

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

JULY 22, 2019

AGENDA

Please turn off all cell phones and electronic devices.

Pledge of Allegiance

Reports

Supervisor

County Legislator

Town Clerk

- Approval of July 8, 2019 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 Budget (Chair Ruso/Member Downes)

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 Authorize the Purchase of Propane Per Greene County Resolution
- Resolution to Authorize the Purchase of Gasoline Per Greene County Resolution
- Resolution to Authorize the Purchase of #2D Diesel Fuel Per Greene County Resolution

Insurance (Chair Ruso/Member Downes)

Personnel (Chair Ruso/Member VanEtten)

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)

- Motion to Accept Resignation of Part-Time Justice Court Clerk
- Resolution to Place Advertisement for Part-Time Justice Court Clerk
- Resolution to Increase Pay Rate for Full-Time Justice Clerk

Veterans and Memorials (Chair VanEtten/Member Irving)

Wastewater Treatment (Chair Irving/Member Briody)

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

Public Comment Period/Community Events

- August 7, 2019 Zoning Board of Appeals Meeting at 7:30 PM (Rescheduled)
- August 8, 2019 Planning Board Meeting at 7 PM

- August 12, 2019 Town Board Regular Meeting at 7 PM
- August 26, 2019 Town Board Work Meeting at 7 PM
- September 21, 2019 Townwide Yard Sale at 9 AM
- September 22, 2019 Honor of Service Ceremony at 2 PM

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.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION #112-2019

JULY 22, 2019

**RESOLUTION TO AUTHORIZE THE PURCHASE OF PROPANE
PER GREENE COUNTY RESOLUTION**

RESOLVED the Town Board hereby authorizes the purchase of Propane from Nolan Bottle Gas Company, Inc. at the fixed rate contract price of \$0.95 per gallon approved by Greene County Resolution 217-19 from September 1, 2019 to August 31, 2020.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION #113-2019

JULY 22, 2019

**RESOLUTION TO AUTHORIZE THE PURCHASE OF GASOLINE
PER GREENE COUNTY RESOLUTION**

RESOLVED, the Town Board hereby authorizes the purchase of Gasoline from Main Brothers Oil Co., Inc. at the contract price offered by Greene County Resolution 218-19 from August 16, 2019 to August 15, 2020.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION #114-2019

JULY 22, 2019

**RESOLUTION TO AUTHORIZE THE PURCHASE OF #2D DIESEL FUEL
PER GREENE COUNTY RESOLUTION**

RESOLVED, the Town Board hereby authorizes the purchase of #2 Diesel Fuel from Main Brothers Oil Co., Inc. at the contract price offered by Greene County Resolution 219-19 from August 16, 2019 to August 15, 2020.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 115-2019

JULY 22, 2019

**RESOLUTION TO PLACE ADVERTISEMENT FOR PART-TIME
JUSTICE COURT CLERK**

WHEREAS an opening exists for a part-time Justice Court Clerk and the Town Board approves advertisement for that position.

RESOLVED the wording for the advertisement has been approved by the Attorney for the Town and following approval from the Town Board, the advertisement will be submitted to the Town Clerk for publication in the *Daily Mail* for one week.

The Town of New Baltimore is seeking a part time court clerk for 20 hours a week. A court clerk is responsible for maintaining records of a court and to assist the judges with their administrative functions. Specific duties entail: Preparing dockets/calendars of cases to be called and utilizing a variety of computer software and case management systems. Recording payment of court fines and fees. Will be required to answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, and other court related matters. Prepare and issue orders of the court, including probation orders, protective orders, release documentation, sentencing information, and summonses as well as prepare documents regarding the outcome of court proceedings. Responsibilities will include: searching files and contacting witnesses, attorneys, and litigants, in order to obtain information for the court.

Must be able to work independently, as well as have strong communications and inter-personal skills. Legal or prior court clerk experience preferred.

Interested applicants may obtain an application from the New Baltimore Town Hall. Submit application along with resume by August 1 to New Baltimore Town Court, P.O. Box 67, Hannacroix, NY 12087, Attn: Kimberly Ruby

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 116-2019

JULY 22, 2019

RESOLUTION TO INCREASE PAY RATE FOR FULL-TIME JUSTICE CLERK

WHEREAS Kimberly Ruby was appointed Full-Time Justice Clerk by Resolution 180-2018 on December 6, 2018.

RESOLVED following a satisfactory six-month probationary service her rate of pay will increase to \$16.50.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 117-2019

JULY 22, 2019

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 2019b-07-01 to 2019b-07-, it is

REVOLVED that the Supervisor is hereby authorized to pay claims 2019b-07-01 to 2019b-07-.

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