

PUBLIC HEARING ON THE 2015 PRELIMINARY BUDGET AT 6 PM

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

November 10, 2014

AGENDA

Please turn off all cell phones and electronic devices.

Pledge of Allegiance

Approval of Minutes

- October 13, 2014 Budget Workshop
- October 13, 2014 Town Board Regular Meeting

Public Comment Period

Correspondence

- Letter from DEC Regarding Sewage Treatment Right to Know Act

New Business

- Resolution to Adopt the 2015 Budget
- Resolution Authorizing Supervisor to Execute Agreement with Ravena Rescue Squad for Ambulance Service Provided to New Baltimore District No. 1
- Resolution Authorizing Supervisor to Execute Agreement with Greene County Emergency Medical Systems, Inc. for 2015
- Resolution to Purchase 1999 Case International Utility Tractor from Keil Equipment
- Resolution to Authorize Advertisement for Bids for Purchase of Paving Material
- Resolution to Approve Emergency Purchase for Repair of Town Highway Truck
- Resolution to Approve Health Insurance, Medicare Advantage, Dental and Vision Programs for 2015
- Update of Employee Handbook
- Audit of Claims

Upcoming Meetings

- November 13, 2014 Planning Board Meeting at 7 PM
- November 19, 2014 Comprehensive Plan Meeting at 7 PM
- November 24, 2014 Town Board Work Meeting at 7 PM
- December 3, 2014 Zoning Board of Appeals Meeting at 7:30 PM
- December 8, 2014 Town Board Regular Meeting at 7 PM
- December 11, 2014 Planning Board Meeting at 7 PM
- December 22, 2014 Town Board Work Meeting at 7 PM

Public Comment Period/Community Events

Adjournment

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

**TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 1**

**Draft 12/2/14
Approved 1/26/15**

OPENING REGULAR TOWN BOARD MEETING

Supervisor Dellisanti called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Also attending: Deputy Supervisor Ruso, Councilwoman Benway, and Councilman Norris, Ralph Ambrosio, Esq., Town Clerk Finke, Tax Collector Jordan, Highway Superintendent Jordan, and 10 members of the public who signed the attendance sheet.
Absent: Councilwoman VanEtten

APPROVAL OF MINUTES

The October 13, 2014 Budget Workshop Meeting submitted by Town Clerk Finke, moved by Supervisor Dellisanti, Seconded by Councilwoman Benway. The adoption of the foregoing Motion was duly put to a vote and the vote was as follows:

AYES: Dellisanti, Ruso, Benway, Norris

NAYS:

ABSTAIN:

ABSENT: VanEtten

The October 13 Town Board Regular Meeting submitted by Town Clerk Finke, moved by Supervisor Dellisanti, Seconded by Councilwoman Benway. The adoption of the foregoing Motion was duly put to a vote and the vote was as follows:

AYES: Dellisanti, Ruso, Benway, Norris

NAYS:

ABSTAIN:

ABSENT: VanEtten

PUBLIC COMMENT PERIOD

Ellie Alfeld stated I would just like to mention that there is a luncheon at the New Baltimore Reformed Church on Wednesday. It will be at noontime; it is a turkey dinner with all the fixings and, of course, you know it is a donation or whatever and we look forward to as many people who would like to show up as possible.

CORRESPONDENCE

Supervisor Dellisanti reported that he received a letter from the New York State Department of Environmental Conservation concerning the Sewage Pollution Right to Know Act which requires a publicly-owned treatment works and operators of publicly-owned sewage systems to report releases of untreated or partially treated sewage to New York State Department of Environmental Conservation, local County and State Departments of Health, adjoining municipalities, and the general public. This law became effective on May 1, 2013. DEC has worked with the New York Department of Homeland Security Emergency Services to modify the New York Alert System to accommodate both the reporting of sewage releases and the universal distribution of this information to the public. There is no cost. New York Alert will be available for use by January 15, 2015 and both the application and agreements must be returned to DEC before December 1, 2014. I didn't want to bother Chris over the weekend, he had enough on his plate, so I thought that you and I might be able to go through this on Wednesday when we get together. There is just a couple of items that we have to fill in. We will make another report back to the Board.

Councilman Norris responded okay.

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 2

Draft 12/2/14
Approved 1/26/15

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION
NOVEMBER 10, 2014**

RESOLUTION TO ADOPT THE 2015 BUDGET

BE IT RESOLVED, that following a Public Hearing held on November 10, 2014 regarding the 2015 Preliminary Budget, the Town Board hereby amends the 2015 Preliminary Budget as follows:

	2015 Preliminary	2015 Final
SS2120 Sewer Penalties and Interest	Change \$2,000 to \$1,000	
SS2120 Sewer Rents	Change \$143,807 to \$144,807	

AND BE IT FURTHER RESOLVED, that the Town Board hereby adopts the 2015 Preliminary Budget, as amended, as the 2015 Final Budget.

Motion by Supervisor Dellisanti seconded by Councilman Norris

Councilman Norris began I think I would like to make one change on the Sewer Fund.

Supervisor Dellisanti stated the Sewer Rents.

Councilman Norris replied yes the Sewer Rents, they are not taxes, thank you Supervisor Dellisanti. The Sewer Penalties and Interest, I don't anticipate getting that amount of Penalties and Interest like we did in the past and I would like to move that line down to \$1,000 and move the Sewer Rents to \$144,807. It is still a reduction of about \$3,000 from last year. I feel more comfortable doing that than anticipating what the penalties and interest are, so I would like to make that recommendation to the Board.

Councilman Ruso asked would we want to make a change in our expenses, an equal change in our expenses?

Councilman Norris responded there is no change in the total on the bottom, it still stays the same.

Councilman Ruso stated just change the categories.

Councilman Norris agreed just changing categories.

Supervisor Dellisanti clarified that the Preliminary Budget will be changed as follows: the Sewer Rents would go to \$144,807 and the Penalties would go to \$1,000.

Motion by Supervisor Dellisanti seconded by Councilman Ruso

Supervisor Dellisanti continued again I would like to thank the Board for their input on this. This was quite an ordeal. I appreciate all the time and effort everybody put in.

AYES: Dellisanti, Ruso, Benway, Norris

NAYS:

ABSTAIN:

ABSENT: VanEtten

Councilman Norris pointed out so we can tell everybody the effective tax rate reduction of about..

Supervisor Dellisanti added I can tell you that the tax rate reduction is 0.0111 per thousand or \$1.11 per \$100,000. With all of our mandates, we did pretty well.

Councilman Norris commented and we stayed below the tax cap.

Supervisor Dellisanti announced \$11,525 below the tax cap and everyone will get their check.

**TOWN OF NEW BALTIMORE
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TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 3**

Draft 12/2/14
Approved 1/26/15

NEW BALTIMORE 2015 BUDGET SUMMARY

CODE	FUND	APPROPRIATIONS	ESTIMATED REVENUES	UNEXPENDED FUND BALANCE	AMOUNT TO BE RAISED BY TAXES	ASSESSED VALUE	TAX RATE	PRIOR YEAR TAX RATE	DIFFERENCE
A	GENERAL	588,424.00	259,175.00	20,000.00	319,249.00	213,017,898	1.488696	1.386000	0.102696
DA	HIGHWAY	970,068.00	209,400.00	5,000.00	755,668.00	213,017,898	3.547439	3.808000	-0.060561
	TOTAL TOWN-WIDE FUNDS	1,558,492.00	468,575.00	25,000.00	1,074,917.00				
	COUNTY CHARGEBACKS				38,332.00	213,017,898	0.179947	0.232000	-0.052053
	SPECIAL DISTRICTS					TAXABLE VALUE			
SL	LIGHTING DISTRICT #1	25,000.00			25,000.00	38,618,554	0.647357	0.548000	0.099357
SL	LIGHTING DISTRICT #2	2,100.00			2,100.00	12,990,500	0.161657	0.168000	-0.006343
SW	WATER DISTRICT #1	1,000.00			1,000.00	6,888,513	0.149510	0.152000	-0.002490
SW	WATER DISTRICT #2	18,100.00	18,100.00						
SW	WATER DISTRICT #3	1,300.00	1,300.00						
SS	SEWER DISTRICT #1	145,907.00	145,907.00						
SS	SEWER DISTRICT #2	4,010.00	4,010.00		0.00	4			
SM	AMBULANCE DISTRICT #1	35,500.00	3,525.00	5,000.00	26,975.00	144,577,872	0.186578	0.189000	-0.002422
SM	AMBULANCE DISTRICT #2	33,900.00			33,900.00	87,443,604	0.387678	0.381000	0.006678
	TOTAL SPECIAL DIST.	266,817.00	172,842.00	5,000.00	58,975.00		6.768862	6.674000	0.084862
	TOTAL TOWN TAX LEVY	1,835,309.00	641,417.00	30,000.00	1,183,892.00				
	Medway Fire District	185,385.00	1,000.00		184,385.00				
	New Baltimore Fire District	419,159.00	6,000.00	15,000.00	398,159.00				

New Baltimore General Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2014	Jan - Dec 13	2014	Jan-Nov 14	2015	2015	2015
Ordinary Income/Expense								
Income								
	A1001 - Real Property Tax	293,822.00	293,822.00	295,800.00	295,800.00	319,400.00	319,249.00	319,249.00
	A1080 - PILOT	23,641.00	22,955.13	23,000.00	22,829.77	23,000.00	23,000.00	23,000.00
	A1090 - Interest & Penalties	8,000.00	10,440.15	9,300.00	12,088.77	12,100.00	12,100.00	12,100.00
	A1170 - Franchise Fee	21,900.00	21,485.56	21,200.00	20,901.04	20,900.00	20,900.00	20,900.00
	A1250 - Assessor Fees		1,687.71					
	A1255 - Clerk Fees	1,400.00	1,531.35	1,100.00	1,401.07	1,475.00	1,475.00	1,475.00
	A1255.1 - Recycling / Garbage & Refuse	250.00	265.00	250.00	327.50	200.00	200.00	200.00
	A2089 - Other Cultural & Recreation Inc		652.68					
	A2110 - Zoning Fees	100.00	40.00	100.00	815.00	100.00	100.00	100.00
	A2115 - Planning Fees	500.00	240.00	500.00	600.00	400.00	400.00	400.00
	A2350 - Youth Recreation Services				2,736.50			
	A2401 - Interest & Earnings	3,600.00	386.70	2,000.00	974.13	1,200.00	1,200.00	1,200.00
	A2544 - Dog License	2,500.00	5,203.00	4,400.00	4,267.00	5,200.00	5,200.00	5,200.00
	A2555 - Building Permits	11,000.00	13,587.85	11,000.00	6,955.70	10,000.00	10,000.00	10,000.00
	A2590 - Permits, other	500.00	660.00	500.00	535.00	600.00	600.00	600.00
	A2810 - Fines & Forfeited Bail	180,000.00	113,837.50	130,000.00	85,731.36	108,000.00	108,000.00	108,000.00
	A2880 - Sale of Scrap & Excess Material				0.00			
	A2890 - Other Compensation for Loss				280.00			
	A2701 - Refund of Prior Year				1,469.08			
	A2705 - Donations & Gifts		4,387.87		0.00			
	A2770 - Unclassified Revenue		813.18		232.19			
	A2771 - Employee Health/Dental Reimburs	12,000.00	12,447.54	6,000.00	8,486.14	11,000.00	11,000.00	11,000.00
	A3001 - State Aid Per Capita	11,000.00	12,603.00	12,000.00	12,603.00	12,800.00	12,800.00	12,800.00
	A3005 - Mortgage Tax	55,000.00	79,278.52	51,000.00	28,028.71	52,400.00	52,400.00	52,400.00
	A3021 - Court Facilities Grant		7,977.88		1,518.00			
	A3620 - State Aid, Youth Programs		850.00		750.00			
	Total Income	605,113.00	605,372.20	568,150.00	507,108.98	578,575.00	578,424.00	578,424.00

