

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

PLEDGE OF ALLEGIANCE

SWEARING-IN CEREMONY FOR

**TOWN SUPERVISOR JEFFRY RUSSO
DEPUTY TOWN SUPERVISOR NICHOLAS DELLISANTI
COUNCILMEMBER KELLY DOWNES
COUNCILMEMBER SHELLY VANETTEN
TOWN CLERK BARBARA FINKE**

BY TOWN JUSTICE JAMES HUFF

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**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 1-2022
APPOINTMENT OF DEPUTY TOWN SUPERVISOR**

RESOLVED, that Nicholas Dellisanti 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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 2-2022
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 10, 2022	May 9, 2022	September 12, 2022
February 14, 2022	June 13, 2022	October 12, 2022
March 14, 2022	July 11, 2022	November 14, 2022
April 11, 2022	August 8, 2022	December 12, 2022

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 24, 2022	May 23, 2022	September 26, 2022
February 28, 2022	June 27, 2022	October 24, 2022
March 28, 2022	July 25, 2022	November 28, 2022
April 25, 2022	August 22, 2022	December 26, 2022

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 13, 2022	May 12, 2022	September 8, 2021
February 10, 2022	June 9, 2022	October 13, 2022
March 10, 2022	July 14, 2022	November 10, 2022
April 14, 2022	August 11, 2022	December 8, 2022

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,

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 7:30 PM in the Town Hall Meeting Room on the following dates:

January 5, 2022	May 4, 2022	September 7, 2022
February 2, 2022	June 1, 2022	October 5, 2022
March 2, 2022	July 6, 2022	November 2, 2022
April 6, 2022	August 3, 2022	December 7, 2022

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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 3-2022
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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 4-2022
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 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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 5-2022
2022 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 2022:

Supervisor	\$12,000, payable quarterly
Councilpersons (4)	\$ 5,000, payable quarterly
Justices (2)	\$12,000, payable quarterly
Town Clerk	\$40,000, payable biweekly
Sole Assessor (Part-Time)	\$18,000, payable biweekly
Superintendent of Highways	\$57,000, payable biweekly
Deputy Superintendent of Highways	\$2,800, payable quarterly
Deputy Town Supervisor	\$2,800, payable quarterly
Town Attorney	\$18,000, payable biweekly
Planning Board Members (5)	\$770, payable quarterly
Planning Board Chair	\$2,320, payable quarterly
Planning Board Vice Chair	\$870, payable quarterly
Zoning Board of Appeals (4)	\$320, payable quarterly
Zoning Board of Appeals Chair	\$720, payable quarterly
Board of Assessment Review (4)	\$200 + \$50 per meeting over 2 meetings
Board of Assessment Review Chair	\$250 + \$50 per meeting over 2 meetings

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2020 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 6-2022
COMMITTEE APPOINTMENTS**

RESOLVED, that the Town Board does hereby establish the following Town Committees and appointments to said committees for the year 2022:

Agriculture Committee/AgFest Liaison	Chair: Bill Boehlke Member: Chuck Irving
Animal Control	Chair: Chuck Irving Member: Jeff Ruso
Assessment	Chair: Shelly VanEtten Member: Jeff Ruso
Audit and Budget	Chair: Jeff Ruso Member: Kelly Downes
Buildings & Grounds/Recycling	Chair: Chuck Irving Member: Bill Boehlke
Building Inspector/Code Enforcement Officer	Chair: Kelly Downes Member: Jeff Ruso
Fire, EMS and Law Enforcement	Chair: Nick Dellisanti Member: Kelly Downes
Grants/Promotions/Economic Development	Chair: Shelly VanEtten Member: Jeff Ruso
Greene County Planning Board:	Bill Boehlke
Highway	Chair: Jeff Ruso Member: Kelly Downes
Insurance:	Chair: Jeff Ruso Member: Kelly Downes
Personnel:	Chair: Jeff Ruso Member: Shelly VanEtten
Planning Board/Zoning Board of Appeals	Chair: Bill Boehlke Member: Chuck Irving
Seniors	Chair: Shelly VanEtten Member: Kelly Downes
Technology/Website	Chair: Kelly Downes Member: Bill Boehlke

