

Town of New Lebanon

www.townofnewlebanon.com

February 2019

At Shatford Park

This Spring we will be doing another tree donation program. If you are interested in “adopting” a tree to be planted in Shatford Park with a memorial plaque in someone’s honor, reach out to the Town Clerk at 518-794-8888. The cement pad for the historic cupola from the old schoolhouse has been poured and the cupola will be placed this Spring. The 2019 budget includes funds to update the bathrooms in the pavilion and make them ADA compliant. It will be another busy Spring/Summer in Shatford Park! If you are interested in volunteering, email ksmith@townofnewlebanon.com.

YOU NOW MUST HAVE A PERMIT TO RECYCLE AT THE NEW LEBANON RECYCLING STATION AND ALL COLUMBIA COUNTY RECYCLING LOCATIONS. YOU CAN PURCHASE YOUR PERMIT AT THE NEW LEBANON TOWN CLERK’S OFFICE DURING OPEN HOURS (MON, WED, THUR & FRI FROM 9-5). SEE PAGE 3 AND 4 OF THIS NEWSLETTER FOR MORE INFORMATION.

From the Office of the Tax Collector

New Lebanon property owners please note that though the penalty free period to pay your 2019 Town & County tax bills ended as of 1/31/19 the office of the Tax Collector remains open Monday & Wednesday evenings from 5-7pm and on Saturdays from 9am-12pm. You are able to pay these annual tax bills locally either in person at my office in the town hall or by mail until the end of May. I am available to answer your questions or address any concerns by phone at (518) 794-8882 or by email at taxcollector@townofnewlebanon.com. The website that is available 24/7 to look up present and past tax bill information is: egov.basgov.com/newlebanon.

Town Government



Supervisor – Colleen Teal
supervisor@townofnewlebanon.com
518-794-8889

Councilmembers:

Mark Baumli
mbaumli@townofnewlebanon.com

Kevin Smith, Sr.
ksmith@townofnewlebanon.com

Jesse Newton
jnewton@townofnewlebanon.com

Norman Rasmussen
nrasmussen@townofnewlebanon.com

Town Clerk – Tistrya Houghtling
townclerk@townofnewlebanon.com
518-794-8888

Did you know that the Town Clerk’s office maintains an email database that receives all board meeting agendas, meeting minutes and other important documents and updates? If you would like to be added to this database please send request with your email address to townclerk@townofnewlebanon.com. Your email address will not be shared.

Regular Town Board meetings are held the 2nd Tuesday of each month at 7pm at the New Lebanon Town Hall, 14755 State Route 22, New Lebanon, NY, 12125

Mailing Address:
Town of New Lebanon
PO Box 328
New Lebanon, NY, 12125

From the Assessor

EXEMPTIONS -

The deadline for exemptions is March 1, 2019. If you have not filed your 2019 Low Income Senior, Enhanced Star or Ag Renewal please do so before March 1. We do NOT accept any applications after March 1. Renewals can be mailed or dropped off at the Town Hall.

REASSESSMENT-

The 2019 New Lebanon Town wide Reassessment project is nearing completion. Informal Notices of assessment changes will be sent in Mid-February. These notices will provide you with your preliminary assessment. There will be instructions included explaining the informal review process and how to make an appointment. Please note that appointments for review will need to be made through the County Real Property Office.

2019 Town Clean Up Day

Please be advised that the 2019 Clean Up Day (AKA: Dump Day or Trash Day) will be held May 18, 2019 from 8:00 am – 2:00 pm rain or shine. For those of you who are not familiar with Clean Up Day, this is a one day event held annually by the Town for its residents to provide access to trash dumpsters also known as roll-offs. The roll-offs (dumpsters/bins) are set up in the Town Hall parking lot in the space between the Highway Garage and the basketball courts and behind the Highway Garage. The fee for this service is a non-perishable food donation to Charlie's Pantry which can be dropped off at the Town Hall when you pick up your punch card. Please be mindful of the expiration dates on your donated food as expired food cannot be accepted.

This event is a structured event, meaning that you don't just pull up and off-load into a dumpster by yourself and items are parsed out into categories. There are separate dumpsters/bins for different categories of items and is operated by a great group of volunteers who will be assisting you in off-loading your vehicles which helps keeps the line moving. For this reason, it is a great idea to keep tires at the top of your pile so that they can easily be off-loaded and rolled to their designated dumpster while you are waiting in line to off-load the rest. It is a good idea to also keep metal and appliances toward the back or bottom of your pile as there are designated bins for those items as well.

