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

SEPTEMBER 8, 2025
AGENDA

Please turn off all cell phones and electronic devices.

Pledge of Allegiance

Bid Opening for Diesel Fuel

Approval of Minutes
- August 25, 2025 Town Board Work Meeting

Public Comment Period

New Business
- Resolution to Authorize the Supervisor to Sign Renewal Agreement with MVP Health Care Insurance
- Resolution to Authorize the Implementation of a '.gov" Domain Name for the Official Website and Department Emails of the Town of New Baltimore
- Resolution to Establish Cemetery Charges by the Town
- Resolution to Authorize the Town Court to Apply for a Justice Court Assistance Program Grant in the 2025-2026 Cycle
- Audit of Claims

Upcoming Meetings
- September 11, 2025 Senior Picnic at Cecil Hallock Park at 12 Noon
- September 11, 2025 Planning Board Meeting at 7 PM
- September 20, 2025 Townwide Yard Sale at 9 AM, Maps Available on Town Hall Steps at 8AM
- September 22, 2025 Town Board Work Meeting at 7 PM
- October 1, 2024 Zoning Board of Appeals Meeting at 7:30 PM (If Needed)
- October 4, 2025 Mobile Spay/Neuter Clinic at Town Hall, Pre-Registration Required at jkash@townofnewbaltimore.org
- October 9, 2025 Planning Board Meeting at 7:30 PM
- October 15, 2025 Town Board Regular Meeting at 7 PM
- October 27, 2025 Town Board Work Meeting at 7 PM

Community Events

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 124-2025
SEPTEMBER 8, 2025

RESOLUTION TO AUTHORIZE THE SUPERVISOR TO SIGN RENEWAL AGREEMENT WITH MVP HEALTH CARE INSURANCE

WHEREAS the MVP Health Insurance Company has offered the Town of New Baltimore a renewal proposal for health insurance for town employees; and

WHEREAS the offering for continuation of the existing plan of the MVP HMO Gold 2 HSA represents an increase to the town for health insurance of 6 %. This will bring the total monthly cost to the town for the coverage for the following class of persons:

a. Single Person Coverage - $974.30 per person
b. Employee + Spouse - $1948.60 per employee
c. Employee + Child - $1656.56 per employee
d. Employe Family Rate - $2776.76 per employee

WHEREAS the town currently has 6 active employees receiving health insurance. Based on current and anticipated employee usage at the proposed rates the estimated expenditure for the new plan year is $140,011.60.

THEREFORE, BE IT RESOLVED that the Supervisor is hereby authorized to renew the agreement with MVP for employee health insurance beginning December 1, 2025.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 125-2025
SEPTEMBER 8, 2025

RESOLUTION TO AUTHORIZE IMPLEMENTATION OF A '.GOV' DOMAIN NAME FOR THE OFFICIAL WEBSITE AND DEPARTMENTAL EMAILS OF THE TOWN OF NEW BALTIMORE

WHEREAS General Municipal Law §300 and 30(7) requires that towns with populations of 1,500 or more establish and maintain an official website and departmental emails with a '.gov' domain name effective December 21, 2025.

RESOLVED that the Town Board of the Town of New Baltimore approves e #JW006861 from Intelligent Technology Solutions, Inc. for the migration to '.gov' for the Town's official website and employee emails at a cost of $1,000.

11786 State Route 9W
West Coxsackie, NY 12192

intelligent technology solutions, inc.

We have prepared a quote for you

Migration to .GOV Email & Logins

Quote # JW006861 v1

Prepared for:

Town of New Baltimore

Prepared by:

Joseph Wolodkevich

intelligent technology
solutions, inc.

Tuesday, August 26, 2025

Town of New Baltimore
Barb Finke
3809 County Route 51
Hannacroix, NY 12087
clerk@townofnewbaltimore.org

Dear Barb,

We need to secure the Domain Name with the .GOV Extension and update all user's to use for Login to Office 365 & Email. Recent legislation amended General Municipal Law §§ 300 and 30(7) to require that towns with populations of 1,500 or more (as well as other municipalities) establish and maintain an official website with a ".gov" domain name. The law has an effective date of Dec. 21, 2025.

Old email addresses will still receive email but all new email will go outbound with the new .GOV. We will make adjustments to the website & its plugins, etc. to maintain functionality, etc.

Joseph Wolodkevich
President
Intelligent Technology Solutions, Inc.

intelligent technology
solutions, inc.

Services	Price	Qty	Ext. Price
Migration to .GOV Login & EMail Up to 8 Hours to complete: • Secure Domain Name - TownOfNewBaltimore.Gov or TownOfNewBaltimoreNY.gov • Update of DNS • Migration of User Credentials/Authentication for Login • End User Updates for In office as well as remote staff such as Council Members, etc. • Website Update for new Extension/Site	$125.00	8	$1,000.00
		Subtotal:	**$1,000.00**

intelligent technology solutions, inc.

Migration to .GOV Email & Logins

Prepared by:

Intelligent Technology Solutions, Inc.

Joseph Wolodkevich
518-731-9766 Ext. 103
Fax 518-731-9767
jwolodkevich@itsyourit.com

Prepared for:

Town of New Baltimore

3809 County Route 51
Hannacroix, NY 12087
Barb Finke
(518) 756-6671
clerk@townofnewbaltimore.org

Quote Information:

Quote #: JW006861

Version: 1
Delivery Date: 08/26/2025
Expiration Date: 09/23/2025

Quote Summary

Description	Amount
Services	$1,000.00
Total:	**$1,000.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Intelligent Technology Solutions, Inc.

Signature: _____

Name: Joseph Wolodkevich

Title: President

Date: 08/26/2025

Town of New Baltimore

Signature: _____

Name: Barb Finke

Date: _____

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 126-2025
SEPTEMBER 8, 2025

RESOLUTION TO ESTABLISH CEMETERY CHARGES BY THE TOWN

WHEREAS, pursuant to New York State Law, the Town of New Baltimore has taken over the responsibility for abandoned burial grounds in the Town; and

WHEREAS, to facilitate the orderly management of such burial grounds by the Town of New Baltimore, it is necessary that the Town Board establish rates and charges for proper management and maintenance of these burial grounds.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of New Baltimore hereby adopts the following rates and charges for the proper maintenance of cemeteries under the control of the Town to be effective immediately. Such charges shall be in addition to any contractor or agent providing funeral, excavation, monument or other cemetery services.

Town Administrative Charges
Foundation/Memorialization Application: $25.00 per foundation/memorial
Interment: $150
Interment – Cremation: $150
Disinterment: $200.00
Transfer of Ownership: $50.00
Copy of Certified Ownership Certificate: $25.00

Lot Prices
Single Grave: $600.00 in addition to a Cemetery Maintenance Fee of $25.00
Each Additional Right of Interment: $500.00 in addition to a Cemetery Maintenance Fee of $25.00
Grave specified for cremation interment only: $500.00 in addition to a Cemetery Maintenance Fee of $25.00

AND BE IT FURTHER RESOLVED, that such rates and charges may be amended from time to time as is necessary by majority vote of the Town Board.

Upon motion made by , seconded by , the foregoing Resolution was duly adopted by the Town Board on September ___, 2025 by vote of a majority of its members as follows:

Town Board Member	yes	no	absent/abstain

It is hereby certified that the foregoing resolution is a true and accurate copy of that which was adopted by the Town Board on _____, 2025.

Dated: _____, 2025

_____
Barbara M. Finke, Town Clerk

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 127-2025
SEPTEMBER 8, 2025

RESOLUTION TO AUTHORIZE THE TOWN COURT TO APPLY FOR A JUSTICE COURT ASSISTANCE PROGRAM GRANT IN THE 2025-2026 CYCLE

WHEREAS the New Baltimore Town Court wishes to apply for a grant for digitizing Court documents.

RESOLVED the Town Board of the Town of New Baltimore authorizes the New Baltimore Town Court to apply for a JCAP grant in the 2025-2026 grant cycle up to $30,000.

