

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 1

DRAFT

OPENING OF MEETING

The meeting was called to order at 7:30 pm by Supervisor Susan O'Rorke and followed by the Pledge of Allegiance. In attendance: Councilwoman Finke, Councilmen Byas, Meredith and Norris, Highway Superintendent Jordan, Town Clerk Brooks, and 12 members of the public who signed the attendance sheet.

Supervisor welcomed the presenter and advised the Board that the presentation would preempt the approval of minutes.

PRESENTATION - HEALTHCARE CONSORTIUM- DIANNE PRESTI

Dianne Presti introduced the new Prescription Access Assistance Program serving Greene County children, seniors, and adults who may have financial hardships, to pay for their prescriptions. She uses online information and patient assistance programs, which most pharmacies have, and does outreach to make sure folks know this exists, any discounts, coupons, or other programs to help pay for medications. For each medication the eligibility can be different, whether income, insurance, private insurance, Medicare, Medicaid. There is no cost for this service. If the program is unable to help, she will refer applicants to other agencies for help, applicants do not have to go to Hudson, can come to Catskill, at Community Action behind Greene Medical Arts. Information was left in back of room; Town Clerk will gather for the office. A Hudson telephone number, call 822-8820 and leave message for Dianne.

Diane Louis asked this be added to website. Clerk Brooks asked if this was available in adjacent counties; answer: yes, in Columbia, Greene and Northern Dutchess currently, and may be available through Catholic Charities or another agency. Councilman Byas asked if it was just for seniors; answer: no, for children, seniors, and adults who may have financial hardship.

APPROVAL OF MINUTES

Councilman Norris moved and Supervisor seconded the approval of **Minutes of April 11, 2011 Town Board Regular Meeting (Rcvd 5/23/2011)** submitted by the Town Clerk. No discussion. Councilwoman Finke asked Deputy Town Clerk Jordan when leaves are picked up in the fall; Clerk Brooks asked Councilwoman Finke to email or phone and the 2010 notice can be emailed to her. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
NORRIS-AYE O'RORKE-AYE
Adopted

Supervisor moved and Councilman Meredith seconded the approval of **Minutes of April 25, 2011 Town Board Work Meeting (Rcvd 5/8/2011)** submitted by the Town Clerk. No discussion. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
NORRIS-AYE O'RORKE-AYE
Adopted

Supervisor moved and Councilman Norris seconded the approval of **Minutes of May 23, 2011 Town Board Work Meeting (Rcvd 5/27/2011)** submitted by the Town Clerk. No discussion. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

ROLL CALL VOTE: BYAS-AYE FINKE-Abstain MEREDITH-AYE
NORRIS-AYE O'RORKE-AYE
Adopted

The **Minutes of June 13, 2011 Town Board Regular Meeting (Rcvd 6/28/2011)** were submitted by the Town Clerk. Councilwoman Finke asked to insert under Correspondence, "Councilwoman Finke reported that Assemblyman Steve McLaughlin was meeting with

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 2

DRAFT

Congressman Tonko, (Gillibrand?), Senator Jim Seward or the post office on June 14." Clerk Brooks asked for the written insertion. Supervisor moved for adoption with inclusion, seconded by Councilman Meredith. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
NORRIS-AYE O'RORKE-AYE**

Adopted

Councilman Norris moved and Councilman Meredith seconded the approval of **Minutes of June 27, 2011 Town Board Work Meeting (Rcvd 7/1/2011)** submitted by the Town Clerk. No discussion. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE: BYAS-Abstain FINKE-AYE MEREDITH-AYE
NORRIS-AYE O'RORKE-Abstain**

Adopted

PUBLIC COMMENT PERIOD

Ron Kent asked for news on Jennings Road. Supervisor is aware of continuing deterioration, lawsuit is continuing. Attorney Wukitsch said the Town is represented by counsel appointed by Town's insurance company, moving in the discovery phase of the lawsuit, the parties who live near the plaintiff are also represented by attorneys, pending before the court is to dismiss the neighbors out of lawsuit, and there will shortly be depositions by plaintiff and Town witnesses. Ron said [unable to hear]. Attorney Wukitsch said expert witnesses and engineers have raised safety issue, ultimately to be resolved by the court. Supervisor said counsel has advised Town to limit work done on road until conclusion of lawsuit. Attorney Wukitsch said, based on his advice, he cannot discuss litigation strategy followed by the Town.

