

**MINUTES OF THE SPECIAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON MARCH 19, 2021**

Present: Tistrya Houghtling, Supervisor
Jesse Newton, Councilmember
Norman Rasmussen, Councilmember (online)
Deborah Gordon, Councilmember (online)
John Trainor, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk (online)
Ashley Saviano, Deputy Town Clerk (joined at 4:15pm)

Others Present: Jon Tingley, Town Attorney (online)
Elizabeth Brustch, Planning Board Chair (online)

CALL TO ORDER:

The special meeting was called to order at 3:04pm by Supervisor Houghtling.

The meeting was held virtually with members of the public being able to view the meeting at the following link:

https://townhallstreams.com/towns/new_lebanon_ny

EXECUTIVE SESSION:

A motion was made by Supervisor Houghtling to enter into an executive session at 3:05pm to discuss the medical, financial, credit or employment history of a particular person/corp., or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

A motion was made by Supervisor Houghtling to invite Attorney Tingley and Elizabeth Brustch, Chair of the Planning Board into the executive session with the Town Board. The motion was seconded by Councilmember Newton.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

A motion was made by Supervisor Houghtling to exit the executive session at 4:15pm. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Trainor-	Aye
Councilmember Gordon-	Aye
Supervisor Houghtling-	Aye
Councilmember Rasmussen-	Aye
Councilmember Newton-	Aye

A motion was made by Supervisor Houghtling to authorize and direct the Attorney for the Town to prepare and serve notice of charges and commence proceedings to consider the Town Board's removal of Robert Smith from his position as a member of the Planning Board and Ethics Board. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Trainor-	Aye
Councilmember Gordon-	Aye
Supervisor Houghtling-	Aye
Councilmember Rasmussen-	Abstain
Councilmember Newton-	Nay

G-MAIL PROVIDER QUOTE:

Supervisor Houghtling stated that she received an e-mail from our G-Mail provider, that the quote changes as of April 1st, 2021, which doesn't leave us enough time for the April 13th meeting. Supervisor Houghtling stated that she is looking for authorization from the Town Board to lock us into an agreement for three years with Google at a price of \$2,592.00 per year for sixteen users and to lock in the price and the service provided. She stated that our current service has all of the options that we need, but Google made it so now we need the advanced version to be able to have the records management option, which automatically keeps all e-mails for six years and then automatically deletes them when their retention period is over. Supervisor Houghtling states that this a very big deal, it would add a lot of work to the Town Clerk's office and other offices to have to do this themselves. She stated that the price has increased because we need to go to a higher level of service. Supervisor Houghtling stated that if we do the three-year agreement, it will lock in that price with that higher level of service even if that level of service changes again next year. Supervisor Houghtling stated that if the Board is open to it, she is looking for a motion.

Councilmember Newton stated that they have looked at this before and it seemed a little

expensive. He stated that he thinks we were paying \$144.00 per town e-mail; it now appears it will cost \$168.00 per e-mail. He asked if all of those e-mails have to be through Google in this method? He stated that we do provide the free e-mails to the planning board and other boards, etc. He asked is there a way to lower that number of e-mails down from sixteen?

Supervisor Houghtling stated that the difference is that the free g-mail accounts have to change hands anytime there is a new member coming in and the information is not retained from one member to the other, it doesn't have any of the retention services or any of the other services, such as Google Meets. Another thing is that we have just run out of our free abilities.

Supervisor Houghtling stated that the ones that we have that are paid are the Town Board and the Town Employees who get e-mails on a very frequent basis having to do with their full-time job with the Town. She stated that she didn't see any of those e-mails that could be removed from the paid services except for maybe the SYP e-mail. She stated that we may not even be able to delete the SYP e-mail at this time, because you have to cancel the e-mail so many days in advance of the renewal and she thinks we may have passed that cancellation date.

A motion was made by Councilmember Newton to authorize Supervisor Houghtling to enter the three-year agreement as well as pay \$2,592.00 on an interim abstract to then be approved by the Town Board at the April 13th, 2021 Regular Meeting. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Trainor-	Aye
Councilmember Gordon-	Aye
Supervisor Houghtling-	Aye
Councilmember Rasmussen-	Aye
Councilmember Newton-	Aye

HIGHWAY REPAIR BILLS - \$5,000.00 SPENDING LIMIT:

Supervisor Houghtling stated that she received a text from Town Clerk Robertson that Highway Superintendent Winestock informed her that he has two trucks and the John Deere tractor that are in need of repairs and they could exceed \$5,000.00 and Highway Superintendent Winestock asked Town Clerk Robertson to have this addressed at the Special Meeting today.

Highway Superintendent Winestock wanted to make the Town Board aware of the following: The 2016 Ford F550 needs work, so far transmission pan and valve cover gaskets for starters from Marchese. The 2018 International's check engine light is on, no clue what is wrong and the front axle seals are leaking, the truck is at Alliance. The John Deere mowing tractor, the mowing arm is broken and not sure of the cost with PLT.

Supervisor Houghtling stated that she is inclined to have Highway Superintendent Winestock get actual quotes and then the board can have a quick Special Meeting.

Councilmember Newton stated that the exception is the International. They ran into this issue with one of the other trucks. He stated that until they start making some of the repairs, they can't be exactly sure what the issue is causing the check engine light to be on. They would have to keep putting the truck in, changing something, then bring it back out and get approval for the next part.

Supervisor Houghtling asked the board how they feel about naming out the specific vehicles and the repairs needed with the specific vendors without the exact cost?

Councilmember Rasmussen stated that he thinks it is a very positive thing that Highway Superintendent Winestock asked and since it is suspected that the anticipated repairs will exceed the \$5,000.00 spending threshold, could they approve up to another amount like \$7,500.00.

Supervisor Houghtling referred the question to the Town Attorney.

Jon Tingley, Town Attorney responded that they could approve up to a certain amount in advance of knowing how much the cost will actually be, that is up to the Town Board.

Councilmember Newton stated that he wanted to remind the rest of the board that on the small truck, the particulate filter and muffler were almost \$5,000.00. This truck is twice as big, so it could be twice as expensive to repair.

Supervisor Houghtling stated that she would be comfortable going up to \$10,000.00 and then if it goes over that, having to come back to the board for approval.

A motion was made by Supervisor Houghtling to authorize the repair of a 2016 Ford F550 up to \$10,000.00, the repair of a 2018 International up to \$10,000.00 and the repair of the John Deere mowing tractor up to \$10,000.00. The motion was seconded by Councilmember Newton.

Roll Call Vote:

Councilmember Trainor-	Aye
Councilmember Gordon-	Aye
Supervisor Houghtling-	Aye
Councilmember Rasmussen-	Aye
Councilmember Newton-	Aye

ADJOURNMENT:

A motion was made by Supervisor Houghtling to adjourn the meeting at 4:25pm. The motion was seconded by Councilmember Newton.

Roll Call Vote:

Councilmember Trainor-	Aye
Councilmember Gordon-	Aye

Supervisor Houghtling-	Aye
Councilmember Rasmussen-	Aye
Councilmember Newton-	Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk