

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

PLEDGE OF ALLEGIANCE

**SWEARING-IN CEREMONY FOR
HIGHWAY SUPERINTENDENT ALAN VANWORMER
BY EDWARD P. BARBER, NOTARY PUBLIC OF THE STATE OF NEW YORK**

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**RESOLUTION 1-2019
APPOINTMENT OF DEPUTY TOWN SUPERVISOR**

RESOLVED, that Nicholas Dellisanti is hereby appointed Deputy Town Supervisor of the Town of New Baltimore and shall act in place of the Supervisor and have full duties and powers in the event that the Town Supervisor becomes incapacitated or is otherwise unavailable.

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**RESOLUTION 2-2019
SCHEDULE OF MEETINGS**

RESOLVED, that the regular monthly meetings of the Town Board of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 14, 2019	May 13, 2019	September 9, 2019
February 11, 2019	June 10, 2019	October 16, 2019
March 11, 2019	July 8, 2019	November 13, 2019
April 8, 2019	August 12, 2019	December 9, 2019

AND BE IT FURTHER RESOLVED, that the monthly Town Board work meeting shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 28, 2019	May 29, 2019	September 23, 2019
February 25, 2019	June 24, 2019	October 28, 2019
March 25, 2019	July 22, 2019	November 25, 2019
April 22, 2019	August 26, 2019	December 23, 2019

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Town Board meetings shall be open to the general public. Nothing herein shall preclude the Town Board from conducting official business at its monthly work meeting where it is deemed to be necessary to do in the interest of expediency and where the public interest will be served,

AND BE IT FURTHER RESOLVED, that the regular monthly meeting of the Planning Board of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 10, 2019	May 9, 2019	September 12, 2019
February 14, 2019	June 13, 2019	October 10, 2019
March 14, 2019	July 11, 2019	November 14, 2019
April 11, 2019	August 8, 2019	December 12, 2019

AND BE IT FURTHER RESOLVED, that the Planning Board work meeting, if held, shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the fourth Thursday of each month,

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Planning Board meetings shall be open to the general public,

AND BE IT FURTHER RESOLVED, that the regular monthly meeting of the Zoning Board of Appeals of the Town of New Baltimore shall be scheduled to begin at 7:30 PM in the Town Hall Meeting Room on the following dates:

January 2, 2019	May 1, 2019	September 4, 2019
February 6, 2019	June 5, 2019	October 2, 2019
March 6, 2019	July 3, 2019	November 6, 2019
April 3, 2019	August 7, 2019	December 4, 2019

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Zoning Board of Appeals meetings shall be open to the general public,

AND BE IT FURTHER RESOLVED, that the Justice Court of the Town of New Baltimore shall be held weekly on Tuesdays. Court sessions will start at 4:00 PM and be held in the Town Hall Meeting Room.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 3-2019
AUTHORIZATION FOR ADVANCE PAYMENTS**

RESOLVED, that in accordance with the provisions of Section 118 of the Town Law, the Supervisor is hereby authorized to make payments in advance of the monthly audit of claims by the Town Board for recurring charges such as utility bills, postage, health and dental insurance, insurance policies, telephone and fuel charges, payments to the Office of Court Administration, Village of Cossackie water billing, bond payments, and New York State Retirement System payments recurring on an annual basis or similar payments necessary to avoid late charges.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 4-2019
AUDIT OF CLAIMS**

WHEREAS, the Town Clerk in a Town without a Comptroller is required to assign numbers to all audited claims and place on abstract for Town Board Members; and

WHEREAS, Town Board Members are required to audit all submitted claims prior to or at the Regular Monthly Town Board Meeting and Town Board Work Meeting; and

WHEREAS, the Town Board adopts a resolution at the Regular Monthly Town Board Meeting and Town Board Work Meeting authorizing Supervisor to pay the audited claims for said month;

NOW, THEREFORE, BE IT RESOLVED, that all claims to be audited at said Regular Monthly Meeting and Town Board Work Meeting must be submitted to the Town Clerk by 4 PM on Friday prior to each regular monthly Town Board Meeting and Town Board Work Meeting to be included on the Audit of Claims.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 5-2019
2018 ANNUAL SALARIES FOR ELECTED OFFICIALS AND APPOINTEES**

