TOWN OF NEW BALTIMORE, COUNTY OF GREENE

TOWN BOARD WORK MEETING

MONDAY, August 24, 2026

AGENDA

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

Pledge of Allegiance

Approval of Minutes:

- July 27, 2026 Town Board Work Meeting Minutes

Public Comment Period

Reports

- Supervisor
- County Legislator Patrick Linger
- Highway Superintendent
- Town Clerk
- Historian

Committee Reports

- Animal Control
- Assessment
- Audit and Budget
- Buildings, Grounds & Recycling
- Cemeteries
  - Resolution to modify cost of Town public cemetery plots
- Code Enforcement Officer
- Communications
- Court
- Fire, EMS, & Law Enforcement
  - Resolution authorizing the Town Supervisor to waive and/or reimburse fees charged to for Cornell Hook and Medway-Grapeville firehouses
- Highway
  - Resolution for the Town Board to approve Highway Superintendent to contract for paving Church Street to complete repairs needed after severe rain storm.
  - Resolution to approve the Supervisor to request that NYS Department of Transportation (NYSDOT) provide traffic signage to the town as proposed by the Complete Streets traffic study of Route 144, between Gill Road and the New Baltimore and Coeymans Town Line, and to also review potential speed limit changes in said corridor.
- Insurance
- Planning & Building Department
- Personnel
  - Resolution to reimburse former staff persons for vacation time accumulated and unused at the time of their resignations
  - Resolution to make modifications to the Building, Planning and Zoning (BPZ) Clerk position.
  - Resolution to approve and post an advertisement for the position of full-time, Building, Planning and Zoning (BPZ) Clerk
- Seniors
- Technology/ Website
- Veterans and Memorials

- Wastewater Treatment
- Water
- Youth, Parks, and Recreation
- Zoning Board of Appeals

Upcoming Meetings and Events:

- Comprehensive Plan/Zoning Code Review Special Committee Meeting, August 25, 6:30 pm at the Cornell Hook & Ladder Fire House, Gill Road, New Baltimore
- ZBA Meeting, Wednesday, September 2, 2026, 7:00 PM
- 2026 Seniors Picnic, Wednesday, September 9, 1:00 - 3:00 pm at Wyche Park; Rain location is the Medway/Grapeville Firehouse.
- Planning Board Meeting, Thursday, September 10, 2026, 7:00 PM
- Town Board Regular Meeting, Monday, September 14, 2026, 7:00 PM
- Annual Townwide Yard Sale, Saturday, September 19, 2026
- Town Board Work Meeting, Monday, September 28, 2026, 7:00 PM

Audit of Claims

- Resolution to Authorize the Supervisor to accept the Audit of Claims

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 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 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 *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 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.

OPENING OF THE MEETING
Supervisor Taber opened the meeting at 7:00 pm and the Pledge of Allegiance was said. Also attending Councilmembers Faul, Ferry, and Sottolano; Deputy Supervisor Stefanik; Town Clerk Finke; and 7 members of the public who signed the attendance book. Absent: Councilmember Kash and Highway Superintendent VanWormer

ADOPTION OF MINUTES
The July 27, 2026, Town Board Work Meeting Minutes were submitted by Town Clerk Finke, Motion made by Supervisor Taber seconded by Councilmember Ferry
AYES: Taber, Faul, Ferry, Sottolano
NAYES:
ABSTAIN:
ABSENT: Kash
Motion Carried

PUBLIC COMMENT PERIOD
None

County Legislator Patrick Linger
In August I attended 8 regular committee meetings, one special committee meeting, one special legislative meeting, and 2 public hearings. I also attended multiple events around the County including the NB Veterans picnic and the GC Youth Fair. On July 29 I issued a State of Emergency Declaration for Greene County due to the excessive rainfall. Many roads throughout the County were flooded and impassable while others were washed out. This declaration assisted our 5 villages, which all issued boil water advisories and more specifically the Village of Catskill, where GC Emergency Services requested a tanker of potable water for public distribution. Once all water systems were cleared by NYSDOH and back online, I rescinded the order on August 17. I want to thank all of our Town and County departments for working together closely to return our infrastructure to usable conditions and keep our residents safe. In July, we passed LL #1 to provide a property tax exemption for surviving spouses of a Police Officer, as defined by Section 1.2 of the New York State Criminal Procedure Law, who has been killed in the line of duty. The exemption would be for up to fifty percent of the assessed value. In August, we passed LL #2 to provide a full property tax exemption for seriously disabled veterans. We passed the Greene County share of the CGCC 2027 budget request in the amount of $2,806,595, a decrease of $120,233 from last year. Overall, the college reduced its spending projections for 2027 by $1,331,206. We authorized agreements with all 6 school districts within the County to provide School Resource Officers from the Sheriff's Department. Anyone travelling CR61 recently will see the bridge over the Coxsackie Creek has been removed. Work continues on the abutments and concrete supports. Once the new bridge is in place, the contractor will work on stabilizing the road slide on the north side. These projects are expected to be completed this year. This week, the CHPE contractor will be repaving CR61 on the Coxsackie side where the DC power line was installed. We approved bids for the reconstruction of the Windham transfer station. This is the last of the 4 transfer stations to be redone. This $4.9 million project will be paid for by dedicated fund balance and reflects a total of over $11 million in infrastructure improvements to our transfer stations over the last 4 years. All stations will now ship direct to the landfill savings hundreds of thousands of dollars each year in fuel costs. The Catskill transfer station was just finishing construction on the maintenance building when the single stream recycling building caught fire after hours last Friday. Thanks to quick work by Catskill Fire and a quick thinking off-duty employee with security camera access, the situation was quickly assessed and mutual aid companies were requested prior to anyone arriving on scene. We approved bids for the Cairo Senior Center project in the amount of $3.2 million. This will give us a central kitchen location for our homebound meals. We passed a resolution asking the Federal Government for a 2-year delay in the SNAP benefit cost shifts and asking the State Government to hold counties harmless in the event of the lack of Federal delay. NY is one of a small handful of states that require property taxpayers to cover shortfalls in this Federal program, but doesn't reduce the requirement to provide. A failure to delay will cost Greene

County taxpayers $250,000 for the last quarter of 2026, and approximately $2.2 million in 2027. At the youth fair, I presented commendations to Sofia Lanuto for 2026 Youth of the Year, Annika Passaretti for the Chairman's Award, and Robert Carl III for the Director's Award. The 2026 Senior Day luncheon will be held on September 4 and is a sold-out event for the first time! In conjunction with our Think Differently initiative, five local stores will have our new "Caroline's Carts" available for use. These carts are especially useful for caregivers with developmentally disabled individuals. They will hold 35-250 pounds and have a 5-point locking harness and locking front wheels. You can see one of the new carts at the Family Dollar in Coxsackie, or at Tops in either Greenville or Coxsackie. We have established a small working group to roll the Think Differently initiative out across the County. We are hopeful that this effort will lead to more accessible municipal areas through Planning and Zoning Board efforts as well.

The Board questioned the reduction in the Columbia-Greene Community College 2027 budget request and the County Legislator explained that the reduction was achieved through staff attrition and layoffs, changes in programming, and the relocation of the Workforce Development office from the college to the County building in Catskill. The relocation resulted in approximately $800,000 in annual savings for the college and also allows Workforce Development to work more closely with the Department of Social Services.

It was noted that the new "Caroline's Carts" initiative used approximately $29,000 in grant funding to purchase five carts. The County Legislator explained that a County working group is reviewing accessibility initiatives implemented by other counties, including potential improvements to parks and other municipal facilities. The group will work with local municipalities to identify accessibility improvements that can be incorporated into future projects, many of which with no additional costs. The Board noted they are considering accessibility and reduced-maintenance improvements for the parks.

The Board asked about the status of the Justice Center. The County had received its Certificate of Occupancy, with portions of the building ready for occupancy. The parking areas had recently been paved, while the second floor remained unfinished. The County was looking into hiring a moving company to begin relocating offices. Delays and differing requirements from the Office of Court Administration were also discussed.

The Board was advised that the County Public Health Department is leading the "Think Differently" initiative. Discussion included using the "Think Differently" designation on websites and social media to help families identify accessible locations and services throughout the County.

Highway Superintendent Alan VanWormer

July 27 to August 21 2026 July 29 began to check roads at 4am due to heavy Rain, Crew arrived at 5:30 and began to clear debris, Removed fallen tree from Deans Mill Road Closed Lime Kiln Road from Haas Hill Road to Schellar Park Road due to flooding, Closed Church Street from Rt.144 to Main Street due to decayed culvert pipes under the road causing severe Damage to the lower 1/3 of the road, Excavated the bottom portion of Church street and replaced decayed culvert pipes with 280 feet of new 15" plastic pipe, and added two additional catch basins to hopefully help with future heavy rain. Backfilled Church Street with fine millings and rolled to compact, Church street was reopened, but still needs to be paved. Excavated culvert pipe on Cedar Lane, to assess damage, pipe was still in tact there was just so much water it became overwhelmed. Cleaned up debris at Main Street and Washington Ave, Started to repair drainage ditch on Washington Ave, Cleaned up damage and debris at Cornell Park, Cleaned up fallen tree at District 1 park, after Central Hudson removed electric wires, Opened blocked culvert on South end of Mill Street, Cleaned up fallen tree on Robarts Hill Road, Repaired washed out driveway on Shady Lane, Repaired washed out shoulder on Lime Kiln Road, Opened blocked culvert pipe on East Honey Hollow Road, 8/2/27 put up road closed signs on Deans Mill Road due to large fallen tree with electric wires, cleaned up when Central Hudson was finished, Swept debris from various roads with Bobcat and new sweeper