To: Barbara Finke

From: Honorable Anthony Konsul Jr. and the Honorable James W. Huff, Town Justice

Re: Application finding from the Justice Court Assistance Program.

Date: September2, 2025

The Town Court is requesting authorization from the Town Board to apply for funding from the Justice Court Assistance Program during the upcoming grant cycle. One required component of the application is a Resolution from the Town Board authorizing the Town Court to apply for this Funding.

"The Board of the Town of New Baltimore authorizes the New Baltimore Town Court to apply for a JCAP grant in the 2025-2026 grant cycle up to $30,000.00."

Sincerely,

Honorable Anthony C. Konsul Jr.

Honorable James W. Huff

Sept 4, 2025 JW

intelligent technology
solutions, inc.

Thursday, July 17, 2025

Town of New Baltimore
Lynne Wallace
3809 County Route 51
Hannacroix, 12087
newbaltimoretowncourt@nycourts.gov

Dear Lynne,

We have quoted a Synology 4 Bay NAS outfitted with 6GB of RAM and 3 x 4 TB Hard Drives which would yield just under 7TB of Storage Capacity. Our plan would be to configure separate shares and connect your PC's & possibly Scanners so that data was accessible.

A VEEAM Backup Agent would need to be installed to complete documentable backup jobs to an offsite immutable storage location. Not knowing the needed capacity we have started with 150GB and it can expand from there dynamically.

Our plan would be to install the NAS in the locked Building Network Rack with a monitored/managed UPS.

We would need to install the backup agent on an i.t.s. managed PC which we have @ the Town but we would need to get approval from OCA to map drives for data storage, etc. I have quoted additional time but we only bill actual time used, ongoing support after implementation would be billed as utilized.

Joseph Wolodkevich
President
Intelligent Technology Solutions, Inc.

intelligent technology solutions, inc.

Hardware		Price	Qty	Ext. Price
Synology DS425+ 4 Bay NAS Synology 4-bay DiskStation DS425+ (Diskless) - 3YR Warranty		$599.99	1	$599.99
Synology RAM Module - For Notebook, NAS Server - 4 GB (1 x 4GB) DDR4 SDRAM - Non-ECC - Unregistered, Unbuffered - 260-pin - SoDIMM		$89.99	1	$89.99
Synology 4TB Plus HD		$149.99	3	$449.97
CyberPower Smart App Sinewave UPS Systems - 750VA/750W, 100 - 125 VAC, NEMA 5-15P, Tower, Sine Wave, 6 Outlets, LCD, PowerPanel® Business, $375000 CEG, 3YR Warranty		$499.99	1	$499.99
CyberPower Remote Management Card - Black 3YR Warranty - Hardware & Accessories		$299.99	1	$299.99
			Subtotal:	**$1,939.93**

Services	Price	Qty	Ext. Price
NAS & UPS Prep/Build - Remote • Update Firmware on NAS • Install Memory & Hard Drives • Configure RAIS • Set Static IP's & Configure Alerting	$125.00	3	$375.00
Onsite Deployment & Implementation Support • Deploy NAS to Network Closet along with Managed UPS • Configure Mapped Drives for Staff • Define Backup Job on pre-determined PC with existing Agent • Test and Confirm Access with OCA • Setup and Confirm Job Backup Schedule *Actual Time billed vs. Estimate	$125.00	8	$1,000.00
		Subtotal:	**$1,375.00**

intelligent technology solutions, inc.

NAS Backup Solution

Prepared by:

Intelligent Technology Solutions, Inc.

Joseph Wolodkevich
518-731-9766 Ext. 103
Fax 518-731-9767
jwolodkevich@itsyourit.com

Prepared for:

Town of New Baltimore

3809 County Route 51
Hannacroix, 12087
Lynne Wallace
(518) 756-2079
newbaltimoretowncourt@nycourts.gov

Quote Information:

Quote #: JW006796

Version: 1
Delivery Date: 07/17/2025
Expiration Date: 08/14/2025

Quote Summary

Description	Amount
Hardware	$1,939.93
Services	$1,375.00
Total:	**$3,314.93**

Monthly Expenses Summary

Description	Amount
Monthly Services	$65.00
Monthly Total:	**$65.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Intelligent Technology Solutions, Inc.

