

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

**FEBRUARY 8, 2021**

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

**Pledge of Allegiance**

**Approval of Minutes**

- January 25, 2021 Town Board Work Meeting

**Public Comment Period**

**New Business**

- Resolution to Approve Annual Review of Accounts for Tax Collector, Town Court, and Town Clerk and Petty Cash Audit of the Building/Planning/Zoning Department
- Resolution to Authorize Application for Grant from the Bank of Greene County
- Resolution to Authorize the Town of New Baltimore to Participate in County Highway Purchases
- Audit of Claims

**Upcoming Meetings**

- February 10, 2021 Planning Board Meeting at 7:00 PM
- February 15, 2021 Town Hall Closed in Observance of Presidents' Day
- February 22, 2021 Town Board Work Meeting at 7 PM
- March 3, 2021 Zoning Board of Appeals Meeting at 7:30 PM if Needed
- March 8, 2021 Town Board Regular Meeting at 7 PM
- March 11, 2021 Planning Board Meeting at 7 PM
- March 22, 2021 Town Board Work Meeting at 7 PM

**Public Comment Period/Community Events**

**Adjournment**

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

## **GUIDELINES FOR PUBLIC CONDUCT DURING TOWN BOARD MEETINGS**

1. The Supervisor shall preside at the meetings of the Town Board. In the absence of the Supervisor, the Deputy Supervisor shall be the acting Supervisor. In the event both the Supervisor and the Deputy Supervisor are absent, the other members shall designate one of their members to act as temporary chairman. A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.
2. Town residents who wish to speak shall fill out a card at the entrances of the meeting room listing their name, contact information, and the subject matter in which they would like to speak. These cards will be collected prior to the beginning of the Town Board meeting and given to the Town Supervisor or Deputy Supervisor in the absence of the Supervisor.
3. Speakers must be recognized by the presiding officer and then proceed to the lectern and state their name and address. They must limit their remarks on official town business to up to three minutes on a given topic and may not yield any remaining time to another speaker. They must address their remarks to the Board as a body and not to any member thereof and not to other members of the audience in the form of a debate.
4. Speakers should present their remarks in a courteous manner and may not make disparaging remarks or personal comments about public officials, town residents, or others. All speakers will observe the commonly accepted rules of courtesy, decorum, dignity, and good taste with no cursing, swearing, clapping, booing, finger pointing, bullying, whispering, or talking that disrupts the proceedings of the business of the Town Board.
5. Any speaker who disregards the directives of the presiding officer in enforcing the rules, disturbs the peace at a meeting, makes impertinent or slanderous remarks, or generally conducts themselves in an inappropriate manner shall be barred from further participation and will forfeit any balance of time remaining for their comments.
6. After a final warning, if a speaker willfully refuses to step down, the Town Supervisor shall contact the appropriate authorities to remove the speaker from the meeting room and to restore order.
7. The Town Supervisor, or in their absence the Deputy Supervisor, shall ensure compliance with these rules.

**This policy will be amended by Majority vote of the Town Board.**

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

**RESOLUTION 55-2021**

**FEBRUARY 8, 2021**

**RESOLUTION TO APPROVE ANNUAL REVIEW OF ACCOUNTS  
FOR TAX COLLECTOR, TOWN COURT, TAX COURT, AND TOWN CLERK AND  
PETTY CASH AUDIT OF THE BUILDING/PLANNING/ZONING DEPARTMENT**

***WHEREAS*** Town Law Section 123 requires each town officer or employee who has received or disbursed any monies to produce all supporting books, records, receipts, warrants, vouchers and cancelled checks as authorized by Section 29 of the General Municipal Law.

***WHEREAS*** Supervisor Jeff Ruso and Councilmember Kelly Downs, Chair and Member of the Audit and Budget Committee, completed the Annual Review of the financial records of the Tax Collector on January 9, Town Court on January 23, Town Clerk on January 28, and Petty Cash Audit of the Building/Planning/Zoning Department on January 29.

***RESOLVED*** the Town Board accepts the Annual Review for said departments for the period of January 1, 2020 to December 31, 2020.

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

**RESOLUTION 56-2021**

**FEBRUARY 8, 2021**

**RESOLUTION TO AUTHORIZE APPLICATION FROM  
THE BANK OF GREENE COUNTY**

*RESOLVED* Supervisor Jeffry Ruso and Councilmember Shelly VanEtten are authorized to submit an application to The Bank of Greene County on behalf of the Summer Recreation Program and the Veterans Committee for 2021.

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

**RESOLUTION 57-2021**

**FEBRUARY 8, 2021**

**RESOLUTION TO AUTHORIZE THE TOWN OF NEW BALTIMORE TO  
PARTICIPATE IN COUNTY HIGHWAY PURCHASES**

*WHEREAS* Greene County has contracted for certain highway materials, equipment and supplies for 2021 and has adopted Resolution No. 16-21 on January 20, 2021 authorizing municipalities to participate in County highway purchases.

*WHEREAS* the Highway Superintendent will continue to follow the Procurement Policy adopted on January 1, 2021.

*RESOLVED* that the Town Board hereby authorizes the Highway Superintendent to purchase certain highway materials, equipment and supplies during the year 2021, subject to the rules heretofore and hereafter adopted by the County pursuant to Section 408-A of the County Law.

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

**RESOLUTION 58-2021**

**FEBRUARY 8, 2021**

**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 2021-02-01 to 2021-02-, it is

*RESOLVED* that the Supervisor is hereby authorized to pay claims 2021-02-01 to 2021-02-.

*BE IT FURTHER RESOLVED* that the Town Clerk will prepare an abstract and hold it for public review until March 31, 2021.