Cleaned up dirt washed onto Old State Road; Cut and Removed large fallen tree limb on West Dawley Lane; Regraded back side of Haas Hill Road; Adjusted all Brakes on 1996 International Haul Truck, Cleaned ditches on Mirror Lake Road, 8/6/26 Kreitmier Road was paved, bringing this project to completion. Will be paid for with funds from Kiewit, Cleaned debris from large culvert on Highmount Road, this culvert is in very poor condition, and will need replacement soon. Marked North Ridge Road for a culvert replacement, Removed mower from Case/International tractor and sent to Salem farm supply for clutch replacement, Thank You to Greene County Highway Department for moving it for us. Put all new office chairs together at Town Hall, Mowed cemeteries and parks as needed, Installed new back up camera on Bobcat skid steer, Cleaned up and removed huge fallen willow tree on High Rock Road, Installed two handicap signs on High Rock Road, Backed up driveways on Kreitmier road after paving, Cut and removed two large trees on Saw Mill Road, and West Deans Mill Roads with help from VanEtten tree service, Trimmed trees on Huckle Hill Lane with new lift basket, it worked great, 8/20/26 sent one truck to help Village of Coxsackie mill roads to be paved. Looked at several large dead trees on Mount Missey Road to be cut, we will make arrangements to get bucket truck from the Town of Athens and get them down, I realize that the roadsides on many roads need to be mowed, please bare with us as we are down to only one mower, and he is doing the best that he can until we get the Case/International back from clutch replacement, We recently lost another employee and are once again down to a 5 person crew, we had a new employee that was going to join us, but was offered more money from the Town of Bethlehem and went there. We may end up hiring a couple laborers for now to help with the work load, and encourage them to move forward with getting their CDL licenses which would be fully paid for by the teamsters union. I would like to commend our Highway Crew for their excellent work during and after the recent storm, these people went above and beyond expectations to get roads repaired and reopened, and debris cleaned up in a very timely manner. We should all be proud to have them as Town Employees. I would also like to Thank our Town Board for taking an interest in what was happening in our Town during the recent storm, to have our Supervisor, Deputy Supervisor and board member out in the pouring rain making sure that our Town residents were safe as well as checking in on our Highway Crew speaks volumes as to their commitment to our Town and its residents.

Town Clerk Barb Finke

6 CO Search Compliance Residential $750, 14 Building Permits $3,190.47, 1 Fishing License $1.28, 21 Dog Licenses $138, 3 Late Dog Fee $15, 1 Fire Inspection $100, 1 Fire Inspection 1 $380, 1 Marriage License $17.50, 1 Park Rental $25, 1 Special Use Permit $100, 33 Certified Copies $330, 4 Photo Copies $1, Recycle Fees $4, Total State, County & Local Revenues $5,108.47, $25 to New York State Department of Agriculture and Markets for the Spay/Neuter Program, $22.50 to the Department of Health for Marriages, $8.72 to the New York State Department of Environmental Conservation for Hunting/Fishing Licenses, Total to Supervisor $5,052.25. The Town Clerk's Office collected $3,184,529.88 in taxes, $11,387.37 in penalties, $20 in returned check fees, notice fees of $ 104.00, for a total of $ 3,196,041.25 representing 84% collected. Remaining uncollected is $ 619,532.56. The last day to collect Property Tax was July 31, 2025. I met with Deb Gallo from Greene County Treasurer Keith Valentine's office for the final payment to the County and to turn over the Collector's Warrant Book. For Water Districts 2 and 3, we are currently collecting 22% for third quarter 2025, 16% for 4th quarter of 2025, 10% for first quarter of 2026 until October 16th. Second quarter bills are collecting at 4% until October 16th. Sewer is collecting at 16% penalty for the first half until October 15th. Second half sewer bills went out in July and are collecting at 4% until October 15th. Unpaid water bills for third and fourth quarter 2025 and first and second quarter 2026 along with unpaid first half and second half sewer bills will be turned over to Greene County for re-levy onto 2027 Property Taxes if unpaid by November 2.

Supervisors Report

The Supervisor reported that she is gathering additional information regarding a Town employee who does not currently have health insurance but had previously been advised in 2024 or 2025 that coverage would be provided. The information will be forwarded to the Board once available. The Building, Planning and Zoning Board Clerk has left the Town for another employment opportunity. During the exit interview, several suggestions for employee retention were discussed, and the Supervisor plans to speak with Town staff to gather additional ideas. The Town is awaiting an estimate for roof replacement,

questioned whether an estimate had been obtained for a metal roof as previously suggested, and no estimate had yet been requested. The Senior Picnic will be held September 9 from 1-3 PM at Wyche Park. It was noted that a veteran did not receive an invitation to the Veterans Picnic, the Town Clerk advised that the Assessor indicated he was included, and it was unknown why the postcard was not received. The Supervisor and Deputy Supervisor attended a meeting with the Department of Transportation in Albany regarding road safety and were receptive to the Town's concerns and provided several no-cost suggestions, with additional information to follow.

