

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2026 ORGANIZATIONAL MEETING
JANUARY 5, 2026**

PLEDGE OF ALLEGIANCE

**SWEARING-IN CEREMONY FOR:
DEPUTY TOWN SUPERVISOR, MICHELLE STEFANIK**

**BY BABARA FINKE,
TOWN CLERK OF THE TOWN OF NEW BALTIMORE,
NOTARY PUBLIC OF THE STATE OF NEW YORK**

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RESOLUTION 1-2026

APPOINTMENT OF DEPUTY TOWN SUPERVISOR

RESOLVED, that Michelle Stefanik is hereby appointed Deputy Town Supervisor of the Town of New Baltimore and shall act in place of the Supervisor and have full duties and powers in the event that the Town Supervisor becomes incapacitated or is otherwise unavailable.

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RESOLUTION 2-2026

**APPOINTMENT OF CONFIDENTIAL SECRETARY
TO THE SUPERVISOR**

RESOLVED, that the Town of New Baltimore shall establish the position of Confidential Secretary to the Town Supervisor

AND BE IT FURTHER RESOLVED, that the responsibilities of this position may include a variety of secretarial services under the general supervision of the town supervisor, clerical tasks, personnel records management, and the performance of duties designed to relieve the supervisor,

AND BE IT FURTHER RESOLVED, that the position may also include supervising assigned clerical personnel and preparing required paperwork regarding personnel and payroll changes,

NOW, THEREFORE, BE IT RESOLVED, that Susan O'Rorke is hereby appointed to the position of Confidential Secretary to the Supervisor of the Town of New Baltimore.

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RESOLUTION 3-2026

APPOINTMENT OF DEPUTY TOWN CLERKS

RESOLVED, that Jessica Diamond, April Krein and Sandra Trombley are hereby, each appointed to the position of Deputy Town Clerk of the Town of New Baltimore for the year 2026.

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RESOLUTION 4-2026

RE-APPOINTMENT OF REGISTRAR OF VITAL STATISTICS

RESOLVED, that Barbara Finke is hereby reappointed to the position of Registrar of Vital Statistics for the Town of New Baltimore for the year 2026.

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RESOLUTION 5-2026

RE-APPOINTMENT OF DEPUTY REGISTRAR OF VITAL STATISTICS

RESOLVED, that Jessica Diamond is hereby reappointed to the position of Deputy Registrar of Vital Statistics for the Town of New Baltimore for the year 2026.

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RESOLUTION 6-2026

RE-APPOINTMENT OF DEPUTY RECORDS MANAGEMENT OFFICER

RESOLVED, that Jessica Diamond is hereby reappointed to the position of Deputy Records Management Officers for the Town of New Baltimore for the year 2026.

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RESOLUTION 7-2026

SCHEDULE OF MEETINGS

RESOLVED, that the regular monthly meetings of the Town Board of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 12, 2026	May 4, 2026	September 7, 2026
February 9, 2026	June 1, 2026	October 5, 2026
March 9, 2026	July 6, 2026	November 9, 2026
April 6, 2026	August 10, 2026	December 7, 2026

AND BE IT FURTHER RESOLVED, that the monthly Town Board work meeting shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 26, 2026	May 18, 2026	September 21, 2026
February 23, 2026	June 15, 2026	October 19, 2026
March 23, 2026	July 20, 2026	November 23, 2026
April 20, 2026	August 24, 2026	December 21, 2026

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Town Board meetings shall be open to the general public. Nothing herein shall preclude the Town Board from conducting official business at its monthly work meeting where it is deemed to be necessary to do in the interest of expediency and where the public interest will be served,

AND BE IT FURTHER RESOLVED, that the regular monthly meeting of the Planning Board of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

January 8, 2026	May 7, 2026	September 10, 2026
February 12, 2026	June 11, 2026	October 8, 2026
March 12, 2026	July 9, 2026	November 12, 2026
April 9, 2026	August 13, 2026	December 10, 2026

AND BE IT FURTHER RESOLVED, that the Planning Board work meeting, if held, shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the fourth Thursday of each month,

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Planning Board meetings shall be open to the general public,