Signature: _____

Name: Joseph Wolodkevich

Title: President

Date: 07/17/2025

Town of New Baltimore

Signature: _____

Name: Lynne Wallace

Date: _____

NYSID
Purchasing That Powers Employment

CORPORATE OFFICE
11 Columbia Circle Drive West • Albany, NY 12203

www.nysid.org | (518) 463-9706 | 800-221-5994

August 22, 2025

Lynne Layman-Wallace
Court Clerk, New Baltimore Town Court
3809 County Route 51
Hannacroix, NY 12087
(518) 756-2079 OPT. 5
LlWallace@nycourts.gov

Re: Data Imaging Services

Dear Lynne,

This is to inform you that New York State Industries for the Disabled, Inc. (NYSID) is interested in providing Data Imaging services as a Preferred Source Service.

Thank you for this opportunity to provide a quote for data imaging services for the New Baltimore Town Court. The price for this service will be $26,490.00

Please find specifics regarding the project below. The term would be one year from start of contract.

Any questions or concerns, please feel free to reach out.

Thank you for your support of the Preferred Source Program.

Respectfully,

Ethan Durham
NYSID Account Representative – Capital Region
edurham@nysid.org
Office: 518-694-0255
Cell: 315-868-5002

SecureScan

DOCUMENT SCANNING

Prepared For:

New Baltimore Town Court

SecureScan Albany
1060 Broadway
Albany, NY 12204

Prepared By:
Chuck Tobin
chuck@securescan.com
(518) 935-4135

Why Choose SecureScan?

Our team is passionate, motivated, well trained, and ready to take on any challenge you can dish out.

We take great pride in our role of protecting the privacy and security of your sensitive data.

3 Person, Double Blind Data Entry

Even the best data entry professionals have a 93% accuracy rate. Our 3 person, double blind process guarantees 99.5% accuracy.

100% Quality Control

QC operators review every image for quality and legibility, and conduct rescans on any that don't meet our strict quality standards.

Secure & Confidential

The privacy of your documents is our top priority. We are committed to providing our customers with the highest security standards in the industry, including SOC 2 Type 2 certification and HIPPA compliance.

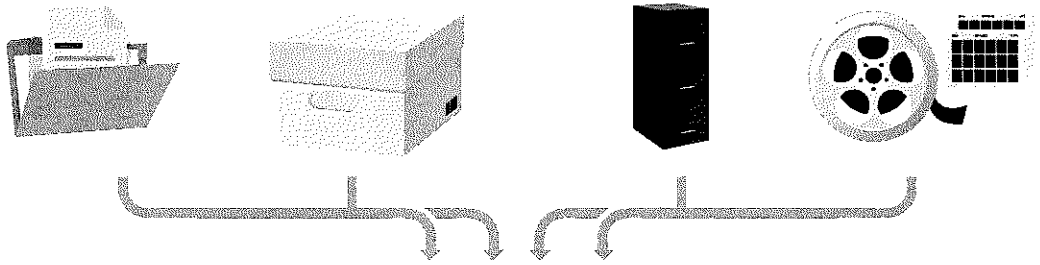
No Bid Needed

Hire us without a bid or RFP process because of our commitment to employing New Yorkers and Veterans with disabilities through our corporate partnership with NYSID.

Document Scanning

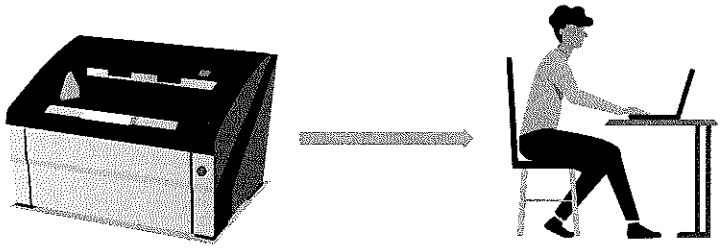
We'll help you tackle your paper problems with our simple approach.

