

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

THURSDAY, MAY 28, 2026

AGENDA

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

Pledge of Allegiance

Approval of Minutes:

- March 9, 2026 Town Board Regular Meeting
- May 26, 2026 Town Board Emergency Meeting

Public Comment Period

Reports

- Supervisor
 - Discussion to review and edit of draft and develop a formal, Town cyber security preparedness and response plan in conjunction with Intelligent Technology Solutions, INC. (ITS) and the New York State Comptroller's office
 - Resolution to implement the use of the Intelligent Technology Solutions, Inc (ITS), cyber security training and testing module that was paid for in the Town's 2025 and 2026 contracts with ITS
- County Legislator Patrick Linger
- Highway Superintendent
- Town Clerk
- Historian
 - Resolution to approve Town rental of a portable toilet to support the bell ringing and open barbeque event planned to celebrate the Semi-Quincentennial Anniversary of our Nation
 - Resolution to approve the purchase of display racks and hooks for the New Baltimore Union Free School exhibit to be displayed at the Town Hall courtroom June 6, 2026

Committee Reports

- Animal Control
- Assessment
 - Resolution to authorize the Town Supervisor to contract with Attorney Dan Vincelette of the Vincelette Law Firm and to appoint Attorney for the Town, Michelle Storm to handle property assessment grievances that are denied by the Town Board of Assessment Review (B.A.R.) at the of New Baltimore, May 27, 2026 Grievance Day hearing
- Audit and Budget
- Buildings, Grounds & Recycling
- Cemeteries

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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- Code Enforcement Officer
- Communications
- Court
- Fire, EMS, & Law Enforcement
- Grants, Promotions, Economic Development
- Highway
 - Resolution to authorize the Town Highway Superintendent to purchase materials and supplies by Greene County resolution 181-26
 - Resolution to authorize the Town Highway Superintendent to purchase washed and screened crushed stone by Greene County Resolution 180-26
 - Resolution to approve the purchase of two (2) additional EZ Pass tags to reduce costs for Town, Highway Department trucks to travel on the New York State Thruway and to cross New York State bridges
 - Resolution to authorize town highway superintendent Alan Van Wormer to purchase a used asphalt hot box
 - Resolution to authorize the Town Supervisor to make a request to Greene County Highway Superintendent Scott Templeton that a speed limit reduction be made and a yellow caution light be installed at the Grapeville Christian School at the intersection of Honey Hollow Road
- Insurance
- Planning & Building Department
- Seniors
- Technology/ Website
- Personnel
 - Resolution to adjust Town employee Sandra Trombley's hourly rate of pay to a single hourly rate across all positions she holds at the Town
 - Resolution to accept proposed changes in the Town's employee time accruals policy and to make consequent changes in the Employee Handbook
 - Resolution to Authorize the Town Supervisor to contract with Recalibrate, human resource services for all employees to utilize their payroll management software
- Veterans and Memorials
- Wastewater Treatment
- Water
- Youth, Parks, and Recreation
- Zoning Board of Appeals

Upcoming Meetings and Events:

- ZBA Meeting, Wednesday, June 3, 2026, 7:00 pm
- Ticket pick up at Town Hall for the Greene County Historical Society, 2026 Annual Tour of Homes, Saturday, June 6, 2026 10:00 am – 4:00 pm

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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- Exhibit of the New Baltimore Union Free School, Saturday, June 6, 2026 10:00 am – 4:00 pm
- Presentation/Exhibit of the New Baltimore Union Free School, Sunday, June 14, 2:00 pm
- Planning Board Meeting, Thursday, June 11, 2026, 7:00 pm
- Town Board Regular Meeting, Monday, June 8, 2026, 7:00 pm
- Town Board Work Meeting, Monday, June 22, 2026, 7:00 pm

Audit of Claims

Adjournment

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

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

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.