**TOWN OF NEW BALTIMORE
COUNTY OF GREENE
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November 10, 2014 - Page 4**

Draft 12/2/14
Approved 1/26/15

New Baltimore General Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan-Nov 14	2015	2015	2015
	Expense							
	A1010.1 - Town Board Personal Service	16,400.00	16,400.00	16,400.00	12,300.00	16,400.00	16,400.00	16,400.00
	A1110.1 - Municipal Court Personal Svc							
	Clerks	59,100.00	41,657.71	45,106.00	33,787.33	43,000.00	43,000.00	43,000.00
	Justices	21,220.00	21,220.00	21,220.00	15,915.00	21,220.00	21,220.00	21,220.00
	Total A1110.1 - Municipal Court Personal Svc	80,320.00	62,877.71	66,326.00	49,702.33	64,220.00	64,220.00	64,220.00
	A1110.4 - Municipal Court Contractual Exp	8,500.00	7,758.58	7,000.00	6,236.97	6,500.00	6,500.00	6,500.00
	A111041 - Municipal Court Grant		6,735.91		414.14			
	A1220.1 - Supervisor Personal Service							
	Clerk	1,000.00	1,000.00	1,000.00	250.00	1,000.00	1,000.00	1,000.00
	Supervisor	7,925.00	7,925.00	7,925.00	5,943.75	7,925.00	7,925.00	7,925.00
	Total A1220.1 - Supervisor Personal Service	8,925.00	8,925.00	8,925.00	6,193.75	8,925.00	8,925.00	8,925.00
	A1220.4 - Supervisor Contractual Expense	13,800.00	18,871.83	15,000.00	13,006.71	15,750.00	15,750.00	15,750.00
	A1320.4 - Auditors Contractual Expense	500.00	0.00	0.00	0.00			
	A1330.1 - Tax Collector Personal Service	6,430.00	6,310.65	6,430.00	5,864.65	6,430.00	6,430.00	6,430.00
	A1330.4 - Tax Collector Contractual Exp	3,700.00	3,434.39	2,500.00	2,825.87	3,000.00	3,000.00	3,000.00
	A1355.1 - Assessment Personal Service							
	Assessor	20,758.00	20,757.99	20,758.00	18,382.80	20,758.00	20,758.00	20,758.00
	Clerks	15,900.00	13,491.23	16,059.00	13,196.28	13,775.00	13,775.00	13,775.00
	Total A1355.1 - Assessment Personal Service	36,658.00	34,249.22	36,817.00	31,559.08	34,533.00	34,533.00	34,533.00
	A1355.4 - Assessment Contractual Expense	3,300.00	3,388.29	3,300.00	2,959.48	3,300.00	3,300.00	3,300.00
	A1410.1 - Town Clerk Personal Service							
	Clerk	28,846.00	28,845.97	28,889.00	22,284.86	29,136.00	29,136.00	29,136.00
	Deputy Clerk	10,500.00	9,247.31	10,605.00	14,028.51	10,605.00	10,000.00	10,000.00
	Total A1410.1 - Town Clerk Personal Service	39,346.00	38,093.28	40,274.00	36,311.37	39,741.00	39,136.00	39,136.00
	A1410.4 - Town Clerk Contractual Exp	2,100.00	2,434.68	2,300.00	1,421.24	2,000.00	2,000.00	2,000.00
	A1420.4 - Attorney Contractual Expense	20,000.00	25,275.25	18,000.00	10,733.30	15,000.00	15,000.00	15,000.00
	A1440.4 - Engineer Contractual Expense	500.00	0.00	0.00	0.00			
	A1460.1 - Record Management Personal Serv	1,500.00	459.40	1,500.00	804.03	900.00	900.00	900.00
	A1460.4 - Record Management Contract Exp	5,580.00	220.33	1,000.00	170.00	400.00	400.00	400.00
	A1620.1 - Buildings Personal Service	500.00	0.00	500.00	1,313.20	1,000.00	1,000.00	1,000.00

New Baltimore General Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan-Nov 14	2015	2015	2015
	A1620.4 - Buildings Contractual Exp	13,000.00	18,722.59	22,000.00	21,853.24	22,000.00	22,000.00	22,000.00
	A1670.4 - Central Printing & Mailing	5,000.00	2,615.54	500.00	141.70	100.00	100.00	100.00
	A1680.4 - Central Data Processing	5,300.00	2,375.00	2,500.00	2,817.00	3,500.00	4,000.00	4,000.00
	A1810.4 - Unallocated Insurance	28,000.00	26,412.17	28,000.00	27,769.86	28,000.00	28,000.00	28,000.00
	A1820.4 - Municipal Association Dues	1,100.00	868.00	1,100.00	900.00	1,000.00	1,000.00	1,000.00
	A1989.4 - Other General Govt Support	5,000.00	14,035.00	5,000.00	0.00	1,000.00	1,000.00	1,000.00
	A1991.4 - Education	1,500.00	1,492.36	1,000.00	636.00	1,000.00	1,000.00	1,000.00
	A3010.4 - Public Safety Administration	600.00	469.90	600.00	467.93	600.00	600.00	600.00
	A3120.4 - Police & Constable	1,700.00	1,629.29	1,700.00	1,291.85	1,700.00	1,700.00	1,700.00
	A3310.4 - Traffic Control	4,200.00	510.00	1,200.00	1,144.00	1,200.00	1,200.00	1,200.00
	A3510.1 - Control of Dogs Personal Serv	4,950.00	3,890.01	3,950.00	3,529.58	3,950.00	3,950.00	3,950.00
	A3510.4 - Control of Dogs Cont Exp	2,000.00	2,298.58	1,500.00	1,119.81	1,500.00	1,500.00	1,500.00
	A3620.1 - Safety Inspection Personal Serv	17,000.00	15,487.00	15,000.00	12,704.77	14,000.00	14,000.00	14,000.00
	A3620.4 - Safety Inspection Cont Exp	2,150.00	1,475.55	2,000.00	2,298.59	2,000.00	2,000.00	2,000.00
	A4010.4 - Board of Health	500.00	1,000.00	500.00	0.00	500.00	500.00	500.00
	A4020.4 - Registrar	880.00	880.00	880.00	0.00	100.00	100.00	100.00
	A5010.1 - Superintendent of Hwy P.S.	53,004.00	53,003.86	53,530.00	47,333.16	53,530.00	53,530.00	53,530.00
	A5010.4 - Superintendent of Hwy C.E.	100.00	47.00	100.00	136.78	150.00	150.00	150.00
	A5132.4 - Garage	20,000.00	11,412.87	13,000.00	14,454.15	15,000.00	15,000.00	15,000.00
	A5182.4 - Street Lighting	2,600.00	2,150.60	2,400.00	2,280.36	2,400.00	2,400.00	2,400.00
	A6510.4 - Veteran Services	700.00	700.00	700.00	0.00	700.00	700.00	700.00
	A672.4 - Programs for the Aging	1,500.00	1,040.00	1,500.00	244.91	1,500.00	1,500.00	1,500.00
	A6999.4 - Economic Development	900.00	0.00	100.00	0.00	100.00	100.00	100.00
	A7020.1 - Recreation Administration P.S.	1,900.00	1,900.00	1,900.00	1,080.00	2,000.00	2,000.00	2,000.00
	A7140.1 - Playgrounds Personal Service	1,900.00	603.20	500.00	1,782.30	1,000.00	1,000.00	1,000.00
	A7140.2 - Playgrounds Equipment	2,400.00	103.49	0.00	0.00	0.00	0.00	0.00
	A7140.4 - Playgrounds Contractual Exp	3,000.00	4,076.59	3,000.00	4,058.08	3,000.00	3,000.00	3,000.00
	A7310.1 - Youth Programs Personal Serv	1,500.00	4,006.00	1,500.00	1,989.00	2,000.00	2,000.00	2,000.00
	A7310.4 - Youth Programs Cont Exp		1,267.51		350.00	700.00	700.00	700.00
	A7510.1 - Historian Personal Service	1,580.00	1,580.00	1,560.00	1,170.00	1,560.00	1,580.00	1,560.00
	A7510.4 - Historian Contractual Expense	100.00	150.00	100.00	0.00	100.00	100.00	100.00

**TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 5**

Draft 12/2/14
Approved 1/26/15

New Baltimore General Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan-Nov 14	2015	2015	2015
	A7993.4 - Cultural Programs	1,500.00	2,147.17	1,500.00	1,588.69	1,800.00	1,800.00	1,600.00
	A8010.1 - Zoning Personal Service							
	Board of Appeals	1,900.00	1,900.00	1,900.00	1,425.00	1,900.00	1,900.00	1,900.00
	Clerk	1,800.00	1,493.81	1,800.00	1,680.25	1,800.00	1,800.00	1,800.00
	Total A8010.1 - Zoning Personal Service	3,700.00	3,393.81	3,700.00	3,105.25	3,700.00	3,700.00	3,700.00
	A8010.4 - Zoning Contractual Expense	200.00	111.23	200.00	167.99	200.00	200.00	200.00
	A8020.1 - Planning Personal Service							
	Board Member	6,900.00	6,900.00	6,900.00	4,612.50	6,900.00	6,900.00	6,900.00
	Clerk	12,200.00	10,090.98	12,000.00	9,914.25	11,000.00	11,000.00	11,000.00
	Total A8020.1 - Planning Personal Service	19,100.00	16,990.98	18,900.00	14,526.75	17,900.00	17,900.00	17,900.00
	A8020.4 - Planning Contractual Expense	400.00	188.34	400.00	286.02	400.00	400.00	400.00
	A8160.1 - Refuse & Garbage Personal Serv	7,900.00	6,238.48	6,300.00	7,038.78	4,000.00	4,000.00	4,000.00
	A8160.4 - Refuse & Garbage Contract Exp	3,900.00	4,570.33	3,900.00	3,395.98	3,600.00	3,600.00	3,600.00
	A9010.8 - State Retirement	33,818.00	36,335.00	33,516.00	40,214.00	36,588.00	36,588.00	36,588.00
	A9030.8 - Social Security	23,148.00	20,636.72	21,720.00	18,001.90	21,098.00	21,052.00	21,052.00
	A9040.8 - Workers' Compensation	4,565.00	4,515.08	6,200.00	8,587.07	6,850.00	6,850.00	6,850.00
	A9055.8 - Disability Insurance	600.00	590.78	600.00	644.23	650.00	650.00	650.00
	A9060.8 - Hospital & Medical Insurance	70,500.00	74,023.43	73,000.00	69,406.88	80,000.00	80,000.00	80,000.00
	A99019H - Interfund Transfer - Highway	81,000.00	81,000.00	64,172.00	0.00	38,000.00	38,000.00	38,000.00
	A99019P - Interfund Transfer - Parks	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Expense	683,414.00	688,378.02	638,699.00	497,132.36	598,575.00	598,424.00	598,424.00
	APPROPRIATED FUND BALANCE TO BE USED	-78,301.00	-61,003.82	-60,549.00	9,978.62	(20,000.00)	(20,000.00)	(20,000.00)

New Baltimore General Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan-Nov 14	2015	2015	2015
	Other Income							
	SPECIAL DISTRICTS							
	SF1001 - Medway Fire District		194,021.00		178,024.00			185,385.00
	SF1001 - New Baltimore Fire District		394,092.00		393,478.00			398,159.00
	Total SPECIAL DISTRICTS		588,113.00		571,502.00	0.00	0.00	583,544.00
	Total Other Income		588,113.00		571,502.00	0.00	0.00	583,544.00
	Other Expense							
	SPECIAL DISTRICTS							
	SF3410 - Medway Fire District		194,021.00		178,024.00	185,385.00	185,385.00	185,385.00
	SF3410 - New Baltimore Fire District		394,092.00		393,478.00			398,159.00
	Total SPECIAL DISTRICTS		588,113.00		571,502.00	185,385.00	185,385.00	583,544.00
	Total Other Expense		588,113.00		571,502.00	185,385.00	185,385.00	583,544.00

**TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 6**

Draft 12/2/14
Approved 1/26/15

New Baltimore Highway Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan-Nov 14	2015	2015	2015
Income								
	DA1001 - Real Property Taxes	784,802.00	784,602.00	784,802.00	784,802.00	755,668.00	755,668.00	755,668.00
	DA1081 - PILOT	28,332.00	28,056.28	28,000.00	27,903.04	28,000.00	28,000.00	28,000.00
	DA2401 - Interest & Earnings	1,500.00	28.40	1,000.00	1,073.58	1,100.00	1,100.00	1,100.00
	DA2655 - Sale, Other		535.00		0.00			
	DA2685 - Sale of Equipment	0.00	11,100.00	0.00	0.00			
	DA2700 - Unclassified Income		375.28		0.00			
	DA3501 - Consolidated Highway Aid	112,000.00	142,328.88	142,300.00	156,862.40	142,300.00	142,300.00	142,300.00
	DA8031 - Interfund Transfer	81,000.00	81,000.00	64,172.00	0.00	38,000.00	38,000.00	38,000.00
	Total Income	987,434.00	1,028,025.84	1,000,074.00	950,441.02	965,068.00	965,068.00	965,068.00
Expense								
	DA1994 - Other General Govt Support		21,321.10					
	DA51101 - General Repair Personal Service	212,120.00	243,311.50	214,241.00	219,646.27	216,385.00	216,385.00	216,385.00
	DA51104 - General Repair Contractual Exp	230,000.00	220,162.94	201,000.00	210,107.48	197,000.00	197,000.00	197,000.00
	DA51124 - CHIPS - Permanent Improvements	112,600.00	141,688.33	142,300.00	156,862.40	142,300.00	142,300.00	142,300.00
	DA51302 - Machinery Equipment	0.00	57,087.18	0.00	0.00	0.00	0.00	0.00
	DA51304 - Machinery Contractual Expense	105,000.00	73,294.05	98,000.00	86,080.00	85,000.00	85,000.00	85,000.00
	DA51404 - Brush & Weeds Cont Exp	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00
	DA51421 - Snow Removal Personal Service	74,008.00	18,399.97	73,023.00	20,105.66	50,000.00	50,000.00	50,000.00
	DA51424 - Snow Removal Contractual Exp	75,000.00	48,002.58	72,000.00	72,348.84	52,000.00	52,000.00	52,000.00
	DA90106 - State Retirement	53,013.00	55,298.00	52,800.00	63,040.00	55,000.00	55,000.00	55,000.00
	DA90306 - Social Security	22,003.00	19,046.88	21,758.00	17,811.55	20,378.00	20,378.00	20,378.00
	DA90406 - Workers' Compensation	4,880.00	4,563.04	5,950.00	5,669.76	7,005.00	7,005.00	7,005.00
	DA90658 - Disability Insurance	550.00	0.00	550.00	0.00	0.00	0.00	0.00
	DA90606 - Hospital & Medical Insurance	82,500.00	67,078.82	87,200.00	65,496.79	112,000.00	112,000.00	112,000.00
	DA90806 - Uniforms	6,900.00	7,479.11	6,900.00	5,389.72	6,900.00	6,900.00	6,900.00
	DA97106 - Serial Bonds Principal	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00
	DA97107 - Serial Bonds Interest	2,580.00	2,560.25	2,580.00	2,048.20	1,600.00	1,600.00	1,600.00
	Total Expense	1,007,434.00	1,001,813.75	1,004,782.00	948,889.67	970,068.00	970,068.00	970,068.00
	APPROPRIATED FUND BALANCE TO BE USED	-20,000.00	26,212.09	-4,708.00	1,551.35	(5,000.00)	(5,000.00)	(5,000.00)
	(when negative)							

New Baltimore Sewer Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan-Nov 14	2015	2015	2015
Income								
DISTRICT 1								
	H2401 - Interest & Earnings				228.51			
	H6730 - Bond Anticipation Note		230,808.00					
	SS2120 - Sewer Rents SD1	140,515.00	143,128.32	147,634.00	110,383.52	143,500.00	143,807.00	144,807.00
	SS2126 - Sewer Penalties & Interest	2,000.00	4,566.01	2,000.00	960.17	2,500.00	2,000.00	1,000.00
	SS2401 - Interest & Earnings	200.00	50.13	100.00	328.24	200.00	100.00	100.00
	SS3990 - Sewer Capital Projects		15,000.00					
	Total DISTRICT 1	142,715.00	393,552.46	149,734.00	111,898.44	146,200.00	145,907.00	145,907.00
DISTRICT 2								
	SS1001 - Real Property Tax	1,380.00	1,380.00	1,410.00	1,410.00	0.00	0.00	0.00
	SS2120 - Sewer Rents SD2	213.00	213.00	220.00	141.00	1,810.00	1,410.00	1,410.00
	SS2122 - Sewer Charges	2,717.00	1,926.82	2,600.00	2,587.41	2,600.00	2,600.00	2,600.00
	Total DISTRICT 2	4,310.00	3,519.82	4,230.00	4,138.41	4,410.00	4,010.00	4,010.00
	Total Income	147,025.00	397,072.28	153,964.00	116,036.85	150,610.00	149,917.00	149,917.00

**TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 7**

Draft 12/2/14
Approved 1/26/15

New Baltimore Sewer Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan-Nov 14	2015	2015	2015
Expense								
	DISTRICT 1.							
	H81674 - Sewer, Equip & Capital Outlay		37,516.06		212,909.74			
	SS18884 - Other General Govt Support		1,134.00		1,750.00			
	SS81104 - Administration SD1	3,700.00	13,317.60	10,000.00	8,391.28	10,000.00	10,000.00	10,000.00
	SS81301 - Sewage Treatment Personal Serv	32,600.00	32,694.37	32,600.00	28,722.22	32,600.00	32,900.00	32,900.00
	SS81302 - Sewage Treatment Equipment	15,000.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
	SS81304 - Sewage Treatment Cont Exp SD1	27,000.00	23,436.55	29,000.00	28,918.05	29,000.00	30,000.00	30,000.00
	SS90106 - State Retirement	4,571.00	5,261.00	5,000.00	5,434.00	5,000.00	5,200.00	5,200.00
	SS90308 - Social Security	2,494.00	2,501.17	2,494.00	2,197.16	2,494.00	2,517.00	2,517.00
	SS90408 - Workers' Compensation	298.00	444.90	298.00	555.17	740.00	740.00	740.00
	SS90508 - Disability Insurance	100.00	0.00	100.00	0.00	0.00	0.00	0.00
	SS97106 - Debt Service Principal	37,000.00	37,000.00	52,100.00	37,000.00	38,000.00	38,000.00	38,000.00
	SS97109 - Debt Service Interest	15,747.00	10,732.06	13,142.00	10,312.07	8,550.00	8,550.00	8,550.00
	SS99019 - Repair Reserve	4,700.00	0.00	0.00	0.00	2,000.00	8,000.00	8,000.00
	Total DISTRICT 1.	143,210.00	164,037.71	149,734.00	336,189.89	133,384.00	145,907.00	145,907.00
	DISTRICT 2.							
	SS81110 - Administration SD2	220.00	320.61	220.00	326.73	0.00	0.00	0.00
	SS81310 - Sewage Treatment Cont Exp SD2	4,090.00	3,363.81	4,010.00	2,983.82	4,010.00	4,010.00	4,010.00
	Total DISTRICT 2.	4,310.00	3,684.42	4,230.00	3,312.55	4,010.00	4,010.00	4,010.00
	Total Expense	147,520.00	167,722.13	163,964.00	339,502.24	137,394.00	149,917.00	149,917.00
	APPROPRIATED FUND BALANCE USED	-496.00	229,350.15	0.00	-223,465.39	13,216.00	0.00	0.00
	(when negative)							