We are always very grateful for the generous folks who donate their time and muscle, especially on a Saturday, to be a part of the off-loading crew. They are fabulous to work with and actually make 'trash day' a fun day. If you are interested in volunteering we would be happy to add you to the crew simple call our office at (518) 794-8884 to request to be placed on our list.

For residents with physical/medical challenges who may need assistance getting their items loaded and/ or transported to town hall, please call us well in advance of the event so that we have ample time to try to find an available volunteer(s) with a large enough vehicle and who is physically able to assist you. We currently have generous Town Officials who have offered their services in the past.

We look forward to seeing you in the Spring!

New Recycling Protocols

Columbia County like many other municipalities around the Country is dealing with the actions taken by China over the past year to propose standard quality limits on the recyclable material that is accepted. Their guidelines are far more stringent than any existing international standard and the fallout has resulted in very high processing fees to recyclable material.

Although the US exports a significant amount of recyclables, domestic markets do exist and may expand, however these developments may take time.

Columbia County is committed to continuing to maintain the recycling program that was started back in 1989.

Effective January 1, 2019 residents that utilize the Columbia County Solid Waste Stations will be required to purchase annual permits to recycle their material. The annual fee will be \$50.00 a year for County residents, \$35.00 a year for our County seniors over 65 years old and \$100.00 for out of County residents.

The permits will be in the form of a sticker that will be placed on your vehicle and will be available by most municipal clerks and at all of the waste stations.

In addition, our goal moving forward is to ensure the highest quality material that could be marketed. Please see our new "recycling protocol" that we are implementing in coordination with our vendor and NYSDEC.

Residents having questions may contact the Columbia County Administrative Office at 518-828-2737 for clarification.

COLUMBIA COUNTY RECYCLING PROTOCOL

ACCEPTABLE ITEMS:

<ul style="list-style-type: none"> • NEWSPAPER • MAGAZINES • CARDBOARD BOXES • BROWN BAGS • JUNK MAIL • CATALOGS • SOFT COVER BOOKS • ENVELOPS • ADVERTISEMENTS & INSERTS • BOXBOARD & PAPERBOARD <ul style="list-style-type: none"> ○ CEREAL BOXES ○ PASTA BOXES ○ SHOE BOXES ○ MIXED OFFICE PAPER 	<ul style="list-style-type: none"> • PLASTIC BOTTLES <ul style="list-style-type: none"> ○ Milk jugs ○ Bleach/detergent bottles ○ Soda/juice bottles ○ Shampoo bottles ○ Water bottles ○ Cottage Cheese containers ○ Margarine containers ○ Yogurt containers 	<ul style="list-style-type: none"> • Aluminum cans & bottles • Pie plates/trays/foil • Tin Cans <ul style="list-style-type: none"> ○ Steel • Glass bottles & jars
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NOT ACCEPTABLE

<p>NO PLASTIC BAGS OR BAGGED RECYCLABLES</p> <p>NO COATED PAPER ITEMS</p> <ul style="list-style-type: none"> ○ Waxed coffee or soda cups ○ Waxed paper plates ○ Items with any type of plastic coated lining <p>NO DISPOSAL ITEMS:</p> <ul style="list-style-type: none"> ○ Styrofoam ○ Napkins ○ Tissues ○ Paper Towels ○ Plastic Utensils ○ Dirty Recyclables ○ Register Tape ○ Condiment packets ○ Straws, Stirrers, Coffee Pods 	<p>NO TOYS, CLOTHING OR HANGERS</p> <p>NO WOOD WASTE OR WASTE (bodily or food)</p> <ul style="list-style-type: none"> • Rope • Twine • Diapers • Food • Pet Waste • Yard Waste <p>NO PLASTIC WRAP, FILM, TARPS</p> <ul style="list-style-type: none"> • Food bags • Wrappers • Plastic or shrink wrap <p>NO HAZARDOUS MATERIAL</p> <p>Fire Extinguishers Propane Tanks Paint cans Held a toxic substance</p>	<p>NO RUBBER OR SCRAP METAL</p> <p>NO MEDICAL WASTE</p> <p>NO CERAMICS, POTS, PANS or BAKING DISHES</p> <ul style="list-style-type: none"> • NO window glass • Mirrors <p>NO ELECTRONIC ITEMS, BATTERIES, BULBS</p> <p>NO APPLIANCES</p> <p>NO RIGID PLASTIC</p> <ul style="list-style-type: none"> • Laundry baskets • Large Buckets • Plastic Chairs
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Keeping the Town's Zoning Code Up to Date