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

**RESOLUTION 85-2026
MAY 28, 2026**

**RESOLUTION TO IMPLEMENT THE INTELLIGENT TECHNOLOGY SOLUTIONS, INC (ITS),
CYBER SECURITY TRAINING AND TESTING MODULE THAT WAS PAID FOR IN THE
TOWN'S 2025 AND 2026 CONTRACTS WITH ITS**

Whereas the Town Board contracted with ITS in 2025 and 2026 for a cybersecurity module to prevent and respond to cyber-attacks of the Town's information technology systems;

Whereas this training and testing program was not implemented in 2025 and is therefore overdue; and

Whereas the Town experienced an attempted breach of a critical Town bank account this month of May, 2026 and this preparedness and training is absolutely essential to help prevent, or if occurring, to correctly respond, to other such attempted breaches; now, therefore, be it

Resolved, that the Town will schedule the initiation of the training and testing program with ITS as soon as is possible.

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

**RESOLUTION 86-2026
MAY 28, 2026**

**RESOLUTION TO APPROVE TOWN RENTAL OF A PORTABLE TOILET TO SUPPORT
THE BELL RINGING AND OPEN BARBEQUE EVENT PLANNED TO CELEBRATE THE
SEMI-QUINCENTENNIAL ANNIVERSARY OF OUR NATION ON JULY 4th, 2026**

Whereas the Town Board has already approved by Resolution 49-2026, that the Town of New Baltimore shall support activities to commemorate our Town history and the Semi-Quincentennial (250th) anniversary year of our Nation;

Whereas Town residents will be conducting a bell ringing and open barbeque event on July 4, 2026, to celebrate the Semi-Quincentennial (250th) Anniversary of our Nation, and

Whereas the Town has applied for and will receive a sum of up to \$2500 from Greene County Administrator Shaun Groden's office to support events held by Greene County Towns to celebrate the aforementioned anniversary; now, therefore, be it

Resolved, the Town Board approves the rental by the Town of a porta potty for this event.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 87-2026
MAY 28, 2026**

**RESOLUTION TO APPROVE THE PURCHASE OF DISPLAY RACKS AND HOOKS FOR
THE NEW BALTIMORE UNION FREE SCHOOL EXHIBIT TO BE DISPLAYED AT THE
TOWN HALL COURTROOM ON JUNE 6, 2026 AND TO HOST PRESENTATION/EXHIBIT
ABOUT THE SCHOOLHOUSE AT THE TOWN HALL EXHIBIT ON SUNDAY, JUNE 14.**

Whereas the Town Board has already approved by Resolution 49-2026, that the Town of New Baltimore shall support activities to commemorate our Town history and the Semi-Quincentennial (250th) anniversary year of our Nation; and

Whereas the Town Board has also approved by Resolution 82-2026, to host an exhibit of the historic New Baltimore Union Free School that includes posting school photographs and memorabilia; and

Whereas Francine Degni, Schoolhouse owner and Author of "It's Elementary – Lessons from the New Baltimore Schoolhouse," is available to do a presentation of the Schoolhouse at the exhibit in Town Hall on Sunday, June 14, 2026 at 2:00 pm; now, therefore, be it

Resolved, that the Town Board approves the purchase of metal display racks and hooks for the exhibit at a cost of \$686.98 and approves hosting of the schoolhouse presentation on Sunday, June 14, 2026 at 2:00 p.m.

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

**RESOLUTION 88-2026
MAY 28, 2026**

**RESOLUTION TO AUTHORIZE THE TOWN SUPERVISOR TO CONTRACT WITH
ATTORNEY DAN VINCELETTE OF THE VINCELETTE LAW FIRM AND TO APPOINT
ATTORNEY FOR THE TOWN, MICHELLE STORM TO HANDLE PROPERTY
ASSESSMENT GRIEVANCES THAT ARE DENIED BY THE TOWN BOARD OF
ASSESSMENT REVIEW (B.A.R.) AT THE OF NEW BALTIMORE, MAY 27, 2026
GRIEVANCE DAY HEARING**