Dick Brooks has safety issue, too, and is concerned to have a second point of egress out of basement; there is only one way out for deputies. Town is lucky to not have overstressed cityfolk, but the logical thing would be a staircase for Town employees to access records. If too expensive, enlarge one back window for a person to get in or out easily. Also one room in cellar has no lights and one has wires hanging from ceiling.

Ellie Alfeld reported Seniors' Picnic was a success; a second picnic is scheduled September 14 (raindate 9/15), to include a sign-in book, nametags, and transportation for those who could not get to the park. More ideas for events were tabled until interest is determined. Seniors' Committee will meet 1:30pm on August 10. Ellie thanked Art Byas (cooking), Steve Schwebler (music), Conrad and Dorothy Jurgens, Dolores Boehlke, and many others for all their contributions. Attendance was more than expected, food was wonderful, "oldtime" New Baltimore was there; event lasted until 3pm. Photos to show.

Chris Norris said at the July 7 Farmers' Market meeting it was determined to cancel the August 20, 2011 Harvest Dinner; planning will begin earlier next year.

CORRESPONDENCE

From NYS Department of Environmental Conservation, notification of permit application by Chester Wyche for excavation and stabilization of Hannacroix Creek.

From NYS Department of Environmental Conservation, notification of permit application by Nils Backlund; July 28 public hearing.

From NYS Department of Environmental Conservation, notification of public comment period extension on coastal fish and wildlife; extended to August 15.

From Greene County Legislature, \$53.12 for college chargebacks.

From 2010 Census, vote count for the legislature is 727; Supervisor is assuming that is lower than last Census.

From Lisa Heintz, Communication Coordinator for RipVanWinkle Tobacco Free Action, a thankyou email for opportunity to come and speak.

From Town Clerk Brooks, (letter on file) letter stating her office is unusually warm, missing air conditioner vent is in hallway, the wall was pushed to create a lobby, due to activity level and

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 3

DRAFT

location of town clerk supplies in meetingroom and supervisor/building office and the heat, the other offices are opening their windows to moderate the air conditioning. Code Enforcement Officer Blaisdell and Justice Farrell state options are sheetrock and elbow on vent.

From Greene IDA/Greene Business Alliance, a copy of their letter to Assemblyman Steve McLaughlin asking that Hannacroix Post Office remain open.

From Pamela Trombley, a letter of resignation from position of Deputy Justice Clerk.

From Coxsackie Area Chamber of Commerce, a new map available. Councilman Norris will get additional copies. Clerk Brooks asked for small quantity for Lucite rack in vestibule and bench in office hall.

From Greene County Office of the Aging Director Tom Yandeau, an annual report. Ellie Alfeld added that in this month's issue of the senior newspaper is notice of his retirement August 31, 2011; Office of the Aging will be merged with Youth Bureau.

From Jyoti Sai Hospitality (Holiday Inn Express) and Raj Sai Hospitality (Best Western), (credit to Building/Planning/Zoning/Deputy Town Clerk Loux for identifying parcels), a tax certiorari lawsuit.

From LaFarge, the Ravena Plant's Modernization is three volumes in length; available for public review during regular business hours.

Supervisor requested to move Summer Recreation before OLD BUSINESS.

1. Resolution to Appoint Summer Recreation Staff

**RESOLUTION
JULY 11, 2011**

RESOLUTION APPOINTING SUMMER RECREATION PROGRAM STAFF

RESOLVED, that the following counselors are hereby appointed to the Summer Recreation Program for a period of four weeks, commencing July 18, 2011 through August 12, 2011:

<u>Name</u>	<u>Position</u>	<u>Weekly Salary</u>
Leah Leonard	Asst. Director	\$312.50
Amanda Ingrassia	Counselor	\$130.00
Melanie Maurer	Counselor	\$130.00
Zeb Girvin	Counselor	\$130.00
Kelsey Lenney	Counselor	\$130.00
Darren McNally	Counselor	\$130.00

BE IT FURTHER RESOLVED if more than 50 participants sign up for the Summer Recreation Program Michael Schiller will be hired as a counselor for a weekly salary of \$130, and

BE IT FURTHER RESOLVED that the following individuals are hereby appointed to the Summer Recreation Program as Alternate Counselors, to fill in as may be required in the absence of any Counselor, at a rate of pay of \$26 per day:

Makayla Rebusmen Brian Ellis Latoya Edmonds

Supervisor moved, seconded by Councilman Meredith. Councilwoman Finke asked if any are returning counselors; Director Toni Campbell answered that all are 16 years or older, one is a nurse. Councilman Byas asked who was returning. July 18, 2011- August 12, 2011. Ellie asked if any counselors have CPR training; answer: Amanda Ingrassia is a nurse. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
NORRIS-AYE O'RORKE-AYE**

Adopted

Councilman Norris said there are Farmers' Market supplies in building and he will consolidate them; Director Campbell said fewer crafts this year, more hands-on, and hope for rain in the afternoons only.

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 4

DRAFT

OLD BUSINESS

1. Dutch Doors for Clerk Offices

Supervisor said 5 hours, 2.5 hours per door, to complete job, \$100 for hinges, Spencer Sebert will make, finish and mount the shelves.

**RESOLUTION
JULY 11, 2011**

**RESOLUTION TO AUTHORIZE INSTALLATION OF DUTCH DOORS IN TOWN
HALL**

WHERE AS, the Town Board did adopt a Work Place Violence Prevention Policy in November of 2009 to meet the requirements of NYS Labor Law 27b, and

WHEREAS, this regulation requires the Town to conduct a workplace violence survey to identify the workplace violence hazards, and

WHEREAS, this survey indicated that that a potential hazard exists for two town offices, Assessors and Planning/Zoning/Building Clerk's, regarding any lack of barrier between these employees and the public as is provided for the Town Court and Town Clerk's offices.

NOW, THEREFORE, BE IT RESOLVED that the Town Board does authorize Ray Blaisdell to install two Dutch Doors with dead bolt locks and folding desk in Assessor's and Planning/Zoning/Building Clerk's offices. The cost of the doors and installation will be under \$700.

Councilman Norris moved, seconded by Supervisor. Councilman Byas spoke to Ray, \$160 quote was without hardware, Lowe's quotes \$354, \$40 could be deducted for keyed boltlock, so around \$300 for the doors. Councilman Byas doesn't think 2.5 hours is enough time for each door, would like to see a carpenter do that, figures 4 hours per door, and price is not locked in. Councilman Norris said \$700 is a "locked in" price. Supervisor said, between her and Ray, it will be done for \$700 or less; Ray is willing to volunteer some time. Supervisor reminded that it was mentioned in workplace violence prevention information, provides security for clerks' desk and office contents, an outer desk provides space, and the doors offer a good "bang" for the buck. They will match the other doors. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
 NORRIS-AYE O'RORKE-AYE

Adopted

2. Update from Memorial Committee

Councilman Byas said the first meeting will be first part of September, hard to get everybody together. Supervisor asked if a ceremony was planned. Councilman Byas said going to do some pavers, changed a little, and go to granite instead of brick.

NEW BUSINESS

3. Bi Annual Reports for Planning Board and ZBA

TO: Town Board
FROM: Meave Tooher, Chair
DATE: July 8, 2011
RE: ZBA Semi-Annual Report

At its July 6, 2011, meeting, the ZBA passed the following resolution with regard to applications coming before the Board since its last semi-annual report to Town Board:

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 5

DRAFT

It was moved by Carlson and seconded by Covey that the Zoning Board of Appeals has not had any cases come before it since its last report to the Town Board that have been affected by the new zoning.

AYES: Covey, Carlson, Van Etten
NAYS: None
ABSTAINED: None
ABSENT: Toohar, Corrado

Planning Board will report to the Town Board in August, as it had not held its July meeting yet.

4. Resolution to Approve New Hires for Town Court

As a resignation was received earlier in the month and about 30 candidates applied, 7 were interviewed. A letter from the Town Justices was read.

**RESOLUTION
JULY 11, 2011**

RESOLUTION APPOINTING PART TIME DEPUTY JUSTICE CLERKS

WHEREAS, two vacant positions exist in the Justice Court, and

WHEREAS, the Town has advertised for the position of Part Time Deputy Justice Clerk, and

WHEREAS, the Town Justices, along with the Town Board's Court Liaison have reviewed the applications submitted and conducted interviews with prospective candidates for this position in response to this advertisement, and

WHEREAS, the Justices and Court Liaison have recommended that these position be filled by **Katrina Miller and Annette Muller** who meet the qualifications for this position.

