

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

**JUNE 8, 2026
AGENDA**

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

Pledge of Allegiance

Approval of Minutes:

- *April 13, 2026 Town Board Regular Meeting*

Supervisor's Report

Public Comment Period

New Business:

- **Discussion Topics/Updates/Motions made by Board Members**
- **Resolutions:**
 - Resolution to accept the resignation of Sandra Trombley from the positions of Deputy Town Clerk and Records Management Clerk.
 - Resolution to authorize the Supervisor to appoint the Reis Group Insurance Agency as the Town's sole insurance broker

Old Business:

- **Discussion Topics/Updates/Motions made by Board Members**

Upcoming Meetings:

- Comprehensive Plan/Zoning Code Special Committee Meeting, June 9, 6:30 pm
- Planning Board Meeting, Thursday, June 11, 2026, 7:00 pm
- Presentation/Exhibit of the historic New Baltimore Union Free School, Sunday, June 14, 2:00 pm at Town Hall
- Town Board Work Meeting, Monday, June 22, 2026, 7:00 pm
- Zoning Board of Appeals Meeting, Monday, July 1, 2026, 7 pm
- Planning Board Meeting, Thursday, July 9, 2026, 7 pm

Audit of Claims

- Resolution to authorize the Supervisor to pay the audited claims

Adjournment

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

GUIDELINES FOR PUBLIC CONDUCT DURING TOWN BOARD MEETINGS

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

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 entrance 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. 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 and individuals attending the meeting 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.

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Draft 6/10/2026
Adopted 6/22/2026

OPENING OF REGULAR MONTHLY MEETING

Supervisor Taber opened the meeting at 7:00 PM and the Pledge of Allegiance was said. Also attending Councilmembers Faul, Ferry, Kash, and Sottolano; Deputy Supervisor Stefanik; Michelle Storm, Esq.; and 8 members of the public. Absent: Highway Superintendent VanWormer and Town Clerk Finke (Tax Receivers and Collectors Conference)

Adoption of Minutes

The April 13, 2026 Town Board Town Board Regular Meeting Minutes submitted by Town Clerk Finke, moved by Supervisor Taber and seconded by Councilmember Ferry. The adoption of the foregoing Motion was duly put to a vote and the vote was as follows:

AYES: Taber, Faul, Ferry, Kash, Sottolano

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

Public Comment

Ellie Alfeld addressed the Board regarding decorum at Town Board meetings, expressed concern about the tone of public comments directed toward Board members, she encouraged maintaining respect during meetings.

Ann Marie Vadney raised questions received from residents regarding membership to the Comprehensive Plan/Zoning Code Special Committee, residents asked whether committee members must be registered voters or residents of the Town; and requested clarification at the upcoming committee meeting.

Supervisor's Report

The Supervisor reported that counsel had advised that a cemetery plot map is considered a reference document rather than a legal document and the Town may proceed with creating a plot map for Medway Cemetery. Residents were reminded of a presentation regarding the history of the New Baltimore Union Schoolhouse to be held at Town Hall on June 14, 2026 from 2:00-3:30 PM featuring Fran Degni, owner of the schoolhouse and author of "It's Elementary: Lessons from the New Baltimore Schoolhouse." The Supervisor addressed questions regarding the discontinued use of the Town's fingerprint time clock system, stating that the equipment was no longer functioning properly and could not be effectively repaired. Employee attendance is currently monitored through alternative methods, including supervisory oversight and security cameras. Residents were reminded not to blow or mow grass clippings into public roadways, as doing so creates hazards for motorcyclists and other travelers and is prohibited.

New Business

RESOLUTION 98-2026
JUNE 8, 2026

**RESOLUTION TO ACCEPT THE RESIGNATION OF SANDRA TROMBLEY FROM
THE POSITIONS OF DEPUTY TOWN CLERK AND RECORDS MANAGEMENT
CLERK**

Whereas Sandra Trombley has resigned from her position of Deputy Town Clerk;

Whereas Sandra Trombley has also resigned from her position as Records Management Clerk; and

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Whereas Sandra Trombley has requested to remain in her position of Assessor Clerk; now, therefore, be it

Resolved, that:

(1) the Town Board accepts the resignation of Sandra Trombley from her position of Deputy Town Clerk;

(2) the Town Board accepts the resignation of Sandra Trombley from her position of Records Management Clerk;

(3) the Town Board confirms that Sandra Trombley shall retain her position as the Assessor Clerk for the Town of New Baltimore.