New Baltimore Water Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan - Nov 14	2015	2015	2015
Income								
	DISTRICT 1							
	SW1001 - Real Property Tax	963.00	963.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	Total DISTRICT 1	963.00	963.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	DISTRICT 2							
	SW1030 - Special Assessments				1,895.06			
	SW2142 - Water Rents 2	12,000.00	10,066.30	18,000.00	10,139.59	14,000.00	14,000.00	14,000.00
	SW2144 - Water Service Charges				1,409.30	4,000.00	4,000.00	4,000.00
	SW2148 - Penalties & Interest 2	100.00	178.85	110.00	5.45	100.00	100.00	100.00
	SW2401 - Interest & Earnings	10.00	0.00	0.00	2.37	0.00	0.00	0.00
	Total DISTRICT 2	12,110.00	10,267.15	18,110.00	13,451.77	18,100.00	18,100.00	18,100.00
	DISTRICT 3							
	SW2142 - Water Rents 3	584.00	290.50	1,300.00	325.00	1,300.00	1,300.00	1,300.00
	SW2148 - Penalties & Interest 3		23.25	0.00	27.00	0.00	0.00	0.00
	Total DISTRICT 3	584.00	313.75	1,300.00	352.00	1,300.00	1,300.00	1,300.00
	Total Income	13,657.00	11,543.90	20,410.00	14,803.77	20,400.00	20,400.00	20,400.00

**TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 8**

Draft 12/2/14
Approved 1/26/15

New Baltimore Water Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan - Nov 14	2015	2015	2015
Expense								
	DISTRICT 1.							
	SW8320 - Source of Supply, Power & Pump1	563.00	563.00	563.00	563.00	563.00	563.00	563.00
	SW8989 - Other Water Expenses 1	400.00	0.00	437.00	0.00	437.00	437.00	437.00
	Total DISTRICT 1.	963.00	563.00	1,000.00	563.00	1,000.00	1,000.00	1,000.00
	DISTRICT 2.							
	SW8320 - Source of Supply, Power & Pump2	12,000.00	5,370.49	18,000.00	18,686.14	18,000.00	18,000.00	18,000.00
	SW8989 - Other Water Expenses 2	110.00	123.26	110.00	0.00	100.00	100.00	100.00
	Total DISTRICT 2.	12,110.00	5,493.75	18,110.00	18,686.14	18,100.00	18,100.00	18,100.00
	DISTRICT 3.							
	SW8320 - Source of Supply, Power & Pump3	584.00	383.45	1,000.00	727.20	1,000.00	1,000.00	1,000.00
	SW8989 - Other Water Expenses 3			300.00	0.00	300.00	300.00	300.00
	Total DISTRICT 3.	584.00	383.45	1,300.00	727.20	1,300.00	1,300.00	1,300.00
	Total Expense	13,657.00	6,440.20	20,410.00	19,976.34	20,400.00	20,400.00	20,400.00
	APPROPRIATED FUND BALANCE USED	0.00	5,103.70	0.00	-5,172.87	0.00	0.00	0.00

New Baltimore Street Lighting Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan - Nov 14	2015	2015	2015
Income								
	DISTRICT 1							
	SL1001 - Real Property Taxes SL1	19,980.00	19,980.00	21,000.00	21,000.00	25,000.00	25,000.00	25,000.00
	SL2401 - Interest & Earnings	20.00	0.00	20.00	5.46	5.00		
	Total DISTRICT 1	20,000.00	19,980.00	21,020.00	21,005.46	25,005.00	25,000.00	25,000.00
	DISTRICT 2							
	SL1001 - Real Property Taxes SL2	2,000.00	2,000.00	2,100.00	2,100.00	21,000.00	2,100.00	2,100.00
	Total DISTRICT 2	2,000.00	2,000.00	2,100.00	2,100.00	21,000.00	2,100.00	2,100.00
	Total Income	22,000.00	21,980.00	23,120.00	23,105.46	46,005.00	27,100.00	27,100.00
Expense								
	DISTRICT 1.							
	SL51824 - Street Lighting Cont Exp SL1	20,000.00	18,583.28	18,500.00	19,498.26	25,000.00	25,000.00	25,000.00
	Total DISTRICT 1.	20,000.00	18,583.28	18,500.00	19,498.26	25,000.00	25,000.00	25,000.00
	DISTRICT 2.							
	SL5182 - Street Lighting Cont Exp SL2	2,000.00	1,724.09	2,000.00	1,929.56	2,100.00	2,100.00	2,100.00
	Total DISTRICT 2.	2,000.00	1,724.09	2,000.00	1,929.56	2,100.00	2,100.00	2,100.00
	Total Expense	22,000.00	20,307.37	20,500.00	21,427.82	27,100.00	27,100.00	27,100.00
	APPROPRIATED FUND BALANCE USED	0.00	1,672.63	2,620.00	1,677.84	18,905.00	0.00	0.00

**TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 9**

Draft 12/2/14
Approved 1/26/15

New Baltimore Ambulance Fund

		Final Budget	Actual	Final Budget	Actual	Tentative Budget	Preliminary Budget	Final Budget
		2013	Jan - Dec 13	2014	Jan - Nov 14	2015	2015	2015
Income								
	DISTRICT 1							
	AM1001 - Real Property Taxes District 1	25,691.00	25,591.00	27,100.00	27,100.00	26,975.00	26,975.00	26,975.00
	AM2401 - Interest & Earnings District 1	100.00	1.98	100.00	25.91	25.00	25.00	25.00
	AM2770 - Insurance Reimbursements Dist 1	3,000.00	4,738.58	3,000.00	2,934.38	3,500.00	3,500.00	3,500.00
	Total DISTRICT 1	28,691.00	30,331.52	30,200.00	30,060.27	30,500.00	30,500.00	30,500.00
	DISTRICT 2							
	AM1001 - Real Property Taxes District 2	30,833.00	30,833.00	33,000.00	33,000.00	33,900.00	33,900.00	33,900.00
	AM2401 - Interest & Earnings District 2	50.00	0.00	0.00	0.00			
	Total DISTRICT 2	30,883.00	30,833.00	33,000.00	33,000.00	33,900.00	33,900.00	33,900.00
	Total Income	59,574.00	61,164.52	63,200.00	63,060.27	64,400.00	64,400.00	64,400.00
Expense								
	DISTRICT 1.							
	AM4540 - Basic Ambulance District 1	23,300.00	23,300.00	23,300.00	23,300.00	23,300.00	23,300.00	23,300.00
	AM4889 - Advance Life Support Dist 1	11,410.00	7,606.68	12,576.00	12,379.50	12,200.00	12,200.00	12,200.00
	Total DISTRICT 1.	34,710.00	30,906.68	35,876.00	35,679.50	35,500.00	35,500.00	35,500.00
	DISTRICT 2.							
	AM4540 - Basic Ambulance District 2	24,300.00	36,271.79	31,000.00	22,265.28	27,000.00	27,000.00	27,000.00
	AM4889 - Advanced Life Support Dist 2	6,683.00	4,455.32	7,074.00	7,270.50	6,900.00	6,900.00	6,900.00
	Total DISTRICT 2.	30,983.00	40,727.11	38,074.00	29,535.78	33,900.00	33,900.00	33,900.00
	Total Expense	65,693.00	71,633.79	73,950.00	65,215.28	69,400.00	69,400.00	69,400.00
	APPROPRIATED FUND BALANCE TO BE USED	-6,019.00	-10,369.27	-10,750.00	-2,155.01	(5,000.00)	(5,000.00)	(5,000.00)

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 10

Draft 12/2/14
Approved 1/26/15

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION
NOVEMBER 10, 2014

**RESOLUTION AUTHORIZING SUPERVISOR TO EXECUTE AGREEMENT
WITH RAVENA RESCUE SQUAD FOR AMBULANCE SERVICE PROVIDED
TO NEW BALTIMORE DISTRICT NO. 1**

RESOLVED that the Town Board does hereby authorize the Supervisor to execute an agreement with Ravena Rescue Squad for the period January 1, 2015-December 31, 2015 for basic ambulance service provided to New Baltimore Ambulance District No. 1 at a total cost of \$23,300.

Motion by Supervisor Dellisanti seconded by Councilwoman Benway

Supervisor Dellisanti commented I would just like everyone to know that Ravena has held this price for the last three years now and they came up to us first in October with their contract and I appreciate the effort that they have made as well.

AYES: Dellisanti, Ruso, Benway, Norris

NAYS:

ABSTAIN:

ABSENT: VanEtten

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION
NOVEMBER 10, 2014

**RESOLUTION AUTHORIZING SUPERVISOR TO EXECUTE AGREEMENT
WITH GREENE COUNTY EMERGENCY MEDICAL SYSTEMS, INC.**

RESOLVED that the Town Board does hereby authorize the Supervisor to execute an agreement with Greene County Emergency Medical Systems, Inc. for the period January 1, 2015-December 31, 2015 at a total cost of \$19,057.

Motion by Supervisor Dellisanti seconded by Councilman Norris

Supervisor Dellisanti explained this particular amount has dropped approximately \$800 from last year based on the usage that New Baltimore had, that district had for 2013.

Councilman Norris noted that their budget is actually down this year from the prior years and this is the first time I have seen it where they've actually worked it where they reduced their expenditures instead of increasing them so I'm glad to see that.

Supervisor Dellisanti added they are anticipating a balance of \$165,000 for 2014 which could lead to us having another decrease for next year as well.

AYES: Dellisanti, Ruso, Benway, Norris

NAYS:

ABSTAIN:

ABSENT: VanEtten

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION
NOVEMBER 10, 2014**

**RESOLUTION TO AUTHORIZE THE HIGHWAY SUPERINTENDENT TO
PURCHASE 1999 CASE INTERNATIONAL UTILITY TRACTOR FROM KEIL
EQUIPMENT**

WHEREAS the Highway Superintendent has determined a need for additional equipment for mowing of road shoulders on Town roads.

RESOLVED that the Highway Superintendent is authorized to purchase a 1999 MI CX90 Case/IH Utility Tractor from Keil Equipment at a cost of \$19,000.

Motion by Supervisor Dellisanti seconded by Councilman Norris

Councilman Ruso asked how does this purchase fit in with our Procurement Policy?

Supervisor Dellisanti responded this is a used piece of equipment.

Councilman Norris asked Denis, did we find out how many hours are on the unit?

Highway Superintendent Denis Jordan responded yes, 4,000.

Councilman Norris stated and that is relatively low for that type of unit.

Highway Superintendent Jordan replied it's about one-third of its life and a new one is \$81,000 and we don't have the money for that.

Supervisor Dellisanti explained that \$81,000 was on a John Deere piece of equipment. I'd like to see if you could get something on a Case piece of equipment if you could.

Highway Superintendent Jordan responded yes, they just compared horsepower, cab, features.

Supervisor Dellisanti added it is also my understanding that they are going to give you new rubber, new tires, which is good.

Councilman Norris asked and should we tell the Board why we are purchasing it? You wanted to cut down on the track you have now.