Keeping the zoning code as functional as possible for the community and individual property owners is an ongoing town responsibility. In recognition that the major overhaul of the town's zoning ordinance completed in 2010 required refinement, the New Lebanon Town Board re-established the zoning rewrite committee in April 2013 to discuss changes/improvements to the zoning ordinance and to make recommendations to the Town Board for adoption. The committee was comprised of two members each from the Town Board, Planning Board and Zoning Board of Appeals. Recently, two members of the Conservation Advisory Committee were added.

Several of the zoning changes advanced by the committee have been fairly technical in nature to address specific enforcement or legal issues. The committee has also taken on some broader matters that required considerable research and deliberation, including an overhaul of fence rules and the creation of new regulations for solar energy systems and small business operations. Currently before the Town Board are proposals for a significant update to the sign regulations and the creation of a new use category for a "home-based business." Watch for the notice for a hearing on these most recent proposed changes to the zoning code. Next up for the committee will be a comprehensive review of definitions contained in the ordinance as well as the use table which delineates permitted uses and what level of review/permitting is required for each use. The committee is also reviewing the zoning map which designates various zones, for example residential, commercial, industrial, etc.

Members of the public are always welcome to observe the committee's work. Meetings are held on the fourth Tuesday of the month at 6:30 PM at Town Hall. In addition, meeting minutes are posted on the Town website, which can be found at: <http://townofnewlebanon.com/zoning-re-write-committee/>. The members of the committee are also listed on that page.

Prepared by:

Ted Salem, ZRC Chairperson

The Next KISS Program at the Town Hall

The Columbia County KISS Program is once again available to seniors in every town in Columbia County. The KISS Program, founded by Columbia County Clerk Holly Tanner, stands for Keeping the Identities of Seniors Safe. It was designed to protect the identities of our seniors while assisting them in the shredding of their sensitive materials. Seniors are encouraged to contact their local Town Hall for hours of operation and more information on the program. Justin Weaver, Columbia County Clerk's Records Services Manager, is overseeing the program and can also be contacted with any questions at 518-822-0143. The next KISS program runs at the NL Town Hall from March 18 – March 29. Please stop in the Town Clerk's office first before putting your papers in the shred bin.

REGISTRATION DEADLINE: June 15th

July 1st - August 23rd

8:00 a.m. to 4:00 p.m., Monday – Friday

at Shatford Park Pavilion, Old Post Road, New Lebanon, NY

Open to:

Children registered for Kindergarten through and including age 13

Registration Fees:

Fees are determined by residency and the number of children per family participating in the program. There is a 20% discount given to all families that pay IN FULL before June 15th. All payments are due IN FULL by July 1st.

Please see page 7 of the newsletter for all registration fees!

The swim program will run for four weeks (2 – two week sessions). The cost, registration forms and calendar for swim lessons will be available on the first day of the program.

There are additional fees for field trips and swim lessons. Both are optional.

Activities

Crafts	Board games	Cards	Puzzles	
Legos				
Tennis	Basketball	Soccer	Playground	Bike
Day				
Softball	Volleyball	Ping Pong	Kickball	Art
Football	Golf			
Capture the Flag	On-Site Presentations	Team Building Activities		
	Field Trips:			
	Great Escape	* Zoom Flume		

REGISTRATION DEADLINE: June 15th

HOW TO REGISTER: (REGISTRATION FORMS AVAILABLE AT TOWN HALL)

1. Complete one registration form for each child;
2. Obtain a copy of your child/children's immunization records;
3. Review *Program Policies & Procedures* and sign acknowledgement on page 3 (one per family);
4. Make registration fee payable to *Town of New Lebanon*; and
5. Submit all 4 items (registration form, registration fee, immunization record, and signed *Program Policies & Procedures* acknowledgement) **on or before June 15th** to:

New Lebanon Summer Youth Program
P.O. Box 328
New Lebanon, N.Y. 12125

If you would like to make payment arrangements and pay monthly or weekly in advance of the program, please contact Michelle @ 788-1150. You may pay the registration fee as late as July 1st but will not get the discounted rate – you still MUST have other 3 items in by June 15th.