NOW THEREFORE, BE IT RESOLVED, that Katrina and Annette are hereby appointed to a position as a Part Time Deputy Justice Clerk for the Town of New Baltimore Justice Court, effective July 11, 2011, at an hourly wage of \$10.00 per hour, provided that said appointment shall be on a probationary basis until a six month satisfactory review is completed and upon the satisfactory review the pay will increase to \$11.00 per hour.

Councilman Norris moved, seconded by Supervisor. Councilwoman Finke asked their pay is increasing by \$1/hour and Ray Blaisdell's by only \$.50. Councilman Byas said it is customary for everybody to be \$.50/hour short; after 6 month probationary period they are raised \$.50, have been doing that from "day one". Councilwoman Finke said Ray had to take his courses to get his increase, this is not fair. Councilman Byas said it should be changed to \$.50 increase. Councilman Norris said if the Board feels it should be \$.50, after the probationary period, the justices can come back to the Town Board and ask for an additional raise. Councilman Byas said the raise is automatic. Supervisor said after a satisfactory review. Councilman Norris said the justices can come back to the Board. Councilwoman Finke said they would get their cost-of-living [increase] anyway. Supervisor said there is not a normal cost-of-living. Attorney Wukitsch asked, with the resignation, are these the only court clerks; answer: no, Dawn Palmateer is full-time clerk. Councilman Byas clarified that the raise, after 6 months will be \$.50; answer: yes. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
NORRIS-AYE O'RORKE-AYE**

Adopted

Councilman Meredith said at his work they fill out an LS54 that establishes their pay; is that done in New Baltimore? Supervisor was unfamiliar as the Town follows Greene County Civil Service, under which everyone qualifies, in one of many categories.

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 6

DRAFT

5. Review and Approve Resolution to Establish Public Hearing for Local Law for Town Parks

Supervisor has had several conversations; the Town has not had a dusk to dawn law. "Entering and remaining in the park" is a key element of the law, said Attorney Wukitsch, and if the individual is told to leave by a deputy sheriff and doesn't, there is authority to write a ticket of up to \$250, and permits the justices, who need to have "teeth", to impose a fine.

PROPOSED LOCAL LAW NO. 3 of 2011

**A LOCAL LAW AMENDING CHAPTER 77 OF THE TOWN CODE
TO PROVIDE THAT AN INDIVIDUAL'S PRESENCE IN TOWN PARKS
BETWEEN DUSK AND DAWN SHALL BE UNLAWFUL**

Be it enacted by the Town Board of the Town of New Baltimore, County of Greene, as follows:

Section 1. Purpose

The purpose of this law is to prevent individuals from entering and remaining in Town parks between dusk and dawn. The Town Board finds that there is a risk associated with such activity, such as vandalism, illegal drug use and underage consumption of alcoholic beverages.

Section 2. Amendment

- a. Chapter 77-2 of the New Baltimore Town Code entitled "Prohibited Activities" is amended to add a new subdivision G which shall provide as follows:

Entering and Remaining in a Town Park Between Dusk and Dawn
Where Prohibited By Appropriate Signage

- b. All other provisions of Chapter 77 shall remain unchanged.

Section 3. Effective Date

This Local Law shall take effect immediately upon filing in the office of the Secretary of State.

Supervisor said the next step is to set a public hearing for this proposed local law. Councilman Byas said it just gives officer discretion, to determine, to give warning to leave. Ellie asks if it takes 30 days for the law to take effect; if done at next Work Meeting can have it in effect during the warm summer months when most likely to be activity. Supervisor reminds it takes effect on day filed with Secretary of State.

**RESOLUTION
JULY 3, 2011**

**RESOLUTION SETTING PUBLIC HEARING DATE FOR PROPOSED LOCAL LAW
TO AMEND CHAPTER 77 OF THE TOWN CODE TO PROVIDE THAT AN
INDIVIDUAL'S PRESENCE IN TOWN PARKS BETWEEN DUSK AND DAWN
SHALL BE UNLAWFUL**

BE IT RESOLVED, that the Town Board of the Town of New Baltimore will hold a public hearing on Monday, August 8, 2011 at 7:15 p.m. at the Town Hall, 3809 County Route 51, Hannacroix, New York, to hear those members of the public who wish to be heard regarding proposed Local Law No. 3 of 2011, a Local Law to amend Chapter 77 of the Town Code to provide that an individual's presence in town parks between dusk and dawn shall be unlawful.