Whereas four (4), residential, property assessment grievances were submitted to the Town Assessor by Aventine, a property tax grievance company that solicits property owners to assist them in grieving the assessed values of their property, determined by the Town;

Whereas two (2) property assessment grievances were submitted to the Town Assessor by commercial entities;

Whereas the Town Board of Assessment Review (B.A.R.) has reviewed these grievance petitions at the May 27th Town Grievance Day hearing;

Whereas the B.A.R. has chosen to deny the four (4) residential grievance petitions submitted by Aventine; and

Whereas the B.A.R. is still deliberating on the two (2) grievances submitted by the commercial entities and has requested of these entities by certified mail, additional information, that is required to be received by June 11, 2026; now, therefore, be it

Resolved, that the Town Supervisor is authorized to contract with Attorney Dan Vincelette, an expert in this field, to represent the Town for a fee of \$250/hour, for any proceedings following denial of the residential petitions submitted by Aventine, and to appoint Attorney for the Town, Michelle Storm to represent the Town on any proceedings following any subsequent denial of any commercial property petitions.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 89-2026
MAY 28, 2026**

**RESOLUTION TO AUTHORIZE THE HIGHWAY SUPERINTENDENT TO PURCHASE MATERIALS
AND SUPPLIES BY GREENE COUNTY RESOLUTION 181-26**

Whereas the Greene County Highway and Solid Waste Superintendent advertised for bids in the Albany Times Union and the Mountain Eagle for various materials and supplies to be used in the maintenance, construction and reconstruction of County roads and bridges under the jurisdiction of the County Highway Superintendent for one year; now, therefore, be it

Resolved, that the New Baltimore Town Board hereby authorizes the Town Highway Superintendent to purchase materials and supplies at the contract price offered by Greene County Resolution 181-26 for one year from May 22, 2026 to May 21, 2027.

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

**RESOLUTION 90-2026
MAY 28, 2026**

**RESOLUTION TO AUTHORIZE THE HIGHWAY SUPERINTENDENT TO
PURCHASE WASHED AND SCREENED CRUSHED STONE
BY GREENE COUNTY RESOLUTION 180-26**

Whereas the Greene County Highway and Solid Waste Superintendent advertised for bids in the Albany Times Union and the Mountain Eagle for washed and screened crushed stone to be used in the maintenance, construction and reconstruction of County roads and bridges under the jurisdiction of the County Highway Superintendent for one year; now, therefore, be it

Resolved, the New Baltimore Town Board hereby authorizes the Town Highway Superintendent to purchase washed and screened crushed stone at the contract price offered by Greene County Resolution 180-26 for one year from May 22, 2026 to May 21, 2027.

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

**RESOLUTION 91-2026
MAY 28, 2026**

**RESOLUTION TO APPROVE THE PURCHASE OF TWO (2) ADDITIONAL EZ PASS TAGS
TO REDUCE COSTS FOR TOWN HIGHWAY DEPARTMENT TRUCKS TO TRAVEL ON
THE NEW YORK STATE THRUWAY AND TO CROSS NEW YORK STATE BRIDGES**

Whereas the Town has been receiving bills by mail for Highway Department trucks traveling on the New York State (NYS) Thruway and NYS bridges; and

Whereas bill by mail charges for the thruway and bridge are a higher rate than EZ pass charges; now, therefore be it

Resolved, that the Town Board authorizes Town Highway Superintendent Alan Van Wormer to purchase two (2) additional EZ pass tags for the Highway Department, increasing the number of Town trucks with EZ pass access from two (2) to four (4).

