shall establish the position of Confidential Secretary to the Town Supervisor

AND BE IT FURTHER RESOLVED, that the responsibilities of this position may include a variety of secretarial services under the general supervision of the town supervisor, clerical tasks, personnel records management, and the performance of duties designed to relieve the supervisor,

AND BE IT FURTHER RESOLVED, that the position may also include supervising assigned clerical personnel and preparing required paperwork regarding personnel and payroll changes,

NOW, THEREFORE, BE IT RESOLVED, that Susan O'Rorke is hereby appointed to the position of Confidential Secretary to the Supervisor of the Town of New Baltimore.

Motion by Supervisor Taber, seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 3-2026

APPOINTMENT OF DEPUTY TOWN CLERKS

RESOLVED, that Jessica Diamond, April Krein and Sandra Trombley are hereby, each appointed to the position of Deputy Town Clerk of the Town of New Baltimore for the year 2026.

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Motion by Councilmember Sottolano, seconded by Supervisor Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 4-2026

RE-APPOINTMENT OF REGISTRAR OF VITAL STATISTICS

RESOLVED, that Barbara Finke is hereby reappointed to the position of Registrar of Vital Statistics for the Town of New Baltimore until December 31, 2028.

Motion by Councilmember Sottolano, seconded by Supervisor Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 5-2026

RE-APPOINTMENT OF DEPUTY REGISTRAR OF VITAL STATISTICS

RESOLVED, that Jessica Diamond is hereby reappointed to the position of Deputy Registrar of Vital Statistics for the Town of New Baltimore for the year December 31, 2028.

Motion by Supervisor Taber, seconded by Councilmember Ferry

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 6-2026

RE-APPOINTMENT OF DEPUTY RECORDS MANAGEMENT OFFICER

RESOLVED, that Jessica Diamond is hereby reappointed to the position of Deputy Records Management Officers for the Town of New Baltimore for the year 2026.

Motion by Councilmember Ferry, seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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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 7:00 PM in the Town Hall Meeting Room on the following dates:

January 7, 2026	May 6, 2026	September 2, 2026
February 4, 2026	June 3, 2026	October 7, 2026
March 4, 2026	July 1, 2026	November 4, 2026
April 1, 2026	August 5, 2026	December 2, 2026

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 2:00 PM and be held in the Town Hall Meeting Room.

Motion made by Councilmember Kash, Seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 9-2026

AUTHORIZATION FOR ADVANCED 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 policies, telephone and fuel charges, payments to the Office of Court Administration, Village of Coxsackie 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 Taber, seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 10-2026

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

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Board of Assessment Review Chair \$278.00 per meeting + \$50 per
meeting over 2 meetings

Councilmember Sottolano added that the annual salaries include a 2.5% cost of living increase

Motion by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 12-2026 COMMITTEE APPOINTMENTS

RESOLVED, that the Town Board does hereby establish the following Town Committees and appointments to said committees for the year 2026:

Agriculture Committee	Chair: Daniel Ferry Member: Janet Kash
Animal Control	Chair: Janet Kash Member: David Faul
Assessment	Chair: Debra Sottolano Member: David Faul
Audit and Budget	Chair: Denise Taber Member: David Faul
Buildings & Grounds/Recycling	Chair: Michelle Stefanik Member: Daniel Ferry
Cemetery	Chair: David Faul Member: Michelle Stefanik
Code Enforcement Officer	Chair: Debra Sottolano Member: David Faul
Communications	Chair: Janet Kash Members: Daniel Ferry, Michelle Stefanik
Fire, EMS and Law Enforcement	Member: Denise Taber
Grants/Promotions/Economic Development	Chair: Debra Sottolano Member: Daniel Ferry

Highway	Chair: Denise Taber Member: Daniel Ferry
Insurance:	Chair: Denise Taber Member: David Faul
Personnel:	Chair: Michelle Stefanik Member: David Faul
Planning Board	Chair: Debra Sottolano Member: Danny Ferry
Seniors	Chair: Janet Kash Member: Denise Taber
Technology/Website	Chair: David Faul Member: Debra Sottolano
Town Courts Liaison	Chair: Janet Kash Member: Denise Taber
Veterans and Memorials	Chair: Janet Kash Member: Denise Taber
Wastewater Treatment Plant	Chair: Debra Sottolano Member: David Faul
Water Districts	Chair: Debra Sottolano Member: Janet Kash
Youth, Parks and Recreation	Chair: Daniel Ferry Member: Denise Taber
Zoning Board of Appeals	Chair: David Faul Member: Daniel Ferry

Councilmember Kash stated that there are two new committees, the Cemetery Committee in response to the assumption of an abandoned cemetery and Art Byas has been appointed as Sexton and a Communications Committee to identify new ways to inform the public and receive input.