Highway Superintendent Jordan responded it is a boom mower that Alan is mowing right now 4', we can mow 7' with this so we can do it quicker and more efficient. This other thing is expensive, we cut \$7,000 this year on a boom mower.

Supervisor Dellisanti noted so this one is going to take up the shock basically.

Highway Superintendent Jordan explained no, do the banks, over the guardrails and that kind of stuff, save what we have and use this one.

Councilman Norris asked the boom is on the side as opposed to the rear, is that the difference?

Highway Superintendent Jordan explained the boom mower is in the rear, it is a three point hitch offset where this is directly right outside your windows, side mounted.

Deputy Highway Superintendent Van Wormer explained it's like the one the County uses. Not this one, but the one that they go around with.

Highway Superintendent Jordan said this one is identical to ours.

**TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD REGULAR MEETING
November 10, 2014 - Page 12**

**Draft 12/2/14
Approved 1/26/15**

AYES: Dellisanti, Ruso, Benway, Norris
NAYS:
ABSTAIN:
ABSENT: VanEtten

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION
NOVEMBER 10, 2014**

**RESOLUTION TO AUTHORIZE ADVERTISEMENT FOR BIDS FOR PURCHASE
OF PAVING MATERIAL**

RESOLVED that the Town Clerk is hereby authorized to advertise for bids for the purchase of paving material two inch thick Type 6 Blacktop with 10% rap in place for roads as follows:

Continuation of Roberts Hill Road, Scheller Park Road, Scheller Park Ext., Circle Drive, and Orchard Drive.

Sealed Bids must be received in the Town Clerk's office by Monday, December 8, 2014 at 4 PM.

Motion by Supervisor Dellisanti seconded by Councilwoman Benway

Councilman Norris asked Denis, when do they set their prices for the asphalt, do they set it next year or...

Highway Superintendent Jordan answered well they usually do it in the spring but I'm trying to get away with something. Right now the price of oil is down, so I'm hoping they are going to lock in at a lower price now because we are asking for the bid and they want the work so I am trying to take advantage of it.

Councilman Norris asked so if the bids don't come in like you think, we can reject the bids?

Highway Superintendent Jordan responded yes.

Supervisor Dellisanti agreed absolutely.

Highway Superintendent Jordan remarked I just think it is worth a shot

Councilman Norris agreed you're right.

Highway Superintendent Jordan added we know what we paid this year, we had a one year contract, \$58 in place. So I want to see what we can do now.

Supervisor Dellisanti noted that's \$70 a barrel.

Highway Superintendent Jordan agreed exactly instead of \$100 so I think it should make a difference. I'm willing to try.

Councilwoman Benway asked do you want it on the website as well?

Supervisor Dellisanti answered sure, that would be great.

AYES: Dellisanti, Ruso, Benway, Norris
NAYS:
ABSTAIN:
ABSENT: VanEtten

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION
NOVEMBER 10, 2014**

**RESOLUTION TO APPROVE EMERGENCY PURCHASE FOR
REPAIR OF TOWN HIGHWAY TRUCK**

WHEREAS, the Town Board adopted a Procurement Policy on January 1, 2014 concerning the procurement of goods and services.

WHEREAS, Highway Superintendent Denis Jordan brought the 2006 Ford F350 to Crossroads Ford with a check engine light and it was determined that the Turbocharger had to be repaired immediately to continue proper functioning.

WHEREAS, due to the emergency condition of this repair and according to Procurement Policy 6 b, Section 103(4) of the General Municipal Law, this service had to be performed immediately and an alternative proposal might threaten the life, health, safety or welfare of the residents.

BE IT RESOLVED, that the Town Board of the Town of New Baltimore approves said emergency repair by Crossroads Ford, Invoice No. 53137A, Town Voucher No. 2014-11-43 for \$1,962.39.

Motion by Supervisor Dellisanti seconded by Councilwoman Benway

AYES: Dellisanti, Ruso, Benway, Norris

NAYS:

ABSTAIN:

ABSENT: VanEtten

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION
NOVEMBER 10, 2014**

**RESOLUTION TO APPROVE HEALTH INSURANCE, MEDICARE
ADVANTAGE, DENTAL AND VISION PROGRAMS FOR 2015**

WHEREAS due to Affordable Care Act mandates that became effective January 1, 2014, the current CDPHP health insurance is scheduled to retire upon renewal and must be reissued with the closest available match-back option and must include the 10 Essential Health Benefits of Ambulatory and Emergency Services, Hospitalization, Maternity and Newborn Care, Prescription Drugs, Mental Health and Substance Abuse Services, Rehabilitative and Habilitative Care, Laboratory Service, Preventive and Wellness Services, Chronic Disease Management, Pediatric Services Including Oral and Vision Care.

WHEREAS the current contract for CDPHP health insurance coverage expires on November 30, 2014 and will be replaced with CDPHP Match-Back Option EPO Bronze Plan #340 effective December 1, 2014 with a monthly premium (with current enrollees) of \$7,365.42.

WHEREAS the Match-Back Option for the Medicare Advantage Plan will be CDPHP PPO at a rate of \$240.80 effective January 1, 2015 at a cost of \$2,408 per month (with current enrollees).

WHEREAS the Met Life Dental is renewed at a monthly premium of \$849.26 effective January 1, 2015 (with current enrollees).

WHEREAS Empire Vision is renewed as of December 1, 2014 at a monthly premium of \$144.50 (with current enrollees).

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Approved 1/26/15

RESOLVED, the Town Board authorizes the Supervisor to sign agreement for insurance coverages for eligible Town employees and retirees per the attached quotations.

Motion by Supervisor Dellisanti seconded by Councilwoman Benway

Councilman Ruso explained if you look at the Medicare Advantage Plan, that has been changed. We had Blue Shield of Northeastern New York is our current provider up to today, unfortunately Blue Shield of Northeastern New York lost its 5 star rating which means that the Medicare system is subsidizing it at a lower rate. So the cost went from \$243/month to \$340/month, that will be what the Town would pay. Erin had found the CDPHP which retained its 5 star rating and found a matching plan which was indicated here as a match-back option Medicare Advantage Plan through CDPHP. Actually it comes out to save both the enrollees and/or the Town \$2.20/month. By the way, Blue Shield has actually regained back their 5 star rating, but not in time for this offering so basically we were facing a \$100/month increase except if we made the change. So I just wanted to make sure everyone knew that.

AYES: Dellisanti, Ruso, Benway, Norris

NAYS:

ABSTAIN:

ABSENT: VanEtten

Supervisor Dellisanti commented nice job, Mr. Ruso, the insurance is difficult. Right now we are going to have an Update on the new Employee Handbook.

Ellie Alfeld asked the employees all had an opportunity to see this?

Supervisor Dellisanti responded yes, they all got a copy of it.

Councilman Ruso clarified we had a meeting with all the employees a month-and-a-half ago is that about right for their input. I will be as brief as possible, but I wanted to just add that much of the policies as it relates to, like the FMLA I pointed out here, the Workplace Violence, they came straight off the state and/or federal websites. The language was changed only to reflect or state that it is the Town of New Baltimore and that was the edits that are significant. Just in the past few days I got an update from the Judge and this is at-will employment. This has also been approved and had input from our Attorney, Town Board members, Town employees, and I don't know who I left out. The last sentence was put in at the request of, at the information of, the Town Justice and it says the Town recognizes the Town Justices and Clerks are in certain personnel areas regulated by the Office of Court Administration. As such, these regulations shall control the manner at which the policies apply. Basically, what that says is it is up to the Town Justices to enforce it basically. So I am going to go on down. Immigration Law Compliance, that is straight out of the regulations. Criminal Convictions, that is the Town's preference. If you get arrested for something really bad, we have the right to discharge you. It will be up to the Town Board as you can see. Equal Opportunity Policy Statement, that is standard language. The Town prohibits that. Non-Discrimination, that is standard language required. Definitions of Harassment, I don't know if you want me to read that? The next I am going to categories, there are going to be places where it is highlighted, that indicate a change and a decision point made or to be made by the Town Board. At the end of this conversation this evening, this will be put up to the Board for a vote at the next meeting in November with the changes as getting how the Board feels. Individuals and Conduct covered, basically that is everybody who works for the Town. Retaliation is prohibited. Complaint Procedure, it identifies how one needs to give a complaint. Important Notice, if they experience things that are contrary to these policies, they have an obligation to report. If there is a sexual harassment going on, you saw it, you, not being party to it, still have an obligation to report it if you think it is wrong. The ADA Policy is there. Conflict of Interest Outside of Employment, there was a bit of conversation with the employees about what we mean by that, there is a couple of things. If you have a job that interferes with your job here, I took a job plowing for somebody, using the Town Highway people, so, therefore, I'm not available to plow for the Town. That's a bit of a conflict; it doesn't mean people can't go and sell flowers on the side of the road in the summertime, however, when the call comes you have to be responsive to that. The other part of the Conflict of Interest is that you can't necessarily work for an organization that does business with the Town or supplies to the Town. You can, but it has to be approved by the Town Board. You just have to tell us what you are doing. Financial Interest in Other Business, an employee may not own or hold a significant interest in a supply or customer or competitor

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of the Town except for such ownership or interest consist of securities in a publicly-owned entity. I will use myself as an illustration. I own 100 shares in the Bank of Greene County, I'm not getting rich over it, any business we do with them, that's an illustration for everyone to discuss and consider, except if it is a gift, I took that right out of the Law. Work Product Ownership, I think that was a conversation also what does that mean? It means that while you are on the job, if you consider a Town Highway person, invents something that works really good while they are on the job, who owns it? We do, the Town that is. We can all get rich. The Town won't have any taxes if somebody invests something really good. Confidential Nature of the Work, you shouldn't be describing what is going on in Town business. There is a FOIL process that people can adhere to and that's where the information should come from. Anytime there is a FOIL or potential FOIL, they shouldn't be calling up any given person who happens to work for the Town. They need to go through the proper process and that's what that is. Employment, required to do the I-9's. Probationary Employment Period, that was always there. We have an initial employment period of six months, that has been around for quite awhile, we didn't really change that. We did define the employee categories a little bit better in this document, full-time regular, full-time exempt - these are people who can't get overtime, they are salaried. I don't think we have anybody in that category, but we could. Part-time employees working less than 20 hours a week - between 20 and 35, Elected Employees - we have two elected full-time people in the Town, both of them are here tonight, Temporary Employees - this is seasonal, like for instance the kids that work with the Parks Program for four weeks of each year. They are temporary. Occasional - those are employees appointed on an ongoing basis but duties require that they work on occasions. I know that if your job is to shovel the sidewalks, it would be occasional. Payroll, that is pretty much the standard, I don't know if there is much conversation of that. Overtime Pay, there is a bit of change to what our practices have been, so let me go over that. Depending upon Town needs, employees may be required to work overtime when requested or ordered to do so. Prior approval of a Supervisor, however, is required before any non-exempt employee works overtime. I think that is pretty standard. Employee just can't say I am going to work tomorrow and get paid extra for it. Denis, for instance, would have to say that we need it. The thing that is a little different here is about the 40th hour, once you have exceeded that. You get overtime once you have exceeded 40 hours. Counting for hours worked will be holidays, planned vacation, and planned personal time. However, non-worked hours for sick time, unplanned sick time, unplanned personal time, and bereavement shall not count as hours worked for determining overtime. Anybody have any thoughts? Time Records, each individual does their own timecards, it speaks of it there. Personnel Records are the property of the Town. Expense Reimbursement, a change was made at the request of one of the Town Board members which felt that a travel log, I have it highlighted down below, which includes beginning odometer readings, ending odometer readings, starting location, and travel destination must be filled out in order to receive mileage reimbursement. Instead of getting a piece of paper that says I went 72 miles, that doesn't help anybody. So when you say I am going from New Baltimore to Albany for a meeting, that is where that goes. The next section is highlighted because it's different as well. Prior resolutions provide for the accumulation of benefit time to occur as the employee works. That was a resolution put forth in July of 1990 where one accrues time as the year goes on, however, that hasn't been our practice. Nevertheless, all time off benefits have been credited at the beginning of the year. This Handbook provides for the accumulation of benefit time consistent with that prior resolution notwithstanding the prior practice. Employees have also been required to use benefit time by the end of the year. The result of this is that by the end of 2014, employees will have used all time and start the year with no benefit time in their bank which is a point brought up by the Highway folks. They have no time and something happens to them in January, is what a concern was. So, having done that, what we have put in here is that the accrual system will start January 1 as planned. And that is going to be done by our Payroll person, Bonnie from Evening Star, and it is going to come out on everybody's paycheck after the system is in to indicate how much time you have in the bank. For 2015 only, this is to help make them whole, so that if something happens to them on January 15 and they have to be off whatever the case might be, employees may go into the negative regarding benefit time usage, but not beyond the amount they would have accumulated for the year.

Councilwoman Benway noted you have it here for six months.

Councilman Ruso corrected for the first six month, I beg your pardon. This time will allow for leave banks to accumulate time and hopefully as the year goes on they will make themselves whole and things can work out a little bit better. And that was in consideration of a point that was made by the Highway employees. I hope that helps them, they are not going to

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find themselves behind the eight ball and not have paid benefit time particularly at the beginning of the year. I think as you get halfway through, they will have sick time and they will be able to take vacations and of the like. Any thoughts on that?

Supervisor Dellisanti clarified it is a common practice for all government employees to accumulate time as the year goes on, it's not anything new.

Councilman Ruso continued I think the problem is transitioning from the former system to the future system and that way we are giving them some opportunity to take time if they need it.

Councilwoman Benway stated so just to clarify in my head, if you've been here long enough where let's say you have four weeks' vacation, you can't take them in January, you have to wait.

Councilman Ruso explained you can take two weeks in January because if you get four weeks, one would say in six months you would have had two weeks so you can take up to what you would have had in six months or up to what you would have accrued in six months. We can change that, I had to throw something in. If you want to change that to a year, we can do that easily. I could do it right now.

Councilwoman Benway mentioned my concern is that most of the Highway generally takes their time off during the summer because they can't take their time off during the winter. I just wanted to make sure they have their time off in the summer if they want.

Supervisor Dellisanti added that's why we wanted to let them go into a negative category.

Councilwoman Benway responded so they can still take it during the summer.

Councilman Ruso answered they can still go into the negative even if they have accumulated six months' worth. They can still go the other six months throughout 2015.

Councilwoman Benway said okay.

Ellic Alfeld asked Jeff, is sick time accumulative and rolling over into the following year or....

Councilman Ruso continued whatever is on the books at the end of the year, if they have sick time on the books they have not used, in accordance with and you will see it down below the amount, they can roll over. Personal time and of the like they can roll into 2015 if they have anything left over. So if the person used them all, they are gone. But if someone only used half of them, they can roll over into 2015. Vacation time, this is going to be a little sticky and I will tell you what the issue is. They are going to accumulate at a calculation factor. So if you work 40 hours a week, you multiply it by the calculation factor based upon the level of years you have in there. You can see some figures there, decimal points there, that will calculate. If you use one week vacation, you use that calculation factor by the number of hours worked and it will come out to actually 40.144 hours per year. I couldn't get it really much lower than that and that actually gives them an additional 6 minutes a year and I don't think we are worried about that. Fourteen percent of 16 minutes, whatever that would be.

Supervisor Dellisanti suggested you should explain that they used to do it in days and half-days and it didn't work out correctly, so now you get off hour-for-hour.

Councilman Ruso explained but you are paid in hours, and if you need a half-day, you use four hours and if you need a whole week you get 40 hours. The number of hours that you would get based upon whatever level you are in, is still there, still will be there. I think the biggest question is and it is number 4. It was highlighted up there for a reason and I want the feeling of the Board on this. What has been on the resolution was the employees got up to 20 days a year. There was nothing that describes anything further than that, however, we have a number of employees who are getting 25 days off a year. It was an error, it goes back a ways, we don't know when it started. I don't know what to do about that, but I can't change it myself, I think I need the feeling of the Board. You are 15 and beyond, up to 25 days a year, calculation factor,...this benefit has been received by the staff with no known previous authorization by the Town Board and I did look and I can't find it. Employees have asked that this be retained. There are three choices before us: stick with the current authorization of 20

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days maximum, raise that authorization to grant 25 days, or find some sort of middle ground for current employees such as a grandfathering clause or extend the eligibility time we can always do that. I don't know what the Board wants, but this is a decision point for the Board to let me know and I will put in this and then we will vote on it. I think this is time for conversation.

Councilwoman Benway added personally I think loyalty and longevity in a job should get you certain perks. Time off normally is the perk you get because there isn't a huge amount of money so that's what you can do is actually give people some extra time off. I would personally take this one step further and say after 25 years you get another five days myself, but I don't know what would be allowed with that, but I would be fine with staying the way the current employees have it. I don't think it would be fair to them to turn around and say there was a mistake made by some Board sometime. It is not their fault and this is what they are used to, so they should not be penalized for it.

Councilman Ruso agreed they are accustomed to getting it, it's not their fault, not this Board and I think that's where all of us have been. So the question is do we stick for 20 for new hires, do we go to 25 for everybody, or do we just grandfather current employees in. That is the question ahead of us.

Councilman Benway questioned 25 days only hits after year 15, correct?

Councilman Ruso responded correct.

Supervisor Dellisanti summarized I guess the question is, if you grandfather in the existing employees and whether or not to stop the accumulations of 20 days for new hires after January 1, 2015.

Councilman Ruso stated we would hit 15 years before we would hit that thing.

Councilwoman Benway said I think that would make it extremely confusing to do that to new hires just for the bookkeeping work especially when you sit there and go 'hey how long do you have to be here before people talk to each other, how long do you have to be here before you get an extra week?'

Councilwoman Norris asked do you suggest then we should keep it like this for all employees and even new employees, 15 years?

Councilwoman Benway answered I would.

Councilman Norris continued and beyond, 25 days.

Councilwoman Benway explained because sometimes having that extra time is just as nice when you know that you are not getting the money.

Supervisor Dellisanti clarified we did the same thing with the insurance program with new employees hired, there is a percentage after May of 2013.

Councilman Ruso and Councilwoman Benway responded that's true.

Supervisor Dellisanti pointed out so to keep that consistent I would like to keep it at 20 days for new employees.

Councilwoman Benway added but grandfathering in the current ones

Supervisor Dellisanti agreed yes, grandfathering in the current employees

Councilman Ruso continued we are not voting on this tonight, but I want to go to where the majority of the Board wants to go because I want this to be voted on at the next meeting in November, the 24th. If you want to email me with your choice and I will just change the language and we can all vote on it. I don't know how to proceed on this point because not everybody is on the same page. I think everyone is on the same page that the current employees get to keep their up to 25 days, it is all about new employees shall get or not get. I think that is where we are at is that pretty much?

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Councilwoman Benway stated I wasn't thinking actually about the new employees that have to pay for part of the insurance as well. So that does make sense then to do that.

Supervisor Dellisanti agreed I think so just to keep it consistent.

Councilman Ruso questioned so 25 for current employees up to no more than, however, 20 days for new hires, is that pretty much how I am hearing it?

Supervisor Dellisanti added starting January 1.

Councilman Ruso noted starting January 1 or technically it would have to be as of the day that we approve this, wouldn't that be the case, the day that this is formally approved? So if you are going to hire anybody, hire them in the next week or two.

Supervisor Dellisanti said we are not hiring anybody

Councilman Ruso continued we don't have any plans to hire anybody full-time anyway. So I will change the language to reflect that. I will stick with number 3, get rid of number 4 and beyond, but I will have an asterisk that says employees hired prior to will have 25 days. Personal Time, there is a change here as well and I don't think anyone really knew this, but the last resolution that affects personal time, at one time the employees got three personal days a year and 12 sick days a year. There is a resolution from the Town I believe it was 2005, I know Denis you and I looked at it at one time, that says the employees are switching instead of 3 and 12, they are going to get 10 and 5, which turned out to be 15 days any way you looked at it. However, the employees at the meeting we had have requested for lack of another word that the Personal Time go back down to 3 and that the Sick Time go back up to 12. For me, it is still 15, I don't care. I don't know if anyone else has an opinion, but it does represent a change. So 3 and 12 is fine and I think that is pretty much how the employees wanted it. Is that right employees in the room?

Many responded yes.

Councilman Ruso explained thank you because sometimes I hear differently than you said them. Bereavement Leave, there was never anything in the Policy for that. I kept this rather limited, it is not meant that anybody you might have ever been related to you get time off, but these are for spouse, child, parent, sibling, grandparents and grandchildren. You get up to three days with pay to attend the services, but there has never been anything for Bereavement Leave and that is pretty common for most employers.

Don Curtis asked on the sick time, the reason that they were changed back and forth because we were using them and we were calling them Doctor Days. They will now be eliminated and using our sick time instead of Doctor Days per se.

Councilman Ruso concurred there is no recognition of Doctor Day in this document.

Don Curtis continued but that's what we were calling them. At the Highway Department now they will be, and this is where come of the confusion came in place, so now they will be classified as sick time use.

Supervisor Dellisanti asked are you talking about going to the doctor for a doctor visit?

Don Curtis answered exactly.

Supervisor Dellisanti clarified that will be a sick day.

Councilman Ruso agreed that would be a sick day or sick hours actually because we are not going to do it by days anymore, it is going to be by hours.