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AND BE IT FURTHER RESOLVED, that the regular monthly meeting of the Zoning Board of Appeals of the Town of New Baltimore shall be scheduled to begin at 7:00 PM in the Town Hall Meeting Room on the following dates:

February 4, 2026
March 4, 2026
April 1, 2026
May 6, 2026

June 3, 2026
July 1, 2026
August 5, 2026
September 2, 2026

October 7, 2026
November 4, 2026
December 2, 2026

AND BE IT FURTHER RESOLVED, that pursuant to Section 103 of the Public Officers Law, these Zoning Board of Appeals meetings shall be open to the general public,

AND BE IT FURTHER RESOLVED, that the Justice Court of the Town of New Baltimore shall be held weekly on Tuesdays. Court sessions will start at 2:00 PM and be held in the Town Hall Meeting Room.

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RESOLUTION 8-2026

AUTHORIZATION FOR ADVANCE PAYMENTS

RESOLVED, that in accordance with the provisions of Section 118 of the Town Law, the Supervisor is hereby authorized to make payments in advance of the monthly audit of claims by the Town Board for recurring charges such as utility bills, postage, health and dental insurance, insurance policies, telephone and fuel charges, payments to the Office of Court Administration, Village of Coxsackie water billing, bond payments, and New York State Retirement System payments recurring on an annual basis or similar payments necessary to avoid late charges.

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RESOLUTION 9-2026

AUDIT OF CLAIMS

WHEREAS, the Town Clerk in a Town without a Comptroller is required to assign numbers to all audited claims and place on abstract for Town Board Members; and

WHEREAS, Town Board Members are required to audit all submitted claims prior to or at the Regular Monthly Town Board Meeting and Town Board Work Meeting; and

WHEREAS, the Town Board adopts a resolution at the Regular Monthly Town Board Meeting and Town Board Work Meeting, authorizing the Supervisor to pay the audited claims for said month;

NOW, THEREFORE, BE IT RESOLVED, that all claims to be audited at said Regular Monthly Meeting and Town Board Work Meeting must be submitted to the Town Clerk by 4 PM on Friday prior to each regular monthly Town Board Meeting and Town Board Work Meeting to be included on the Audit of Claims.

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RESOLUTION 10-2026

2026 ANNUAL SALARIES FOR ELECTED OFFICIALS AND APPOINTEES

RESOLVED, that the following salaries and contractual services payments be fixed up to the following levels for the year 2026:

Supervisor	\$13,310.00, paid in quarterly increments
Deputy Town Supervisor	\$3,105.00, paid in quarterly increments
Councilpersons (4) increments	\$5,546.00 each, paid in quarterly increments
Justices (2)	\$13,310.00, paid in quarterly increments
Town Clerk	\$44,367.00, paid in quarterly increments
Superintendent of Highways	\$63,224.00, payable biweekly
Sole Assessor	\$19,966.00, payable biweekly
Planning Board Members (7)	\$854.00, paid in quarterly increments
Planning Board Chair	\$2,573.00, paid in quarterly increments
Planning Board Vice Chair	\$965.00, paid in quarterly increments
Zoning Board of Appeals (5)	\$355.00, paid in quarterly increments
Zoning Board of Appeals Chair	\$800.00, paid in quarterly increments
Board of Assessment Review (4)	\$221.00 per meeting + \$50 per meeting over 2 meetings
Board of Assessment Review Chair	\$278.00 per meeting + \$50 per meeting over 2 meetings

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RESOLUTION 11-2026

COMMITTEE APPOINTMENTS

RESOLVED, that the Town Board does hereby establish the following Town Committees and appointments to said committees for the year 2026:

Agriculture Committee	Chair: Daniel Ferry Member: Janet Kash
Animal Control	Chair: Janet Kash Member: David Faul
Assessment	Chair: Debra Sottolano Member: David Faul
Audit and Budget	Chair: Denise Taber Member: David Faul
Buildings & Grounds/Recycling	Chair: Michelle Stefanik Member: Daniel Ferry
Cemetery	Chair: David Faul Member: Michelle Stefanik
Code Enforcement Officer	Chair: Debra Sottolano Member: David Faul
Communications	Chair: Janet Kash Members: Daniel Ferry, Michelle Stefanik
Fire, EMS and Law Enforcement	Member: Denise Taber
Grants/Promotions/Economic Development	Chair: Debra Sottolano Member: Daniel Ferry

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Highway	Chair: Denise Taber Member: Daniel Ferry
Insurance:	Chair: Denise Taber Member: David Faul
Personnel:	Chair: Michelle Stefanik Member: David Faul
Planning Board	Chair: Debra Sottolano Member: Danny Ferry
Seniors	Chair: Janet Kash Member: Denise Taber
Technology/Website	Chair: David Faul Member: Debra Sottolano
Town Courts Liaison	Chair: Janet Kash Member: Denise Taber
Veterans and Memorials	Chair: Janet Kash Member: Denise Taber
Wastewater Treatment Plant	Chair: Debra Sottolano Member: David Faul
Water Districts	Chair: Debra Sottolano Member: Janet Kash
Youth, Parks and Recreation	Chair: Daniel Ferry Member: Denise Taber
Zoning Board of Appeals	Chair: David Faul Member: Daniel Ferry

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**RESOLUTION 12-2026
ADOPTION OF EMPLOYEE HANDBOOK**

RESOLVED, that the Employee Handbook, originally adopted by the New Baltimore Town Board by Resolution on November 24, 2014 will be in effect in its current version for 2026 pending revisions.

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RESOLUTION 13-2026

APPOINTMENT OF ATTORNEY FOR THE TOWN

RESOLVED, that the position of Town Attorney was hereby abolished until midnight, December 31, 2025, and

RESOLVED that the position of Town Attorney has not been re-established for 2026,

THEREFORE, BE IT FURTHER RESOLVED, that Michelle Storm, Esq. is hereby retained as Attorney for the Town of New Baltimore for the year 2026 at the annual rate of \$20,000, payable monthly, to provide such legal services as the Town Board deems necessary pursuant to her proposal which is annexed hereto and is fully incorporated herein. Additional legal services outside the scope of the Retainer Fees shall be billed at the hourly rate of each type of associate.

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RESOLUTION 14-2026

**RESOLUTION TO AUTHORIZE SUPERVISOR TO SIGN
AGREEMENT WITH EVENING STAR BOOKKEEPING SERVICE
FOR BOOKEEPING SERVICES**

WHEREAS, Evening Star Bookkeeping Service has been providing bookkeeping services to the Town of New Baltimore since 2013.

WHEREAS, according to the Procurement Policy of the Town of New Baltimore (6)(a) Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgement integrity and moral worth.

WHEREAS, the Attorney for the Town has determined that this Agreement is considered professional services.

RESOLVED, that the Supervisor is authorized to sign an Agreement with Evening Star Bookkeeping Services for 2026.

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RESOLUTION 15-2026

**RESOLUTION AUTHORIZING SUPERVISOR TO SIGN AN
AGREEMENT FOR IT SERVICES**

WHEREAS, the Town of New Baltimore will be utilizing professional IT services for 2026.

WHEREAS, the Attorney for the Town has determined that said services are considered professional services or services requiring special or technical skill, training or expertise according to the Town of New Baltimore Procurement Policy adopted January 1, 2026.

RESOLVED, that the Town Supervisor is authorized to sign an agreement with Intelligent Technology Solutions, Inc. for IT Services until December 31, 2026.

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RESOLUTION 16-2026

2026 SALARIES FOR ELECTED OFFICERS AND APPOINTEES

RESOLVED, that the following salaries and contractual services payments be fixed up to the following levels for the year 2026; all appointments until December 31, 2026:

Assessor Clerk	Sandra Trombley	\$19.00/Hour Payable Biweekly
Building/Planning Board/ZBA Clerk	April Krein	\$21.08/Hour Payable Biweekly
Court Clerk (Part Time)	Lynne Layman-Wallace	\$19.00/Hour Payable Biweekly
Court Clerk (Part Time)	Asia Irizarry Decker	\$19.00/Hour, Payable Biweekly
Records Management Officer	Barbara Finke	No Salary
Deputy Records Management Officer	Jessica Diamond	\$19.00/Hour, Payable Biweekly
Records Management Clerk	Amanda Eldred	\$19.00/Hour, Payable Biweekly
Records Management Clerk	Sandra Trombley	\$19.00/Hour, Payable Biweekly
Deputy Town Clerk	Amanda Eldred	\$21.08/Hour, Payable Biweekly
Deputy Town Clerk	Sandra Trombley	\$21.08/Hour, Payable Biweekly
Deputy Town Clerk	Jessica Diamond	\$21.08/Hour, Payable Biweekly
Recycling Center Operator/Laborer	Kirk Trombley	\$19.00/Hour, Payable Biweekly
Town Hall Laborer	Colleen Porter	\$18.40/Hour, Payable Biweekly
Part-Time Code Enforcement Officer	Vincent Hales	\$17.43/Hour, Payable Biweekly
Registrar of Vital Statistics	Barbara Finke	No Salary
Deputy Registrar of Vital Statistics	Jessica Diamond	\$19.00/Hour, Payable Biweekly
Deputy Registrar of Vital Statistics	Amanda Eldred	\$19.00/Hour, Payable Biweekly
Deputy Records Management Officer	Jessica Diamond	\$19.00/Hour, Payable Biweekly
Emergency Management Officer	Alan VanWormer	\$410/Year, Payable Annually, by January 15 th , 2026
Health Officer	Dr. Stephen Hassett	\$512.50/Year, Payable Annually
Town Historian	Ted Hilscher	\$1,730.20/Year, Payable Quarterly
Dog Control Officer	Sherry Vieta	\$3,604.92/Year, Payable Biweekly
Code Enforcement Officer/Data Collector	Allan Jourdin	\$22,561.00/Year, Payable Biweekly

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RESOLUTION 17-2026

WASTEWATER TREATMENT PLANT OPERATIONS STAFF APPOINTMENTS

BE IT RESOLVED, that Louis Betke is hereby appointed to the position of Chief Wastewater Treatment Plant Operator (Part-Time) for the year 2026, with responsibilities including, but not limited to: overseeing, maintaining and operating the Town of New Baltimore's wastewater treatment plant and associated facilities on a day-to-day basis, to ensure that the condition of the Town's Permits and all other applicable law and regulations are complied with and met. Mr. Betke shall be paid a salary rate of \$26.90 per hour for up to 25 hours per week, payable biweekly. In addition, the Wastewater Treatment Plant Operator shall receive benefit time in accordance with the Town Handbook.

BE IT FURTHER RESOLVED, that David Varade is hereby appointed to the position of Part- Time Wastewater Treatment Plant Operator, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at a salary rate of \$23.23 per hour, and

BE IT FURTHER RESOLVED, that Jonathan Rice is hereby appointed to the position of Part- Time Wastewater Treatment Plant Operator, to work under the supervision of the Chief Wastewater Treatment Plant Operator, at a salary rate of \$22.55 per hour, and

BE IT FURTHER RESOLVED, that all employees will notify their supervisor when leave time will be taken and the Chief Wastewater Treatment Plant Operator will provide the Supervisor and Town Clerk with written notice of said time including vacation and personal time.

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RESOLUTION 18-2026

**EMPLOYMENT OF PART-TIME EMPLOYEES
FOR TOWN HIGHWAY DEPARTMENT**

RESOLVED, that the Town Superintendent of Highways be empowered to employ the following individuals as Part-Time Heavy Equipment Operators to assist the Town Highway Department for snow removal when their assistance is deemed necessary by the Superintendent of Highways at the rate of \$25.04/hour.

Hugh Sterritt
James Meade
Jerald Meigs

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RESOLUTION 19-2026

FIDELITY BONDS

BE IT RESOLVED, that the Town of New Baltimore approve and file in the Office of the Greene County Clerk and the Town Clerk of the Town of New Baltimore the following official bonds:

Town Clerk/Tax	\$700,000
Supervisor	\$800,000
Other Officials,	\$ 50,000

Including:

Deputy Supervisor
Town Clerk
Deputy Town Clerks
Town Justices
Justice Clerks
Deputy Justice Clerk
Highway Superintendent
Deputy Highway
Superintendent/Foreman

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RESOLUTION 20-2026

2026 PAID HOLIDAYS

RESOLVED, that the following days shall be paid holidays for eligible employees for the year 2026:

New Year's Day	January 1, 2026
Martin Luther King, Jr. Birthday	January 19, 2026
Presidents' Day	February 16, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day	July 4, 2026
Labor Day	September 7, 2026
Indigenous People's Day/Columbus Day	October 12, 2026
Election Day	November 3, 2026
Veterans' Day	November 11, 2026
Thanksgiving Day	November 26, 2026
Christmas Day	December 25, 2025
Floating Holiday	

BE IT FURTHER RESOLVED, that the day before Thanksgiving and the day before Christmas, shall be considered half days of work; and eligible employees will be paid for a full day of work on those days.

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RESOLUTION 21-2026

**ESTABLISHMENT OF WORK WEEK
FOR FULL-TIME, HOURLY EMPLOYEES**

RESOLVED, that the work week for the Town Highway Department for the year 2026 shall be 40 hours, and that overtime be paid for hours worked by full-time employees over 40 hours per week; and

RESOLVED, that the work week for full-time employees at Town Hall for the year 2026 shall be 32.5 hours per week and that overtime be paid for hours worked in excess of 40 hours per week

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RESOLUTION 22-2026

**ESTABLISHMENT OF WAGE SCALE FOR TOWN HIGHWAY
DEPARTMENT, IN RECOGNITION OF UNION CONTRACT OBLIGATIONS.**

RESOLVED, that the wages for the Town Highway Department employees for the year 2026 will be as follows:

Heavy Motor Equipment Operator	\$25.04 per hour
Foreman	\$28.67 per hour
Part-Time Heavy/Motor Equipment Operators	\$25.04 per hour

Overtime shall be paid at 1.5 times the regular rate of pay at the 41st hour.

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RESOLUTION 23-2026

MILEAGE REIMBURSEMENT RATE

RESOLVED, that mileage reimbursement for the use of private vehicles for the year 2026 will be at the Federal Government rate.

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RESOLUTION 24-2026

DESIGNATION OF OFFICIAL TOWN NEWSPAPER

RESOLVED, that the *Times Union* is hereby designated as the official newspaper of the Town of New Baltimore for the year 2026.

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RESOLUTION 25-2026

RENTAL OF POST OFFICE BOX

RESOLVED, that the Town of New Baltimore shall rent a post office box in the New Baltimore Post Office and the Hannacroix Post Office.

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RESOLUTION 26-2026

PETTY CASH FUNDS

RESOLVED, that the following petty cash funds be established for the year 2026:

Town Clerk	\$400.00
Justice Clerk	\$500.00
Recycling Center Operator	\$ 50.00
Town Clerk/Tax	\$200.00
Assessor's Clerk	\$ 75.00
Building/Planning/Zoning Clerk	\$100.00

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RESOLUTION 27-2026

DESIGNATION OF DEPOSITORIES

RESOLVED, that the following banks be designated as depositories of funds for the following officials:

The Bank of Greene County:

Supervisor
Deputy Supervisor Town
Clerk Justices

National Bank of Cocksackie:

Supervisor
Deputy Supervisor
Town Clerk Justices

In addition to the depositories named above, the Supervisor shall be empowered to invest Town funds in accordance with the Investment Policy for the Town of New Baltimore.

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RESOLUTION 28-2026

REVIEW OF TOWN INVESTMENT POLICY

RESOLVED, that pursuant to the provisions of the General Municipal Law of the State of New York, the Town Board hereby adopts the attached Investment Policy dated January 5, 2009, and which will remain in effect for 2026 pending revisions.

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INVESTMENT POLICY FOR THE TOWN OF NEW BALTIMORE

- I. This investment policy applies to all moneys and other financial resources available for investment on its own behalf.
 - II. The primary objectives of the Town of New Baltimore's investment activities are, in priority order:
 - to conform with all applicable federal, state and other legal requirements;
 - to adequately safeguard principal;
 - to provide sufficient liquidity to meet all operating requirements; and
 - to obtain a reasonable rate of return.
 - III. The Supervisor shall be responsible for the administration of the investment program.
 - IV. The Supervisor shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Town of New Baltimore. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.
 - V. It is the policy of the Town of New Baltimore to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling wherever diversification is practical and practicable
- It is the policy of the Town of New Baltimore for all funds coming into the Town to be deposited or invested within 10 days of receipt.