Motion by Supervisor Taber seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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WHEREAS, the Attorney for the Town has determined that this Agreement is considered professional services.

RESOLVED, that the Supervisor is authorized to sign an Agreement with Evening Star Bookkeeping Services for 2026.

Councilmember Sottolano informed the Board that the resolution would need to be tabled until the Town receives the contract from Evening Star.

Motion by Councilmember Kash, seconded by Councilmember Sottolano to Table the resolution until the next meeting

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 16-2026

RESOLUTION AUTHORIZING SUPERVISOR TO SIGN AN AGREEMENT FOR IT SERVICES

WHEREAS, the Town of New Baltimore will be utilizing professional IT services for 2026.

WHEREAS, the Attorney for the Town has determined that said services are considered professional services or services requiring special or technical skill, training or expertise according to the Town of New Baltimore Procurement Policy adopted January 1, 2026.

RESOLVED, that the Town Supervisor is authorized to sign an agreement with Intelligent Technology Solutions, Inc. for IT Services until December 31, 2026.

Councilmember Kash asked the Clerk whether the IT contract is automatically renewed annually. The Clerk responded that it is. Additionally, the Board will be provided with an agreement for the year requiring authorized signature. As the agreement has not yet been received, the Resolution will need to be tabled until it is received.

Motion by Supervisor Taber, seconded by Councilmember Sottolano to Table the Resolution

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 17-2026

2026 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 2026; all appointments until December 31, 2026:

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RESOLUTION 18-2026

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 2026, 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 \$26.90 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 David Varade 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 \$23.23 per hour, and

BE IT FURTHER RESOLVED, that Jonathan Rice 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 \$22.55 per hour, and

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 Councilmember Faul, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion carried

RESOLUTION 19-2026

EMPLOYMENT 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 at the rate of \$25.04/hour.

Hugh Sterritt
James Meade
Jerald Meigs

Motion made by Supervisor Taber seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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Councilmember Sottolano stated that there is a new holiday and will be added to the Employee Handbook.

Motion by Councilmember Sottolano, seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 22-2026

**ESTABLISHMENT OF WORK WEEK
FOR FULL-TIME, HOURLY EMPLOYEES**

RESOLVED, that the work week for the Town Highway Department for the year 2026 shall be 40 hours, and that overtime be paid for hours worked by full-time employees over 40 hours per week; and

RESOLVED, that the work week for full-time employees at Town Hall for the year 2026 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 Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 23-2026

**ESTABLISHMENT OF WAGE SCALE FOR TOWN HIGHWAY DEPARTMENT, IN
RECOGNITION OF UNION CONTRACT OBLIGATIONS.**

RESOLVED, that the wages for the Town Highway Department employees for the year 2026 will be as follows:

Heavy Motor Equipment Operator	\$25.04 per hour
Foreman	\$28.64 per hour
Part-Time Heavy/Motor Equipment Operators	\$25.04 per hour

Overtime shall be paid at 1.5 times the regular rate of pay at the 41st hour.

Councilmember Sottolano noted that an amendment will be made to this resolution which will provide Ron Sherman, who resigned at the last meeting effective January 2, 2026, shall be paid for the holiday and for four hours on Friday, for a total of \$349.

Motioned by Councilmember Sottolano, seconded by Supervisor Taber & Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION 24-2026
MILEAGE REIMBURSEMENT RATE

RESOLVED, that mileage reimbursement for the use of private vehicles for the year 2026 will be at the Federal Government rate.

Motioned by Supervisor Taber, seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 25-2026
DESIGNATION OF OFFICIAL TOWN NEWSPAPER

RESOLVED, that the *Times Union* is hereby designated as the official newspaper of the Town of New Baltimore for the year 2026.

Motioned by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 26-2026
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.

Councilmember Ferry asked whether having both the Hannacroix Post Office box and the New Baltimore Post Office box is redundant.

Supervisor Taber responded that the issue was previously discussed and it was determined that both locations receive separate mail.

Town Clerk Finke added that mail pertaining to the wastewater treatment plant goes to New Baltimore, while Town Court mail goes to Hannacroix. She further noted that they also receive the Town's mail at no additional expense.

Motioned by Supervisor Taber, seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 27-2026
PETTY CASH FUNDS

RESOLVED, that the following petty cash funds be established for the year 2026:

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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.