The Supervisor met with the union regarding employee retention within the Highway Department. The Highway Department currently has two open positions.

Recycling Operator Kirk Trombley

7/29/26 to 8/24/26 18 Tires Up to & Including 16" Without Rims $72, 11 Tires Up to & Including 16" With Rims $55, Total $127. 60 Gallon Bags of Plastic (No Hard Plastics) 9, 8 Bundles of Magazines & Phone Books, 30 Bogs & Bundles of Newspaper, 58 Boxes & Bundles of Cardboard, Total Income $127
8/15 1 Air Conditioner

Code Enforcement Officers Allan Jourdin and Vincent Hales

Summarization of Code Enforcement Officer activities for August 2026, is as follows: Building Inspections: 30, Total New Building Permit Applications Received: 5, Total Building Permits Issued: 7, Certificates of Compliance Issued: 11, Certificate of Occupancy Search Requests: 2,
Building Permit Renewals Sent: 8, Building Permit Renewals Received: 3, Commercial Fire Inspections: 2, Complaint Site Visits: 5, Open Permits: 187
Building Department Fees for July 28, 2026 – August 20, 2026: $115,045.65
Total Fees for Year to Date: $137,922.48

Court

The following is the Town of New Baltimore Court monthly report for July 2026.

- Total July monies received was $16,067.00
  - Hon. James W. Huff $7,992.00
  - Hon. Anthony C. Konsul $8,075.00

- Total 2026 monies received (January-July) $118,280.00

- Total new cases received 101

Town Clerk Finke reported on the January-June figures for Judge Huff $52,798, Judge Konsul $49,415, State Share $54,350, County $1,345, Town $46,518, Total $102,213.

Fire, EMS and Law Enforcement

The Supervisor reported that she contacted Sheriff Kusminsky regarding equipment located in the basement, he will look into the matter, and follow up with the Town.

Fire Inspection Fees

The Board discussed the annual $100 fire inspection fee charged per building to both fire companies and the recently-submitted building permit for the accessory structure planned for Cornell Hook & Ladder. Town Clerk Finke indicated that previously the building permit was waived when the new firehouse was constructed. She wrote the grant for the project and indicated the firehouse would be a meeting place for organizations throughout the Town. She also questioned whether the resolution should be modified for an ongoing basis rather than an annual resolution and the Board amended the resolution to include 'in perpetuity.'

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
TOWN BOARD WORK MEETING

RESOLUTION 114-2026
AUGUST 24, 2026

RESOLUTION TO WAIVE AND/OR REIMBURSE FEES CHARGED TO CORNELL HOOK & LADDER AND MEDWAY- GRAPEVILLE FIREHOUSES

Whereas, the annual fire inspection fee for the Cornell Hook & Ladder and the Medway-Grapeville fire companies is $100 per building;

Whereas the fire inspection fee for Cornell Hook & Ladder is $200 for its two buildings and the fire inspection fee for Medway-Grapeville is $100;

Whereas the Cornell Hook & Ladder Fire company is securing a building permit to add an auxiliary structure to its property located at 77 Gill Rd, New Baltimore; and

Whereas the Town of New Baltimore provides financial support through an agreement to the fire companies in the Town; new, therefore, be it

Resolved, that the Town Board of the Town of New Baltimore authorizes Town Supervisor Denise Taber to waive the aforementioned fees in perpetuity effective immediately.

Motion made by Supervisor Taber seconded by Councilmember Ferry
AYES: Taber, Faul, Ferry, Sottolano
NAYES:
ABSTAIN:
ABSENT: Kash
Motion Carried

Highway

RESOLUTION 115-2026
AUGUST 24, 2026

RESOLUTION FOR THE TOWN BOARD TO APPROVE HIGHWAY SUPERINTENDENT TO CONTRACT FOR PAVING CHURCH STREET TO COMPLETE REPAIRS NEEDED AFTER SEVERE RAIN STORM.

Whereas Church Street in the Hamlet of New Baltimore was severely damaged by the historic and record-shattering rainstorm that hit the Hudson Valley between Tuesday, July 28, and Wednesday, July 29, 2026;

Whereas the Town Highway Department was able to dredge the broken pavement and debris and smooth the road;

Whereas the remaining work to be done to restore Church Street from the storm damage is to repave the damaged portion of the Street;

Whereas, given the small size of the job, Precision Roads is the only reputable company that would provide a quote for the paving job to the Highway Superintendent; and

Whereas the quote for the paving work, supplied by Precision Roads of $15,800 is not subject to competitive bidding process for Public Works contracts pursuant to General Municipal Law Section 103; now, therefore, be it

Resolved, that Town Board authorizes Highway Superintendent Alan Van Wormer to contract with Precision Roads to repave Church Street at the cost of $15,800 quote.

