

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

**July 13, 2015**

*Please turn off all cell phones and electronic devices.*

**Pledge of Allegiance**

**Approval of Minutes**

- **June 22, 2015 Town Board Work Meeting**
- **July 6, 2014 Town Board Special Meeting**

**Public Comment Period**

**Correspondence**

**New Business**

- Resolution to Accept Grant from The Bank of Greene County for the Summer Recreation Program
- Resolution to Adopt Local Law 2 of 2015 Reducing the Term of the Town of New Baltimore Highway Superintendent from Four Years to Two Years
- Resolution to Allow the Earlton Fire Department to Utilize the Fire Ground Frequency of the Town of New Baltimore for Emergency Communications During Mutual Aid
- Resolution to Approve Vehicle Use Policy
- Resolution to Approve Timely Reporting of an Accident with a Town-Owned Vehicle
- Resolution to Approve Submission of an Application for a Bank of Greene County Business Credit Card
- Resolution to Appoint Alan VanWormer to the Greene County Hazard Mitigation Plan Update Committee
- Motion to Allow the Cornell Hook & Ladder Fire Co., Inc. to Use Joseph Wyche District #1 Park as Overflow Parking on September 19, 2015 for Their Block Dance
- Audit of Claims

**Upcoming Meetings**

- July 15, 2015 Veterans Committee at 10 AM
- July 20, 2015 Building/Capital Improvements Committee at 7 PM
- July 22, 2015 Comprehensive Plan Committee at 7 PM
- July 24, 2015 Cornell Hook and Ladder Fire Company Chicken Barbecue to Benefit Summer Recreation Program at Albright's Garage
- July 27, 2015 Town Board Work Meeting at 7 PM
- August 5, 2015 Zoning Board of Appeals Meeting at 7:30 PM if Needed
- August 10, 2015 Town Board Meeting at 7 PM
- August 13, 2015 Planning Board Meeting at 7 PM

**Public Comment Period/Community Events**

**Adjournment**

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

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

**RESOLUTION 106-2015**

**JULY 13, 2014**

**RESOLUTION TO ACCEPT GRANT FROM THE BANK OF GREENE COUNTY  
FOR THE SUMMER RECREATION PROGRAM**

**WHEREAS** the Grants Committee of the Town of New Baltimore submitted an application to the Bank of Greene County for the Summer Recreation Program which was approved by Town Resolution 46-2015 on January 12, 2015.

**WHEREAS** the Charitable Foundation of the Bank of Greene County awarded the Town of New Baltimore a \$500 grant on July 2, 2015.

**RESOLVED** the Town of New Baltimore hereby accepts said grant from the Bank of Greene County for use during the Summer Recreation Program held from June 13-August 7 at Cecil C. Hallock District 2 Park.

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

**RESOLUTION 107-2015**

**JULY 13, 2015**

**RESOLUTION TO ADOPT LOCAL LAW 2 OF 2015 REDUCING THE TERM OF  
THE TOWN OF NEW BALTIMORE HIGHWAY SUPERINTENDENT FROM FOUR  
YEARS TO TWO YEARS**

***WHEREAS*** the Town Board of the Town of New Baltimore held a Public Hearing on June 22, 2015 regarding proposed Local Law 2 of 2015, a Local Law Reducing the Term of the Town of New Baltimore Highway Superintendent from Four Years to Two Years at which time the public was given an opportunity to speak regarding this proposed local law.

***NOW, THEREFORE, BE IT RESOLVED*** that the Town Board of the Town of New Baltimore does hereby enact Local Law 2 of 2015 subject to mandatory referendum of the voters at the General Election held on November 3, 2015.