Town Courts Liaison

Chair: Shelly VanEtten

Member: Jeff Ruso

Veterans and Memorials

Chair: Shelly VanEtten

Member: Chuck Irving

Wastewater Treatment

Chair: Chuck Irving

Member: Bill Boehlke

Youth, Parks and Recreation

Chair: Shelly VanEtten

Member: Bill Boehlke

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
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**RESOLUTION 7-2022
APPOINTMENT OF TOWN ATTORNEY**

RESOLVED that George McHugh, Esq. is hereby retained as Town Attorney for the year 2022 at the annual rate of \$18,000, payable biweekly, to provide such legal services as the Town Board deems necessary pursuant to his proposal which is annexed hereto and is fully incorporated herein. Additional legal services outside the scope of the Retainer Fee shall be billed at the hourly rate of \$300 per hour for attorneys and \$125 per hour for paralegals and law clerks. The Supervisor is hereby empowered to accept said proposal.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 8-2022
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 2022.

Evening Star Bookkeeping Service

Aileen H. Lawton

PO Box 512
109 Terrace Mountain Road, Suite 2
Schoharie, NY 12157
(518) 295-8066
(518) 295-8067 Fax

December 28, 2021

Town of New Baltimore
3809 County Route 51
Hannacroix, NY 12087

Jeff Ruso, Supervisor and Board Members:

I will be happy to serve your accounting, tax, and management advisory service needs.

In accordance with standards established by the National Society of Public Accountants, an engagement letter is necessary to set forth the terms and objectives of our relationship, and the nature and limitation of the services to be provided.

I will provide the following services from my office:

1. Beginning with the month of your choice, I will prepare, from the information you provide, a monthly balance sheet and statement of income on the accrual basis of accounting. It is your responsibility to provide me with the following documents: Bank statements, canceled checks, check stubs or register, all accounts payable (incoming bills), all accounts receivable (outgoing billing) and completed vouchers, all payroll information, documents concerning asset acquisitions and dispositions, liabilities and notes payable, and all other relevant documents.
2. I will record all income and expenses, monthly, from the above documents you provide, in a computerized general ledger system. Each month I will provide you with a copy of the general ledger accounting list, which shows each check, deposit and adjustment affecting each account during the month. It is your responsibility to review this general ledger report each month and notify me of any changes necessary in the classification or distribution of expense. Unless you notify me of a change, I will assume that all transactions have been properly coded and have been posted to the correct accounts. These ledgers will record, monthly; all cash receipts (identified by you as to source) and all cash disbursements (identified by you as to expense category). The ledgers will also include adjusting journal entries made by me according to generally accepted accounting principles. These ledgers will be used in the preparation of the annual financial statements and income tax returns.
3. Each month I will reconcile your checking accounts with your bank statement and identify errors in the checkbook. I will make correcting entries directly in the checkbook and identify the specific source of each adjustment. I will inform you of these adjustments and request that you correct your checkbook balance at your earliest convenience.
4. I will process all payroll transactions and record the appropriate amounts in the general ledger on a basis discussed at a later date (weekly, biweekly, etc.).
5. On a quarterly basis, I will prepare all federal and state payroll tax returns.
6. On an annual basis, I will reconcile all payroll tax returns with the payroll withholding records and prepare the year end payroll tax returns, including federal and state unemployment tax returns, Forms W-2, W-3, 1099, and 1096, as required.

7. On a periodic basis, as needed, I will meet with you to discuss your accounting records and the management implication of your financial statements. These meetings are important to your financial well being and should be held as often as considered necessary.

I cannot undertake as a part of this engagement to guarantee discovery of errors, irregularities or illegal acts, including fraud or defalcations. I will utilize my best efforts in that regard, and advise you of any such matters that come to my attention. You should not rely upon this engagement as protection against those occurrences.

Fees for the above services for the 2022 fiscal year will be \$60.00 per hour excluding payroll services plus actual expenses (postage and copies), billed monthly. The fee will remain at this level for a period of six months at which time it will be reviewed and may be adjusted accordingly. The fee does not include the preparation of any income tax returns, information reports required by any organization or other services of a similar nature. No services outside the scope of the accounting services identified above are included in this fee.