Motion made by Supervisor Taber seconded by Councilmembers Ferry and Sottolano

AYES: Taber, Faul, Ferry, Sottolano
NAYES:
ABSTAIN:
ABSENT: Kash
Motion Carried

RESOLUTION 116-2026
AUGUST 24, 2026

RESOLUTION TO APPROVE THE SUPERVISOR TO REQUEST THAT NYS DEPARTMENT OF TRANSPORTATION (NYSDOT) PROVIDE TRAFFIC SIGNAGE TO THE TOWN AS PROPOSED BY THE COMPLETE STREETS TRAFFIC STUDY OF ROUTE 144, BETWEEN GILL ROAD AND THE NEW BALTIMORE/COEYMANS TOWN LINE, AND TO ALSO REVIEW POTENTIAL SPEED LIMIT CHANGES IN SAID CORRIDOR.

Whereas the Complete Streets Traffic study of Route 144 between Gill Road and the New Baltimore/Coeymans town line that was conducted in 2024 – 2025, proposed signage for that corridor to smooth traffic, reduce speeding and point out safety concerns;

Whereas Town Supervisor, Denise Taber, Deputy Supervisor, Michelle Stefanik, Highway Superintendent Alan VanWormer and Town Councilperson Debra Sottolano met with NYSDOT on July 31, 2026 to discuss simple remediation that could be done to improve safety of said road corridor; and

Whereas the staff representing NYSDOT who were present at the meeting stated that their agency will provide said signage as proposed in the study report at no charge to the Town; now, therefore, be it

Resolved, that the Supervisor is authorized to send the letter attached below to the NYSDOT Region 1 Traffic Engineer, Mr. Michael Fenley, P.E., to request said signage as outlined in the letter, and

Be it further Resolved, that the Supervisor will request that Mr. Fenley's office shall conduct a review of said corridor for potential reduction in the speed limit.

Motion made by Supervisor Taber seconded by Councilmember Faul
AYES: Taber, Faul, Ferry, Sottolano
NAYES:
ABSTAIN:
ABSENT: Kash
Motion Carried

Mr. Michael Fenley, P.E.
Region 1 Traffic Engineer
NYS Department of Transportation
50 Wolf Road
Suite 1S50
Albany, NY 12232

SUBJECT: Request for the Installation of Traffic Signs
State Route 144 Corridor in the Hamlet of New Baltimore

Dear Mr. Fenley,

On July 31, 2026, representatives of the Town of New Baltimore met with Greg Wischer, P.E. and Audrey Burneson of the Regional Planning and Programming Bureau at the Department of Transportation (NYSDOT) to discuss phased implementation of the recommendations in the *NY Route 144 Complete Streets Study/Final Concept Report.*

It was a very productive meeting and I want to express our gratitude for all the assistance and time that Mr. Wischer, Ms. Burneson and staff at NYSDOT have given and continue to give to this project. The discussion focused on Phase 1, which are low-cost first steps that can provide immediate improvement to safety and quality of life in the Hamlet of New Baltimore. Attached for your convenience is the discussion document developed by the Town that was used during the meeting.

Mr. Wischer recommended that a letter be sent to your attention to begin the process of review and implementation of our Phase 1 requests that require your office's review and implementation:

- General, Static Signage
    - Flashing, Full Stop sign at the intersection of Church Street and 144 (to be maintained by town after NYSDOT installation).
    - Advance Warning – Hairpin Curve, Advisory Speed signage approaching Church Street turn.
    - *Share the Road* signs with graphics (vehicle/pedestrian/bicycle).
    - Couple the *Share the Road* signs with *No Shoulder* signs.
    - *No Jake Brake* signs.
    - Advance Pedestrian Crossing signs.
    - Hidden Driveway signs, as needed.
- Reduction/Uniformity in posted speed limits
    - We are requesting that your office revisit the current speed signage given the recommendations in the study, and new information on heavy truck traffic. Upgrade/replace signs as needed. The Town separately will pursue, electronic *Your Speed Is* signs as proposed in the study, to be placed at the northern and southern ends of Route 144 as they enter the Hamlet, as Mr. Wischer noted that NYSDOT does not typically pay for these signs.

We have enclosed the complete study report and Concept Estimate Breakout plan sheets GNP-01 through GNP-09 from the study that depicts most, but not all of the proposed signage listed above.

We understand that your office has a backlog of requests. Please place our request into your queue, so that the signage can be installed as soon as possible.

Once you have had a chance to review the material, we will be pleased to meet with you to discuss implementation and answer any questions.

Thank you. We look forward to hearing from your office.