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RESOLUTION 29-2026

ADOPTION OF TOWN PROCUREMENT POLICY

RESOLVED, that pursuant to the provisions of Section 104-b of the General Municipal Law of the State of New York, the Town Board has reviewed the attached Procurement Policy originally adopted in 1992, as amended in 2010, 2013, 2014, and 2015 and finds that the Procurement Policy should remain in force and effect for 2026 in its current version, with the exception of an amendment added and made specific to the highway department, to section “Competitive Bidding, paragraph 3” below, and notwithstanding any additionally, required revisions, identified in the future.

Purpose

To ensure the prudent and economical use of the public’s money for the purchase of goods and services of maximum quality at the most economical cost, and to guard against favoritism, improvidence, extravagance, fraud, and corruption, the Town of New Baltimore, New York is adopting internal policies and procedures governing all procurements which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law.

Purchasing Ethics

To maintain a high standard of conduct and to protect the reputation of the local government, the following rules of conduct with apply:

1. To consider first the interests of the local government and the betterment of its government.
2. To obtain the greatest value for every dollar spent.
3. To be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with legal or moral restrictions in purchasing procedures.
4. To strive for knowledge of equipment and supplies in order to recommend items that may reduce cost and/or increase efficiency.
5. To insist on and expect honesty in sales representation whether offered verbally or in writing, through the advertising or in a sample of a product submitted.
6. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications.
7. To discourage the offer of, and to decline, gifts which might influence the purchase of municipal equipment and supplies.
8. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.
9. To counsel and assist other purchasing agents in the performance of their duties wherever occasion permits.
10. To cooperate with governmental and trade associations in the promotion and development

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of sound business methods in the purchasing of equipment and supplies.

11. To seek or dispense no personal favors.

Competitive Bidding

1.) Every purchase to be made must be initially reviewed by each department to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. It is unlawful to artificially split or divide a contract or enter into a series of transactions, to avoid a competitive bidding threshold. The source of funds to be spent does not alter the requirements of competitive bidding i.e. Public Grants. No purchase can be made without the appropriate funding to support the purchase in place.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under

\$35,000.; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under State and County contracts; surplus and second-hand purchases from another governmental entity, and Sole Source purchases. Sole Source purchases are done when a product or service is available from one source only, the product/service is uniquely required in public interest, or if there is no substantial equivalent.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the department making the purchase and presented to the Town Board.

2.) All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over

\$10,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law, goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal law; purchases under county Contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3.) All procurement and rental/lease of equipment, materials, supplies and nonpersonal services shall be requisitioned through the Town Board, regardless of dollar amount, with the signed approval of the requisitioning department's supervisor prior to ordering.

The following method of purchase will be used when required by this policy in order to achieve the highest savings:

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Amendment:

Estimated Amount of Purchase - Method Required of the Superintendent of Highways ONLY:

Under \$2,500	Left to the discretion of the Superintendent of Highways
\$2,500 to \$10,000	A written RFP and written/fax/email quotes from at least 3 vendors
Greater than \$10,000	A formal bid pursuant to GML 103(1)

Estimated Amount of Purchase - Method Required of all other Departments of the Town:

Under \$1,000	Left to the discretion of the purchaser
\$1,000 to \$2,500	An oral request for the goods and fax/email quotes from at least 2 vendors.
\$2,500 to \$10,000	A written RFP and written/fax/email quotes from at least 3 vendors
Greater than \$10,000	A formal bid pursuant to GML 103(1)

Estimated Amount of Public Works Contract, Method Required of All Departments of the Town:

\$1 - \$ 2,500	No quotation is required
\$2,501 - \$10,000	2 written/quotations
\$10,001 - \$25,000	3 written/quotations
\$25,001 - \$35,000	4 or more written/quotations
\$35,001 – over	A sealed bid is required

A good faith effort shall be made to obtain the required number of proposals or quotations. If the department is unable to obtain the required number of proposals or quotations, the department will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement. All documentation shall be maintained by the requisitioning department for review by the Town Board.

4.) Documentation is required of each action taken in connection with each purchase.