RESOLVED, that the following salaries and contractual services payments be fixed up to the following levels for the year 2019:

Supervisor	\$ 7,925, payable quarterly
Councilpersons (4)	\$ 4,100, payable quarterly
Justices (2)	\$10,610, payable quarterly
Town Clerk	\$30,800, payable biweekly
Sole Assessor (Part-Time)	\$20,759.54, payable biweekly
Tax Collector	\$ 6,500, payable biweekly
Superintendent of Highways	\$53,530, payable biweekly
Supervisor's Confidential Secretary	\$1,000, payable quarterly
Planning Board Members (5)	\$ 750, payable quarterly
Planning Board Chair	\$ 2,300, payable quarterly
Planning Board Vice Chair	\$ 850, payable quarterly
Zoning Board of Appeals (4)	\$ 300, payable quarterly
Zoning Board of Appeals Chair	\$ 700, payable quarterly
Board of Assessment Review (4)	\$ 200 + \$50 per meeting over 2 meetings
Board of Assessment Review Chair	\$ 250 + \$50 per meeting over 2 meetings

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 6-2019
COMMITTEE APPOINTMENTS**

RESOLVED, that the Town Board does hereby establish the following Town Board Committees and appointments to said committees for the year 2019:

Agriculture Committee	Chair: Rob VanEtten Member: Chuck Irving
AgFest Liaison	Member: Chuck Irving
Animal Control	Chair: Chuck Irving Member: Jeff Ruso
Assessment	Chair: Shelly VanEtten Member: Jeff Ruso
Audit and Budget	Chair: Jeff Ruso Member: Kelly Downes
Buildings & Grounds/Recycling	Chair: Chuck Irving Member: Scott Briody
Building Inspector/Code Enforcement Officer	Chair: Shelly VanEtten Member: Scott Briody
Fire, EMS and Law Enforcement	Chair: Nick Dellisanti Member: Kelly Downes
Grants/Promotions/Economic Development	Chair: Shelly VanEtten Member: Jeff Ruso
Greene County EMS Representative Greene County EMS Deputy Representative	Nick Dellisanti Jeff Ruso
Greene County Planning Board:	Chuck Irving
Highway	Chair: Jeff Ruso Member: Scott Briody
Insurance:	Chair: Jeff Ruso Member: Kelly Downes
Personnel:	Chair: Jeff Ruso Member: Shelly VanEtten
Planning Board/Zoning Board of Appeals	Chair: Chuck Irving Member: Jeff Ruso

Seniors

Chair: Shelly VanEtten
Member: Jeff Ruso

Technology/Website

Chair: Scott Briody
Member: Kelly Downes

Town Courts Liaison

Chair: Shelly VanEtten
Member: Scott Briody

Veterans and Memorials

Chair: Shelly VanEtten
Member: Chuck Irving

Wastewater Treatment

Chair: Chuck Irving
Member: Scott Briody

Youth, Parks and Recreation

Chair: Shelly VanEtten
Member: Scott Briody

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**RESOLUTION 7-2019
APPOINTMENT OF ATTORNEY FOR THE TOWN**

RESOLVED, that the position of Town Attorney is hereby abolished until midnight, December 31, 2018, and

BE IT FURTHER RESOLVED, that _____ is hereby retained as Attorney for the Town of New Baltimore for the year 2019 at the annual rate of \$10,000, payable monthly, to provide such legal services as the Town Board deems necessary pursuant to his proposal which is annexed hereto and is fully incorporated herein. The Supervisor is hereby empowered to accept said proposal.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 8-2019

JANUARY 1, 2019

RESOLUTION TO ESTABLISH COMPENSATORY TIME POLICY

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

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

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

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

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

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

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

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

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**RESOLUTION 9-2019
ADOPTION OF EMPLOYEE HANDBOOK**

RESOLVED the Employee Handbook originally adopted by the New Baltimore Town Board by Resolution on November 24, 2014 and updated as needed is in full force and effect for 2019.

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**RESOLUTION 10-2019
2019 SALARIES FOR ELECTED OFFICERS AND APPOINTEES**

RESOLVED, that the following salaries and contractual services payments be fixed up to the following levels for the year 2019; all appointments until December 31, 2019:

Justice Clerk	Kimberly Ruby	\$16.00/Hour Payable Biweekly
Assessor Clerk	Kathy Sprague	\$13.57/Hour Payable Biweekly
Building Department Clerk	Marjorie Loux	\$13.57/Hour Payable Biweekly
Planning Board Clerk	Marjorie Loux	\$13.57/Hour Payable Biweekly
Records Management Clerk	Diane Jordan	\$13.57/Hour Payable Biweekly
Zoning Board of Appeals Clerk	Marjorie Loux	\$13.57/Hour Payable Biweekly
Deputy Registrar of Vital Statistics	Diane Jordan	\$13.57/Hour Payable Biweekly
Deputy Registrar of Vital Statistics	Marjorie Loux	\$13.57/Hour Payable Biweekly
Deputy Town Clerk	Marjorie Loux	\$13.57/Hour Payable Biweekly
Deputy Town Clerk	Diane Jordan	\$13.57/Hour Payable Biweekly
Deputy Town Clerk	Kathy Sprague	\$13.57/Hour Payable Biweekly
Tax Collector Clerk	Hilary Schrauf	\$12.00/Hour Payable Biweekly
Recycling Center Operator/Laborer	Kirk Trombley	\$11.90/Hour Payable Biweekly
Laborer	Tim O'Dell	\$11.10/Hour Payable Biweekly
Records Management Officer	Barbara Finke	No Salary
Registrar of Vital Statistics	Barbara Finke	No Salary
Emergency Management Officer	Alan VanWormer	\$400/Year Payable Annually
Health Officer	Dr. Stephen Hassett	\$500/Year Payable Annually
Deputy Superintendent of Highways:	Scott VanWormer	\$2,800/Year Payable Quarterly
Town Historian	Ted Hilscher	\$1,560/Year Payable Quarterly
Animal Control Officer	Joe Tanner	\$3,990/Year Payable Biweekly
Code Enforcement Officer/Data Collector	Allan Jourdin	\$18,000/Year Payable Biweekly

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**RESOLUTION 11-2019
WASTEWATER TREATMENT PLANT OPERATIONS STAFF APPOINTMENTS**

BE IT RESOLVED, that Louis Betke is hereby appointed to the position of Chief Wastewater Treatment Plant Operator (Part-Time) for the year 2019, with responsibilities including, but not limited to: overseeing, maintaining and operating the Town of New Baltimore's wastewater treatment plant and associated facilities on a day-to-day basis, to ensure that the condition of the Town's Permits and all other applicable law and regulations are complied with and met. Mr. Betke shall be paid a salary rate of \$19.84 per hour for up to 25 hours per week, payable biweekly. In addition, the Wastewater Treatment Plant Operator shall receive benefit time in accordance with the Town Handbook.

BE IT FURTHER RESOLVED, that David Varade is hereby appointed to the position of Part-Time Wastewater Treatment Plant Operator, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at a salary rate of \$14.00 per hour, and

BE IT FURTHER RESOLVED, that Steve Grimm is hereby appointed to the position of Part-Time Wastewater Treatment Plant Operator, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at a salary rate of \$13.91 per hour, and

BE IT FURTHER RESOLVED, that Harriet Miller is hereby appointed to the position of Part-Time Laborer, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at a salary rate of \$11.85 per hour.

BE IT FURTHER RESOLVED, that all employees will notify their supervisor when leave time will be taken and the Chief Wastewater Treatment Plant Operator will provide the Supervisor and Town Clerk with written notice of said time including vacation and personal time.

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RESOLUTION 12-2019

**APPOINTMENT OF PART-TIME EMPLOYEES FOR
TOWN HIGHWAY DEPARTMENT**

RESOLVED, that the Town Superintendent of Highways be empowered to employ the following individuals as Part-Time Heavy Equipment Operators to assist the Town Highway Department for snow removal when their assistance is deemed necessary by the Superintendent of Highways:

Hugh Sterritt
Gregory Empie

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**RESOLUTION 13-2019
FIDELITY BONDS**

BE IT RESOLVED, that the Town of New Baltimore approve and file in the Office of the Greene County Clerk and the Town Clerk of the Town of New Baltimore the following official bonds:

Tax Collector	\$700,000
Supervisor	\$800,000
Other Officials, Including Deputy Supervisor, Town Clerk, Deputy Town Clerks, Town Justices, Justice Clerk, Deputy Justice Clerk, Highway Superintendent, Deputy Highway Superintendent	\$ 50,000

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**RESOLUTION 14-2019
2019 PAID HOLIDAYS**

RESOLVED, that the following days shall be paid holidays for full-time employees for the year 2019:

New Year's Day	January 1
Martin Luther King, Jr. Birthday	January 21
Presidents' Day	February 18
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Columbus Day	October 14
Election Day	November 5
Veterans' Day	November 11
Thanksgiving Day	November 28
Floating Holiday	November 29
Christmas	December 25
New Year's Day*	January 1, 2019*

*Counts as paid Holiday for 2019.

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**RESOLUTION 15-2019
ESTABLISHMENT OF WORK WEEK FOR FULL-TIME HOURLY EMPLOYEES**

RESOLVED, that the work week for the Town Highway Department for the year 2019 shall be 40 hours, and that overtime be paid for hours worked by full-time employees over 40 hours per week; and

BE IT FURTHER RESOLVED, that the work week for the full-time Justice Clerk for the year 2019 shall be 32.5 hours per week and that overtime be paid for hours worked in excess of 40 hours per week.

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**RESOLUTION 16-2019
ESTABLISHMENT OF WAGE SCALE FOR TOWN HIGHWAY DEPARTMENT**

RESOLVED, that the wages for the Town Highway Department employees for the year 2019 will be as follows:

Heavy Motor Equipment Operator:	\$18.89 per hour
Laborer:	\$14.84 per hour
Part-Time Heavy Equipment Operator:	\$17.95 per hour
Motor Equipment Operator Hired 11/26/18	\$16.00 per hour

Overtime shall be paid at 1 ½ times the regular rate of pay at the 41st hour.

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**RESOLUTION 17-2019
MILEAGE REIMBURSEMENT RATE**

RESOLVED, that mileage reimbursement for the use of private vehicles for the year 2019 will be at the Federal Government rate.

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**RESOLUTION 18-2019
DESIGNATION OF OFFICIAL TOWN NEWSPAPER**

RESOLVED, that *The Daily Mail* is hereby designated as the official newspaper of the Town of New Baltimore for the year 2019.

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**RESOLUTION 19-2019
RENTAL OF POST OFFICE BOX**

RESOLVED, that the Town of New Baltimore shall rent a post office box in the New Baltimore Post Office and the Hannacroix Post Office.

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**RESOLUTION 20-2019
PETTY CASH FUNDS**

RESOLVED, that the following petty cash funds be established for the year 2019:

Town Clerk	\$400.00
Justice Clerk	\$500.00
Highway Superintendent	\$200.00
Summer Recreation Director	\$500.00
Recycling Center Operator	\$ 50.00
Tax Collector	\$200.00
Assessor's Clerk	\$ 75.00
Building/Planning/Zoning Clerk	\$100.00

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**RESOLUTION 21-2019
DESIGNATION OF DEPOSITORIES**

RESOLVED, that the following banks be designated as depositories of funds for the following officials:

Greene County Commercial Bank:	Supervisor Deputy Supervisor Town Clerk Tax Collector Justices
National Bank of Cossackie:	Supervisor Deputy Supervisor Town Clerk Tax Collector Justices

In addition to the depositories named above, the Supervisor shall be empowered to invest Town funds in accordance with the Investment Policy for the Town of New Baltimore.

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**RESOLUTION 22-2019
REVIEW OF TOWN INVESTMENT POLICY**

RESOLVED, that pursuant to the provisions of the General Municipal Law of the State of New York, the Town Board hereby adopts the attached Investment Policy dated January 5, 2009.

INVESTMENT POLICY FOR THE TOWN OF NEW BALTIMORE

- I. This investment policy applies to all moneys and other financial resources available for investment on its own behalf.
 - II. The primary objectives of the Town of New Baltimore's investment activities are, in priority order:
 - to conform with all applicable federal, state and other legal requirements;
 - to adequately safeguard principal;
 - to provide sufficient liquidity to meet all operating requirements; and
 - to obtain a reasonable rate of return.
 - III. The Supervisor shall be responsible for the administration of the investment program.
 - IV. The Supervisor shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Town of New Baltimore. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.
 - V. It is the policy of the Town of New Baltimore to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling wherever diversification is practical and practicable.
- It is the policy of the Town of New Baltimore for all funds coming into the Town to be deposited or invested within 10 days of receipt.