Councilman Norris moved, seconded by Councilman Meredith. No discussion. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
 NORRIS-AYE O'RORKE-AYE

Adopted

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 7

DRAFT

Councilman Byas asked if we weren't able to enforce anything before, all these years? Prior could only be trespassing, said Attorney Wukitsch, but issue was that Sheriff's office prefers to have both local law and signage. Supervisor added, having spoken to Sheriff Seeley and the deputies, the deputies will recommend leaving and are not heavy-handed. Attorney Wukitsch suggests, "NO PERSON SHALL ENTER AND REMAIN IN THIS TOWN PARK BETWEEN DUSK AND DAWN. VIOLATORS WILL BE PROSECUTED."

6. Resolution to Approve Purchase of Cell Phone for Animal Control Officer

This was discussed previously at June Work Meeting as officer has "dead" phone and answering machine currently, previously had had a land line, phone, and answering machine. When she joined Animal Control Committee, Supervisor met with Joe Tanner, who would like whatever Town Board wants. As he works a full-time job, on lunch he could view messages and, when he goes to get an animal, he would have the cell should he need to call for help. Supervisor recommends adding him to the Highway's Verizon plan, \$30/month/200 minutes/phone, so, a "pool" of 600 minutes for the 3 phones. Councilman Byas had spoken to him; Joe said he was satisfied with regular answering machine and wasn't sure he'd have enough minutes. Supervisor said current cost of landline is more than \$30/month. **Supervisor moves to cancel landline, get Joe Tanner a cell phone under the Verizon plan, doesn't expect Ray or Jim Polverelli will have significant usage, and feels comfortable that he has ability to call for help; seconded by Councilman Norris.** Councilman Byas asked if they all come due at the same time; Supervisor said it is one contract and one bill. Councilman Meredith asked if they could share minutes; answer: yes. Councilman Norris asked if another \$10 will add texting; Councilman Byas said just the phone.

Councilman Norris moved, seconded by Supervisor. Clerk Brooks offered to cancel landline tomorrow, his phone and answering machine are not working, since all calls are coming to her office. No further discussion. The adoption of the foregoing Resolution was duly put to a vote, and the vote was as follows:

**VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
NORRIS-AYE O'RORKE-AYE**

Adopted

7. Resolution to Approve Pay Increase for Building Inspector for Six Month Review and Completion of Certification

**RESOLUTION
JULY 11, 2011**

RESOLUTION ADJUSTING SALARY FOR CODE ENFORCEMENT OFFICER

WHEREAS, the Town Board, by Resolution dated January 10, 2011, appointed Ray Blaisdell to the position of part time Code Enforcement Officer for the Town of New Baltimore, and

WHEREAS, said appointment was made on a probationary basis for 6 months, and

WHEREAS, Councilman Norris, Chair of the Building Committee, has indicated in writing that Ray Blaisdell has successfully completed his probationary period, and

WHEREAS, in recognition of his performance, it is recommended that an increase in the hourly salary for Ray from \$12.25 to \$12.75 occur at the end of the probationary period.

NOW THEREFORE, BE IT RESOLVED, that Ray Blaisdell's salary is increased to \$12.75 per hour effective July 11, 2011.

Councilman Norris moved, seconded by Supervisor. Councilman Byas said should have had him do the work (doors) before this. Clerk Brooks asked to insert the word "occur", to read, "..

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 8

DRAFT

\$12.75 occur at the end of the probationary period.” No further discussion. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
 NORRIS-AYE O’RORKE-AYE**

