

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 9, 2018**

Present: Colleen Teal, Supervisor
Kevin Smith Sr., Councilmember
Mark Baumli, Councilmember
Norman Rasmussen, Councilmember
Jesse Newton, Councilmember

Recording Secretary: Tistrya Houghtling, Town Clerk

Others Present: J.J. Smith, NL Rep to CC Office for the Aging
Bob Smith, Planning Board Member
Peg Munves, CAC & ZRC Member
Jack Lancto, CAC Member
David Farren, CAC Member
Ted Salem, Zoning Board of Appeals & ZRC Member
Michael Blatt, Planning Board Member
Mary Young, LVPA
Chuck Geraldi, Former Town Board Member
Dan Evans, Former Town Board Member
Robyn Reynolds, CDRPC Senior Planner
Thaddeus Flint, *The Eastwick Press*

CALL TO ORDER:

The meeting was called to order at 7:00 p.m. by Supervisor Teal. A moment of silence was followed by the flag salute. Supervisor Teal pointed out the emergency exits.

MINUTES:

The minutes of the **December 12, 2017 Regular Monthly Meeting, December 28, 2017 Public Hearing on Proposed LL – Cold War Veterans Real Property Tax Exemptions, December 28, 2017 Public Hearing on LVPA Fire Protection Services Contract, and the December 28, 2017 Special Year End Meeting** were reviewed. A motion was made by Supervisor Teal, seconded by Councilmember Newton and approved unanimously to accept the above noted minutes as typed.

FINANCIAL:

Supervisor's Report:

Supervisor Teal provided the public and TB members with a copy of the Supervisor's Report as of December 31, 2017. A motion was made by Councilmember Rasmussen, seconded by Councilmember Newton and approved unanimously to accept the Supervisor's report as typed.

CERTIFICATES OF APPRECIATION:

Supervisor Teal presented former Councilmember Geraldi and former Councilmember Evans each with a certificate of appreciation for their hard work and dedicated service to the Town

of New Lebanon.

PRESENTATION ON EV CHARGING STATION REBATE PROGRAM:

Robyn Reynolds, CDRPC Senior Planner, did a presentation to the Town Board regarding a DEC grant opportunity to install EV charging stations here in New Lebanon. The DEC Office of Climate Change is providing funding for municipalities to install charging stations. The grant provides up to \$16,000 for one charging station with 2 charging ports. It is a cost sharing program in which the DEC will fund up to 80% of the costs and the remaining 20% would be funded by the municipality. The 20% share to the Town of New Lebanon could be covered by the \$2,500 rebate that the Town received for adopting the Unified Solar Permit along with some volunteer hours. The grant covers the costs of installation as well as the costs of the charging station for up to 2 years. Most Towns think of this program as a pilot program where, at little or no cost to the town, you have 2 years to use the charging station and collect data and after the 2 years, the town takes full ownership of the charging station and can do with it whatever they want, including continuing the service and keeping the fees generated or decommissioning it if it is not being used or moved to a new location. The deadline for the grant application is either May 31st, 2018 or when funds run out, whichever comes first.

Robyn stated that the general process to apply for the grant involves getting quotes from vendors for a specific site installation. The cost of the charging station is pretty fixed, but installation costs can vary depending on the site and the infrastructure available. Those quotes would then be used to create the budget for the application and then the town would fill out the rest of the application, which Robyn is willing to help with. She has a lot of verbiage from other towns who have been successful with their applications and they are happy to fill out as much or as little of the application as the town would want her to and then the town would review the answers, make sure everything looks good, and then submit it to the State for a review and approval. Robyn stated that this would also count as one more step in the clean energy communities program in which the Town has already completed 2 out of 4 steps. This would count as step 3 and our CEO training that we are setting up would count at step 4 which then opens the Town up to \$80,000 more in funding for a clean energy project such as solar panels here at the Town Hall. There are 6 more spots for the \$80,000 funding so if the Town of New Lebanon is one of the next 6 communities to complete the 4 steps, they would be eligible to receive that funding as well.