Councilwoman Benway stated they don't have to take an entire day.

Councilman Ruso responded no, if you have an appointment at 2 in the afternoon, work to noon or 1 or whatever.

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Supervisor Dellisanti stated or take off four hours instead of eight hours.

Councilman Ruso explained it is going to be by time, by hours rather, as opposed to full day. But if you need a full day.....

Don Curtis confirmed that will be put under our sick time now?

Councilman Ruso answered yes sir.

Councilwoman Benway questioned while we are back on sick, why can't it be Sick/Personal, is there any reason why to separate that out, because generally it is either Sick or Personal?

Supervisor Dellisanti explained I have a problem with that. Sick time should be used for Sick Time, personal time should be used for Personal Time.

Ellic Alfeld added but usually the rule for Personal Time was that there is a timeframe if you give notice within 24 hours of needing that Personal Time, there is no need to give an excuse and it cannot be denied.

Councilman Ruso pointed out there is going to be emergency/personal time. There will be. I have to go down to New York to pick up my mother-in-law coming in the airplane and I need the day off, it might be Personal Time. On the other hand, if my dog gets run over, I might be using Personal Time and I didn't plan this so I can't call that sick time, although she is a member of the family.

Councilwoman Benway stated that's why I was curious why you didn't want to just...

Supervisor Dellisanti clarified sick time should be delineated being sick or going to the doctor something like that and Personal Time is personal time.

Councilman Ruso continued Jury Duty, that is standard language. Military Leave, that is also standard language. Here is the sick pay part that you were talking about, even though we were giving them 13 days, they were supposed to get 10. It goes back to the 12 that existed from previous authorizations from going back how many years, 25 years ago. So it is going to be 12 Sick Days a year, is that okay with everybody?

Many responded yes.

Councilman Norris added it says 10.

Councilman Ruso confirmed supposedly by current Board resolution, as it exists at this moment, they are supposed to get 10 Sick Days and 5 Personal.

Member of the Audience asked but you are moving it to 12?

Councilman Ruso answered right and they are going down in the other, from 5 to 3.

Supervisor Dellisanti clarified it is still 15 total days.

Councilman Ruso continued Family Medical Leave, it is straight out of the Federal website except with the Town of New Baltimore language. This highlighted area is also requested by Town employees, Emergency Fire Response Time. So we discussed it a little, threw this in and it is open for discussion. I will read it:

"Emergency/Fire Response Time.

Absence by a volunteer fireman and/or any such employee certified as emergency/crisis personnel for the purposes of engaging in emergency missions such as firefighting, rescue or other related support services shall be eligible to be paid for such time under the following provisions:

1. The tasks/circumstance of the employees' duties at the time of the emergency are such that interruption is not disruptive to the needs of the town.

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If a car goes off the road because there is so much snow, I don't know if I want the Town Highway employees to stop plowing because that is where that goes.

2. The time at the scene of such an emergency occurs during normally scheduled work time.

I think the point of this is 'I was at a fire call last night, I can take today off.' That is not where that applies.

3. Such time cannot exceed more than 4 hours.

I put this in and I don't know why it was 4 hours, is this something we discussed? There is going to have to be a certain time limit to it and I don't know if we want to change that or make that different. That is open for discussion. Hours in excess of 4 hours will be charged to the employee benefit time leave accrual bank.

4. No such emergency/fire response time shall be paid at overtime rates, nor shall count toward regular time accumulation which would lead to overtime...

What do you want to do, do you want to stick with the 4 hours? This was a request by some of the Town employees, do we want to stay with 4 hours, go to more hours. I don't know where you want to go?

Ellie Alfeld said I think we should go with more hours.

Supervisor Dellisanti asked do you want to make it an 8 hour day?

Ellie Alfeld added only if everybody would remember that we had the problem, Alan when we had that big scare emergency and we had to take care of seniors, the emergency personnel and it went on and on all day.

Councilman Ruso questioned what about the whole proviso actually, it is open for discussion? You are the firemen.

Councilman Norris asked you were saying you were going to pay up to four hours and then that's it, that's the cutoff?

Councilman Ruso responded I actually threw that in, but I'm not stuck on four hours. I had to throw something in and basically that's all that is, consider that filler for the moment.

Supervisor Dellisanti explained it is like asking Denis how much it is going to snow tomorrow? How long is the fire going to last, nobody really knows.

Councilman Norris added we all know that certain emergencies are a lot longer than four hours before you are released from the scene.

Councilman Ruso suggested you could say maximum of what they would normally get paid for the day

Councilman Norris said the day, they could get one day.

Councilman Ruso explained normally of what they would otherwise be paid for that day is what we stick with. It could be on a Friday which is a half-day and we are not going to pay you eight hours. Does that make sense? So we would make it maximum to equal to what they would be normally be paid in a day.

Councilman Norris continued but not to exceed one day, some emergencies last several days.

Pat Linger noted you may have floods, we have been three or four days before.

Councilwoman Benway added the thing with floods really, the Highway was on call 24/7 too.

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Councilman Ruso commented those are rarities, the occasions where one could be called, there is a certain point at which the Town can't... If you have a two week long emergency, that might be very difficult for the Town to say they would pay you for it. That would be onerous. On the other hand, the majority of the calls are for accidents and fires; we are talking about the bulk, one day. I will change that for the final version.

Councilman Norris questioned there is nothing in here about the supervisor giving permission, so if there's a fire, do the firemen leave?

Councilman Ruso agreed we can throw that in, that's a good point

Councilman Norris said and not tell anybody,

Supervisor Dellisanti added notify the Highway Superintendent.

Many replied department head.

Councilman Ruso remarked it has to be with the knowledge of, it makes sense. Thank you, good point. Employee Benefits. There was a change that I made at the last minute on the very first part Medical and Dental Insurance, under D. What I had in there formally up until just a few days ago, is we identified the specific health insurance plan and carrier and we've changed carriers and plans over the years and it's not good to have the specific. So I said the Town Board will choose the health insurance plan offered to the employees.

Supervisor Dellisanti mentioned it sounds like that is going to change on a regular basis then.

Councilman Ruso agreed it could change and I put it in the Handbook. In fact, I happen to know that the current plan we have right now, that we just voted on, will not be available in 2016.

Councilman Norris asked don't we have vision also, medical, dental?

Alan VanWormer mentioned in your Dental right there, it says up to the age 26, I just found out after my daughter had \$3,000 worth of work done that she aged off at age 18.

Ellie Alfeld asked even though she is in college?

Alan VanWormer answered that's not the one that's in college. The one that is in college is covered.

Councilman Ruso said I will check with Erin on that to make sure. I had heard that all insurance goes to 26 and maybe that's right, so I will check with Erin on that.

Supervisor Dellisanti confirmed not anymore, that was changed. It used to be you had to be a college student, but that has changed.

Alan VanWormer asked if you find out something different, let me know.

Councilman Ruso added I will change that language based upon...

Supervisor Dellisanti and Councilman Norris suggested just take out full-time student,

Supervisor Dellisanti noted now you have to check the years and age.

Councilman Ruso continued Retirement Plan, there was a change in this one too and I'm looking to where those changes were.

Councilman Norris said there were a lot of changes I gave you, we voted on last year, last March, and it was effective September 1.

Councilman Ruso pointed out I did put that in, but I have it in another version unfortunately so I will go back and check that. There was one thing I realized in the past couple of days that we can't have in there. There was a provision that said that changes in the premiums for retirees

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must be given with 90 day notice. Well, considering Friday we got notice that our retiree health insurance was changed, we don't get 90 days notice, the Town doesn't get 90 days notice of the changes, so it is impossible for us to adhere to that expectation if we ourselves don't get it. So I put it in that it will be subject to change by resolution of the Town Board. I will look for that, I know you gave it to me and I am thinking you are right. Conversion upon age 65, this is language that we have had and I will look to that, I know where it is and I saved it in another version. Chris, I'm sorry about that. Workers Comp, that is pretty standard. COBRA, that is pretty standard. Employment Rules, showing up and being on time are expected in the Town of New Baltimore. Don't come to work drunk or on drugs, that is also part of it. There is a drug testing proviso that we really don't want to have to apply, but when your presentation is of impairment and of the like, we have the right to ask you for a drug test. Consistent with that is the Employee Assistance Program where if a person does need some help, we will try to line them up with an EAP. Appearance and Conduct, we are not looking for the Town Highway Garage to look like they are going to a dinner or something. No holes in the pants.

Councilwoman Benway added no renting tuxes to go plow.

Councilman Ruso explained I stole that proviso from my workplace because I have younger fellows that like to wear their pants down below and not in my job. You are not going to do it, you can do it where you live or hang out, but not in my place. Violence in the Workplace, this is taken right out of the New York State Department of Civil Service website, the only changes made are regarding the Town of New Baltimore where I put those names in. The point that Chris or someone had said, all employees will participate in the annual Workplace Violence Prevention Training Program. Have we had one for 2014?

Councilwoman Benway asked wasn't it last week or three weeks ago?

Supervisor Dellisanti responded we just had it. Alan has to come up with a couple more classes.

Councilman Ruso agreed yes, because some people missed it.

Supervisor Dellisanti mentioned we missed some of the Boards, the Planning Board, the Zoning Board, some of the Town Board members couldn't make it.

Councilman Ruso continued Accidents and Emergencies, basically you have to communicate that you had an accident, it has to go to the Workers Comp or some others, and it has got to be communicated to the employee supervisor who will notify the Town Clerk of the incident. Open Door Policy, that is standard and basically that we will listen to issues or concerns of our employees as they arise. Solicitation and Distributions, basically you can't hit up your fellow employees for Amway or whatever, you can do that after work. Email Policy, I forgot where I plagiarized that from. If there are any thoughts or concerns, please say so. It was asked of me by Tal to underscore the employees have no right to personal privacy in any matter stored in, created, received, or sent over the Town E-mail system. Internet Use Policy, Disclaimers, Town is not responsible for material viewed, duty not to waste computer resources, there is that expectation of privacy that Tal wanted me to have. The Justice said there is some issues whereas in the monitoring of computer usage that generally the Town Board as well as perhaps others do not have access or should not have access to the Town Justices' computer so we have made a provision in there to consider that. Games and Entertainment, don't do it. Virus Detection. Use of Town Equipment and Computer, this goes beyond computers and it could go to Town stuff. I can't borrow the Town truck to haul my garbage if I needed to and of the like. Political Activity, this I stole from another Town, this basically says that we can't go around hitting up our employees or can't go around if I'm here at Town Hall and someone comes in to get a dog license, I shouldn't be asking them to sign a petition on behalf of my political leanings. It doesn't mean that I can't have a picnic in the park while we are there, but on the other hand, if it is a Town-sponsored event, you shouldn't be doing any political activity during the Town event. Use of Town Vehicles, we discussed that. Telephone Usage, that's about professional manner, Thank you for calling, etc. Internal Investigations, let's hope we don't have to do those, but in the event we have to, we do have the right to go through Town equipment, Town offices if the investigation so requires, if we are looking for missing money let's say obviously. Reference Checks, we need to get wherever we can. When former Town employees call for references, they should be coming through the Town Clerk's office. Smoking Policy, prohibited throughout its buildings. Visitors, please don't have too many

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visitors coming in to visit you because you have work to do. Office Security, lock up and the security codes. Resignation, it is suggested you need to have a two-week notice period and vacation and personal days are not to be included in the two-week notice period. On a personal note, I have had this happen all the time. I have employees that put in for vacation and we approve it; they say I'm leaving in two weeks. That's not a two-week notice, you are not working.