Denise Taber
Town Supervisor

Email: dtaber@townofnewbaltimore.gov
Office: (518) 756-6671, ext. 7
Address: 3809 County Route 51, Hannacroix, NY 12087

Attachments:

- July 31, 2026 Handout
- NYS Route 144 Complete Streets Study, Final Concept Report, November 25, 2026
- 2025 09 02_MJ1825_Concepts_EstBreakout

CC:
Greg Wichser, PE, NYSDOT
Audrey Burneson, NYSDOT
Supervisor Denise Tabor
Deputy Supervisor Michelle Stefanik
Councilperson Debra Sottolano
Highway Supervisor Alan Van Wormer
Peter Melewski, P.E., F. ASCE

Truck Traffic
Councilmember Sottolano noted that New Baltimore is participating in a regional traffic study by the Advanced Albany County Alliance in coordination with the Towns of Coeymans and Bethlehem and the Village of Ravena. The Town was not initially included in the study but was later added, the draft report has not been received, and that the study timeline is delayed. The anticipated process includes circulation of the draft report to participating municipalities and other stakeholders for review and comment, a follow-up stakeholder meeting in October, completion of the comment period by the end of October, and issuance of a final report by the end of November.

Insurance
The Supervisor reported that she is working with the insurance agency to determine the circumstances surrounding an employee who believed he had health insurance coverage but was not enrolled.

Planning Board Chair Rob VanEtten
The Planning Board met on August 13, 2026, with all members present. The following business was transacted:
Cody Wolfe Schoolhouse Lane Garage Site Plan Application: The Board held a Public Hearing for the proposed Schoolhouse Lane Garage Site Plan Application. No public comments were received in opposition to the application. The Board reviewed comments from the New York State Department of Transportation regarding stormwater drainage, work within the State highway right-of-way, and consultation with the New York State Department of Environmental Conservation regarding potential wetlands. The Board approved the Site Plan Application subject to conditions addressing these requirements.
Thomas Sterritt Cold Storage XXVI Site Plan Application: The Board reviewed a Site Plan Application for a proposed 3,500-square-foot storage building on a vacant parcel adjacent to the applicant's existing business. Discussion included property layout, setbacks, access, project classification, and Greene County referral requirements. The Board reviewed and completed Parts 2 and 3 of the Short Environmental Assessment Form and issued a Negative Declaration for purposes of SEQRA. The Site Plan Application was accepted and will be forwarded to the Greene County Planning Board for review at its September meeting.
Hannacroix Solar Project Update: The Board reviewed a request from Hannacroix Solar to replace the chain-link fencing shown on the approved Site Plan with an agricultural fencing system. The Board determined that the proposed change in fencing material constituted a change to the approved Site Plan and could not be approved administratively through the Building Department. The applicant may proceed with the approved chain-link fencing or return to the Planning Board for review of the proposed modification.
New Baltimore Solar Project Update: The Board discussed engineering review of the New Baltimore Solar Project at various stages of construction. The applicant is preparing to begin work related to the culvert crossing and stream disturbance permit and has requested a Building Department inspection in connection with that work. The Board agreed that review by the Town's designated engineer would be appropriate at this stage, particularly prior to construction of the culvert crossing and backfill. The Clerk will contact the Town's engineer regarding the timing of the inspection and necessary review.
The Board approved the June 11, 2026, Regular Monthly Meeting Minutes. The meeting was adjourned at 7:45 PM.

Personnel

RESOLUTION 117-2026
AUGUST 24, 2026

RESOLUTION TO REIMBURSE FORMER STAFF PERSONS FOR VACATION TIME ACCUMULATED AND UNUSED AT THE TIME OF THEIR RESIGNATIONS

Whereas former Building, Planning and Zoning Clerk, April Krein is entitled to be paid for the amount of unused vacation time equal to 35.19 hours, at a pay rate of $21.08/hour, for a total of $741.81; and

Whereas former Highway Department staff person, Thomas Lennon is entitled to be paid for the amount of unused vacation time equal to 15.38 hours, at a pay rate of $25.04/hour, for a total of $385.12; now, therefore, be it

Resolved, that the Town Board approves the reimbursement of April Krein and Thomas Lennon, each, for their unused vacation time at the aforementioned amounts.

Motion made by Supervisor Taber seconded by Councilmember Faul
AYES: Taber, Faul, Ferry, Sottolano
NAYES:
ABSTAIN:
ABSENT: Kash
Motion Carried

RESOLUTION 118-2026
AUGUST 24, 2026

RESOLUTION TO MAKE MODIFICATIONS TO THE BUILDING, PLANNING AND ZONING (BPZ) CLERK POSITION

Whereas the BPZ Clerk position is currently a part-time position paid at an hourly rate;

Whereas the Personnel Committee Chair, Deputy Supervisor Michelle Stefanik and Personnel Committee Member, Councilperson David Faul, conducted an exit interview with former BPZ Clerk April Klein prior to her last work day;

Whereas based on the detailed information derived in the interview, it was recognized that there needed to be modifications in the hours to be worked in the BPZ clerk position; now, therefore, be it

Resolved, going forward, the Town Board approves the change of the position of BPZ shall to be a full time, salaried position.