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**RESOLUTION 23-2019
TOWN PROCUREMENT POLICY**

RESOLVED, that pursuant to the provisions of Section 104-b of the General Municipal Law of the State of New York, the Town Board has reviewed the attached Procurement Policy originally adopted in 1992, as amended in 2010, 2013, 2014, and 2015 and finds that the Procurement Policy should remain in force and effect.

TOWN OF NEW BALTIMORE PROCUREMENT POLICY

Purpose

To ensure the prudent and economical use of the public's money for the purchase of goods and services of maximum quality at the most economical cost, and to guard against favoritism, improvidence, extravagance, fraud, and corruption, the Town of New Baltimore, New York is adopting internal policies and procedures governing all procurements which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law.

Purchasing Ethics

To maintain a high standard of conduct and to protect the reputation of the local government, the following rules of conduct with apply:

1. To consider first the interests of the local government and the betterment of its government.
2. To obtain the greatest value for every dollar spent.
3. To be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with legal or moral restrictions in purchasing procedures.
4. To strive for knowledge of equipment and supplies in order to recommend items that may reduce cost and/or increase efficiency.
5. To insist on and expect honesty in sales representation whether offered verbally or in writing, through the advertising or in a sample of a product submitted.
6. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications.
7. To discourage the offer of, and to decline, gifts which might influence the purchase of municipal equipment and supplies.
8. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.
9. To counsel and assist other purchasing agents in the performance of their duties wherever occasion permits.
10. To cooperate with governmental and trade associations in the promotion and development of sound business methods in the purchasing of equipment and supplies.
11. To seek or dispense no personal favors.

Competitive Bidding

1.) Every purchase to be made must be initially reviewed by each department to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. It is unlawful to artificially split or divide a contract or enter into a series of transactions, to avoid a competitive bidding threshold. The source of funds to be spent does not alter the requirements of competitive bidding i.e. Public Grants. No purchase can be made without the appropriate funding to support the purchase in place.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under \$35,000.; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under State and County contracts; surplus and second-hand purchases from another governmental entity, and Sole Source purchases. Sole Source purchases are done when a product or service is available from one source only, the product/service is uniquely required in public interest, or if there is no substantial equivalent.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the department making the purchase and presented to the Town Board.

2.) All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law, goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal law; purchases under county Contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3.) All procurement and rental/lease of equipment, materials, supplies and nonpersonal services shall be requisitioned through the Town Board, regardless of dollar amount, with the signed approval of the requisitioning department’s supervisor prior to ordering.

The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Method	
Under \$1,000	Left to the discretion of the purchaser
\$1,000 to \$2,500	An oral request for the goods and fax/email quotes from at least 2 vendors.
\$2,500 to \$10,000	A written RFP and written/fax/email quotes from at least 3 vendors
Greater than \$10,000	A formal bid pursuant to GML 103(1)

Estimated Amount of Public Works Contract	Method Required
\$ 1 - \$ 2,500	No quotation
\$2,501 - \$10,000	2 written/quotations
\$10,001 - \$25,000	3 written/quotations
\$25,001 - \$35,000	4 or more written/quotations
\$35,001 – over	sealed bid required

A good faith effort shall be made to obtain the required number of proposals or quotations. If the department is unable to obtain the required number of proposals or quotations, the department will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement. All documentation shall be maintained by the requisitioning department for review by the Town Board.

- 4.) Documentation is required of each action taken in connection with each purchase.
- 5.) Documentation and written explanation is required whenever a contract is awarded to other than the lowest responsible bidder. This documentation will include an explanation of how the award will achieve savings or how the bidder was not responsible. A determination that the bidder is not responsible shall be made by the Town Board.
- 6.) Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotation will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Town of New Baltimore to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. The qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category the Town shall take into consideration the following guideline: (a) whether the services are subject to State licensing or testing requirements; (b) whether formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/ or services of an insurance broker; services of a certified public accountant; investment management services; services of an actuary; printing services involving extensive writing, editing or art work; management of a municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Town is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods and services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such minimal contracts would be based on favoritism.