Documents | Boxed Files | Filing Cabinets | Film & Fiche



Capture, OCR, & Extract

We scan your documents and extract key index data and OCR each page.



Deliver

Your digital documents can be delivered 3 ways

Secure FTP Download

ImageSilo

Encrypted USB Thumbnail

Confidentiality & Security

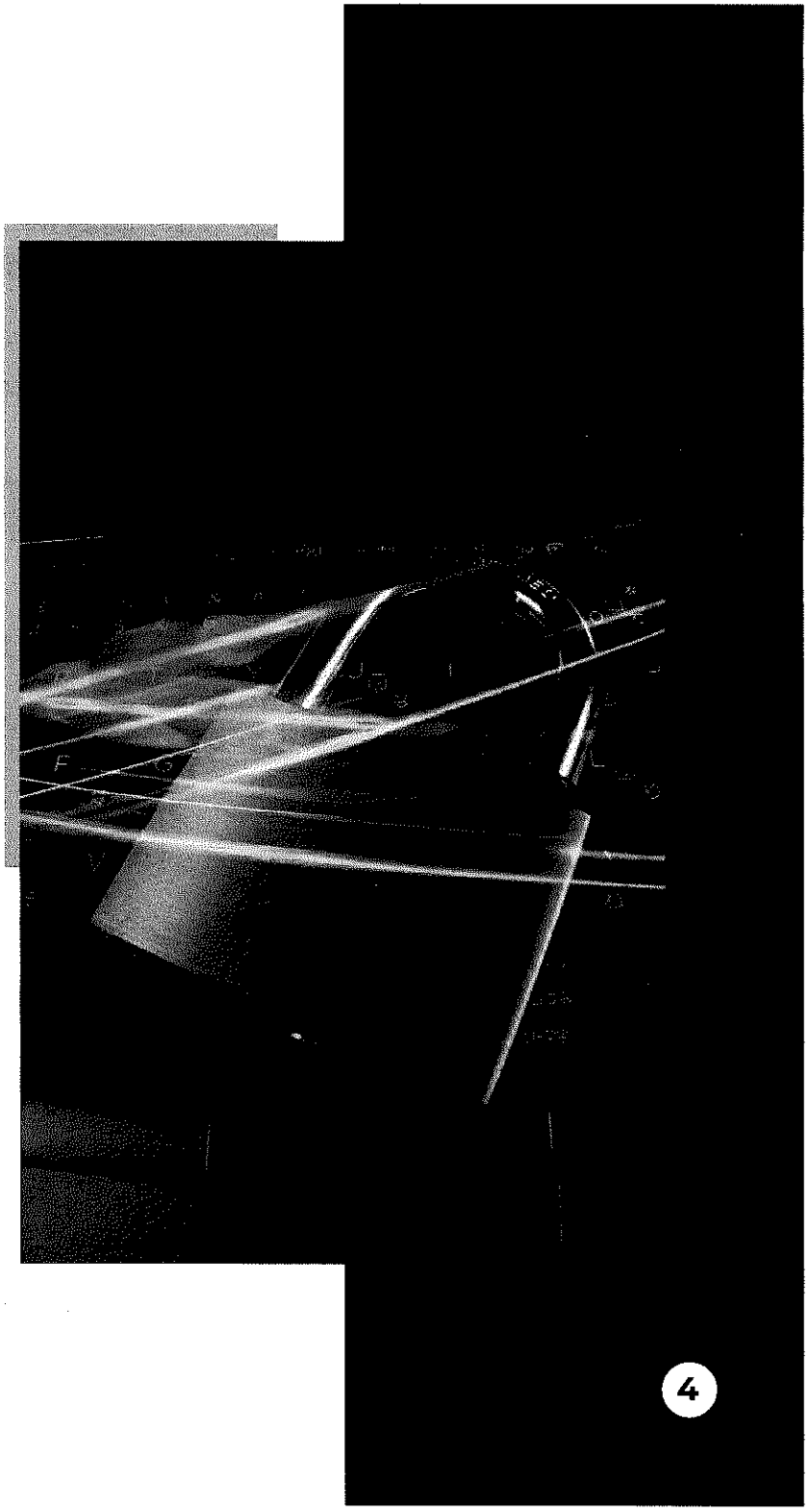
At SecureScan, the safety and security of your documents is our top priority. That's why we're trusted by highly regulated government agencies, medical facilities, and large-scale organizations to process and store critical data.

Our commitment to your privacy and investments in secure technology sets us apart from our competitors. We adhere to the highest standards of data management and privacy including HIPPA compliance and SOC 2® Type 2 certification.

AICPA SOC 2

HIPAA COMPLIANT

NAID® MEMBER



Our Detailed Process

Confidentiality:

SecureScan will sign a nondisclosure agreement/confidentiality statement, or business associate agreement in connection with this proposal as needed. SecureScan implements strict internal controls and practices to ensure the privacy and security of all customer data. We engage in a tightly controlled process, coupled with secured access to buildings and computers by employees and visitors. SecureScan complies with the provisions of the Gramm-Leach-Bliley Act, HIPAA and HITECH.

Pick-up and Chain of Custody:

SecureScan staff will conduct all pick-ups and deliveries in SecureScan owned/leased vehicles. Documents will be picked up in boxes unless otherwise agreed to on the last page of this proposal. Boxes will be counted and inventoried with the range of contents by a selected key value. Each box and it's contents will be added to a chain of custody transfer form sheet that will be reviewed and signed by a representative from both parties before departure.

Preparation:

Your documents will be transported to our facility, where the box number and associated key information will entered into our inventory control system, and tracking forms for each box will be created. Staples and paperclips are removed, paper corners are straightened, sticky notes are taped down and torn pages are repaired. After preparation, a team will be assigned and trained on your project, allowing us to maintain a consistent standard of quality throughout the project.

Scanning:

Initial tests are run to calibrate the scanning equipment for optimum brightness, contrast, rotation, and image clarity. As paper specifications change, further adjustments will be made as needed. In addition to these calibrations, we use production level scanning and image enhancement software packages along with Fujitsu scanner hardware to provide the best possible images of each page.

100% Quality Control:

SecureScan's quality control team completes a manual review of each image to ensure our high quality standards are met. Any image that does not meet these standards will be electronically marked for comparison against the paper record to rule out technical issues. The image will be rescanned with adjustments made to capture settings the produce the highest quality image possible.

Double Blind, Compare & Correct Indexing:

Selected fields will be extracted from your documents and keyed by two data entry operators simultaneously. A data comparison will be conducted to look for inconsistencies, and corrected by a 3rd person, resulting in 99.99% accuracy.

Full Text OCR

Optical Character Recognition (OCR) is used to convert the text contained in each image into searchable text, to allow for single word, phrase, or full sentence searching. The searchable text is embedded into the PDF file and is captured using ABBYY OCR engines.

Emergency Records Request:

Emergency records requests can be made at any time while we are in possession of your records. You can complete the request by sending an email to stat@securescan.com. The email address is used specifically for emergency requests and is received by multiple individuals. We request that the customer provide a minimum of two index values when the request is made so we can locate the record and respond as quickly as possible.

Delivery of Product:

Images are copied to an encrypted USB drive or added to a secure FTP site for download upon completion of work. The images will be provided in the agreed upon format and structure. Paper, folders and boxes will be returned, shredded or held for a period of one month and then returned or shredded.

ImageSilo Document Management System:

Images can be uploaded into ImageSilo, a highly secure and redundant cloud based document management system for an additional monthly fee. Image silo functionality includes the ability to search, view, print, email, and annotate documents, with eform and electronic signature add-on functionality.

Secure Document Shredding:

After the scanning process has been completed, we can either return your documents for storage, or permanently and securely destroy your documents with our NAID® compliant document shredding service. You will be provided with a Certificate of Destruction for your records.