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 92-2026
MAY 28, 2026**

**RESOLUTION TO AUTHORIZE TOWN HIGHWAY SUPERINTENDENT ALAN VAN
WORMER TO PURCHASE A USED ASPHALT HOT BOX**

Whereas asphalt hot boxes are used when patching our roads with blacktop and are designed to keep all of the blacktop hot while patching roads and moving from site to site and thereby eliminate any waste of materials that occurs with newer types of asphalt materials that are made at much lower temperatures;

Whereas the price of asphalt increases almost daily, it is very important to not waste any of the material;

Whereas a used hotbox is available for purchase from the Town of Salem;

Whereas the New York State Department of Transportation (NYSDOT) has reimbursed the Town for the \$93,134.38 for the Route 144 road study conducted in 2024-2025 and that had been paid from the Highway Road Maintenance Contractual Expense account;

Whereas said repayment will be deposited in the Unallocated Fund Account; now, therefore, be it

Resolved that the Town Board approves the transfer of \$20,000 of the reimbursement funds from the Unallocated Fund Account to the Highway Machinery Contractual Expense account and approves the use of those transferred funds by the Highway Superintendent to purchase the used hot box.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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RESOLUTION 93-2026

MAY 28, 2026

**RESOLUTION TO AUTHORIZE THE TOWN SUPERVISOR TO MAKE A REQUEST
TO GREENE COUNTY HIGHWAY SUPERINTENDENT SCOTT TEMPLETON THAT
A SPEED LIMIT REDUCTION BE MADE AND A YELLOW CAUTION LIGHT BE
INSTALLED AT THE GRAPEVILLE CHRISTIAN SCHOOL ON ROUTE 26 IN CLIMAX
NY AT THE INTERSECTION OF HONEY HOLLOW ROAD**

Whereas students in grades K-12 attend the school and get on and off their school buses directly in front of the school, Monday - Friday;

Whereas the proximity of where the buses load and unload the students is very close to the road, the school administrator and concerned parents have made this request to help slow traffic and help ensure the safety of the students; now, therefore, be it

Resolved, that the Town Supervisor is authorized to make this request of the County Highway Superintendent on behalf of the Grapeville Christian School and the concerned parents of its students.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 94-2026
MAY 28, 2026**

**RESOLUTION TO ADJUST TOWN EMPLOYEE SANDRA TROMBLEY'S HOURLY RATE
OF PAY TO A SINGLE HOURLY RATE ACROSS ALL POSITIONS SHE HOLDS AT THE
TOWN**

Whereas Sandra Trombley holds multiple positions at the Town for which she is currently paid at two different, hourly rates of pay: (1) Assessor Clerk at \$19.00/hour; (2) Records Management Clerk at \$19.00/hour; and (3) Deputy Town Clerk at \$21.08/hour; now, therefore, be it

Resolved, that the Town Board authorizes that Sandra Trombley be paid a single, hourly rate of pay of \$21.08/hour.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 95-2026
MAY 28, 2026**

**RESOLUTION TO ACCEPT PROPOSED CHANGES IN THE TOWN'S EMPLOYEE
BENEFITS, PAID TIME OFF TIME ACCRUALS POLICY AND TO MAKE CONSEQUENT
CHANGES IN THE EMPLOYEE HANDBOOK**

Whereas the changes attached below, to the Town's employee paid time-off, accruals policy have been proposed; and

Whereas the Town Board has reviewed the aforementioned, proposed policy changes; now, therefore, be it

Resolved, that the Town Board approves the adoption of the proposed, employee time off accrual policies and consequent updates to the Employee Handbook.

**Proposed New Paid Time Off
For Full-Time and Part-Time Employees**

For reference:

EMPLOYEE CATEGORIES

Based on the conditions of employment, employees of the Town fall into the following categories:

Full-Time Regular
Full-Time Exempt
Part-Time Regular
Part-Time Exempt
Elected Employees
Temporary Employees
Occasional Employees

Full Time Regular. An employee who works the standard working hours of the Town each week (32.5-40 hours per week). Non-Exempt employees as determined by NYS Labor Standards receive overtime pay in accordance with our overtime policy. Their salaries are calculated on an hourly basis. Office hours are typically from 9:00 a.m. to 4:00 p.m. It is recognized that for Town Court Clerk staff will work a longer shift on court dates. Employees are not allowed to alter their work hours without the approval of the Town Supervisor, or for Court employees the Town Justice(s), or for Highway employees without the approval of the Highway Superintendent.