Adopted

8. Resolution to Approve Payment of Claims

Supervisor asked for changes, deletions, and comments on vouchers. Councilman Meredith asked for cover sheet with balance; Supervisor said abstract; Councilman Meredith said log in sheet. Supervisor reviewed that the law requires the Town Board to audit the claims within 30 days. Councilman Meredith said the process is changed, does not have to approve resolution without a log and was never told about process. Supervisor explained, with 6 elected officials, each have different responsibilities; by Town Law, Town Board must audit the claims within 30 days, Town Clerk prepares an abstract of the audited claims, and Town Supervisor pays the claims. The Town has contracts with vendors requiring payment within 30 days; late payment can result in fines or penalties; and waiting until Work Meeting will be two weeks late for many of them. Attorney Wukitsch said that is correct. Councilman Byas said in 3.5 years never had this problem until tonight, maybe no one read the law. Supervisor said, in her 1.5 years, she has struggled with process to get claims audited and asked previously did Town Board members get [auditing] done earlier? Councilman Meredith said the resolution says the abstract is prepared; Supervisor said it could read “will prepare”. Attorney Wukitsch said in keeping with the law, abstract is prepared at the time of the resolution being passed, and added in his other towns the claims are audited ahead of time. Councilman Norris asked why the change? Clerk Brooks said focus needs to be on the job at hand, the audit of claims; Councilman Norris said the Board members look at the invoices and compare to the vouchers. Clerk Brooks said the Board’s charge is that the voucher must match the invoice. If changes are made, the abstract must reflect those changes. Supervisor checked with other Towns, some give vouchers to comptroller or bookkeeper, many other towns the role of abstract was given to other employee of the town, Coxsackie, Greenville, Coeymans, and New Scotland have fulltime bookkeeper, given to other fulltime official in the town. Attorney Wukitsch said some small towns pass invoice by invoice; Supervisor asked the Board how [they wish] to handle and said the Board may go through each claim one at a time, Clerk Brooks asked if the Board wished to hear the Association of Towns statement; Supervisor said the Attorney for the Town has stated that the interpretation is correct. Councilman Norris asked what Councilman Meredith’s issue is. Councilman Meredith said the last three months, found 50, 75, pennies in errors, a lot of mistakes, feels when it is time to audit there will be a problem, and has no idea if the amounts are correct. Councilman Norris said what is important is to match the invoice with the voucher, and assumes the clerk has made corrections following. Councilwoman Finke said she does not have a calculator or time to add up vouchers; Councilman Norris said that is the clerk’s job. Councilman Meredith said he has no idea if the amount is right. To prepare the abstract without approval from Board members and department heads, the Town Clerk would like time to do her job with the audited claims, reviewed notes, questions, make inquiries, as the law requires, correct the entries, and to hold the abstract for public review for 30 days. Supervisor added that the Town Board can also check the abstract also. Attorney Wukitsch said there is precedent for towns to make amendments to adjust mistakes, even for a \$.10 change. Councilman Meredith asked is he being asked to come back in and audit the abstract; Attorney Wukitsch said if there is a problem with the abstract, the Board can go back and make an amendment. Clerk Brooks commented that the Board is well-aware of her recent transition in May to a new 19-column spreadsheet that shows General Fund, Highway Fund, Sewer Districts 1 and 2, Water Districts 1, 2, and 3, Lighting Districts 1 and 2, and Ambulance Districts 1 and 2 in a very small font, and it takes time. Supervisor said this was suggestion of the bookkeeper; previously special district were lumped together on one of 3 separate abstracts, this spreadsheet is more effective, parallels the budget, and is used by other towns’ bookkeepers and comptrollers. Councilman Norris reminded Councilman Byas that the prior Board did not pass a resolution, had 3 separate abstracts, didn’t look at the abstracts, but reviewed the invoices’ and vouchers’ content. Councilwoman Finke said Councilman Meredith prefers this and it could wait until next Monday’s meeting to review the abstract. Supervisor said that meeting is a

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 9

DRAFT

Special Meeting; she also stated that she added the resolution to pay audited claims in her tenure; Clerk Brooks said it best presents the complete financial picture of the Town and is in compliance with NYS Comptroller. Supervisor said some towns have a work meeting 5 days before the regular meeting and approve the vouchers, after which time the abstract is prepared. Councilman Byas said it was not right; Supervisor asked what wasn't right. Councilman Byas said things have been wrong all along. Supervisor read.

**RESOLUTION
JULY 11, 2011**

RESOLUTION TO APPROVE PAYMENT OF CLAIMS

WHEREAS the Town Clerk has presented claims to the Town Board for audit and review and,

WHEREAS the Town Board has audited claims 2011/07/01-78, for a total amount of \$183,593.20, it is

RESOLVED, that the Town Supervisor is hereby authorized to pay claims totaling \$183,593.20.

BE IT FURTHER RESOLVED that the Town Clerk will prepare an abstract and holds it for public review until July 29, 2011.