Discussion:
The Board discussed the proposed conversion of the Building, Planning and Zoning Clerk position from a part-time hourly position to a full-time salaried position. A question was raised regarding the salary rate, and it was noted that a salary range was being considered but a specific rate had not yet been determined. The Board also confirmed that the change would not create a separate Civil Service title.

Motion made by Supervisor Taber seconded by Councilmember Sottolano
AYES: Taber, Faul, Ferry, Sottolano
NAYES:
ABSTAIN:
ABSENT: Kash
Motion Carried

RESOLUTION 119-2026
AUGUST 24, 2026

RESOLUTION TO APPROVE AND POST AN ADVERTISEMENT FOR THE POSITION OF FULL-TIME BUILDING, PLANNING AND ZONING (BPZ) CLERK

Whereas a vacancy exists in the position of full-time, Building, Planning and Zoning (B0PZ) Clerk in the Town of New Baltimore,

Whereas this position is necessary to assure work responsibilities are addressed in a timely manner given the number of building permit applications and complex commercial projects over the last several years;

Whereas this position is essential to the performance of the important work of the Town, its residents and development, and simultaneously provides assistance to the Assessor's office; and

Whereas this full-time position will greatly benefit the town and the community with effective management of the three areas of Town business with quicker responses and follow-ups, while allowing greater focus on building-related tasks/issues; now, therefore, be it

Resolved, that the approval of the within Resolution by the Town Board, the following advertisement will be posted on the INDEED job posting website for THREE (3) weeks, with additional copies posted on the Town sign board, the Times Union as the Town's official newspaper per resolution 25-2026, on the Town website and the Town Facebook page:

PLEASE TAKE NOTICE: that the Town Board of the Town of New Baltimore is seeking persons interested in being appointed to the position of Full-Time, Building, Planning and Zoning Board (BPZ) Clerk.

RATE OF PAY:
HOW TO APPLY: A letter of intent for the position and a resume must be delivered by close of business on Friday, September 25, 2026 to:

Town Supervisor Denise Taber
New Baltimore Town Hall,
3809 County Route 51,
Hannacroix, NY 12087.

All qualified applicants will be considered and interviewed for the position

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Administrative Support**
  - Prepare and distribute meeting agendas, packets, resolutions, and supporting documentation.
  - Attend Planning Board meetings and public hearings as required.
  - Record, transcribe, and maintain accurate meeting minutes.
  - Process incoming correspondence and maintain official Planning Board records and files.
  - Coordinate meeting schedules, public hearings, and site visits.
- **Application Processing**
  - Receive and review development applications for completeness.
  - Maintain tracking systems for applications, approvals, conditions, and deadlines.
  - Coordinate application review with municipal departments, consultants, and agencies.
  - Prepare and distribute notices and correspondence related to applications and hearings.
  - Assist applicants with procedural requirements and submission schedules.
- **Public Notices and Legal Compliance**

- Prepare legal notices for public hearings in accordance with state and local regulations.
- Maintain proof of publication and mailing records.
- Ensure Planning Board records are maintained in compliance with records retention requirements.
- Assist in meeting Open Meetings Law and Freedom of Information Law (FOIL) requirements.

- **Recordkeeping and Document Management**
  - Maintain permanent files of applications, resolutions, maps, plans, and meeting minutes.
  - Update databases and electronic records systems.
  - Archive documents according to municipal retention schedules.
  - Assist with preparation of annual reports and statistical information.
- **Public and Interdepartmental Relations**
  - Respond to public inquiries regarding Planning Board procedures, meeting schedules, and application status.
  - Serve as a liaison between Planning Board members, applicants, consultants, attorneys, engineers, and town staff.
  - Provide information while ensuring compliance with confidentiality and disclosure requirements.
- **Financial and Administrative Tasks**
  - Process application fees and maintain related records, as assigned.
  - Prepare purchase requests, invoices, and reimbursement documentation when applicable.
  - Assist with budget-related administrative functions.
- **Knowledge, Skills, and Abilities**
  - Knowledge of office administration and recordkeeping practices.
  - Ability to maintain accurate records and prepare detailed reports.
  - Ability to understand and follow municipal procedures and regulations.
  - Strong organizational and time-management skills.
- **Excellent written and verbal communication skills.**
  - Proficiency with Microsoft Office Suite, email systems, document management systems, and virtual meeting platforms.
  - Ability to interact professionally with elected officials, board members, staff, applicants, and the public.
  - Ability to interpret and explain technical problems and regulations to staff and others conducting zoning and planning board projects
  - Ability to conduct independent investigations, analysis, and research related to land use and zoning;
- **Minimum Qualifications**
  - High school diploma or GED required.
  - Associate degree in public administration, business administration, or a related field preferred.

- Two (2) years of administrative or clerical experience; municipal government experience preferred.
- Equivalent combination of education and experience may be considered.