5.) Documentation and written explanation is required whenever a contract is awarded to other than the lowest responsible bidder. This documentation will include an explanation of how the award will achieve savings or how the bidder was not responsible. A determination that the bidder is not responsible shall be made by the Town Board.

6.) Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotation will not be in the best

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interest of the municipality. In the following circumstances it may not be in the best interests of the Town of New Baltimore to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. The qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category the Town shall take into consideration the following guideline:

(a) whether the services are subject to State licensing or testing requirements; (b) whether formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/ or services of an insurance broker; services of a certified public accountant; investment management services; services of an actuary; printing services involving extensive writing, editing or art work; management of a municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Town is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods and services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such minimal contracts would be based on favoritism.

7.) Unintentional failure to fully comply with the provisions of Section 104-b or the Town Board's policies and procedures shall not be grounds to void action taken or give rise to a cause of action against the political subdivision or district or any officer or employee thereof.

8.) This policy shall go into effect upon approval by the Town Board and will be reviewed annually by the Town Board to determine if updates or changes should be made.

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Return of Goods

Whenever the Town receives a parcel that is either a duplicate shipment or an item that is to be returned for credit, the Town (the department holding the goods) should request from the vendor a "Return Goods Authorization Number" or a letter of authorization to return the goods. This provides the Town with the appropriate documentation to obtain the proper credit as well as to inform the vendor of the nature of its return. If no authorization is required then a letter should accompany the shipment advising the vendor as to why it is being returned with the follow information: Town Purchase Order #, vendor invoice number, and or name of contact at vendor's facility authorizing the return.

Purchase Requisition

A purchase requisition is a request to the Town Board for the purchase of goods or services. These requests are submitted in written/electronic format. All requisitions shall be authorized by the department head prior to submission to the Town Board in order to maintain internal control. In the absence of the Department head, a listing of authorized persons to approve requisitions on their behalf shall be submitted to the Town Board annually. Each requisition shall include a brief description of the product or service being ordered, and the appropriate product or part number.

The Purchase Order

A purchase order is an official document that binds the Town to procure goods or services as specified on the document. Purchase orders must provide sufficient description of the product being ordered or service to be performed. It should detail order quantity, item description, part number (if available), unit cost, and departmental charge code to ensure billing to the correct department's general ledger.

Blanket Purchase Orders – This is a single purchase order that is issued to cover a specified period of time for repetitive purchases of the same goods or redundant services to be utilized. If a blanket purchase order is to be issued, indicate such on the requisition by typing "BLANKET ORDER".

Requests for Proposal (RFP)

A Request for Proposal (RFP) is a competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the Town's procurement policies. They are most commonly used for professional service, true leases and licenses/concessions. Procedures include:

1. Establishment of evaluation criteria (i.e. price; experience; creditworthiness; approach to performance; staff availability; ability to perform; and time estimates).
2. Comprehensive, fair solicitation process.
3. Fair and equitable negotiation process.
4. Fair review/evaluation or rating process.

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RESOLUTION 30-2026

ATTENDANCE AT MEETINGS, CONFERENCES; TRAVEL ADVANCE

RESOLVED, that upon at least four weeks prior approval of the Town Board of the Town of New Baltimore, officials of the Town be empowered to attend schools, seminars, association meetings, etc., that are deemed necessary to better enable them to perform their official duties. Reasonable lodging expenses shall be paid by the Town should the attendance require an overnight stay. Should the attendance require an overnight stay of more than one night, the official may request a travel advance to defray the cost of meals and incidental expenses. The amount of the travel advance shall not exceed the standard per diem reimbursement rate for federal employees. If the official receives the maximum advance, the Town of New Baltimore shall be reimbursed by said official for the difference between the amount advanced, and the actual expenses incurred for which receipts are to be furnished by said official.

RESOLVED, the Town Board reserves the right to reject reimbursement for expenses not in compliance with this resolution.

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RESOLUTION 31-2026

AUTHORIZATION OF SERVICE CHARGES FOR RETURNED CHECKS

RESOLVED, that pursuant to the provisions of Section 85 of the General Municipal Law of the State of New York, a service charge of \$20 shall be levied for any checks tendered for the payment of taxes or other charges which are subsequently returned by a bank for insufficient funds or other reason.