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

**RESOLUTION 108-2015**

**JULY 13, 2015**

**RESOLUTION TO ALLOW THE EARLTON FIRE DEPARTMENT  
TO UTILIZE THE FIRE GROUND FREQUENCY OF THE  
TOWN OF NEW BALTIMORE FOR EMERGENCY COMMUNICATIONS  
ONLY DURING MUTUAL AID**

***WHEREAS*** the Earlton Fire Department has purchased new radios and has requested permission to program this equipment for the Town of New Baltimore's fire ground frequency.

***WHEREAS*** this action will enhance their ability to communicate with our fire companies during mutual aid.

***RESOLVED*** the Town of New Baltimore approves this request from the Earlton Fire Department for use only during emergency situations.

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

**RESOLUTION 109-2015**

**JULY 13, 2015**

**RESOLUTION TO ESTABLISH A TOWN VEHICLE USAGE POLICY**

**WHEREAS** the Town of New Baltimore has obtained a surplus vehicle from Greene County for the purpose of providing transportation for officials and employees while conducting Town business, and

**WHEREAS** the Town Board deems it appropriate to establish a Vehicle Use Policy to implement the most efficient and effective use of the vehicle.

**RESOLVED** the Town of New Baltimore hereby adopts the attached Vehicle Use Policy.

## **Vehicle Use Policy for the Town of New Baltimore**

The purpose of this policy is to set forth the guidelines under which Town vehicles will be authorized to Town personnel and the guidelines under which Town vehicles may be used.

Town vehicles are not personal vehicles and are not for personal use. Town vehicles should be viewed as belonging to the citizens of the Town and are assigned solely for the purposes consistent with providing services to those citizens.

### **Rules Governing Use**

1. Municipal vehicles must have the Town seal affixed on the drivers and passenger side doors, and may only be used for legitimate municipal business.
2. Municipal vehicles will not be used to transport passengers who are not directly or indirectly related to municipal business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors, etc.). Family members shall not be transported in Town vehicles.
3. Vehicles should contain only those items for which the vehicle is designed. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle.
4. Employees are expected to keep municipal vehicles clean, and to report any malfunction or damage to their supervisor immediately.
5. Employees must wear seatbelts in vehicles so equipped during operation of the vehicle.
6. Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.
7. Employees who operate municipal vehicles must have a valid motor vehicle license issued by the state of their current residence and may be required to provide proof of valid motor vehicle license once every six (6) months.
8. Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
  - a) Employees who incur parking or other fines in municipal vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the town is approved by the Town Board.
  - b) Employees who are issued citations for any offense while using a municipal vehicle must notify the Town Board immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.

c) An employee who is assigned a municipal vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a municipal vehicle, must notify the Town Board immediately when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.

9) No employee may use a municipal vehicle for out- of-state use without advance approval of the Town Board.

10) Usage of personal vehicles for Town business at times that a municipal vehicle is available will be at the employee's choice and in that event, no mileage reimbursement shall be paid.

11) Fuel. Municipal vehicles shall be filled up at the Highway Garage using the available gasoline storage. The gasoline log detailing the date, odometer reading, and number of gallons will be entered onto the log and signed by the person filling the vehicle. All gasoline used will be charged to the Department Account of use, for example Account A 3620.4 (Safety Inspection Contractual Expense) for the Code Enforcement officer, and submitted to the Town Clerk at the end of each month. The cost of the gallons used will be determined by calculating the price per gallon at the most recent price charged for filling the storage tank multiplied by the number of gallons pumped. Highway department account number DA 5110.4 will receive a deduction at the same amount charged to the Safety Inspection account.

12) A key to the municipal vehicle shall be kept by the Code Enforcement Officer and the Town Clerk only. Key(s) shall be returned by any employee using the vehicle as soon as practicable after the completion of such usage.

13) Significant usage is expected by the Building Department; however usage by other departments will also occur. For example, trips for training classes, trips for minor errands i.e. banking, supplies, etc. should also utilize this vehicle based on availability.

14) The Town's Building Inspector will perform a basic visual inspection on a weekly basis to ensure basic functions are in proper working order. All lights should be checked, all indicator lights will be properly monitored, tire inflation and monitoring of mileage for oil changes will be among the items checked.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Town vehicle privileges, suspension, and/or termination of Town services.

