

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

**AUGUST 25, 2025**

*Please silence cell phones while the meeting is in progress.*

**Reports**

Supervisor

- Resolution to Approve Invitation to Bid for the Town Hall Improvement Project

County Legislator

Town Clerk

- August 11, 2025 Town Board Regular Meeting Minutes

Historian

Agriculture/Agfest (Member VanEtten)

Animal Control (Chair Kash, Member Sottolano)

Assessment (Chair Sottolano/Member Kash)

Audit and Budget (Chair Ruso/Member Downes)

Buildings & Grounds/Recycling (Chair Downes/Member VanEtten)

Code Enforcement Officer (Chair Downes/Member Ruso)

Fire, EMS & Law Enforcement (Member Dellisanti)

Grants/Promotions/Economic Development (Chair VanEtten/Member Ruso)

- Resolution to Purchase Highway Radio Equipment Per State Contract

Highway (Chair Ruso/Member Downes)

- Resolution to Approve Invitation to Bid for Ultra Low Sulfur Diesel Fuel

- Resolution to Authorize the Highway Department to Attend the Greene County Highway Association Training

Insurance (Chair Ruso/Member Downes)

Personnel (Chair Ruso/Member VanEtten)

- Resolution to Reappoint Sole Assessor
- Resolution to Appoint Member of the Board of Assessment Review

Planning Board (Chair Downes/Member Kash)

Seniors (Chair VanEtten/Member Ruso)

Technology/Website (Chair Downes/Member VanEtten)

Town Courts (Chair Kash/Member Sottolano)

Veterans and Memorials (Chair VanEtten/Member Downes)

Wastewater Treatment (Chair Sottolano/Member Kash)

Water Districts (Chair Kash/Member Sottolano)

Youth, Parks and Recreation (Chair VanEtten/Member Ruso)

Zoning Board of Appeals (Chair Sottolano/Member Kash)

**Upcoming Meetings**

- September 3, 2025 Zoning Board of Appeals Meeting at 7 PM
- September 8, 2025 Town Board Regular Meeting at 7 PM
- September 11, 2025 Senior Picnic at Cecil Hallock Park at 12 Noon
- September 11, 2025 Planning Board Meeting at 7 PM
- September 20, 2025 Townwide Yard Sale at 9 AM
- September 22, 2025 Town Board Work Meeting at 7 PM

## **Public Comment Period/Community Events**

### **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 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 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.

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

**RESOLUTION 115-2025**

**AUGUST 25, 2025**

**RESOLUTION TO APPROVE INVITATION TO BID  
FOR THE TOWN HALL IMPROVEMENT PROJECT**

**RESOLVED** that the Town Board of the Town of New Baltimore approves the Invitation to Bid for the Town Hall Improvements Project

**INVITATION TO BID**

Notice is hereby given that sealed bids will be received until **1:00 P.M., September 18, 2025**, at the Town of New Baltimore Offices Attention: Town Clerk, located at 3809 County Route 51, Hannacroix, NY 12087; at which time bids will be publicly opened and read aloud for the Town Hall – Town Hall Improvements Project.

A pre-bid conference will be held for this project on Friday, September 5, 2025 at 1:00 PM at 3809 County Route 51, Hannacroix, NY 12087

Bidding contractors are strongly encouraged to have an authorized representative of their firm attend the pre-bid conference.

Bids will be received for the Single Prime Contract Project consisting of the following prime contract which covers the Town Hall Improvements:

**General Construction**

Project completion date is anticipated to be 90 calendar days once Notice to Proceed has been issued.

Contract Documents, including Advertisement For Bids, Information For Bidders, Labor and Employment, Additional Instructions, Bid Documents, Agreement, General Conditions, General Requirements, Specifications, Contract Drawings and any Addenda, may be examined at no expense on-line at the following website: <https://de.biddyhq.com> or at the office of Delaware Engineering, D.P.C., 28 Madison Ave Extension Albany NY, 12203.

Digital copies of the Contract Documents may be obtained online as a download for a non-refundable fee of One Hundred Dollars (\$100.00) from the website: <https://de.biddyhq.com>. Complete hardcopy sets of bidding documents may be obtained from REV, 330 Route 17A, Suite #2, Goshen, NY 10924, Tel: 1-877-272-0216, upon depositing the sum of 100.00 Dollars (\$100.00) for each combined set of documents. Checks or money orders shall be made payable to Delaware Engineering, D.P.C. Cash deposits will not be accepted. Any Bidder requiring documents to be shipped shall make arrangements with REV and pay for all packaging and shipping costs.

