

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE  
2025 ORGANIZATIONAL MEETING  
JANUARY 1, 2025**

**PLEDGE OF ALLEGIANCE**

**SWEARING-IN CEREMONY FOR  
TOWN JUSTICE JAMES W. HUFF**

**BY J. THEODORE HILSCHER,  
NOTARY PUBLIC OF THE STATE OF NEW YORK**

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**TOWN OF NEW BALTIMORE**                      **Draft 1/10/25**  
**COUNTY OF GREENE**                      **Adopted 1/27/2025**  
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**Swearing In Ceremony for Town Justice James W. Huff**  
**by J. Theodore Hilscher, Notary Public of the State of New York**

Supervisor Ruso opened the Organizational Meeting at 2:05 PM and the Pledge of Allegiance was said. Also attending Councilmembers Downes, Kash, Sottolano, and VanEtten; Deputy Supervisor Dellisanti; and Town Clerk Finke. Absent: Highway Superintendent VanWormer

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
**JANUARY 1, 2025**

**RESOLUTION 1-2025**  
**APPOINTMENT OF DEPUTY TOWN SUPERVISOR**

**RESOLVED**, that Nicholas Dellisanti 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 Ruso seconded by Councilmembers VanEtten and Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 2-2025**  
**SCHEDULE OF MEETINGS**

**RESOLVED**, that the regular monthly meetings of the Town Board 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 13, 2025	May 12, 2025	September 8, 2025
February 10, 2025	June 9, 2025	October 15, 2025
March 10, 2025	July 14, 2025	November 10, 2025
April 14, 2025	August 11, 2025	December 8, 2025

**AND BE IT FURTHER RESOLVED**, that the monthly Town Board work meeting shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 27, 2025	May 28, 2025	September 22, 2025
February 24, 2025	June 23, 2025	October 27, 2025
March 24, 2025	July 28, 2025	November 24, 2025
April 28, 2025	August 25, 2025	December 22, 2025

**AND BE IT FURTHER RESOLVED**, that pursuant to Section 103 of the Public Officers Law, these Town Board meetings shall be open to the general public. Nothing herein shall preclude the Town Board from conducting official business at its monthly work meeting where it is deemed to be necessary to do in the interest of expediency and where the public interest will be served,

**AND BE IT FURTHER RESOLVED**, that the regular monthly meeting of the Planning Board 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 9, 2025	May 8, 2025	September 11, 2025
February 13, 2025	June 12, 2025	October 9, 2025
March 13, 2025	July 10, 2025	November 13, 2025
April 10, 2025	August 14, 2025	December 11, 2025

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*AND BE IT FURTHER RESOLVED*, that the Planning Board work meeting, if held, shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the fourth Thursday of each month,

*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 8, 2025	May 7, 2025	September 3, 2025
February 5, 2025	June 4, 2025	October 1, 2025
March 5, 2025	July 2, 2025	November 5, 2025
April 2, 2025	August 6, 2025	December 3, 2025

*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 by Supervisor Ruso seconded by Councilmember Kash

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
**JANUARY 1, 2025**

**RESOLUTION 3-2025**  
**AUTHORIZATION FOR ADVANCE 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 Cossackie 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 Ruso seconded by Councilmember Sottolano and VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
**JANUARY 1, 2025**

**RESOLUTION 4-2025**  
**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

*WHEREAS*, Town Board Members are required to audit all submitted claims prior to or at the Regular Monthly Town Board Meeting and Town Board Work Meeting; and

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*WHEREAS*, the Town Board adopts a resolution at the Regular Monthly Town Board Meeting and Town Board Work Meeting authorizing Supervisor to pay the audited claims for said month;

*NOW, THEREFORE, BE IT RESOLVED*, that all claims to be audited at said Regular Monthly Meeting and Town Board Work Meeting must be submitted to the Town Clerk by 4 PM on Friday prior to each regular monthly Town Board Meeting and Town Board Work Meeting to be included on the Audit of Claims.

Motion by Councilmember Downes seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
**JANUARY 1, 2025**

**RESOLUTION 5-2025**  
**2025 ANNUAL SALARIES FOR ELECTED OFFICIALS AND APPOINTEES**

*RESOLVED*, that the following salaries and contractual services payments be fixed up to the following levels for the year 2025:

Supervisor	\$12,986.00, payable quarterly
Deputy Town Supervisor	\$3,030.00, payable quarterly
Councilpersons (4)	\$ 5,411.00, payable quarterly
Justices (2)	\$12,986.00, payable quarterly
Town Clerk	\$43,285.00, payable biweekly
Superintendent of Highways	\$61,682.00, payable biweekly
Sole Assessor	\$19,479.00, payable biweekly
Planning Board Members (5)	\$833.00, payable quarterly
Planning Board Chair	\$2,510.00, payable quarterly
Planning Board Vice Chair	\$941.00, payable quarterly
Zoning Board of Appeals (4)	\$346.00, payable quarterly
Zoning Board of Appeals Chair	\$780.00, payable quarterly
Board of Assessment Review (4)	\$216.00 + \$50 per meeting over 2 meetings
Board of Assessment Review Chair	\$271.00 + \$50 per meeting over 2 meetings

Motion by Supervisor Ruso seconded by Councilmember Kash

Supervisor Ruso noted that the figures represent a 3% wage increase and rounded out to the nearest dollar. The raise could be up a few pennies and or down a few pennies, but they were rounded out.

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

Supervisor Ruso noted that most appointments were the same as last year. Councilmember Kash added that the County Planning Board was lost and Supervisor Ruso mentioned that the County took it away.

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**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 6-2025**  
**COMMITTEE APPOINTMENTS**

**RESOLVED**, that the Town Board does hereby establish the following Town Committees and appointments to said committees for the year 2025:

Agriculture Committee/AgFest Liaison	Member: Shelly VanEtten
Animal Control	Chair: Janet Kash Member: Debra Sottolano
Assessment	Chair: Debra Sottolano Member: Janet Kash
Audit and Budget	Chair: Jeff Ruso Member: Kelly Downes
Buildings & Grounds/Recycling	Chair: Kelly Downes Member: Shelly VanEtten
Code Enforcement Officer	Chair: Kelly Downes Member: Jeff Ruso
Fire, EMS and Law Enforcement	Member: Nick Dellisanti
Grants/Promotions/Economic Development	Chair: Shelly VanEtten Member: Jeff Ruso
Highway	Chair: Jeff Ruso Member: Kelly Downes
Insurance:	Chair: Jeff Ruso Member: Kelly Downes
Personnel:	Chair: Jeff Ruso Member: Shelly VanEtten
Planning Board	Chair: Kelly Downes Member: Janet Kash
Seniors	Chair: Shelly VanEtten Member: Jeff Ruso
Technology/Website	Chair: Kelly Downes Member: Shelly VanEtten
Town Courts Liaison	Chair: Janet Kash Member: Debra Sottolano
Veterans and Memorials	Chair: Shelly VanEtten Member: Kelly Downes
Wastewater Treatment Plant	Chair: Debra Sottolano Member: Janet Kash
Water Districts	Chair: Janet Kash Member: Debra Sottolano

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Youth, Parks and Recreation

Chair: Shelly VanEtten  
Member: Jeff Ruso

Zoning Board of Appeals

Chair: Debra Sottolano  
Member: Janet Kash

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 7-2025**  
**ADOPTION OF EMPLOYEE HANDBOOK**

**RESOLVED** the Employee Handbook originally adopted by the New Baltimore Town Board by Resolution on November 24, 2014 and updated as needed is in full force and effect for 2025.

Motion by Supervisor Ruso seconded by Councilmember VanEtten and Downes

Councilmember Sottolano suggested that a biannual or annual performance appraisal be added which would give an employee an opportunity to make any corrections. Supervisor Ruso indicated that he would like to see an evaluation prior to the end of a probationary period and any new provisions would need to be inserted into the Handbook. He suggested adopting the Employee Handbook as is and making adjustments and bringing forward if updates are to be made.

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 8-2025**  
**APPOINTMENT OF ATTORNEY FOR THE TOWN**

**RESOLVED**, that the position of Town Attorney is hereby abolished until midnight, December 31, 2024, and

**BE IT FURTHER RESOLVED**, that Michelle Storm, Esq. is hereby retrained as Attorney for the Town of New Baltimore for the year 2025 at the annual rate of \$16,000, payable monthly, to provide such legal services as the Town Board deems necessary pursuant to her proposal which is annexed hereto and is fully incorporated herein. Additional legal services outside the scope of the Retainer Fees shall be billed at the hourly rate of \$300 per hour for Partners, \$250 for Senior Associates, \$175 for Associates, \$110 for Law Clerks, and \$90 for Paralegals. The Supervisor is hereby empowered to sign and accept said proposal.

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

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**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 9-2025**  
**RESOLUTION TO AUTHORIZE SUPERVISOR TO SIGN AGREEMENT WITH**  
**EVENING STAR BOOKKEEPING SERVICE FOR BOOKEEPING SERVICES**

*WHEREAS* Evening Star Bookkeeping Service has been providing bookkeeping services to the Town of New Baltimore since 2013.

*WHEREAS* according to the Procurement Policy of the Town of New Baltimore (6)(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, judgement integrity and moral worth.

*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 2025.

Motion by Councilmember Downes seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 10-2025**  
**RESOLUTION AUTHORIZING SUPERVISOR TO SIGN**  
**AN AGREEMENT FOR IT SERVICES**

*WHEREAS* the Town of New Baltimore will be utilizing professional IT services for 2025.

*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, 2025.

*RESOLVED* that the Town Supervisor is authorized to sign an agreement with Intelligent Technology Solutions, Inc. for IT Services until December 31, 2025.

Motion by Councilmember Downes seconded by Councilmember Kash

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 11-2025**  
**2025 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 2025; all appointments until December 31, 2025:



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rate of \$26.25 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 \$22.66 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 \$22.00 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 Sottolano seconded by Councilmember Kash

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 13-2025**  
**APPOINTMENT 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:

Hugh Sterritt  
James Meade

Motion by Councilmember Downes seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 14-2025**  
**FIDELITY BONDS**

**BE IT RESOLVED**, that the Town of New Baltimore approve and file in the Office of the Greene County Clerk and the Town Clerk of the Town of New Baltimore the following official bonds:

Town Clerk/Tax                      \$700,000

Supervisor                              \$800,000

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Other Officials,                      \$ 50,000  
Including Deputy Supervisor,  
Town Clerk,  
Deputy Town Clerks,  
Town Justices, Justice  
Clerk, Deputy Justice  
Clerk, Highway  
Superintendent, Deputy  
Highway Superintendent

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 15-2025**  
**2025 PAID HOLIDAYS**

**RESOLVED**, that the following days shall be paid holidays for full-time employees for the year 2025:

New Year's Day	January 1
Martin Luther King, Jr. Birthday	January 20
Presidents' Day	February 17
Memorial Day	May 26
Independence Day	July 4
Labor Day	September 1
Columbus Day	October 13
Election Day	November 4
Veterans' Day	November 11
Thanksgiving Day	November 27
Christmas Day	December 25
Floating Holiday	

If a holiday falls on Saturday, it will be observed on Friday and if it falls on Sunday it will be observed on Monday.

Motion by Councilmember Downes seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 16-2025**  
**ESTABLISHMENT OF WORK WEEK FOR FULL-TIME HOURLY EMPLOYEES**

**RESOLVED**, that the work week for the Town Highway Department for the year 2025 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 2025 shall be 32.5 hours per week and that overtime be paid for hours worked in excess of 40 hours per week.

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Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 17-2025**  
**ESTABLISHMENT OF WAGE SCALE FOR TOWN HIGHWAY DEPARTMENT**

**RESOLVED**, that the wages for the Town Highway Department employees for the year 2025 will be as follows:

Heavy Motor Equipment Operator	\$24.43 per hour
Foreman	\$27.98 per hour
Part-Time Heavy/Motor Equipment Operators	\$24.43 per hour

Overtime shall be paid at 1 ½ times the regular rate of pay at the 41st hour.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 18-2025**  
**MILEAGE REIMBURSEMENT RATE**

**RESOLVED**, that mileage reimbursement for the use of private vehicles for the year 2025 will be at the Federal Government rate.

Motion by Supervisor Ruso seconded by Councilmember Downes

Supervisor Ruso indicated that in 2024 the rate was \$0.67 and in 2025 it is now \$0.70 per mile.

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 19-2025**  
**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 2025.

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Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 20-2025**  
**RENTAL OF POST OFFICE BOX**

*It is RESOLVED* that the Town of New Baltimore shall rent a post office box in the New Baltimore Post Office and the Hannacroix Post Office.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 21-2025**  
**PETTY CASH FUNDS**

*RESOLVED*, that the following petty cash funds be established for the year 2025:

Town Clerk	\$400.00
Justice Clerk	\$500.00
Recycling Center Operator	\$ 50.00
Town Clerk/Tax	\$200.00
Assessor's Clerk	\$ 75.00
Building/Planning/Zoning Clerk	\$100.00

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 22-2025**  
**DESIGNATION OF DEPOSITORIES**

*RESOLVED*, that the following banks be designated as depositories of funds for the following officials:

Greene County Commercial Bank:	Supervisor
	Deputy Supervisor
	Town Clerk
	Justices

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National Bank of Coxsackie:

Supervisor  
Deputy Supervisor  
Town Clerk  
Justices

In addition to the depositories named above, the Supervisor shall be empowered to invest Town funds in accordance with the Investment Policy for the Town of New Baltimore.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 23-2025**  
**REVIEW OF TOWN INVESTMENT POLICY**

**RESOLVED**, that pursuant to the provisions of the General Municipal Law of the State of New York, the Town Board hereby adopts the attached Investment Policy dated January 5, 2009.

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 Councilmember VanEtten seconded by Councilmembers Downes and Kash

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

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**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 24-2025**  
**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.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE**  
**PROCUREMENT POLICY**

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.

Purchasing Ethics

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

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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.

2.) All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law, goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal law; purchases under county Contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3.) All procurement and rental/lease of equipment, materials, supplies and nonpersonal services shall be requisitioned through the Town Board, regardless of dollar amount, with the signed approval of the requisitioning department’s supervisor prior to ordering.

The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Method

Under \$1,000	Left to the discretion of the purchaser
\$1,000 to \$2,500	An oral request for the goods and fax/email quotes from at least 2 vendors.
\$2,500 to \$10,000	A written RFP and written/fax/email quotes from at least 3 vendors
Greater than \$10,000	A formal bid pursuant to GML 103(1)

Estimated Amount of Public Works Contract

Estimated Amount of Public Works Contract	Method Required
\$ 1 - \$ 2,500	No quotation
\$2,501 - \$10,000	2 written/quotations
\$10,001 - \$25,000	3 written/quotations
\$25,001 - \$35,000	4 or more written/quotations
\$35,001 – over	sealed bid required

A good faith effort shall be made to obtain the required number of proposals or quotations. If the department is unable to obtain the required number of proposals or quotations, the department will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement. All documentation shall be maintained by the requisitioning department for review by the Town Board.

4.) Documentation is required of each action taken in connection with each purchase.

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

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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: (a) 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
- b. 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
- c. 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.

b. 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.

c. 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.

d. 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 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.

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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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 25-2025**  
**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 by Councilmember Kash seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 26-2025**  
**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.

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Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 27-2025**  
**FILING OF SUPERVISOR'S REPORT FOR YEAR ENDING**

**RESOLVED**, that pursuant to subdivision 10-A of Section 29 of the Town Law of the State of New York, the Supervisor shall submit to the Town Clerk within sixty days after the close of the 2024 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 Ruso seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 28-2025**  
**APPOINTMENT OF VOTING REPRESENTATIVE TO BOARD OF DIRECTORS, GREENE**  
**COUNTY EMERGENCY MEDICAL SYSTEMS INC.**

**RESOLVED**, that Nicholas Dellisanti 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, 2025.

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

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 29-2025**  
**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.

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***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 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, 2025.

Motion by Councilmember VanEtten seconded by Councilmember Sottolano

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 30-2025**  
**APPOINT MEMBERS TO THE PLANNING BOARD**

***RESOLVED*** that Frank Orlando is reappointed to the Planning Board for a three-year term expiring December 31, 2027.

***RESOLVED*** that Joshua Boehlke and William MacDonald are appointed to the Planning Board for a one-year term expiring December 31, 2025.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 31-2025**  
**REAPPOINT CHAIR OF THE PLANNING BOARD**

***RESOLVED*** that Robert VanEtten is hereby reappointed as Chair of the Planning Board until December 31, 2025.

Motion by Supervisor Ruso seconded by Councilmember Downes

AYES: Ruso, Downes, Kash, Sottolano

NAYS:

RECUSE: VanEtten

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 32-2025**  
**REAPPOINT MEMBER TO THE ZONING BOARD OF APPEALS**

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**RESOLVED** that Craig Albano is reappointed to the Zoning Board of Appeals for a five-year term expiring December 31, 2029.

Motion by Councilmember Sottolano seconded by Councilmember Kash  
AYES: Ruso, Downes, Kash, Sottolano, VanEtten  
NAYS:  
ABSTAIN:  
ABSENT:  
**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 33-2025**  
**REAPPOINT CHAIR OF THE ZONING BOARD OF APPEALS**

**RESOLVED** that William Boehlke is hereby reappointed as Chair of the Zoning Board of Appeals until December 31, 2025.

Motion by Councilmember Sottolano seconded by Councilmember Kash  
AYES: Ruso, Downes, Kash, Sottolano, VanEtten  
NAYS:  
ABSTAIN:  
ABSENT:  
**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 34-2025**  
**EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE**  
**NEW BALTIMORE FIRE DISTRICT UNTIL DECEMBER 31, 2025**

**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, 2025.

Motion by Supervisor Ruso seconded by Councilmember Downes  
AYES: Ruso, Downes, Kash, Sottolano, VanEtten  
NAYS:  
ABSTAIN:  
ABSENT:  
**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
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**RESOLUTION 35-2025**  
**EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE**  
**MEDWAY GRAPEVILLE FIRE DISTRICT UNTIL DECEMBER 31, 2025**

**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, 2025.

Motion by Supervisor Ruso seconded by Councilmembers Downes and VanEtten  
AYES: Ruso, Downes, Kash, Sottolano, VanEtten  
NAYS:  
ABSTAIN:

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ABSENT:

**Motion Carried**

Supervisor Ruso noted that this is the agreement by which the Town plows the driveways of the fire departments.

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**RESOLUTION 36-2025**  
**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 south 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, 2025.

Motion by Supervisor Ruso seconded by Councilmember Sottolano

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
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**RESOLUTION 37-2025**  
**RESOLUTION TO AMEND GUIDELINES FOR PUBLIC COMMENT**  
**DURING TOWN BOARD MEETINGS**

*WHEREAS* the Town of New Baltimore has published “Guidelines for Public Conduct During Town Board Meetings” that read:

**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. 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 proceedings of the business of the Town Board.

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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.

***THEREFORE BE IT RESOLVED*** that the Town Board of the Town of New Baltimore adopts the aforementioned guidelines for public conduct during Town Board meetings.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

Councilmember Kash suggested she was more comfortable changing the current three minutes for one topic to three minutes for multiple topics to five minutes for multiple topics. Councilmember VanEtten indicated she was in favor of three minutes. Councilmember Sottolano liked the five-minute change and as the number of topics goes up, their time gets much more limited. Councilmember VanEtten mentioned it was Public Comment not a debate or discussion, so she felt three minutes was plenty of time. Supervisor Ruso suggested that the best way to address the time limit was to have an amendment and asked if there were any other concerns before moving forward so multiple amendments could be considered. He further pointed out that there were items mentioned that are well provided that he has not followed but noted that in Section 2 it says that ‘cards shall be collected prior to the beginning of the Town Board meeting’ and that he has been accepting cards during the meeting. Councilmember Kash asked if we have two Public Comment Periods and someone enters after the meeting started, they wouldn’t be able to submit their cards. Supervisor Ruso noted that the Board did not have to have two Public Comment Periods and Councilmember VanEtten agreed. Councilmember Sottolano wondered if that prevents a resident from getting another three minutes with a new card. Councilmember VanEtten wondered if a vote would be taken on the resolution as it and Supervisor Ruso reminded the Board about the amendment which would be voted aye or nay and asked for any other amendments.

Motion by Councilmember Kash to propose an amendment that to ‘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’ I would suggest five minutes rather than three. ‘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.’

Councilmember Sottolano thought if it went to five minutes and they only have one topic, a resident will use five minutes, and clarification should be made of three minutes for one topic and five minutes for multiple topics. Supervisor Ruso noted that whether a resident has three, four, or five topics, they have three minutes and there is no stipulation that they can’t have more than one topic in the allotted timeframe. Councilmember Kash added that the Board is changing on the length of time residents are allowed to speak and with few exceptions most who do speak do not use three minutes, but for those that have more than one, she suggests that five minutes is a reasonable compromise. Supervisor Ruso asked for any thoughts or counterproposals on the suggestion from Councilmember Kash. Councilmember VanEtten preferred the three minutes, and doesn’t believe there have been many people, maybe one she could think of, that needed more than three minutes in the 12 years she has been on the Board. Supervisor Ruso concurred that the Board has had to enforce the three-minute rule recently, where one person made a comment and went over, and it was only one person. When there are multiple people or a person with multiple topics, that’s where the problems begin and why it is being addressed by the Board. Councilmember Sottolano mentioned that the last meeting went smoothly as Supervisor Ruso gavelled at every three minutes per topic and didn’t allow multiple topics. Councilmember VanEtten reminded that some of the cards had exactly the same and Supervisor Ruso agreed that the topics were slightly different but were really the same. Councilmember Kash noted nine minutes for three topics. Examples were given by Supervisor Ruso including FOIL requirements of Town Clerk, FOIL Requirements of Town Deputy Clerk, which really isn’t two different topics.

**TOWN OF NEW BALTIMORE**                      **Draft 1/10/25**  
**COUNTY OF GREENE**                              **Adopted 1/27/2025**  
**TOWN BOARD ORGANIZATIONAL MEETING**  
**TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087**  
**JANUARY 1, 2025 – Page 22**

Supervisor Ruso reminded the Board that an amendment has been proposed which has not been seconded and asked for a second. No second was made and Supervisor Ruso suggested moving forward. The original resolution was brought forward and a vote was taken.

AYES: Ruso, Downes, Sottolano, VanEtten

NAYS: Kash

ABSTAIN:

ABSENT:

**Motion Carried**

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE**  
**2025 ORGANIZATIONAL MEETING**  
**JANUARY 1, 2025**

**RESOLUTION 38-2025**  
**RESOLUTION TO AMEND TOWN FOIL POLICY**

*WHEREAS* the Town Board of the Town of New Baltimore hereby provides notice to all parties of the intention of the Town to implement §87(1)(b) and (c) of the NYS Freedom of Information Law that allows for when it takes a municipality more than two (2) hours to prepare, extract or generate ~~electronic~~ data, the municipality could charge for the employee's time.

*THEREFORE BE IT RESOLVED* that the Town of New Baltimore shall, in all cases where the estimated time necessary for completion of any given FOIL received is greater than two (2) hours, the Town Clerk shall inform, in writing, the requestor of the estimated time and cost of preparing that FOIL. Upon receipt of said payment the Town Clerk shall proceed with the preparation of the FOIL. In each case the Town shall track all times and reconcile such payment upon completion of the FOIL response.

Motion by Supervisor Ruso seconded by Councilmember Downes

Councilmember Downes questioned if the wording was from a section of law and was asking about 'generate electronic data' and what the intent is for any data. Councilmember VanEtten noted that there were written documents as well. Councilmember Downes asked about the charge, their hourly rate. Supervisor Ruso answered hourly dollars. Town Clerk Finke clarified the lowest qualified staff. Supervisor Ruso explained an example whereby a FOIL is prepared and submitted, and the responses are prepared and after working on the information, the requestor decides they don't want it. Staff just spent four days of staff time and if people really want the information, then they will pay for it. He reiterated that if it is suggested that the information will take four hours to compile, the charges are given ahead of time and it takes a lesser amount of hours, the Town would reimburse that amount. The intent is to have purposeful FOILS to be presented and not 'no never mind.' Town Clerk Finke suggested that it becomes harassment. Supervisor Ruso noted that this is allowed for by law, that when it is estimated to take more than two hours to prepare, the requestor is notified of the estimated cost and if they're serious they will pay the cost. Councilmember Kash noted it disrupts the operations of the Town.

Motion by Supervisor Ruso to amend the original Resolution 38 to state 'of the NYS Freedom of Information Law that allows for when it takes a municipality more than two (2) hours to prepare, extract or generate data, the municipality could charge for the employee's time.' seconded by Councilmember VanEtten.

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**Motion Carried**

Motion by Councilmember Downes seconded by Councilmember VanEtten to adjourn the Organizational Meeting at 3:11 PM.

AYES: Ruso, Downes, Kash, Sottolano, VanEtten

NAYS:

ABSTAIN:

ABSENT:

**TOWN OF NEW BALTIMORE**                      **Draft 1/10/25**  
**COUNTY OF GREENE**                      **Adopted 1/27/2025**  
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**TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087**  
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**Motion Carried**

Respectfully Submitted,

Barbara M. Finke, RMC CTO  
Town Clerk