Robyn stated that a major benefit of this program is to draw people in to our community to do business at our local businesses while they are charging their vehicles. People who travel with electric vehicles plan their trips according to where there are EV charging stations. With New Lebanon being on multiple major travel routes, it could increase the number of people stopping in our Town and spending money at our businesses. These charging stations also track usage, including where people who use them are from. You can gather data from them to tell you how many people are using them, how long they are using them for, what zip code the people using them are from, etc.

Supervisor Teal asked if want to put the charging station on someone else's property so it can be downtown, what steps do we need to take before we apply for the grant. Robyn stated that the only thing that we would need is a letter of commitment from the property owner stating

that if the grant is awarded and if it moves forward, they support the Town and will enter into a more formal agreement at that time.

There was a question as to who pays for the electricity for the charging of these vehicles at the charging station. Robyn stated that it is up to the Town, they can either charge a fee to people to charge their vehicles or they can make it free and have the grant money cover the cost of charging for the first two years. After two years, the Town could start charging a fee if they chose not to for the first two years when the cost was covered by the grant. The first two years of data collection could assist the Town in deciding a charging fee structure.

Councilmember Baumli stated that there is a fairly large EV charging station at Crossgates Mall. He stated that Volvo is going to stop making gas powered motors he believes in 2019 and all of their vehicles will become electric vehicles. He thinks we are heading in that direction.

Town Clerk Houghtling asked if the Town Board decided to move forward with the next steps in this process, would the vendor quotes typically be free quotes and would Robyn have recommendations of some companies that provide these quotes. Robyn stated that the quotes are free and she can provide a list of companies that have done these installations for a number of other municipalities.

Supervisor Teal made a motion to take the next steps in the application process for the grant from the DEC Office of Climate Change for EV Charging Stations in the Town of New Lebanon by determining a location, getting an initial commitment letter from the property owner, obtaining vendor quotes for installation, and preparing the grant application to then be presented to the Town Board for approval for submission. Councilmember Rasmussen seconded that motion.

Roll Call Vote:

Councilmember Rasmussen – Aye

Councilmember Smith - Aye

Supervisor Teal - Aye

Councilmember Newton - Aye

Councilmember Baumli - Aye

OLD BUSINESS:

Compensation/Benefits Plan Committee:

Supervisor Teal stated that she would like to get this active pretty quickly. We tabled it last year. We want to make sure we get it done in 2018. Her recommendation for composition would be 2 Town Board members, 2 employees and a community member. She would like to be one of the Town Board members and she has asked Councilmember Rasmussen to be the second Town Board member. Jeff Winestock requested to be on the committee as one of the employees. Supervisor Teal requested that Town Clerk Houghtling be the second employee on the committee. Supervisor Teal asked if Jack Lancto would be interested in being on the committee as a community member. Jack Lancto agreed to be on this committee. Councilmember Rasmussen asked what the timeline is if we want this done in 2018. Supervisor Teal stated that she would like to see the first proposal to the Town Board no

later than June. Then there is time before budget to work with the Town Board on any changes and the deadline for the final proposal would be September 30th at the latest.

Appointment – Registrar & Deputy Registrar:

Supervisor Teal made a motion to appoint Tistrya Houghtling as Registrar for a two year term to run from 1/1/2018 through 12/31/2019. Councilmember Smith seconded that motion.

Roll Call Vote:

Councilmember Rasmussen – Aye

Councilmember Smith - Aye

Supervisor Teal - Aye

Councilmember Newton - Aye

Councilmember Baumli - Aye

Town Clerk Houghtling appointed Marsha “Marcie” Robertson as Deputy Registrar for a two year term to run from 1/1/2018 through 12/31/2019.

Community Picnic:

Supervisor Teal stated that the conversations so far with the NL 200 committee and Doug Banker regarding music in the park, everyone is in favor of having the community picnic and music in the park as one event. She would strongly support that. The two dates for music in the park that we are looking at having the community picnic are July 15 or August 19. One concern was that Eckhardt’s corn may not be ready by the July 15 date and she called Larry Eckhardt to check and he said it is cutting it close and corn may not be ready on July 15, depending on the weather. Her recommendation is to have the community picnic on August 19 with music in the park. All agreed to this date.

Zoning Rewrite Committee Vacancies:

Supervisor Teal stated that Councilmember Newton had expressed an interest in zoning before and we have a vacancy on the Zoning Rewrite Committee that needs to be filled by a Town Board member. She asked Councilmember Newton if he would like to fill this vacancy. Councilmember Newton stated that he would like to see what is entailed in the position before he decides. Supervisor Teal tabled the Town Board appointment to the Zoning Rewrite Committee until next month.

Supervisor Teal stated that the second vacancy on the Zoning Rewrite Committee is for a CAC member. David Farren stated that he would fill that vacancy.

Supervisor Teal made a motion to appoint David Farren to the Zoning Rewrite Committee as a representative for the CAC for as long as he is a CAC member. Councilmember Smith seconded that motion. The motion passed unanimously.

NL Representative for the CC OFA Council:

Supervisor Teal stated that J.J. Smith put in a letter of resignation as the New Lebanon representative for the Columbia County Office for the Aging. She has agreed to stay on until we can find a replacement. She is looking for board authorization to advertise for the position and also to have it in the newsletter. All were in agreement to advertise this vacancy.

Zoning Rewrite Consultant Discussion:

Supervisor Teal stated that the Town Board has copies of the legal fee analysis that she had done. When she first looked at the numbers for bringing in a consultant, we are probably looking at around \$50,000, which looked like a lot of money, until she looked at what we are spending currently on trying to deal with the issues in land use on an annual basis. She thinks we are going to see the savings, if not within the first year, definitely by the second year beyond what the cost is to bring in a consultant. Her recommendation would be to bring in the consultant, have them meet with us, give them some real defined parameters of what we are looking for and a small group of people to work with. With the quad board meeting coming up, she is looking for input from all those boards once the Town Board makes its decision.

Supervisor Teal stated that there are a lot of conflicts in our zoning. The laws are adopted over the years and there are a couple of things that we have corrected and we have found that the primary piece and we have found some cross references, and still in doing that we have missed some other cross references. Additionally, the State regulations change and if we are not changing with them it creates quite a conflict when the State has these limits and our laws exceed those limits. She stated that some of what we are experiencing is an excessive level of regulation that we are trying to step back from. We are a small rural community. We need to have some basic rules that protect the community and that allow for growth. What is happening is they have gotten a little bit too down in the weeds and it has made the process a little too difficult for everyone. She thinks our intent is really good but when you have a large group all trying to work together you get a lot of input and you get off on tangents and end up with things in there that shouldn't be. She is looking to simplify our zoning and minimize a little bit.

Councilmember Rasmussen asked what columns on the legal fee analysis would be affected by hiring the consultant. Supervisor Teal stated that old zoning violations, new zoning violations, planning, code enforcement and local laws and amendments would all be affected. Councilmember Rasmussen stated that in 2017, it is \$35,000. He asked how much Supervisor Teal would expect that to be reduced by. Supervisor Teal stated that those pieces would be reduced by a substantial amount, her best guess is that it would be reduced by \$30,000 per year.

Ted Salem stated that the Zoning Rewrite Committee spent the better part of last year spinning its wheels on these points. What they were spinning their wheels on was basic philosophy as to what the Town should do. There were some members of the committee who didn't want to see site plan review at all, others did. He recommends that before we proceed with a consultant, we use the quad board meeting as a vehicle to define our vision of where we see the Town going. We need to clearly define what we want our zoning to look like before spending a lot of money on a consultant.

Councilmember Baumli stated that we should define which parts of our zoning need to be looked at by the consultant. We can keep the cost down by asking them to only look at certain parts of our zoning if there are areas such as RA1 that are working well. He would like to discuss this at the quad board meeting as well.

Quad Board Meeting:

Supervisor Teal stated that there will be a quad board meeting of the Town Board, Planning Board, Zoning Board of Appeals and Conservation Advisory Council on Tuesday, January 30th at 6:30pm at the New Lebanon Town Hall.

Basketball Courts:

Supervisor Teal distributed the bid proposal from the last time we went out to bid on the basketball courts to all Town Board members. She asked the Town Board members to look it over and the Town Engineer, who prepared the document will be at the February meeting to answer any questions any Town Board members may have or he will answer any questions in the interim via phone or email. Councilmember Smith stated that if anybody has any questions, they should reach out to him. He stated that we don't have to stick to 30 days, we could go out for 45 days for the bids. Supervisor Teal stated that at the February meeting we can set the exact dates and authorize us going out to bid on the basketball courts.

NEW BUSINESS:

Procurement Policy Review:

Supervisor Teal stated that all the Town Board members have a copy of our current procurement policy. She stated that a lot of our numbers are very low and we might want to look at increasing those. Currently the policy, and she is not sure if it is a written policy but it is the one that all the staff is following, is all items valued at \$50 or more are inventoried. In talking to the Office of the State Comptroller, they feel that is way too low and what we are expending in trying to track those is not worth it. They recommend a bare minimum of \$500. She spoke with Councilmember Smith and there are a couple different arenas where they are a little concerned about items below \$500. There are still some significant items valued at under \$500, even some of the laptops are coming in at under \$500. She would like to consider having a general policy with a number higher than the current \$50 for inventory. She would like to have some discussions about some areas that we might want to have a little bit tighter controls. There are two pieces, one is for financial reporting and the other is for our internal controls and things that might walk off a work site. Her first thought was to have two different numbers but the Accountant said the easiest way to do this is to give him copies of the inventories and he submits them with the AUD. Whatever those numbers are, the inventories go in and it is less work to do it that way then to set two separate numbers. She asked the Town Board to look over the procurement policy between now and the February meeting and any input, comments, questions, concerns reach out to her.

Councilmember Smith stated that with the Park inventory a lot of the tools and items are under \$500 so regardless of where the numbers are set, he is still going to keep the inventory for the Park at \$50 and above. They have too many small things and he is more comfortable tracking anything over \$50 for the Park.

Councilmember Baumli stated that you are looking at two different things here. You are looking at inventory and you are looking at capital assets. You don't want to inventory \$50 worth of pens but if you have an asset such as a laptop, that automatically, regardless of the cost, should be inventoried because it is an asset. He stated that we have two

different things here and we might need to talk to our accountant about that. Supervisor Teal stated that the Office of the State Comptroller, for municipals, merges the two. She thinks that is where the accountant is coming from. All of our computers are inventoried with the IT company with serial numbers, what their warranty is, when they expire, everything. She stated that those are the kind of things that she wants to look at and she believes that the Office of the State Comptroller rules are a little bit different for municipals.

General Code Publishers Legal & Editorial Analysis Review:

Supervisor Teal stated that each Town Board member has the editorial and legal analysis. One thing to keep in mind is when you look at our Town code there is only one chapter that is zoning. She would like the board to take a look at pages 3-8 for the February meeting. That will help us define at the February meeting how we want to proceed with this document.

Newsletter:

Town Clerk Houghtling stated that the next newsletter will be coming out on February 1st. The deadline for submissions is Monday, January 22nd by 5pm. Submissions are to be made to the Town Clerk's office either via email, snail mail or in person during open hours.

COMMITTEE REPORTS:

Supervisor Teal stated that she doesn't think there is anything for committee reports at the moment that we need to bring up because everything is so brand new. Councilmember Smith stated that he does.

Parks & Recreation (Smith & Newton):

Councilmember Smith stated that he has asked Councilmember Newton to start helping him figure out the maintenance shed and the concrete for Spring. He is going to have Donnie Sears reach out to John Deere about the new mower. He wants to see if we can save some money by not taking the bagger as we don't need it. He asked Councilmember Baumli to reach out to the historical society as he would like to get some idea as to what we want to do with the cupola and to what degree we want to restore it. He would like the historical society involved with that. He stated that we need to get a contract started with the Little League for this year. He will work with our Attorney to draft a contract. He asked if anybody knows who to contact for the Shatford Youth Baseball. Supervisor Teal stated that she will reach out to Dan Corbett to find out who to reach out to.