Any Bidder who submitted completed Bid Forms to the Village of Middleburgh, upon returning such set in good condition within thirty days following the award of the contract or rejection of the bids, will be refunded his full payment. Deposits will not be refunded to any non-bidder (including material suppliers, subcontractors, or those that provide quotes to Bidders). Questions

should be sent to Cody Messier, PE via email at [cmessier@delawareengineering.com](mailto:cmessier@delawareengineering.com).

Please note that <https://de.biddyhq.com> is the designated location and means for distributing and obtaining all bid package information. All Bidders are urged to register to ensure receipt of all necessary information including bid addenda. All bid addenda will be transmitted to registered plan holders via email and will be available at <https://de.biddyhq.com>. Plan holders who have paid for hard copies of the bid documents will need to make the determination if hard copies of the addenda are required for their use, and coordinate directly with REV for hard copies of addenda to be issued. There will be no charge for registered plan holders to obtain hard copies of the bid addenda.

Each bid must be accompanied by security in an amount not less than five percent (5%) of the amount of the bid in the form and subject to the conditions provided in the Information for Bidders. No Bidder may withdraw his bid within forty-five (45) days after the actual date of opening thereof.

This is an exempt capital improvement project, and Bidders shall not include taxes in the cost of materials which are to be incorporated into the work, and which are to be separately sold by the Contractor to the Village of Middleburgh prior to incorporation into the work of the Contract.

Bids may be held by the Owner for a period not to exceed forty-five (45) days from the date of the opening of Bid for the purpose of reviewing the bids and investigating the qualifications of the bidder(s) and the subsequent approval of the bids and related documents by the Owner. The Owner reserves the right to reject any and all bids, or waive any informalities in the bidding, without explanation, and to select the Bid, the acceptance of which, in its judgement, will best assure the efficient performance of the work.

The contractors must also be aware that they must comply with the most recent State wage rates under New York State Department of Labor ([www.labor.state.ny.us](http://www.labor.state.ny.us)). In addition, the contractor must comply, if applicable, with Labor Law 220, section 220-h, which requires that on all public work projects of at least \$250,000.00, all laborers, workers and mechanics on the site be certified as having successfully completed the OSHA 10-hour construction safety and health course.

The right is reserved to waive any informalities in the Bid and to reject any or all Bids.

**River Valley Radio Inc**

PO Box 92  
749 County Route 408  
Westerlo, NY 12193  
USA

Voice: (518) 797-5156  
Fax: (518) 797-3299

**QUOTATION**

Quote Number: 7145-1  
Quote Date: Jan 30, 2025  
Page: 1

Town of New Baltimore Highway  
3809 CR 51  
Hannacroix, NY 12087  
USA

|        |        |             |     |
|--------|--------|-------------|-----|
| 000742 | 3/1/25 | Net 30 Days | Tom |
|--------|--------|-------------|-----|