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RESOLUTION 32-2026

FILING OF SUPERVISOR'S REPORT FOR YEAR ENDING

RESOLVED, that pursuant to subdivision 10-A of Section 29 of the Town Law of the State of New York, the Supervisor shall submit to the Town Clerk within sixty days after the close of the 2025 fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law of the State of New York, providing, however, that if the time for the filing of the annual report has been extended for a period of sixty days by the State Comptroller, then the time for submitting a copy of the report to the Town Clerk shall also be extended. Said report shall be submitted in lieu of the report required by Subdivision 10 of Section 29 of the Town Law of the State of New York.

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RESOLUTION 33-2026

**APPOINTMENT OF VOTING REPRESENTATIVE TO BOARD OF DIRECTORS,
GREENE COUNTY EMERGENCY MEDICAL SYSTEMS INC.**

RESOLVED, that Denise Taber is hereby designated as the representative of the Town of New Baltimore to the Board of Directors of Greene County Emergency Medical Systems, Inc. for the year ending December 31, 2026.

AND BE IT FURTHER RESOLVED, if the representative is unable to attend this meeting, Michelle Stefanik is authorized to attend as the Town's official designee.

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RESOLUTION 34-2026

**RENEWING DESIGNATION OF ENGINEERS AUTHORIZED TO
PERFORM ENGINEERING REVIEW SERVICES ON BEHALF
OF THE TOWN**

WHEREAS, the Town Board hereby finds that there is a continued need for designation of licensed professional engineers to perform such engineering review work that may be required for projects under consideration by the Town in the course of its usual business.

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of New Baltimore does hereby renew the designation of C.T. Male Associates, Crawford & Associates Engineering and Land Surveying P.C., Delaware Engineering, Creighton Manning Engineering, and MJ Engineering and Land Surveying, P.C. as engineering firms that are eligible for retention by the Town Board, Planning Board or Zoning Board of Appeals for purposes of providing engineering services in conjunction with the review of projects that are under consideration by the Town Board, Planning Board or Zoning Board of Appeals, and

BE IT FURTHER RESOLVED, that such designation shall expire on December 31, 2026.

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RESOLUTION 35-2026

RE-APPOINTMENT OF MEMBERS TO THE PLANNING BOARD

RESOLVED, that Annmarie Vadney is re-appointed to the Planning Board for a three-year term expiring on December 31, 2029.

RESOLVED, that William MacDonald is re-appointed to the Planning Board for a three-year term expiring on December 31, 2029.

RESOLVED, that Joshua Boelke is re-appointed to the planning board for a three-year term expiring December 31, 2029.

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RESOLUTION 36-2026

**REAPPOINT/APPOINT MEMBER(S) TO
THE ZONING BOARD OF APPEALS**

RESOLVED, that Brad Jourdin is reappointed to the Zoning Board of Appeals for a five-year term expiring December 31, 2030.

RESOLVED, that Mark Peckham is hereby appointed to the Zoning Board of Appeals for a one-year term until December 31, 2026.

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RESOLUTION 37-2026

**EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE
NEW BALTIMORE FIRE DISTRICT UNTIL DECEMBER 31, 2026**

RESOLVED, that the Intermunicipal Agreement between the Town of New Baltimore and the New Baltimore Fire District originally adopted on October 13, 2014 is hereby extended for a one-year period until December 31, 2026.

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RESOLUTION 38-2026

MEDWAY GRAPEVILLE FIRE DISTRICT UNTIL DECEMBER 31, 2026

RESOLVED, that the Intermunicipal Agreement between the Town of New Baltimore and the Medway Grapeville Fire District originally adopted on October 12, 2015 is hereby extended for a one-year period until December 31, 2026.

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RESOLUTION 39-2026

PROVIDE PLOWING SERVICES FOR HUDSON RIVER INTERPRETIVE TRAIL

WHEREAS, the New Baltimore Conservancy has requested that the Town Highway Department continue to plow their parking lot located on the west side of State Route 144 just north of the New Baltimore/Coeymans Town line.

BE IT RESOLVED, that the Town of New Baltimore agrees to provide plowing services for the parking lot owned by the New Baltimore Conservancy that serves the Hudson River Interpretive Trail (HRIT) until December 31, 2026