Supervisor moved, seconded by Councilman Norris. Attorney Wukitsch stated, an amendment may be made if a mistake is found. Councilman Byas asked how Councilman Meredith felt. No discussion. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

ROLL CALL VOTE: BYAS-NAYE FINKE-NAYE MEREDITH-NAYE
 NORRIS-AYE O'RORKE-AYE

NOT ADOPTED

Supervisor asked if the Board would review this at Work Meeting on July 25, 2011. Ellie asked the Board to consider following other Towns and meet the Wednesday before the Regular meeting to approve their vouchers. Supervisor asked if the Board wanted to meet the week before the Regular Meeting to review vouchers. Clerk Loux called attention to the scheduled Zoning Board of Appeals meeting. Clerk Brooks reminded the Board that the vouchers are and have always been available during her office hours; Supervisor said the vouchers do not have to wait until the night of the meeting to be reviewed. Supervisor asked if Clerk Brooks will have abstract prepared for the Special Meeting; answer: yes, and she will notice, on her inside and outdoor bulletin boards, the addition of the item to the Special Meeting agenda.

8. Review of Proposed Procurement Policy

Supervisor had prepared a Proposed Procurement Policy and sent to Attorney Wukitsch; she asked to review highlights, Page 1, paragraph 6, "written" proposal. Under (d, page 2), "...best interest of the town to pursue state, county or other municipality contracts".

When Supervisor attended Town Finance School, they encouraged looking, not only in own county, but for example if Town of Coeymans was getting a good deal on crusher run, seek an inter-municipal agreement to also purchase through them; we have no intermunicipal agreements for procurement at this point. Not updated in many years, the proposed changes include new amounts, bring up-to-date with current law, public works contracts to \$35,000 (page 1), written requests for proposals, "under \$1000 is left to discretion of purchaser". If Board wanted, they can change those limits, Supervisor asked Association of Towns for sample policy and looked for things that work best for the Town of New Baltimore, stress a good faith effort. General rule is "the lowest responsible offer"; the exceptions are listed on page 2, purchases of services not generally subject to competitive bidding, include threat to life, health, safety, purchase of supplies and secondhand goods at auction, goods purchased from Corcraft (correctional facilities), and d. is inter-municipal agreements or contract with another municipal entity with favorable purchase rate.

COUNTY OF GREENE
TOWN OF NEW BALTIMORE
REGULAR TOWN BOARD MEETING
JULY 11, 2011- page 10

DRAFT

Supervisor asked if there was anything else the Board wanted to see; Attorney Wukitsch said it is pretty comprehensive and Supervisor did nice job of putting together. Councilman Byas asked if this was generic. Attorney Wukitsch said it was current. Councilman Byas asked if it was simple, standard. Supervisor said there is municipal law within it, and, for a Board who wishes to patronize local businesses, she found content where credit was given to an in-town residential business; if a business in the town was not the lowest bidder, some percentage can be given to that resident for that opportunity. Supervisor felt that was important and felt the Board had that feeling, too. Councilwoman Finke asked if it was the business or the owner located in the Town; the business gets a 5% credit to those. If owner only lives in the town, but can give an advantage by means of service, that can be taken into account but no credit applied. Supervisor asked that any questions be emailed to her; Councilman Byas is sure there are pluses and minuses. Councilman Norris asked was it the same as they were given 2-3 months ago; answer: yes, and typographical errors were corrected. Vote will be on August Regular Meeting agenda.

9. Discussion of Town Hall Air Conditioning

Supervisor had read letter from the Town Clerk under Correspondence. Councilman Byas said this was just brought to his attention and the building has been here since 1985. Councilman Norris commented that her letter said the reason for the problem was just learned, they knew they were very warm but didn't know why. Councilman Byas asked if Ray Blaisdell would do the work under his prior hourly rate; Councilman Norris described applying an elbow on the floor grate, cutting and running the duct through the wall. Supervisor answered Ray will, and will lock in a price.

Clerk Brooks added that a contractor at her door commented that the one light fixture in her office flickers with the two fans running, and Justice Clerk Palmateer hears buzzing from the floor, utility room is below, when her two light fixtures flicker. Councilman Byas said Clerk Brooks probably has too many plugged in one outlet; she answered that she only has two outlets and one fan is 3 inches, no space for a large fan. Councilman Byas said to call George's Electric, as long as the cost to have it looked at is normal, otherwise get an estimate; Clerk Brooks asked what normal would be; answer: Councilman Byas didn't know. Supervisor said when an estimate is gotten, to call Councilman Byas.

ADJOURNMENT

With no more from the Board, Councilman Norris moved to adjourn, seconded by Supervisor.

ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE
 NORRIS-AYE O'RORKE-AYE

Motion Carried

The meeting was adjourned at 9:05 pm.

Respectfully submitted,

Janet A. Brooks
Town Clerk