|           |                   |                                                                                                                                       |          |           |
|-----------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|
| 1.00      | KEN-NXR-1700E     | Repeater, Analog, VHF, 136-174MHz, 1-50W                                                                                              | 2,468.00 | 2,466.00  |
| 1.00      |                   | Dipole antenna 3db OMNI, 150-158 MHz                                                                                                  | 899.00   | 899.00    |
| 1.00      |                   | Truck freight for large antenna                                                                                                       | 295.00   | 295.00    |
| 1.00      | Micro-1501-C8     | Duplexer for 8 Mhz split repeater system                                                                                              | 399.00   | 399.00    |
| 1.00      |                   | Set low loss duplexer cable kit                                                                                                       | 59.00    | 59.00     |
| 125.00    |                   | Feet of 1/2" low loss hardline antenna cable                                                                                          | 3.25     | 406.25    |
| 2.00      |                   | "N" female connectors for 1/2" hardline cable                                                                                         | 39.00    | 78.00     |
| 1.00      | Tessco-247344     | DuraComm LPX-18 H.D. Power supply                                                                                                     | 219.00   | 219.00    |
| 1.00      |                   | Battery back up module and small sealed lead acid battery option                                                                      | 199.00   | 199.00    |
| 15.00     | Ken-NX-1700HDVK   | 136-174 MHz VHF 50W, 260 Ch / 128 Zones Includes: Standard Microphone (KMC-65M), Mounting Bracket, and 3 year warranty (reg.\$534.70) | 390.33   | 5,854.95  |
| 1.00      | Tessco-252913     | DuraComm LPX-14 power supply                                                                                                          | 199.00   | 199.00    |
| 1.00      | Tessco-21872      | 152-166 mhz 3db Fiberglass base Antenna (Need 69293 mounting kit with this item)                                                      | 295.00   | 295.00    |
| 1.00      | Tessco-69293      | Mounting kit for Antenex base antenna                                                                                                 | 39.95    | 39.95     |
| 40.00     | Misc-Base Cable   | LMR400 low loss base antenna cable                                                                                                    | 2.49     | 99.60     |
| 1.00      | Tessco-14515      | N male crimp antenna connector-LMR400                                                                                                 | 9.95     | 9.95      |
| 1.00      | Tessco-87791      | UHF male crimp antenna connector-LMR400                                                                                               | 9.95     | 9.95      |
| 14.00     | Motorola-HAD4008A | Antenna, Quarterwave, 152-162 with cable kit                                                                                          | 35.95    | 503.30    |
| 14.00     | Tessco-91538      | UHF male crimp antenna connector, RG58-                                                                                               | 8.95     | 125.30    |
| Subtotal  |                   |                                                                                                                                       |          | Continued |
| Sales Tax |                   |                                                                                                                                       |          | Continued |
| Freight   |                   |                                                                                                                                       |          |           |
| TOTAL     |                   |                                                                                                                                       |          |           |

**River Valley Radio Inc**

PO Box 92  
749 County Route 408  
Westerlo, NY 12193  
USA

Voicemail: (518) 797-5156  
Fax: (518) 797-3299

**QUOTATION**

Quote Number: 7145  
Quote Date: Jan 30, 2025  
Page: 2

Town of New Baltimore Highway  
3809 CR 51  
Hannacroix, NY 12087  
USA

| 000742 |                      | 3/1/25                                                                                                                                                                      | Net 30 Days | Tom      |
|--------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|
| 3.00   | Ken-NX-3220K2SLAKVP  | VHF L-Hon Value Pack : NX-3220K2 radio +<br>KNB-55LAM battery + KSC-25LSK charger +<br>KRA-26M antenna, limited keypad, display,<br>built in Bluetooth & 3 year warranty    | 638.24      | 1,914.72 |
| 7.00   | Service OnSite 2 man | Non-Standard on site install per hour-<br>Remove old radios, install new, connect and<br>test                                                                               | 179.00      | 1,253.00 |
| 1.00   | Service Travel       | On-site travel                                                                                                                                                              | 119.00      | 119.00   |
| 5.00   | Service OnSite 2 man | Non-Standard on site install per hour-<br>TOWER WORK install DB222 antenna<br>aimed east on 100 foot tower, route cable,<br>install repeater, connect all and test          | 179.00      | 895.00   |
| 1.00   | Service Travel       | On-site travel                                                                                                                                                              | 119.00      | 119.00   |
| 1.00   |                      | Frequency coordination, license application<br>preparation, electronic filing, and renewal of<br>current license                                                            | 600.00      | 600.00   |
|        |                      | This quote is to replace/enhance<br>communications for the highway depart. and<br>both fire depart. within the town for<br>emergency and interoperability<br>communications |             |          |
|        |                      | Subtotal                                                                                                                                                                    | 17,057.97   |          |
|        |                      | Sales Tax                                                                                                                                                                   |             |          |
|        |                      | Freight                                                                                                                                                                     |             |          |
|        |                      | TOTAL                                                                                                                                                                       |             |          |

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

**RESOLUTION 116-2025**

**AUGUST 25, 2025**

**RESOLUTION TO APPROVE INVITATION TO BID FOR  
ULTRA LOW SULFUR DIESEL FUEL**

***RESOLVED*** that the Town Board of the Town of New Baltimore approves the Invitation to Bid for Ultra Low Sulfur Diesel Fuel.