7.) Unintentional failure to fully comply with the provisions of Section 104-b or the Town Board's policies and procedures shall not be grounds to void action taken or give rise to a cause of action against the political subdivision or district or any officer or employee thereof.

8.) This policy shall go into effect upon approval by the Town Board and will be reviewed annually by the Town Board to determine if updates or changes should be made.

Return of Goods

Whenever the Town receives a parcel that is either a duplicate shipment or an item that is to be returned for credit, the Town (the department holding the goods) should request from the vendor a "Return Goods Authorization Number" or a letter of authorization to return the goods. This provides the Town with the appropriate documentation to obtain the proper credit as well as to inform the vendor of the nature of its return. If no authorization is required then a letter should accompany the shipment advising the vendor as to why it is being returned with the follow information: Town Purchase Order #, vendor invoice number, and or name of contact at vendor's facility authorizing the return.

Purchase Requisition

A purchase requisition is a request to the Town Board for the purchase of goods or services. These requests are submitted in written/electronic format. All requisitions shall be authorized by the department head prior to submission to the Town Board in order to maintain internal control. In the

absence of the Department head, a listing of authorized persons to approve requisitions on their behalf shall be submitted to the Town Board annually. Each requisition shall include a brief description of the product or service being ordered, and the appropriate product or part number.

The Purchase Order

A purchase order is an official document that binds the Town to procure goods or services as specified on the document. Purchase orders must provide sufficient description of the product being ordered or service to be performed. It should detail order quantity, item description, part number (if available), unit cost, and departmental charge code to ensure billing to the correct department's general ledger.

Blanket Purchase Orders – This is a single purchase order that is issued to cover a specified period of time for repetitive purchases of the same goods or redundant services to be utilized. If a blanket purchase order is to be issued, indicate such on the requisition by typing “BLANKET ORDER”.

Requests for Proposal (RFP)

A Request for Proposal (RFP) is a competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the Town's procurement policies. They are most commonly used for professional service, true leases and licenses/concessions. Procedures include:

1. Establishment of evaluation criteria (i.e. price; experience; creditworthiness; approach to performance; staff availability; ability to perform; and time estimates).
2. Comprehensive, fair solicitation process.
3. Fair and equitable negotiation process.
4. Fair review/evaluation or rating process.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 24-2019
ATTENDANCE AT MEETINGS, CONFERENCES; TRAVEL ADVANCE**

RESOLVED, that upon at least four weeks prior approval of the Town Board of the Town of New Baltimore, officials of the Town be empowered to attend schools, seminars, association meetings, etc., that are deemed necessary to better enable them to perform their official duties. Reasonable lodging expenses shall be paid by the Town should the attendance require an overnight stay. Should the attendance require an overnight stay of more than one night, the official may request a travel advance to defray the cost of meals and incidental expenses. The amount of the travel advance shall not exceed the standard per diem reimbursement rate for federal employees. If the official receives the maximum advance, the Town of New Baltimore shall be reimbursed by said official for the difference between the amount advanced, and the actual expenses incurred for which receipts are to be furnished by said official.

RESOLVED the Town Board reserves the right to reject reimbursement for expenses not in compliance with this resolution.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 25-2019
AUTHORIZATION OF SERVICE CHARGES FOR RETURNED CHECKS**

RESOLVED, that pursuant to the provisions of Section 85 of the General Municipal Law of the State of New York, a service charge of \$20 shall be levied for any checks tendered for the payment of taxes or other charges which are subsequently returned by a bank for insufficient funds or other reason.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 26-2019
FILING OF SUPERVISOR'S REPORT FOR YEAR ENDING**

RESOLVED, that pursuant to subdivision 10-A of Section 29 of the Town Law of the State of New York, the Supervisor shall submit to the Town Clerk within sixty days after the close of the 2018 fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law of the State of New York, providing, however, that if the time for the filing of the annual report has been extended for a period of sixty days by the State Comptroller, then the time for submitting a copy of the report to the Town Clerk shall also be extended. Said report shall be submitted in lieu of the report required by Subdivision 10 of Section 29 of the Town Law of the State of New York.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

RESOLUTION 27-2019

**APPOINTMENT OF VOTING REPRESENTATIVE TO BOARD OF DIRECTORS, GREENE
COUNTY EMERGENCY MEDICAL SYSTEMS INC.**

RESOLVED, that Nicholas Dellisanti is hereby designated as the representative of the Town of New Baltimore to the Board of Directors of Greene County Emergency Medical Systems, Inc. for the year ending December 31, 2019.