SecureScan

Lynne,

Thank you for the opportunity to propose our document scanning services. This proposal is provided by SecureScan to NYSID with the intent of providing document imaging services through the NYS Preferred Source Program. Government agencies can procure Preferred Source services without a bid process through the Program and it assists New Yorkers with disabilities to obtain more employment opportunities. We have gathered all the information necessary to confidently provide this quote for your project. **Services include:**

- Pick-up of packed banker boxes by SecureScan employees and transportation of your documents to our facility.
- Document preparation including the removal of staples and paperclips, inserting barcoded separation pages, and moving sticky notes to the back or to a separate page. File Folders may be cut and scanned.
- Bitonal duplex scanning of paper documents at 300 dpi as multi-page PDF.
- Quality control, including a visual review of all scanned images to ensure capture of high-quality digital images. Rescans will be conducted where necessary. Blank pages are removed by an initial automated and secondary manual process.
- Double blind, compare and correct document identification by 8-Digit Case Number. Last name and First name, or party names will be indexed if there is no 8-Digit Case Number. Double blind, compare and correct data entry is a 3-person data entry method that will yield and accuracy rate of 99.99% or better. Single key data entry is generally limited to 93% or less.
- Email address (stat@securescan.com) to make emergency requests for documents when they are in process at SecureScan.
- Delivery of PDF files by encrypted USB drive. It is the courts responsibility to provide ongoing back-up of the files delivered by a IT company or Town/Village IT staff.
- Scanned documents will be shredded after approval from OCA Records Management.

Sincerely,

Chuck Tobin

Chuck Tobin
Phone: (518) 312-3885
Email: chuck@securescan.com

SecureScan Service Description	Estimated Volume	Unit Price	Estimated Total Price
Document Scanning Services: Document Preparation, Document Scanning, Quality Control Review and Indexing of Documents. All as defined within the proposal. Standard 10"x12"x15" banker box size is quoted. Larger or smaller boxes will be pro-rated.	67 Boxes	$ 385.00 per box	**$ 25,795.00**
Secure Shredding Services: Confidential Shredding of documents one month after delivery and with approval by customer. Standard 10"x12"x15" banker box size is quoted. Larger or smaller boxes will be pro-rated.	67 Boxes	$ 5.00 per box	**$ 335.00**
Transportation Services: Pick-up or return delivery of boxed documents by SecureScan employees.	1 Visit	$ 360.00 per visit	**$ 360.00**
Estimated Total Price			**$ 26,490.00**

Pricing valid for 90 days from the date of this quotation. Prices do not include applicable sales tax. Any pages that are located within the boxes that are greater than 11" x 17" in size will be scanned on a single sheet-fed large format scanner and billed at a price of $ 2.00 per image. All pages will be scanned in bitonal (black & white) mode, not greyscale or color. 100 documents are included in each 10" x 12" x 15" box or equivalent, each document over 100 for each box will be billed at $0.50 per document to support for extra document indexing services.

Please read the important information below in regard to getting approval for OCA Records Management to shred documents after scanning:

You must have a back-up of the scanned files completed on a regular basis, but Town IT, Village IT or a 3rd party IT company. The Courtroom Program online or USB backup is not acceptable. The party signing section 7 of the Records Management Certification for Electronic Records Form should ensure that files are being maintained in a system that is in compliance with Policy 9. For further information contact the Office of Court Administration, Office of Records Management for information on completing the Records Management Certification for Electronic Records Form and Policy 9. The records will be scanned as 300 dpi PDF files, please add this to section 5a and 5c on the Records Management Certification for Electronic Records Form. Links to the Records Management Certification for Electronic Records Form and Policy 9.

https://ww2.nycourts.gov/sites/default/files/document/files/2022-04/ElecRecCertForm-rev2021DIGITAL_0_0.pdf

https://ww2.nycourts.gov/sites/default/files/document/files/2018-04/Policy9.pdf

NYSID
Purchasing That Powers Employment

Request for Price Concurrence

Date Sent: August 22, 2025
Contracting Agency: New Baltimore Town Court
Customer Contact: Lynne Layman-Wallace
Job Title: County Clerk
Street Address: 3809 County Route 51
City, State Zip: Hannacroix, NY 12087

PLEASE UPDATE INFORMATION IF NEEDED

Phone: (518) 756-2079 x5 Fax# E-Mail: LlWallace@nycourts.gov

Member Agency: Unity House
Corporate Partner: SecureScan
Service: Data Imaging Services
Location: 1060 Broadway, Albany, NY 12204
Proposed Price: $26,490.00
Proposed Term: One year from contract approval

This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested, a cost analysis can be provided for your review documenting proposed cost of service.