**INVITATION TO BID**

The Town of New Baltimore, Greene County NY will receive bids for the supply and delivery of ultra low sulfur diesel fuel to the Highway Garage and Wastewater Treatment Plant for a period beginning October 1, 2025 and ending on October 1, 2026. The successful bidder will deliver a 60/40 blend of ultra low sulfur diesel fuel every seven days from December 1, 2025 to April 1, 2026 to the Highway Garage for winter usage in trucks and equipment, uncut fuel may be delivered prior to December 1, and after April 1. Delivery to the Wastewater Treatment Plant will be as needed. The Town of New Baltimore agrees to allow other neighboring municipalities or political subdivisions to piggyback on the above mentioned bid. The Town Of New Baltimore also reserves the right to reject any and all bids at their discretion. Bids will be received in the Town Clerk's office by 4pm on Friday September 5 and bids will be opened and read aloud at the Regular Board Meeting on Monday, September 8. Questions should be addressed to Highway Superintendent Alan VanWormer by email at [highway@townofnewbaltimore.org](mailto:highway@townofnewbaltimore.org)

By Order of the Town Board,  
Barbara M. Finke, Town Clerk

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

**RESOLUTION 117-2025**

**AUGUST 25, 2025**

**RESOLUTION TO AUTHORIZE THE HIGHWAY DEPARTMENT  
TO ATTEND THE GREENE COUNTY HIGHWAY ASSOCIATION TRAINING**

***RESOLVED*** that the Highway Department is authorized to attend the 2025 Greene County Highway Association training on Wednesday, October 8-Thursday, October 9 at the Town of Athens Highway Garage at a cost of \$70.

## Town Clerk

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**From:** Highway  
**Sent:** Thursday, August 21, 2025 1:51 PM  
**To:** Jeff Ruso; Janet Kash; Kelly Downes; Shelly VanEtten; Debra Sottolano; Nick Dellisanti; Town Clerk  
**Cc:** 'Scott Vanwormer'  
**Subject:** Greene County Highway Association 2025 Safety Days  
**Attachments:** 2025 Safety Days.docx

Attached please see the flyer for the Greene County Highway Association 2025 training days to be held on Wednesday October 8, and Thursday October 9<sup>th</sup> from 7:30am to 11:30 am at the Town of Athens Highway Garage. Each day will consist of 5 training topics as shown on the flyer. I would like to send half of our crew each day for a total of \$70.00, \$10.00 per student each day. Lunch will be included on both days.

This event is partially sponsored by Perma, and they will be awarding two \$1000.00 PPE (personal protective equipment) grants, one on each day. I would like board approval for the Town of New Baltimore to be eligible to accept one of these grants if we are chosen. This would be a reimbursement grant, where we would buy the equipment up to \$1000.00 and then be reimbursed by Perma. These funds would be used to purchase new Vests, hard hats, and other protective equipment to keep employees visible and safe while working on and in our roadways.

Thanks  
Alan

# **Greene County Highway Association**

## **2025 Safety Days**

**Wednesday October 8 and Thursday October 9**

**7:30 to 11:30**

**Topics Will Be**

**PPE**

**3 points of contact**

**Stop the Bleed**

**Proper Tie down techniques**

**Proper Chipper Techniques and Safety**

**The Cost for this training will be \$10.00 per Student which will be invoiced to your municipality by the Association.**

**Lunch will be provided, and each attendee will receive a Greene County Safety Days Tee Shirt**

**Please see the attached sign up sheet, we ask that you please consider sending half of your crew each day**

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

**RESOLUTION 118-2025**

**AUGUST 25, 2025**

**RESOLUTION TO REAPPOINT SOLE ASSESSOR**

***RESOLVED*** that the Town Board of the Town of New Baltimore hereby reappoints Dawn DeRose as Sole Assessor at the current salary of \$19,479 until September 30, 2031.

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

**RESOLUTION 119-2025**

**AUGUST 25, 2025**

**RESOLUTION TO REAPPOINT BOARD OF ASSESSMENT REVIEW MEMBER**

***RESOLVED*** that Faye VanDyke is reappointed to the Board of Assessment Review until September 30, 2030.

***RESOLVED*** that the Assessor will contact said member within seven days of appointment and advise of the Oath of Office filing with the Town Clerk by October 24, 2025.

***BE IT FURTHER RESOLVED*** that the Assessor will contact all members of the Board of Assessment Review to advise of the date and time of the annual Grievance Day at least 30 days before said date.

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

**RESOLUTION 120-2025**

**AUGUST 25, 2025**

**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 2025b-08-01 to 2025b-05-51, it is

***RESOLVED*** that the Supervisor is hereby authorized to pay claims 2025b-08-01 to 2025b-05-51.

***BE IT FURTHER RESOLVED*** that the Town Clerk will prepare an abstract and hold it for public review until September 30, 2025.