Kevin Kemnah asked back to your smoking, should you include vehicles.

Councilman Ruso answered no I didn't, but that's a good.

Councilwoman Benway noted actually you mean like in the Town vehicles; that is New York State Law.

Kevin Kemnah explained a plow driver and a wing operator and the plow driver wants to smoke and the wing operator doesn't want it.

Councilwoman Benway continued that's anything, believe it or not it doesn't matter. If I am in my husband's tow truck that has a business name on the side and I am smoking in it, I can be fined. You can't smoke in a business-type vehicle period. That's a New York State Law.

Councilman Ruso suggested I can put that in because it doesn't harm because it is already in law. Thank you Kevin.

Councilwoman Benway said exactly.

Councilman Ruso noted and I can say or Town vehicles. These are standard things I stole from another town, these are just issues that can get you fired. It is not an exhaustive list, it is among those. I think most of them make sense. Falsify time card, threaten to beat people up or coworkers, sleeping on duty, gambling, possession of dangerous weapons on the premises. I thought maybe we would have a conversation about that.

Councilwoman Benway explained that was actually a conversation that we began last year with the SAFE Act with whether or not because some people, there are lots of people that work for the Town...

Councilman Ruso added that have a permit.

Councilwoman Benway noted that have a carry permit and a lot of people carry because they have their permit and they have the ability to do so. So the question was brought up one point in time should there be a sign on the door that says no firearms allowed in the building.

Councilman Ruso said that is up to us. Personally, I will go to my workplace, I have some people with psychiatric conditions. People carrying a gun is not a great idea because they get hold of it and we have a problem.

Councilwoman Benway pointed out but on the other hand like Court night..

Councilman Ruso agreed great point, because they could be as troubling. What does the Board want to do, do you want me to keep that it in there, do you want me to take it out of there?

Alan VanWormer asked is that going to have any effect on Sheriff Deputies?

Councilwoman Benway answered if anything I would say, not that this makes much sense because if you are going to carry an illegal firearm, the rulebook isn't going to do anything about it. What brought up the issue is what if someone used their firearm, it was actually an insurance issue, while they were doing work for the Town of New Baltimore, would our insurance carrier cover it? And intentional acts are not covered by insurance, so no it wouldn't cover it anyway. But if you would want to change it to illegal carrying of a firearm...

Ralph Ambrosio, Esq. suggested unlawful possession.

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Councilman Ruso agreed unlawful possession, I like that.

Ralph Ambrosio, Esq. stated now dangerous weapons, it's either dangerous instrument or deadly weapons and you have to be real careful. I think unlawful works because a dangerous instrument can be anything, a sharpened pencil. So if you want to go and get your clerks with a sharpened pencil. Unlawful possession of a dangerous instrument.

Councilman Ruso asked do you want me to say instrument? Does that fit the criteria, you saw my changes.

Ralph Ambrosio, Esq. pointed out if a Highway worker hits another highway worker with a shovel, you have a dangerous instrument.

Councilman Ruso noted that goes to possession, we do have provisos in here down below where you actually do the violence.

Ralph Ambrosio, Esq. explained right but unlawful possession of a dangerous instrument includes the intent to use the instrument so you are safe there. You can do what you want.

Councilwoman Benway remarked because if someone has their Pistol Permit and they have a right to carry, I am not taking that right away from them.

Councilman Ruso stated I am not troubled by that. Although there may be a place and a time where you don't want them walking through the Court with it hanging out either.

Councilwoman Benway said correct.

Don Curtis asked does this have an effect on deer season coming up, are we still going to be able, the Highway guys, are going to be able to put a rifle in the back of a truck and lock up their bay and go home?

Councilman Ruso replied that's not unlawful possession would it be?

Don Curtis said that's going to be unlawful possession.

Councilman Ruso corrected no that would not be unlawful, why is that unlawful?

Don Curtis replied it is not going to be unlawful, it's worded like that.

Councilman Ruso clarified you can do it, that's what we are saying.

Councilwoman Benway noted as long as you have it lawfully, you are good.

Councilman Ruso added now if you stole the gun.

Councilwoman Benway said and you planned on robbing a bank on your way home in a Town truck.

Councilman Ruso pointed out if you are a felon, certain people cannot carry a gun. I don't think that applies to our Town employees here.

Don Curtis explained sometimes when we go out late at night or at 2 in the morning to cut a tree up, someplace out on Meadow Lane, a dead end road, only one or two houses, somebody sees you drive up, whatever. There have even been cases where wild animals, coyotes, have been out snooping around. If we legally have a Pistol Permit, are we going to be able to carry our pistol with us for something of that nature?

Councilman Ruso replied I think the nature and the intent of the Board is that would be okay, that's how I'm hearing it.

Councilwoman Benway agreed absolutely

Don Curtis said just double-checking.

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Councilman Ruso suggested again, I don't want to speak on behalf of the Board, but I am hearing it.

Don Curtis added I'm not saying every single day to strap a gun on your side and just because you can, but in certain cases.

Councilman Ruso continued Disciplinary Process, it basically speaks of having a progressive disciplinary process for things that would include oral and written warnings, probation, suspension. Corrective Action, your disciplinary actions would be put in your employee folder. Post Separation, you have to hand in your keys, you have to get information, your retirement knowledge and retirement plan knowledge. Now the last part is just the acknowledgement forms, don't worry about the page breaks, it will all be set up so the page breaks are appropriate. Basically this is your attestation or acknowledgement, you sign that you have read the Email Policy, didn't we get rid of the Voice Mail Policy so we will get rid of that whole form altogether, and the last one is that you received the Employee Handbook and receipt for Code of Ethics Policy.

Councilwoman Benway asked is that going to be put right in the Handbook?

Councilman Ruso replied yes it is. I didn't want to retype it all.

Councilman Norris said I did it for you.

Councilman Ruso replied I know, I have it that I can download it, I just have to save it in the right place, I just did cut and paste. That's all I have. I have the parts that the Town Board wants me to do.

Supervisor Dellisanti remarked thank you, Jeff. I have to tell you that was a number of meetings -- nights, days, weekends -- and we did get input from everyone and I don't know how many pages you have?

Councilman Ruso answered that's 26, but there is going to be some things such as a Code of Ethics Policy, the one that exists is going to be in there, There is a Supervisor's cover letter. It will probably be 30 in total, give or take a little. And again I plagiarized from all kinds of different sources, some of them actually encourage you to download the information from whether the state or the federal code.

Supervisor Dellisanti concluded it doesn't pay to reinvent the wheel.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION
NOVEMBER 10, 2014**

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 2014-11-01 to 2014-11-70, it is

REVOLVED that the Supervisor is hereby authorized to pay claims 2014-11-01 to 2014-11-70,

BE IT FURTHER RESOLVED that the Town Clerk will prepare an Abstract and hold it for public review until December 30, 2014.

Motion by Supervisor Dellisanti seconded by Councilman Norris

AYES: Dellisanti, Ruso, Benway, Norris

NAYS:

ABSTAIN:

ABSENT: VanEtten

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General \$7,316.07, Highway \$70,923.13, Sewer 1 \$1,840.94, Sewer 2 \$83.37, Water 2 \$787.94, Water 3 \$145.25, Lighting 1 \$1,855.96, Lighting 2 \$192.50, Total \$83,146.16

UPCOMING MEETINGS

- November 13, 2014 Planning Board Meeting at 7 PM
- November 19, 2014 Comprehensive Plan Meeting at 7 PM
- November 24, 2014 Town Board Work Meeting at 7 PM
- December 3, 2014 Zoning Board of Appeals Meeting at 7:30 PM
- December 8, 2014 Town Board Regular Meeting at 7 PM
- December 11, 2014 Planning Board Meeting at 7 PM
- December 22, 2014 Town Board Work Meeting at 7 PM

PUBLIC COMMENT PERIOD/COMMUNITY EVENTS

Ellie Alfeld announced the Seniors met Wednesday of last week and we have gotten all of our ducks in a row for the Seniors Christmas Party and it will be held on December 3 at Pegasus. It is open to New Baltimore Seniors only. It is sponsored by the Town Board on their line item, and the Committee, we felt very badly that we lost a key member. We are looking for anyone else that would like to join us. You don't have to know anything other than you are over 60 and if you don't know that, forget it. But as usual Pegasus will be putting on the buffet for us, appetizers will be served at noon, the meal will be 1:00 and everybody is very prompt. There will be some door prizes that will be donated by the Senior Committee members and we hope to see as many seniors as we can. We have right now 50 available dinners or lunches or whatever you want to call it.

Councilwoman Benway asked do they need to reserve a spot with you?

Ellie Alfeld replied yes, you must call, I don't have it with me right now. Conrad Jurgens is the point person. He is taking the reservations for me and so if you call him, he is in the book, call him to book a seat because once we get to our number of 50-55, we cannot, we don't have any more money.

Don Curtis said just one thing real quick, I would like to thank the Town Board for your hard work and the people involved, I'm not sure who all worked on the Handbook,

Supervisor Dellisanti concluded it was a group effort, thank you.

Betty Kemnab said I have a question in regards to the five weeks. How many employees does that encompass?

Councilman Ruso answered well, there are seven full-time employees in the Highway Department and there's one full time employecc at the Town Hall, so there is a total of eight at this point.

Councilwoman Benway noted but I think she wants to know how many people have been here enough time to have 5 weeks.

Councilman Ruso replied five people are getting the 25 days at this time, but I think there are some that are coming up soon or will be coming up soon, but I don't have the exact date of when they started.

On a motion from Councilwoman Benway seconded by Councilman Ruso

The meeting was adjourned at 8:14 PM

AYES: Dellisanti, Ruso, Benway, Norris

NAYS:

ABSTAIN:

ABSENT: VanEtten

Respectfully Submitted,

Barbara M. Finke
Town Clerk