Motion by Supervisor Taber, seconded by Councilmember Sottolano
AYES: Taber, Ferry, Kash, Sottolano, Faul
NAYS:
ABSTAIN:
ABSENT:
Motion Carried

RESOLUTION 30-2026

ADOPTION OF 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 for 2026 in its current version, with the exception of an amendment added and made specific to the highway department, to section “Competitive Bidding, paragraph 3” below, and not withstanding any additionally, required revisions, identified in the future.

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.

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Purchasing Ethics

To maintain a high standard of conduct and to protect the reputation of the local government, the following rules of conduct will 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.

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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:

- i. 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.
- ii. 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. This section does not preclude alternate proposals if time permits.
- iii. 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.
- iv. 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

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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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Motion by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 31-2026

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 made by Councilmember Faul, seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 32-2026

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 Taber, seconded by Councilmember Ferry

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 33-2026

FILING OF SUPERVISOR'S REPORT FOR YEAR ENDING

RESOLVED, that pursuant to subdivision 10-A of Section 29 of the Town Law of

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the State of New York, the Supervisor shall submit to the Town Clerk within sixty days after the close of the 2025 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 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 Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 34-2026

**APPOINTMENT OF VOTING REPRESENTATIVE TO BOARD OF DIRECTORS,
GREENE COUNTY EMERGENCY MEDICAL SYSTEMS INC.**

RESOLVED, that Denise Taber 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, 2026.

AND BE IT FURTHER RESOLVED, if the representative is unable to attend this meeting, Michelle Stefanik is authorized to attend as the Town's official designee.

Motion by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 35-2026

**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, Crawford & Associates Engineering and Land Surveying P.C., Delaware Engineering, Creighton Manning Engineering, and MJ Engineering and Land Surveying, P.C. as engineering

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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, 2026.

Motion by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 36-2026

REAPPOINTMENT OF MEMBERS TO THE PLANNING BOARD

RESOLVED, that Annmarie Vadney is re-appointed to the Planning Board for a three-year term expiring on December 31, 2028.

RESOLVED, that William MacDonald is re-appointed to the Planning Board for a three-year term expiring on December 31, 2028.

RESOLVED, that Joshua Boelke is re-appointed to the planning board for a three-year term expiring December 31, 2028.

Motion by Supervisor Taber, seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 37-2026

REAPPOINTMENT OF THE CHAIR OF THE PLANNING BOARD

RESOLVED, that Robert Van Etten is hereby reappointed as chair of the Planning Board until December 31, 2026.

Motion by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION 38-2026

**REAPPOINTMENT AND APPOINTMENT OF MEMBER(S) TO THE
ZONING BOARD OF APPEALS**

RESOLVED, that Brad Jourdin is reappointed to the Zoning Board of Appeals for a five-year term expiring December 31, 2030.

RESOLVED, that Mark Peckham is hereby appointed to the Zoning Board of Appeals for a one-year term until December 31, 2026.

Motion by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 39-2026

APPOINTMENT OF THE CHAIR OF THE ZONING BOARD OF APPEALS

RESOLVED, that Brad Jourdin is hereby appointed as chair of the Zoning Board of Appeals until December 31, 2026.

Motion by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 40-2026

**EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE NEW BALTIMORE FIRE
DISTRICT UNTIL DECEMBER 31, 2026**

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, 2026.

Motion by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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RESOLUTION 41-2026

MEDWAY GRAPEVILLE FIRE DISTRICT UNTIL DECEMBER 31, 2026

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, 2026.

Motion by Supervisor Taber, seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

RESOLUTION 42-2026

PROVIDE PLOWING SERVICES FOR HUDSON RIVER INTERPRETIVE TRAIL

WHEREAS, the New Baltimore Conservancy has requested that the Town Highway Department continue to plow their parking lot located on the west side of State Route 144 just north of the New Baltimore/Coeymans Town line.

BE IT RESOLVED, that the Town of New Baltimore agrees to provide plowing services for the parking lot owned by the New Baltimore Conservancy that serves the Hudson River Interpretive Trail (HRIT) until December 31, 2026

Councilmember Sottolano stated that she would abstain from the vote because she is an officer of the Conservancy.

Motion by Supervisor Taber, seconded by Councilmember Kash

AYES: Taber, Ferry, Kash, Faul

NAYS:

ABSTAIN: Sottolano

ABSENT:

Motion Carried

MOTION TO ADJOURN THE 2026 ORGANIZATION MEETING

Motion by Councilmember Kash, seconded by Supervisor Taber to adjourn the meeting at 7:16 PM

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

Respectfully Submitted,

Barbara M. Finke, RMC, CTO
Town Clerk