Please Note: All contracts with NYS Prevailing Wage Schedules issued on or after 8/1/2010 must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the annual NYS Department of Labor Published Prevailing Wage Schedules.
All contracts with NYC Prevailing Wage Schedules must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the NYC Comptrollers Published Prevailing Wage Schedule.

Please find additional pricing details below-

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc.
ATTN: Ethan Durham
11 Columbia Circle Drive
Albany, NY 12203-5156

E-mail: edurham@nysid.org
Phone: 518-694-0255
Ext.: 255
Fax:

Authorized Signature: _____
Printed Name: _____
Job Title: _____
Date: _____

☐ See attached documents in lieu of signed form

SecureScan Service Description	Estimated Volume	Unit Price	Estimated Total Price
Document Scanning Services: Document Preparation, Document Scanning, Quality Control Review and Indexing of Documents. All as defined within the proposal. Standard 10"x12"x15" banker box size is quoted. Larger or smaller boxes will be pro-rated.	67 Boxes	$ 385.00 per box	**$ 25,795.00**
Secure Shredding Services: Confidential Shredding of documents one month after delivery and with approval by customer. Standard 10"x12"x15" banker box size is quoted. Larger or smaller boxes will be pro-rated.	67 Boxes	$ 5.00 per box	**$ 335.00**
Transportation Services: Pick-up or return delivery of boxed documents by SecureScan employees.	1 Visit	$ 360.00 per visit	**$ 360.00**
Estimated Total Price			**$ 26,490.00**

Pricing valid for 90 days from the date of this quotation. Prices do not include applicable sales tax. Any pages that are located within the boxes that are greater than 11" x 17" in size will be scanned on a single sheet-fed large format scanner and billed at a price of $ 2.00 per image. All pages will be scanned in bitonal (black & white) mode, not greyscale or color. 100 documents are included in each 10" x 12" x 15" box or equivalent, each document over 100 for each box will be billed at $0.50 per document to support for extra document indexing services.

Please read the important information below in regard to getting approval for OCA Records Management to shred documents after scanning:

You must have a back-up of the scanned files completed on a regular basis, but Town IT, Village IT or a 3rd party IT company. The Courtroom Program online or USB backup is not acceptable. The party signing section 7 of the Records Management Certification for Electronic Records Form should ensure that files are being maintained in a system that is in compliance with Policy 9. For further information contact the Office of Court Administration, Office of Records Management for information on completing the Records Management Certification for Electronic Records Form and Policy 9. The records will be scanned as 300 dpi PDF files, please add this to section 5a and 5c on the Records Management Certification for Electronic Records Form. Links to the Records Management Certification for Electronic Records Form and Policy 9.

https://ww2.nycourts.gov/sites/default/files/document/files/2022-04/ElecRecCertForm-rev2021DIGITAL_0_0.pdf

https://ww2.nycourts.gov/sites/default/files/document/files/2018-04/Policy9.pdf

Town Clerk

From: Highway
Sent: Monday, August 25, 2025 11:18 AM
To: Jeff Ruso; Janet Kash; Kelly Downes; Shelly VanEtten; Debra Sottolano; Nick Dellisanti; Town Clerk
Subject: Fall Conference

Good morning all, I have been awarded a full scholarship to the NYS Association of Town Superintendents of Highways annual Fall Conference being held on Niagara Falls from September 23 to the 26. The cost for the conference, meals, and hotel room is $1200.00. I would like board approval to drive the town pickup to and from this conference. I will fill it with gas prior to leaving at the highway garage, and refill on the way back at my expense. Thank you for your consideration.

Alan

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TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 128-2025
SEPTEMBER 8, 2025

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 2025-09-01 to 2025-09-, it is

RESOLVED that the Supervisor is hereby authorized to pay claims 2025-09-01 to 2025-09-.

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