All Employees will be given a copy of this policy and will be required to sign a confirmation receipt.

Violations of this policy may result in disciplinary action.

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

**RESOLUTION 110-2015**

**JULY 13, 2015**

**RESOLUTION TO REQUIRE TIMELY REPORTING OF INCIDENTS AND  
IMPLEMENTATION OF REPORTING FORM**

**WHEREAS** the Town Board of the Town of New Baltimore hereby determines that in order to properly process insurance claims and to make potentially needed repairs or remediation of conditions, that is important that all incidents resulting in employee or others personal injury or property damage to either town property or private property in which a Town employee, official, property or equipment is involved.

**RESOLVED** that all officials and employees shall immediately report to the Town Board, utilizing the attached Incident Report form, all incidents resulting in employee or others personal injury or property damage to either town property or private property in which a Town employee, official, property or equipment is involved.



New Baltimore Town Hall  
3809 County Route 51  
Hannacroix, NY 12087

**ACCIDENT/INCIDENT REPORT**

1. Name \_\_\_\_\_ 2. Classification \_\_\_\_\_  
3. Social Security # \_\_\_\_\_ 4. Name of Witness \_\_\_\_\_  
5. Date of Accident \_\_\_\_\_ 6. Time of Accident \_\_\_\_\_

7. Accident Location \_\_\_\_\_

8. Date of Report \_\_\_\_\_

9. Detailed Description of Accident/Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Corrective Action Taken at Time of Accident/Incident \_\_\_\_\_  
\_\_\_\_\_

11. Injury Diagnosis (What Part of the Body was Injured) \_\_\_\_\_

12. Treatment  
First Aid-----Yes or No By Whom \_\_\_\_\_  
Medical-----Yes or No Doctor/Emergency Room \_\_\_\_\_

Name and Location of Doctor or Emergency Room \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

Is Follow-Up Necessary----Yes or No Date \_\_\_\_\_ Time \_\_\_\_\_

13. Signatures  
Injured Party \_\_\_\_\_ Town Supervisor \_\_\_\_\_

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

**RESOLUTION 111-2015**

**JULY 13, 2015**

**RESOLUTION TO APPROVE SUBMISSION OF AN APPLICATION  
FOR A BANK OF GREENE COUNTY BUSINESS CREDIT CARD**

***WHEREAS*** the departments within the Town of New Baltimore orders supplies and materials in the operation of their offices and there are occasions where vendors require a credit card to place such orders.

RESOLVED the Town of New Baltimore authorizes the Town Supervisor and Town Clerk to submit the application to the Bank of Greene County for a Business Credit Card for use by Town officials and employees.

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

**RESOLUTION 112-2015**

**JULY 13, 2015**

**RESOLUTION TO APPOINT ALAN VANWOMER TO THE GREENE  
COUNTY HAZARDOUS MITIGATION PLAN UPDATE COMMITTEE**

**WHEREAS** the Greene County Department of Emergency Services will be convening a Committee to undergo a complete revision of its Hazardous Mitigation Plan to provide guidance for mitigation activities within the County and enable the County to apply for mitigation grants.

**WHEREAS** every Town and Village in Greene County has been asked for a representative that has working knowledge of the hazards within their municipality in regards to flooding and flood prone properties.

**RESOLVED** the Town of New Baltimore appoints Alan VanWormer, our Emergency Management Officer, to represent the Town in this process.

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

**RESOLUTION 113-2015**

**JULY 13, 2015**

**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 2015-07-01 to 2015-07-, it is

***REVOLVED*** that the Supervisor is hereby authorized to pay claims 2014-07-01 to 2014-07-,

***BE IT FURTHER RESOLVED*** that the Town Clerk will prepare and abstract and hold it for public review until August 31, 2015.