- **Physical Requirements**
  - Ability to sit for extended periods while performing office duties.
  - Ability to lift and carry records and meeting materials up to 25 pounds.
  - Ability to attend evening Planning and Zoning Board meetings as required.
- **Working Conditions**
  - Work is performed primarily in an office setting.
  - Position will require attendance at evening meetings and occasional early meetings.
  - Frequent interaction with the public and municipal officials.
- **Reports To**
  - Town Supervisor, Town Clerk, Planning Board Chairperson, or other designated municipal official, as determined by local organizational structure. Knowledge of modern office practices, procedures, and equipment;
  - Ability to express ideas clearly and concisely, both orally and in writing;
  - Excellent organizational skills with attention to detail and accuracy
  - Collect and manage payments;

Discussion
The Board discussed the proposed advertisement for the full-time Building, Planning and Zoning (BPZ) Clerk position. Questions were raised regarding whether the position falls under Civil Service and whether a specific Civil Service title or examination would be required. It was noted that the Civil Service classification is currently 'Clerk' and that a different title would require approval from the State.

The Board also discussed the qualifications in the proposed advertisement and the importance of establishing an appropriate salary range to attract qualified applicants. It was noted that the salary would need to be included in the advertisement when posted. As the salary range had not yet been finalized, the Board agreed to table Resolution No. 119-2026 pending determination of the salary range and additional information regarding the position classification.

Board members acknowledged the significant amount of work involved in the position and the level of responsibility associated with the duties.

Resolution was Tabled no action was taken

Seniors
Picnic is Wednesday, September 9 from 1-3, at Wyche Park and in case of rain the location is the Medway- Grapeville Fire House

Wastewater Treatment
Councilmember Sottolano noted she had reviewed quotes for the cover for the special screen purchased in 2025, the Highway Department agreed to complete the work, and scheduling was being coordinated.

Youth, Parks, and Recreation
The Board discussed ongoing park maintenance and plans to improve accessibility at Town parks. Due to the Highway Department's current workload, the accessibility projects are anticipated to begin in the fall.

The Board also discussed weeds within the playground area at District 2 Park. The existing mulch will be removed, black landscape fabric will be installed, and new mulch will be placed.

Staff are researching sources for replacement playground mulch, as the company that previously supplied the mulch is no longer in business.

Zoning Board of Appeals Chair Brad Jourdin

The Zoning Board of Appeals met on August 5, 2026, with three members present and two members absent. The following business was transacted:

Package Pavement Company, Inc. – Area Variance Application

The Board reviewed an Area Variance Application submitted by Package Pavement Company, Inc. for the construction of an additional silo at the existing packaging plant. The proposed silo is approximately 52 feet in height, exceeding the maximum building height of 35 feet permitted by the Town Code. The proposed structure will be located adjacent to the existing facilities and silos and is intended to accommodate increased manufacturing and sales demands. The Board also discussed two previously approved silos at the property that were granted height variances in 2016 and exceed 87 feet in height. Following review, the Board accepted the Area Variance Application, reviewed the Short Environmental Assessment Form and issued a Negative Declaration for the purpose of SEQRA. A Public Hearing on the Area Variance Application was scheduled for September 2, 2026, at 7:00 PM. June 3, 2026, meeting minutes were approved. Meeting adjourned at 7:20 PM.

Upcoming Meetings and Events:

- Comprehensive Plan/Zoning Code Review Special Committee Meeting, August 25, 6:30 pm at the Cornell Hook & Ladder Fire House, Gill Road, New Baltimore
- ZBA Meeting, Wednesday, September 2, 2026, 7:00 PM
- 2026 Seniors Picnic, Wednesday, September 9, 1:00 - 3:00 pm at Wyche Park; Rain location is the Medway/Grapeville Firehouse.
- Planning Board Meeting, Thursday, September 10, 2026, 7:00 PM
- Town Board Regular Meeting, Monday, September 14, 2026, 7:00 PM
- Annual Townwide Yard Sale, Saturday, September 19, 2026
- Town Board Work Meeting, Monday, September 28, 2026, 7:00 PM

Audit of Claims

RESOLUTION 120-2026
AUGUST 24, 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 2026b-08-01 to 2026b-08-36; now, therefore, be it

Resolved, that the Supervisor is hereby authorized to pay claims 2026b-08-01 to 2026b-08-36; and now;

Be it further resolved, that the Town Clerk will prepare an abstract and hold it for public review until September 30, 2026.

Motion by Supervisor Taber seconded by Councilmember Sottolano
AYES: Taber, Faul, Ferry, Sottolano
NAYS:
ABSTAIN:
ABSENT: Kash
Motion Caried

General $19,530.75, Highway $5,865.26, Sewer 1 $976.57, Total $26,372.58

Adjournment
On a Motion by Supervisor Taber seconded by Councilmember Ferry the meeting was adjourned at 8:10 PM
AYES: Taber, Faul, Ferry, Sottolano
NAYS:
ABSTAIN:
ABSENT: Kash
Motion Carried

Respectfully Submitted,

Barbara M. Finke, RMO, CTO
Town Clerk