What to bring:

- **Bag Lunch**
- **Hat with a brim**
- **Sunscreen/Sun block**
- **Sneakers & Socks** (children wearing inappropriate footwear will not be allowed to participate in daily sports activities/games)
- **Water bottle**

Please leave all electronic devices and cell phones home

If you have questions, please call Michelle Bienes, Camp Director
@ 518-788-1150.

Have you completed all necessary forms?
Have you submitted immunizations records?
Have you submitted the appropriate fees?

Incomplete applications will not be accepted!!!!!!

2019 Summer Youth Program Rates

Early Registration Fees (discounted 20% if final payment is received by June 15th):

Resident (Town taxes paid to New Lebanon):

1 child	\$480/season
2 children	\$720/season
3 children	\$882/season
4+ children	\$1002/season

Local Non-resident (Town taxes not paid to New Lebanon, School taxes paid to NLCSD):

1 child	\$810/season
2 children	\$1,200/season
3 children	\$1,620/season
4+ children	\$1,920/season

Non-resident (Town taxes not paid to New Lebanon; School taxes not paid to NLCSD):

Per child	\$1,620/season
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Registration Fees (due in full by July 1st):

Resident (Town taxes paid to New Lebanon):

1 child	\$600/season
2 children	\$900/season
3 children	\$1,102/season
4+ children	\$1,252/season

Local Non-resident (Town taxes not paid to New Lebanon, School taxes paid to NLCSD):

1 child	\$1,013/season
2 children	\$1,500/season
3 children	\$2,025/season
4+ children	\$2,400/season

Non-resident (Town taxes not paid to New Lebanon; School taxes not paid to NLCSD):

Per child	\$2,025; and
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*******In order to receive the early registration fees, you must pay in full by 6/15/2019.
All payments are due in full no later than 7/1/2019*******

*******All registrants are expected to pay full tuition regardless of the amount of time
or days that they attend. No discounted rates are available*******

*******Payment arrangements can be made and are encouraged, but all payments are
due in full before the start of the program*******

Hiring for 3 Positions for 2019 Summer Youth Program

The Town is hiring Camp Counselors, an Assistant Program Director and an Aquatics Director for the 2019 Summer Youth Program. See below for the job descriptions and minimum qualifications for each position. For more information on all 3 positions please contact Michelle Bienes at michellebienes@yahoo.com. If you are interested in applying for any or all of the positions, please email your resume to Michelle Bienes at michellebienes@yahoo.com.

Hiring for 3 Positions for 2019 Summer Youth Program (Continued)

Counselors

Minimum Qualifications:

- ▶ 16 years of age
- ▶ Experience supervising children or completion of a training course acceptable to the permit-issuing official
- ▶ First Aid Certification

Responsible To:

Program Director and Assistant Program Director

General Responsibilities:

To direct and supervise the children in their activities and to ensure that play, activities, etc. among and with the children are conducted safely.

Specific Responsibilities:

- ▶ Direct and supervise children in assigned activities and between activities
- ▶ Initiate activities with the children when necessary
- ▶ Help children resolve minor differences or problems
- ▶ Model appropriate behavior for the children and for counselors-in-training
- ▶ Walk children to and from the pool for swimming lessons
- ▶ Supervise children on field trips and during transportation to and from field trips
- ▶ Supervise children during emergency evacuations
- ▶ Report any accidents/injuries to the Program Director immediately
- ▶ Report any behavioral problems to the Program Director immediately for disciplinary action
- ▶ Report any behavioral issues not requiring disciplinary action to the Program Director as soon as possible (but before leaving at the end of the day)
- ▶ Report any signs of abuse to the Program Director
- ▶ Attend training and orientation programs as required
- ▶ Perform other duties to direct and supervise the children as assigned by the Program Director

Hiring for 3 Positions for 2019 Summer Youth Program (Continued)

Assistant Program Director

Minimum Qualifications:

- ▶ 21 years of age
- ▶ Administrative or supervisory experience in camping or children supervision
- ▶ Ability to supervise and assign responsibilities to counselors and CITs
- ▶ ARC CPR for the Professional Rescuer certified or a NYS DOH approved equivalent
- ▶ ARC RTE First Aid certified or NYS DOH acceptable equivalent
- ▶ Universal Precautions for blood and body fluid borne pathogens training

Additional Requirements:

- ▶ Submission of Department of Social Services form entitled *State Central Register Database Check*
- ▶ Notification from the Department of Social Services State Central Register of Abuse and Maltreatment that you are not a subject of an investigation report
- ▶ Submission of New York State Department of Health form entitled *Prospective Children's Camp Director Certified Statement*
- ▶ Determination by the local permit-issuing official that there is no criminal conviction record

Responsible To:

Program Director and Camp Director

General Responsibilities:

To assist the Program Director in planning, directing and supervising the Summer Youth Program.

Specific Responsibilities:

- ▶ Participate in the planning and implementation of annual program curriculum and activities
- ▶ Participate in the interviewing and selection of counselors and counselors-in-training
- ▶ Assist Program and Camp Directors in conducting annual staff orientation
- ▶ Assist Program Director in directing and overseeing the daily operation of the program in compliance with the written plan including but not limited to:
 - ▶ Direct and oversee counselors and counselors-in-training
 - ▶ Collect non-resident fees and remit monies collected and receipts to Town Clerk or Town Supervisor daily
 - ▶ Maintain daily attendance sheets, accident/injury log, discipline log, and fire/emergency evacuation log
 - ▶ Handle any notable behavioral or discipline incidents
 - ▶ Notify Park Maintenance Superintendent or Town Clerk of any maintenance concerns at the park

Hiring for 3 Positions for 2019 Summer Youth Program (Continued)

Assistant Program Director (Continued)

- ▶ Maintain a copy of program plan at Pavilion and inform all staff of program plan location
- ▶ Make recommendations /suggestions for modifications of the program and written plan throughout the program session
- ▶ Review written plan with the Camp and Program Directors after any emergency providing evaluation of current procedures and recommendations for changes based on effectiveness
- ▶ Perform other tasks as necessary to assist with planning, directing and supervising the Summer Youth Program in compliance with the written plan

Aquatics Director

Minimum Qualifications:

- ▶ 21 years of age
- ▶ at least three (3) seasons of previous waterfront experience as a lifeguard and/or a camp aquatics director
- ▶ ARC CPR for the Professional Rescuer certified or a NYS DOH approved equivalent
- ▶ Be either:
 - ▶ A progressive swimming instructor, as defined under *Progressive Swimming Instructor*; or
 - ▶ A qualified lifeguard, as defined under *Lifeguard*, possessing lifeguard certification specific to swimming pools
- ▶ Ability to direct and supervise staff while at the swimming facility
- ▶ Ability to work with children
- ▶ First Aid Certification

Responsible To:

Program Director, Camp Director and Recreation Commission

General Responsibilities:

To establish and oversee all activities at the pool and supervise all staff and children while at the pool.

Specific Responsibilities:

- ▶ Provide direct supervision of all waterfront activities
- ▶ Maintain compliance with Waterfront Activities polices and procedures as outlined in the written plan
- ▶ Perform other duties as needed to establish and oversee pool activities and to supervise staff and children while engaged in these activities
- ▶ Set up schedules for children's swim lessons

Meeting Dates

Town Board meets the second Tuesday of each month at 7:00pm

Planning Board meets the third Wednesday of each month, as necessary at 7:30pm

Zoning Board of Appeals meets the first Tuesday of each month, as necessary at 7:00pm

Zoning Re-write Committee meets the fourth Tuesday of each month, as necessary at 6:30pm

Recreation Commission meets the third Tuesday of each month, as necessary at 6:30pm

Conservation Advisory Council meets the second Monday of each month, as necessary at 6:30pm –

Please note that the CAC now meets at the Town Hall, NOT at Darrow

Lebanon Valley Senior Citizens meet the first and third Fridays each month at 1:00pm

All of the above meetings, unless otherwise specified, are held at the Town Hall, 14755 State Route 22, New Lebanon, NY, 12125.