

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

**DECEMBER 26, 2018
AGENDA**

Please turn off all cell phones and electronic devices.

Pledge of Allegiance

Reports

Supervisor

County Legislator

Town Clerk

- December 10, 2018 Town Board Regular Meeting Minutes

Tax Collector

Historian

Agriculture (Chair R. VanEtten/Member Irving)

Ag Fest Liaison (Member Irving)

Animal Control (Chair Irving/Member Ruso)

Assessment (Chair VanEtten/Member Ruso)

Audit and Control Committee (Chair Ruso/Member Downes)

- Resolution to Deactivate the Health Reimbursement Reserve Fund

Buildings & Grounds/Recycling (Chair Irving/Member Briody)

Building Inspector/Code Enforcement (Chair VanEtten/Member Briody)

Fire, EMS & Law Enforcement (Chair Dellisanti/Member Downes)

Grants/Promotions/Economic Development (Chair VanEtten/Member Ruso)

Greene County EMS (Representative Dellisanti/Deputy Ruso)

Greene County Planning Board (Member Irving)

Highway (Chair Ruso/Member Briody)

- Resolution to Establish a Highway Capital Equipment Reserve Fund

Insurance (Chair Ruso/Member Downes)

Personnel (Chair Ruso/Member VanEtten)

- Resolution to Establish Compensatory Time Policy

Planning Board/Zoning Board of Appeals (Chair Irving/Member Ruso)

Seniors (Chair VanEtten/Member Ruso)

Technology/Website (Chair Briody/Member Downes)

Town Courts Liaison (Chair VanEtten/Member Briody)

- Resolution to Approve Training of the Full and Part Time Court Clerks on January 10, 2019

Veterans and Memorials (Chair VanEtten/Member Irving)

Wastewater Treatment (Chair Irving/Member Briody)

Youth, Parks and Recreation (Chair VanEtten/Member Briody)

- Resolution Authorizing Councilmember VanEtten and Supervisor Ruso to Apply for 2019 Greene County Youth Grant

- Resolution Authorizing the Supervisor to Execute a One-Year Lease Extension for Hannacroix Preserve and Hudson River Interpretive Trail Parking Area

Public Comment Period/Community Events

- January 1, 2019 Swearing-In Ceremony for Highway Superintendent followed by Organizational Meeting at 2:00 PM
- January 2, 2019 Zoning Board of Appeals Meeting at 7:30 PM (If Needed)
- January 10, 2019 Planning Board Meeting at 7 PM
- January 14, 2019 Town Board Regular Meeting at 7 PM
- January 21, 2019 Town Hall Closed for Martin Luther King Day
- January 28, 2019 Town Board Work Meeting at 7 PM

Audit of Claims

Adjournment

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

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 184-2018
DECEMBER 26, 2018**

**RESOLUTION TO ACTIVATE
THE HEALTH REIMBURSEMENT RESERVE FUND**

WHEREAS, the Town of New Baltimore created a Health Reimbursement Reserve account in 2013; and,

WHEREAS, this account was funded with \$5,000 at that time and has not had any activity since being established, and,

WHEREAS, the primary reason for the establishment of this account was in relation to the self-funded health insurance offering to the employees that existed at that time, and,

WHEREAS, the Town Board has, since this account was established, changed the health insurance offering to a more standard health insurance offering that is not self-funded,

NOW, THEREFORE BE IT RESOLVED, The Town Supervisor is hereby directed to cancel the current Health Reimbursement account and move all funds to the general account.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 185-2018
DECEMBER 26, 2018**

**RESOLUTION TO ESTABLISH A
HIGHWAY CAPITAL EQUIPMENT RESERVE FUND**

WHEREAS, the Town of New Baltimore currently has a Highway Reserve account which exists to cover unexpected emergencies, unforeseen State mandates and replacement of capital equipment of physical plant, Highway Garage, and Major Highway equipment,

WHEREAS, the funding of such reserve accounts are designed to prevent a spike in the taxpayers' bills each year and

WHEREAS, a primary reason for the practice of conservatively budgeting the revenue into the Town budget is due to the erratic and unpredictable source of the funds and the strong possibility that the sources could change, and

WHEREAS, past Town Boards placed these funds into the fund balance until needed, and

WHEREAS, the Town Law permits and the Office of the State Comptroller has advised that "reasonable" unexpended fund balances may be maintained for unappropriated, unreserved fund balances, consistent with prudent budgeting practices, necessary to ensure the orderly operation of Town Government, however for additional monies, or specific projects, the Town should create a Reserve Fund under Section 6-c of the N.Y. General Municipal Law (hereinafter the "GML"), and

WHEREAS, one of the highest priorities of the New Baltimore Town government is to provide the safe upkeep of Town roads and insure that winter weather does not close the roads, and

WHEREAS, the Town Board of the Town of New Baltimore has identified a need to provide a definition of the current reserve fund for the Town of New Baltimore Highway Department for the purpose of replacing old, obsolete and dangerous capital equipment as a proper use for such excess unappropriated and unreserved fund balances.

WHEREAS, future funding to the Highway Equipment Reserve fund will be based upon the amount of surplus financial outcomes at the end of each calendar year, if any, and

NOW, THEREFORE BE IT RESOLVED, The Town Supervisor is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the GML to the amount of \$75,000. Any interest earned on the monies so deposited shall accrue to become part of the Reserve Fund. Except as otherwise provided by law, expenditures from the Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of the Town Board.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 186-2018
DECEMBER 26, 2018**

RESOLUTION TO ESTABLISH COMPENSATORY TIME POLICY

WHEREAS all Town Employees shall be paid time and one-half for time worked in excess of 40 hours each week per the Town of New Baltimore Employee Handbook

WHEREAS all eligible Town of New Baltimore Employees may receive time off in lieu of payment for authorized overtime worked, with the permission of the Department Head.

WHEREAS overtime hours worked in excess of forty (40) hours per week may be converted to compensatory time in lieu of cash overtime at the rate of 1.5 hours for every 1 hour of overtime worked. There will be no Compensatory Time earned for worked hours of less than 40 hours in one week.

WHEREAS Compensatory time shall be taken in not less than ½ hour increments.

WHEREAS Compensatory Time must be used within the calendar year in which it was earned, there will be no carry-over of Compensatory time from year to year.

WHEREAS the recordkeeping of Compensatory time earned will be the responsibility of the respective Department Head and will be subject to audit by the Town Board

THEREFORE BUT IT RESOLVED that the Town Board of the Town of New Baltimore does hereby approved the aforementioned guidelines as the basis of the Compensatory Time Policy and Procedure

AND BE IT FURTHER RESOLVED that this policy will be added to the Town of New Baltimore Employee Handbook.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 187-2018
DECEMBER 26, 2018**

**RESOLUTION TO APPROVE MANDATORY TRAINING FOR THE FULL
AND PART TIME COURT CLERKS ON JANUARY 10, 2019**

WHEREAS the Office of Court Administration provides mandatory training of Court Clerks.

RESOLVED the Town Board approves the attendance of the Full and Part Time Court Clerks at the *Clerk Core 2019 Training Seminar* on January 10, 2019 at the Albany Law School.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 188-2018
DECEMBER 26, 2018**

**RESOLUTION AUTHORIZING COUNCILMEMBER VANETTEN AND
SUPERVISOR RUSO TO APPLY FOR 2019
GREENE COUNTY YOUTH GRANT**

RESOLVED that Councilmember Shelly VanEtten, Chair of the Youth, Parks and Recreation Committee and the Grants/Promotions/Economic Development Committee and Supervisor Jeffry Ruso. Member of the Youth, Parks and Recreation Committee and the Grants/Promotions/ Economic Development Committee apply for a 2019 Greene County Youth Grant.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 189-2018

DECEMBER 26, 2018

**RESOLUTION AUTHORIZING THE SUPERVISOR TO EXECUTE A
ONE-YEAR LEASE EXTENSION FOR HANNACROIX PRESERVE AND HUDSON
RIVER INTERPRETIVE TRAIL PARKING AREA**

BE IT RESOLVED that the Town Board hereby authorizes the Supervisor to execute lease extension, between the Town of New Baltimore and Open Space Conservancy, Inc., for the parking area used for the Hannacroix Preserve and the Hudson River Interpretive Trail for a one-year period expiring December 31, 2019.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 190-2018
DECEMBER 26, 2018**

**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 2018b-12-01 to 2018b-12-, it is

RESOLVED that the Supervisor is hereby authorized to pay claims 2018b-12-01 to 2018b-12-.

BE IT FURTHER RESOLVED that the Town Clerk will prepare an abstract and hold it for public review until January 31, 2019.