Full Time Exempt. Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a bi-weekly basis not hourly.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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Part-Time. Part-time employees are classified as exempt or non-exempt and work a regular schedule of 4 hours or more but less than 35 hours per week. ***** This is a change. It is currently 20 hours per week minimum for people to earn paid time off. David and Michelle are trying to create a system where every regular employee gets paid time off regardless of the number of hours per week that they work.*** PLEASE REVIEW**

Elected Employees. Currently there are two full-time elected positions in the Town of New Baltimore. They are Town Clerk and Town Highway Superintendent.

Temporary Employees. A temporary employee is hired for a specified project or time frame. Temporary employees do not receive any additional compensation or benefits provided by the Town.

Occasional Employees. Occasional Employees are those hired or appointed on an ongoing basis but whose duties require they work on occasions, either scheduled or non-scheduled. Planning Board appointees, Zoning Board appointees, Board of Assessment Review, occasional laborers are included in this group.

*****All below is new, please review******

BENEFIT TIME OFF

1. The new accrual system described below shall start with the pay period beginning June 27, 2026
2. Paid leave benefits apply to full-time and part-time employees as these categories are defined in the handbook.
3. Some categories of benefit time unused at the end of each year shall rollover to the next year in amounts as authorized by prior town policy. Benefit time will be allowed to roll over year to year in amounts not to exceed the levels indicated in each leave section listed below
4. Benefit time off does not equate to hours worked. Any regular employee (eligible for overtime) may not use paid time off to bring hours up to 40 to earn overtime. Overtime will not be paid until 40 worked hours are applied in a single week of a pay period.
5. An employee shall not be punished, bullied, or reprimanded for using benefit time off. If an employee feels they are being victimized for using time off they are to report this at once to the head of their department, town supervisor, or any town leader with whom they feel safe reporting such treatment. If you are represented by a union you should feel encouraged to report this behavior to your union representative. This behavior is a violation of the bullying policy and has the effect of bringing down morale and deterring the use of benefits. Whistleblowers will be protected by state and federal whistleblower policies.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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VACATION

Time will be credited each pay period based on the hours worked up to 40 hours. No accrual time will be credited for overtime hours. Accrual will be based on years of service to the town.

Length of Service Total Vacation Days

1. Year 1: Up to 13 equivalent days per year
calculated at .05 x hours worked:
 - I. $.05 \times 2080 = 104$ hours per year for a 40 hour/week employee.
 - II. $.05 \times 1365 = 68.25$ hours per year for a 26.12 hour/ week employee
 - III. $.05 \times 416 = 20.8$ hours per year for a 8 hour/ week employee
2. Year 5 - 7: Up to 15 days per year, calculated at .05775 x hours worked.
3. Year 8 - 9: Up to 20 days per year, calculated at .077 x hours worked.
4. Year 10 - 14: Up to 22 days per year, calculated at .085 X hours worked.
5. Year 15 and up: 25 days per year, calculated at .097 X hours worked.

Vacation cash out:

Twice per year employees who have an excess of the equivalent of three (3) weeks of vacation hours accrued will be given the option to cash out the equivalent of one (1) week of vacation time. This will take place in the first full pay period of July and the first full pay period of January.

The request form must be completed via the payroll system and approved by the Town supervisor, unless the staff person is a highway department employee. Those highway staff requests must be reviewed and approved by the Town Highway Supervisor. This new policy change will take effect beginning January 1, 2027.

Employees should utilize all of their allotted vacation time during their anniversary year. Employees will be permitted to carry vacation time not used into the following year. This carryover will be subject to the maximum hours allowed to be carried, which is the equivalent of 25 days at the end of each pay period.