CAC & Environmental Management (Rasmussen & Shenker):

David Farren stated that Gretchen Stevens plans on coming to the Quad Board meeting to do a presentation on the Natural Resource Conservation Plan to help the various boards in using this document. He stated that her presentation would be about 45 minutes long. Supervisor Teal stated that the Quad Board meeting has a long agenda and requested that Gretchen Stevens keep her presentation to 30 minutes plus time for any questions board member may have.

Fire, Law Enforcement, Emergency (Smith & Newton):

Councilmember Smith stated that in 2017 the LVPA had 111 calls, 396.46 emergency man hours, 17 drills, 454.5 man hours for drills, 22 hours of miscellaneous, and 593.7 miscellaneous man hours. He stated that everything is great with the contract and it is nice that we are at a stage that we can work well together and start to get the reports uniform. He is very happy with the progress we have made with the LVPA.

ANNOUNCEMENTS:

Wednesday, January 17th ~ Annual Audit of Town Departments @ Town Hall @ 5:00 pm

Thursday, January 18th ~ Handbags for Habitat Auction @ Meissner's Auction House @ 6:00 pm

Friday, January 19th ~ Healthcare Consortium @ Town Hall @ 12:00 pm

Tuesday, January 30th ~ Quad Board Meeting @ Town Hall @ 6:30 pm

Tuesday, February 13th ~ Special Meeting for Interviews @ Town Hall @ 6:30 pm

Tuesday, February 13th ~ Regular Town Board Meeting @ Town Hall @ 7:00 pm

BUDGET AMENDMENT:

Budget Amendment #1 of 2018:

General Fund:

\$310 from A-1990.4 (Contingency)

\$310 to A-1680.4 (Central Data Processing: Contractual Expense)

A motion was made by Supervisor Teal and seconded by Councilmember Baumli to approve the above noted budget amendment.

Roll Call Vote:

Councilmember Rasmussen – Aye

Councilmember Smith - Aye

Supervisor Teal - Aye

Councilmember Newton - Aye

Councilmember Baumli - Aye

AUDIT OF BILLS:

2017:

General Nos. 477 through 489, in the amount of \$12,378.41; and

Highway Nos. 139 through 144, in the amount of \$8,146.74;

As listed on Abstract No. 12C of 2017 dated January 9, 2018; and

2018:

General Nos. 1 through 27, in the amount of \$46,157.63; and

Highway Nos. 1 through 2, in the amount of \$3,626.52;

As listed on Abstract No. 1 of 2018 dated January 9, 2018.

A motion was made by Supervisor Teal and seconded by Councilmember Smith to pay the

above noted claims from their respective accounts.

Roll Call Vote:

Councilmember Rasmussen – Aye

Councilmember Smith - Aye

Supervisor Teal - Aye

Councilmember Newton - Aye

Councilmember Baumli - Aye

PRIVILEGE OF THE FLOOR:

Ted Salem stated that the incorporation of the Town of New Lebanon was 200 years ago. There will be some events hosted by community organizations in January and February. The NL 200 is having their kick-off event here at the New Lebanon Town Hall on March 3rd which will focus on the spiritual and religious aspects of New Lebanon. They also expect to unfurl the NL 200 banner and the passport. There will also be a major event on April 21st which is the actual anniversary of the incorporation. They are talking about a re-enactment of the charter which will involve all of the Town Board members.

Tod Houghtlin stated that we have some new members of the Town Board. He expressed his appreciation for the time and hard work that the entire Town Board gives.

Mary Young stated that the LVPA is holding a pasta dinner on January 16th from 5-8pm as a benefit for two of the LVPA firefighters who have cancer, Bud Godfroy and Bobby Waters. Bud is a lifelong member who started when he was 6 months old and would help fill water from the creek. He has served for over 60 years and there is a 99% chance that his cancer developed from his service to the LVPA. Bobby Waters has served for close to 45 years on the LVPA and he serves as their treasurer. They cannot tell where his cancer is from. Both of these men have dedicated their lives to this community and helping fight fires. The pasta dinner is \$12 per ticket. All monies raised will be used to offset their medical costs.

ADJOURNMENT:

A motion was made by Supervisor Teal and seconded by Councilmember Newton to adjourn the meeting at 8:47 pm.

Respectfully submitted,

Tistrya Houghtling
New Lebanon Town Clerk