AND BE IT FURTHER RESOLVED, if the representative is unable to attend this meeting, Jeffry Ruso is authorized to attend as the Town's official designee.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 28-2019
RENEWING DESIGNATION OF ENGINEERS AUTHORIZED TO PERFORM
ENGINEERING REVIEW SERVICES ON BEHALF OF THE TOWN**

WHEREAS, the Town Board hereby finds that there is a continued need for designation of licensed professional engineers to perform such engineering review work that may be required for projects under consideration by the Town in the course of its usual business.

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of New Baltimore does hereby renew the designation of C.T. Male Associates, Delaware Engineering and Creighton Manning Engineering as engineering firms that are eligible for retention by the Town Board, Planning Board or Zoning Board of Appeals for purposes of providing engineering services in conjunction with the review of projects that are under consideration by the Town Board, Planning Board or Zoning Board of Appeals, and

BE IT FURTHER RESOLVED, that such designation shall expire on December 31, 2019.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 29-2019
APPOINT MEMBERS TO THE PLANNING BOARD**

RESOLVED that _____ is appointed to the Planning Board for a three year term expiring December 31, 2021.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 30-2019
APPOINT CHAIR OF THE PLANNING BOARD**

RESOLVED that _____ is hereby appointed as Chair of the Planning Board until
December 31, 2019.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 31-2019
APPOINT MEMBER TO THE ZONING BOARD OF APPEALS**

RESOLVED that _____ is appointed to the Zoning Board of Appeals for a five year term
expiring December 31, 2023.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 32-2019
APPOINT CHAIR OF THE ZONING BOARD OF APPEALS**

RESOLVED that is hereby appointed as Chair of the Zoning Board of Appeals
until December 31, 2019.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 33-2018
APPOINT ATTORNEY FOR THE
PLANNING BOARD AND ZONING BOARD OF APPEALS UNTIL DECEMBER 31, 2019**

WHEREAS the Planning Board and Zoning Board of Appeals may require the legal advice of an Attorney in their deliberations.

RESOLVED that the Town Board of the Town of New Baltimore hereby appoints as the Planning Board and Zoning Board of Appeals Attorney for 2019.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 34-2019
REQUIRE MONTHLY REPORTS BY DEPARTMENT HEADS**

WHEREAS Town Board members and residents will be informed of the activities of departments and committees where appropriate.

RESOLVED the Town Board hereby requires monthly reports by Department Heads submitted to the Town Clerk prior to the monthly Work Meeting to be read and entered into the official Minutes of said meeting.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 35-2019
EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE
NEW BALTIMORE FIRE DISTRICT UNTIL DECEMBER 31, 2019**

RESOLVED that the Intermunicipal Agreement between the Town of New Baltimore and the New Baltimore Fire District originally adopted on October 13, 2014 is hereby extended for a one year period until December 31, 2019.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2019 ORGANIZATIONAL MEETING
JANUARY 1, 2019**

**RESOLUTION 36-2019
EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE
MEDWAY GRAPEVILLE FIRE DISTRICT UNTIL DECEMBER 31, 2019**

RESOLVED that the Intermunicipal Agreement between the Town of New Baltimore and the Medway Grapeville Fire District originally adopted on October 12, 2015 is hereby extended for a one year period until December 31, 2019.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 37-2019

JANUARY 1, 2019

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

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

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 38-2019

JANUARY 1, 2019

RESOLUTION APPOINTING HIGHWAY DEPARTMENT EMPLOYEE

WHEREAS an opening exists in the Highway Department and the Deputy Highway Superintendent and Highway Superintendent-Elect have received an application and are recommending filling this position.

RESOLVED that _____ is appointed as a Motor Equipment Operator at a salary of \$17.60 per hour for a probationary period of six months when the salary will increase to \$18.25 pending obtaining his Class B license.