Vacation time not used in excess of 25 equivalent days is not preserved and will be forfeited at the end of each pay period.

Where special business necessity requires an exception, prior approval must be given by the Town Board.

Employees should make their vacation requests as far in advance as possible. Based upon department needs, the Town will attempt to grant an employee the vacation dates he/she requests. When a Town holiday falls during a scheduled vacation, it is not counted as vacation hours but will instead be considered Holiday hours.

Any employee that becomes ill during a scheduled vacation can change vacation hours to sick time hours, but sick time policy will apply to that event.

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

Guidelines for Vacation Pay for Separated Employees

Employees leaving The Town due to voluntary resignation, retirement or dismissal will be eligible to be paid for their unused vacation hours ONLY in the following circumstances:

Upon resignation or retirement, if two-weeks-notice are provided or if termination is for reasons other than misconduct, negligence, or other just cause. An employee that does not provide adequate notice of at least two weeks upon resignation forfeits any rights to all unused paid time out. Any variation to the above will be granted only by the Town Board.

PERSONAL

All full time and part time employees are eligible for Personal Time hours.

This time will be equivalent to one (1) week of regular time. For example:

- 40 hour per week employees shall receive 40 hours on January 1 of each year.
- 25.25 hour per week employees shall receive 25.25 hours on January 1 of each year.
- Eight-hour per week employees shall receive eight (8) hours on January 1 of each year.

SICK

All full-time and part-time employees are eligible for up to 13 sick days per year, accrued based on hours worked.

- Employees will be permitted to carry over sick time from year to year.
- Sick time is not paid out upon separation of service.
- Time is calculated at .05 x hours worked.
 - $.05 \times 2080 = 104$ hours per year for a 40 hour/week employee.
 - $.05 \times 1365 = 68.25$ hours per year for a 26.12 hour/week employee
 - $.05 \times 416 = 20.8$ hours per year for an 8 hour/week employee

*******Previous to this new policy employees were not allowed to accrue time unless they worked a minimum of 20 hours per week regularly. All employees able to accrue time cannot currently accrue time for their entire first year of service. Therefore, we would like to suggest the following:**

All employees who joined town service January 1, 2024 through June 30, 2026 are hereby given the equivalent of one (1) week of personal time by the town board. This is to reflected in their first full pay period of July 2026. This time must be used by December 31, 2026.

This would provide some newer employees, who have started within the last 20 or so months, a boost.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 96-2026
MAY 28, 2026**

**RESOLUTION TO AUTHORIZE THE TOWN SUPERVISOR TO CONTRACT WITH
RECALIBRATE HUMAN RESOURCE SERVICES FOR ALL EMPLOYEES TO UTILIZE
THEIR PAYROLL MANAGEMENT SOFTWARE**

Whereas Town employees have not utilized a consistent method of tracking their timesheets and payroll information which leads to errors in creating a correct, biweekly payroll, and burden for employees and payroll management;

Whereas the Town Supervisor and Deputy Supervisor, therefore wanted to adopt a single, consistent method to be used by all employees for tracking and recording their timesheets and payroll;

Whereas the Town Supervisor and Deputy Supervisor have reviewed the Recalibrate software which will allow the Town to provide bi-weekly payroll in a digital system, which provides cloud backup, and which will enable employees to see their hours, benefit time, and all other information involved in their pay. This system will also provide them with digital access to their W-2s; now, therefore, be it

Resolved, that the Town Supervisor is authorized to contract with *Recalibrate* for the software at a cost of \$299 for one-time account setup and data auditing plus an annual payment of \$475 to cover costs of annual W-2 forms processing, for a total 2026 payment of \$774.

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

**RESOLUTION 97-2026
MAY 28, 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-XX-XX to 2026-XX-XX; now, therefore, be it

Resolved, that the Supervisor is hereby authorized to pay claims 2026-XX-XX to 2026-XX-XX; and

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