Motion by Supervisor Taber seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

Motion Carried

RESOLUTION 99-2026

JUNE 8, 2026

**RESOLUTION TO AUTHORIZE THE SUPERVISOR TO APPOINT THE REIS GROUP
INSURANCE AGENCY AS THE TOWN'S SOLE INSURANCE BROKER**

Whereas to date, the Town has used two different insurance brokers to manage its various insurance needs;

Whereas the Town Supervisor wishes to streamline and make consistent the complex process of managing the Town's insurance needs by appointing a single insurance broker for the Town; and

Whereas the Reis Group Insurance Agency has proven to be reliable and timely in providing information and addressing questions; now, therefore, be it

Resolved, that the Supervisor is authorized to appoint the Reis Group Insurance Agency to be the sole insurance broker for all of the Town's insurance needs going forward.

The Supervisor explained that the change would consolidate insurance management under a single broker while maintaining existing insurance coverage and costs.

Motion by Supervisor Taber seconded by Councilmember Sottolano

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

Motion Carried

Old Business

Road Restoration Project

Councilmember Ferry reported that Kiewit has completed road work associated with repairing Kreitmeier Road and two other roads with minor damage. A final road inspection will be conducted with the Highway Superintendent before negotiations can begin. It was emphasized that the Town would ensure all roads are restored to their pre-project condition and will reserve all legal remedies if necessary.

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Cemetery

Councilmember Faul presented information regarding operations at Medway Congregational Christian Church Cemetery. Report attached. Highlights included:

- The first burial under Town administration was successfully conducted without major issues.
- The Sexton, Art Byas, coordinated excavation, vault placement, grave closure, and restoration activities.
- Weather conditions resulted in ruts in portions of the cemetery grounds due to heavy equipment.
- Procedures are being developed to clarify responsibilities for future burials, including contacts, fee collection, and contractor payments. Rob VanEtten will receive a check from the family for excavation services.
- Reconstruction of the cemetery plot map continues with assistance from volunteers and researchers locating lot markers and identifying plot information.

Additional discussion addressed:

- The need for maintenance and cleanup within the cemetery.
- Damaged and weathered American flags remaining on gravesites following Memorial Day.
- Possible involvement of local volunteers, veterans, or scouting organizations to assist with cleanup efforts.
- Coordination with the American Legion regarding proper collection and disposal of worn flags.
- Potential improvements to cemetery access, including additional gravel.
- Maintenance concerns at another cemetery located off Main Street.
- Accumulations of pine needles and branches affecting access to cemetery boundaries.

Digital Timekeeping System Discussion

Councilmember Faul continued the discussion regarding implementation of a digital timekeeping and payroll management system.

AnnMarie Vadney commented that the taxpayers have a right to know that employees are being compensated properly for the hours worked and that there is proper tracking and management approval of hours. The system needs to work for both managers and employees.

Topics discussed included:

- Ongoing failures of the Town Hall fingerprint time clock, including inaccurate time and date recording.
- Council members discussed that currently Highway Department employees complete time sheets at the end of the week or the following week and pass them on to the Highway Superintendent who then creates a spreadsheet that is submitted for payroll.
- Significant administrative time required to manually convert and reconcile payroll records.
- Benefits of a digital system include: Improved transparency between employees and supervisors, Electronic access to timesheets, Real-time tracking of leave balances, Streamlined payroll administration.

There were questions regarding employee access, particularly for Highway Department and Wastewater Treatment Plant staff, as well as discussion of alternative payroll and timekeeping services that integrate employee time tracking with payroll processing.

There were some estimated costs available for the proposed system, including:

Approximately \$200 per month for service.

Approximately \$300 one-time setup fee.

Additional annual fees associated with W-2 preparation.

Some transition issues to be considered would be that the current bookkeeper would not issue partial W-2s and all payroll information from January 1st to current would need to be imported from Evening Star to the new payroll company. Board members will be

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requesting more feedback from Department Heads and employees in order to make the best decisions for all employees.

Councilmember Faul requested that further discussions continue within the Board, and further questions could be answered at the next meeting.

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RESOLUTION 100-2026

June 8, 2026

RESOLUTION TO AUTHORIZE SUPERVISOR TO PAY THE 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 2026-06-01 to 2026-06-23; now, therefore, be it

Resolved, that the Supervisor is hereby authorized to pay claims 2026-06-01 to 2026-06-23; and

Be it further resolved, that the Town Clerk will prepare an abstract and hold it for public review until July 31, 2026.

Total of Vouchers paid is \$31,993.03, consisting of \$27,358.50 General fund, \$2,219.26 Sewer 1, \$1,927.03 Lighting 1, \$488.24 Lighting 2.

Motion made by Supervisor Taber to pay audited claims, seconded by Councilmember Sottolano.

AYES: Taber, Ferry, Kash, Sottolano, Faul

NAYS:

ABSTAIN:

Motion Carried

Adjournment

Motion by Supervisor Taber, seconded by Councilmember Kash to adjourn the meeting at 7:58 PM

AYES: Taber, Faul, Ferry, Kash, Sottolano

NAYS:

ABSTAIN:

ABSENT:

Motion Carried

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Respectfully Submitted,

Jessica C. Diamond
Deputy Town Clerk