If you would like me to perform additional services, tax consulting, management advisory services, and the like, I would be pleased to do so. This type of work will be billed separately at my standard billing rates. I will always be willing to estimate the fee for any special service in advance of the service and will give you a fixed-fee quotation if at all possible.

I look forward to working with you and will be happy to discuss this letter and our arrangements with you any time.

If the foregoing is agreeable to you, please sign this letter in the space provided and return it to me. The second copy is for your files.

Sincerely,

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 9-2022
RESOLUTION TO REAPPOINT TOWN HEALTH OFFICER**

RESOLVED that Dr. Stephen Hassett is reappointed as Town Health Officer from January 1, 2022-December 31, 2025, payable at \$500 per year, and the Town Clerk will notify the Department of Health of said appointment.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 10-2022
ADOPTION OF EMPLOYEE HANDBOOK**

RESOLVED the Employee Handbook originally adopted by the New Baltimore Town Board by Resolution on November 24, 2014 and updated as needed is in full force and effect for 2022.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 11-2022
2022 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 2022; all appointments until December 31, 2022:

Assessor Clerk	Sandra Trombley	\$17.00/Hour Payable Biweekly
Building Department Clerk	Marjorie Loux	\$17.00/Hour Payable Biweekly
Court Clerk (Part Time)	Lynn Layman-Wallace	\$17.00/Hour Payable Biweekly
Court Clerk (Part Time)	Nanette Litvin	\$17.00/Hour, Payable Biweekly
Planning Board Clerk	Marjorie Loux	\$17.00/Hour Payable Biweekly
Records Management Clerk	Amanda Eldred	\$17.00/Hour Payable Biweekly
Records Management Clerk	Marjorie Loux	\$17.00/Hour Payable Biweekly
Records Management Clerk	Sandra Trombley	\$17.00/Hour Payable Biweekly
Zoning Board of Appeals Clerk	Marjorie Loux	\$17.00/Hour Payable Biweekly
Deputy Registrar of Vital Statistics	Amanda Eldred	\$17.00/Hour Payable Biweekly
Deputy Registrar of Vital Statistics	Marjorie Loux	\$17.00/Hour Payable Biweekly
Deputy Town Clerk	Marjorie Loux	\$19.00/Hour Payable Biweekly
Deputy Town Clerk	Amanda Eldred	\$19.00/Hour Payable Biweekly
Deputy Town Clerk	Sandy Trombley	\$19.00/Hour Payable Biweekly
Recycling Center Operator/Laborer	Kirk Trombley	\$17.00/Hour Payable Biweekly
Records Management Officer	Barbara Finke	No Salary
Registrar of Vital Statistics	Barbara Finke	No Salary
Emergency Management Officer	Alan VanWormer	\$400/Year Payable Annually
Health Officer	Dr. Stephen Hassett	\$500/Year Payable Annually
Deputy Superintendent of Highways:	Scott VanWormer	\$2,800/Year Payable Quarterly
Town Historian	Ted Hilscher	\$1,560/Year Payable Quarterly
Animal Control Officer	Sherry Vieta	\$3,250/Year Payable Biweekly
Code Enforcement Officer/Data Collector	Allan Jourdin	\$18,360/Year Payable Biweekly



TOWN OF NEW BALTIMORE

County of Greene
3809 County Rte. 51
Hannacroix, N.Y. 12087

Telephone: (518) 756-6671 ext 5

TDD/TTY: (800) 662-1220

Fax: (518) 756-8880

Web: www.townofnewbaltimore.org

Email: clerk@townofnewbaltimore.org

Barbara M. Finke, Town Clerk

Marjorie Loux, Deputy Town Clerk

Amanda Eldred, Deputy Town Clerk

Sandra Trombley, Deputy Town Clerk

January 1, 2022

Supervisor Jeff Ruso
Councilmember William J. Boehlke Sr.
Councilmember Charles A. Irving Jr.
Councilmember Kelly Downes
Councilmember Shelly VanEtten:

Dear Honorable Town Board Members:

I would like to appoint Marjorie Loux, Amanda Eldred, and Sandra Trombley as Deputy Town Clerks for 2022.

We look forward to working with all of you on behalf of our residents.

Sincerely,

Town of New Baltimore Highway Department

3809 County Route 51

Hannacroix, NY 12087

518-756-2078 Ext.#3

12/14/2021

Town Board

Town of New Baltimore

3809 County Rt.51

Hannacroix, NY 12087

Dear Board:

As Highway Superintendent of the Town of New Baltimore, I
reappoint Scott VanWormer as Deputy Highway Superintendent for the year of
2022.

Thank You

Alan VanWormer

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 12-2022
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 2022, 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 \$21.05 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 \$17.00 per hour, and

BE IT FURTHER RESOLVED, that Steve Grimm 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 \$17.00 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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 13-2022
APPOINTMENT 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:

Hugh Sterritt
Gregory Empie
James Meade
Paul VanSlyke

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 14-2022
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
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Supervisor	\$800,000
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Other Officials, Including Deputy Supervisor, Town Clerk, Deputy Town Clerks, Town Justices, Justice Clerk, Deputy Justice Clerk, Highway Superintendent, Deputy Highway Superintendent	\$ 50,000
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TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
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RESOLUTION 15-2022
2022 PAID HOLIDAYS

RESOLVED, that the following days shall be paid holidays for full-time employees for the year 2022:

New Year's Day	January 1
Martin Luther King, Jr. Birthday	January 17
Presidents' Day	February 21
Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Columbus Day	October 10
Election Day	November 8
Veterans' Day	November 11
Thanksgiving Day	November 24
Floating Holiday	November 25
Christmas	December 25

If a holiday falls on Saturday it will be observed on Friday and if it falls on Sunday it will be observed on Monday.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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JANUARY 1, 2022**

**RESOLUTION 16-2022
ESTABLISHMENT OF WORK WEEK FOR FULL-TIME HOURLY EMPLOYEES**

RESOLVED, that the work week for the Town Highway Department for the year 2022 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 2022 shall be 32.5 hours per week and that overtime be paid for hours worked in excess of 40 hours per week.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 17-2022
ESTABLISHMENT OF WAGE SCALE FOR TOWN HIGHWAY DEPARTMENT**

RESOLVED, that the wages for the Town Highway Department employees for the year 2022 will be as follows:

Heavy Motor Equipment Operator	\$19.27 per hour
Heavy Motor Equipment Operator Hired 2/25/19	\$18.97 per hour
Part-Time Heavy/Motor Equipment Operator	\$18.31 per hour

Overtime shall be paid at 1 ½ times the regular rate of pay at the 41st hour.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 18-2022
MILEAGE REIMBURSEMENT RATE**

RESOLVED, that mileage reimbursement for the use of private vehicles for the year 2022 will be at the Federal Government rate.



IRS issues standard mileage rates for 2022

IR-2021-251, December 17, 2021

WASHINGTON — The Internal Revenue Service today issued the 2022 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2022, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:


- 58.5 cents per mile driven for business use, up 2.5 cents from the rate for 2021,
- 18 cents per mile driven for medical, or moving purposes for qualified active-duty members of the Armed Forces, up 2 cents from the rate for 2021 and
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2021.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

Notice 2021-03 , contains the optional 2022 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2022 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

Page Last Reviewed or Updated: 17-Dec-2021

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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JANUARY 1, 2022**

**RESOLUTION 19-2022
DESIGNATION OF OFFICIAL TOWN NEWSPAPER**

RESOLVED, that *The Daily Mail* is hereby designated as the official newspaper of the Town of New Baltimore for the year 2022.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 20-2022
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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 21-2022
PETTY CASH FUNDS**

RESOLVED, that the following petty cash funds be established for the year 2022:

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

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
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**RESOLUTION 22-2022
DESIGNATION OF DEPOSITORIES**

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

Greene County Commercial Bank:

Supervisor
Deputy Supervisor
Town Clerk
Justices

National Bank of Coxsackie:

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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 23-2022
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.

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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 24-2022
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.

TOWN OF NEW BALTIMORE PROCUREMENT POLICY

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 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:

Estimated Amount of Purchase Method

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
\$ 1 - \$ 2,500	No quotation
\$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	sealed bid 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 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.

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.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022

RESOLUTION 25-2022
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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 26-2022
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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 27-2022
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 2021 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.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

RESOLUTION 28-2022

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

RESOLVED, that Nicholas Dellisanti 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, 2022.

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

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 29-2022
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 and Creighton Manning Engineering 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, 2022.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 30-2022
APPOINT MEMBERS TO THE PLANNING BOARD**

RESOLVED that _____ is appointed to the Planning Board a for three-year term expiring December 31, 2024.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 31-2022
APPOINT CHAIR OF THE PLANNING BOARD**

RESOLVED that _____ is hereby appointed as Chair of the Planning Board until December 31, 2022.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 32-2022
APPOINT MEMBER TO THE ZONING BOARD OF APPEALS**

RESOLVED that is appointed to the Zoning Board of Appeals for a five year term
expiring December 31, 2026.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 33-2022
APPOINT CHAIR OF THE ZONING BOARD OF APPEALS**

RESOLVED that _____ is hereby reappointed as Chair of the Zoning Board of Appeals until December 31, 2022.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 34-2022
APPOINT ATTORNEY FOR THE
PLANNING BOARD AND ZONING BOARD OF APPEALS UNTIL DECEMBER 31, 2020**

WHEREAS the Planning Board and Zoning Board of Appeals may require the legal advice of an Attorney in their deliberations.

RESOLVED that the Town Board of the Town of New Baltimore hereby appoints George McHugh, Esq. as the Planning Board and Zoning Board of Appeals Attorney for 2022.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 35-2022
EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE
NEW BALTIMORE FIRE DISTRICT UNTIL DECEMBER 31, 2022**

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, 2022.

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
2022 ORGANIZATIONAL MEETING
JANUARY 1, 2022**

**RESOLUTION 36-2022
EXTEND THE INTERMUNICIPAL AGREEMENT WITH THE
MEDWAY GRAPEVILLE FIRE DISTRICT UNTIL DECEMBER 31, 2022**

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, 2022.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 37-2022 JANUARY 1, 2022

RESOLUTION TO REVISE TOWN FEE SCHEDULE

RESOLVED that the Town Board does hereby revise the Fee Schedule as last revised on October 24, 2016 and hereby adopts the following fee schedule:

BUILDING FEES

If the project is not listed under the Building Permit Fee Schedule or is required to have a permit per State of New York Department of State Division of Code Enforcement and Administration under Title 19 (NYCRR) Part 1204 Uniform Code Rules and Regulations, then the fee and the associated permitted work is at the discretion of the AHJ (Authority Having Jurisdiction) – Building Department/Code Enforcement Officer.

Building Permit (After Start of Construction)	100% of Normal Building Permit Fee
Late Filing Fee	Plus \$25 Late Fee
One and Two Family Homes (new homes and additions)	\$35 per 100 sq. ft. floor area
Non-residential or Combined Use	\$50 per 100 sq. ft. floor area
Utilities (permitted towers, substations, etc.)	\$1,500 up to 3,000 sq. ft.
	\$35 per 100 sq. ft. over 3,000 sq. ft.
Renovations Alterations Level I (Commercial)	\$175
Renovations Alteration Level II (Owner Occupied or 1 of 2 Family Residential)	\$175
Renovations Alteration Level II (Other than Owner-Occupied 1 or 2 Family Residential Dwelling)	\$50 Plus \$0.25 Per Square Foot
Renovations Alterations Level III (Commercial) (Anything Other than Owner-Occupied 1 or 2 Family Residential Dwelling)	\$100 Plus \$0.60 Per Square Foot
Carports or Pre-Built Garages	\$75
Garages	\$20 per 100 sq. ft. floor area
Decks and Porches	\$0.25 per square foot, \$75 minimum
Chimneys, Wood/Pellet/Gas Stoves, Gas Heaters and Boiler	\$50
Demolition Permit	\$75
Demolition Permit – Commercial	\$150 Plus \$0.15 Per Square Foot
Mobile Homes – Single	\$150
Mobile Homes – Double Wide	\$225
Roofing – Commercial	\$150 Minimum Plus \$0.03 Per Square Foot, Maximum Fee \$2,500
Swimming Pools - Above Ground	\$60
Swimming Pools – In Ground	\$100
Sheds 144 sq. ft. and up to 300 sq. ft.	\$30
Sheds over 300 sq. ft.	\$25 per 100 sq. ft. floor
Solar Residential	\$100 Minimum, \$0.25 Per Sq. Ft. of Panel
Solar Commercial	\$0.35 per sq. ft. of panel
All Building Permits Expire in Five Years of Issuance	

SEWAGE DISPOSAL FEES

Residential Septic Systems – New (Professional Engineering Perc Test and Design Required by New York State Department of Health for all Septic Systems.)	\$50
Commercial On-Site System (Up to 1000 Gallons Per Day)	\$100
Commercial On-Site System (Over 1,000 Gallons But Less Than or Equal to 2,000 Gallons Per Day (Anything Other than Owner-Occupied 1 or 2 Family Residential Dwelling)	\$150
Commercial On-Site System Over 2,000 Per Day (Anything Other than Owner-Occupied 1 or 2 Family Residential Dwelling)	\$250
Septic System Replacement or Repair	\$40
Sewer Hookup to Town Sewer District:	
Hookup and Inspection	\$75
Sewer Repair Inspection	\$40
Fitting (if needed)	\$30

EXCAVATION FEES

Culverts Under Driveways (Highway Dept. Inspection)	\$35
Culverts Across Roads (Highway Dept. Inspection)	\$100

ZONING AND PLANNING FEES

Planned Development District Application Fee (Inc. 10 Acres)	\$500.00
Over 10 Acres and Under 25 Acres	Add \$125/Acre
Over 25 and Under 50 Acres	Add \$100/Acre
Over 50 Acres	Add \$75/Acre
(Conservation Lands Will Be Excluded From The Acreage Calculations)	
Amendment to the Planned Development District	One-Half of the Original Fee
Special Use Permit or Variance – Non Commercial	
1-2 Dwelling Units	<u>\$100</u>
3-8 Dwelling Units - Commercial	\$100
9-16 Dwelling Units	\$350
16+ Dwelling Units	\$900
Special Use Permit or Variance – Commercial Use	\$200
Renewable Special Use Permit or Variance – Commercial Use *	\$100
Site Plan Review	
Up to 10 Acres	\$300
10 Acres and Less Than 25	\$1,000
25 Acres and Less than 50	\$2,000
50 Acres	\$4,000
(Undevelopable Lands Will Be Excluded From The Acreage Calculations)	
Renewal Fees	One-Half of the Original Fee

Subdivision Application – Minor Subdivision (4 Lots or Less)	\$75 per lot
Subdivision Application – Major Subdivisions	\$100 plus \$75 per lot for initial application; \$50 plus \$10 per lot for Final Plat approval
Lot Line Adjustment	\$50

MISCELLANEOUS FEES

Building Permit Renewal	One-Half original permit cost
Temporary Certificate of Occupancy	\$25
Certificate of Occupancy Search	\$50
Certificate of Occupancy/Compliance Residential	\$125
Certificate of Occupancy/Compliance Commercial	\$200
Certified Copies/Genealogy Searches	\$10
Fire Inspections	\$100/Building
Electric Vehicle (EV) Charging Station Permit - Residential	\$50 Each
Electric Vehicle (EV) Charging Station Permit – Commercial	\$100 Each
Electrical Permit (Required UL Inspection)	\$50
Fire Inspections (All Occupancies Except R1, R2, R4, E & I)	\$100 Per Building
Fire Inspections R1, R2, R4, E and I Occupancies	\$100 for First 10 Rooms Per Parcel and \$5 for Each Additional Room
Pavilion Usage (day usage)	\$25 plus a refundable \$25 deposit that is returned to applicant if park is left in good condition following inspection
Resident	\$50 plus a refundable \$25 deposit that is returned to applicant if park is left in good condition following inspection
Non-Resident	
Festivals or Public Gatherings	\$5
Beer Permit	\$20
Dog Licenses	
Spayed or neutered	\$7
Unspayed or unneutered	\$15
Late fee if not renewed within 30 days of expiration	\$5
Tag Replacement fee	\$2
Photocopies, Letter or Legal	\$.25
Signs subject to Sign Ordinance	\$75
Fee will be waived if sign permit is part of a site plan approval.	

* Any other annual town fees associated with the commercial use of the property will be waived upon payment of the fee for a Renewable Use Permit or Variance.