

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON OCTOBER 12, 2021**

Present: Tistrya Houghtling, Supervisor
Norman Rasmussen, Councilmember
Deborah Gordon, Councilmember
John Trainor, Councilmember
Jesse Newton, Councilmember (had to leave at 7:43pm)

Recording Secretary: Marsha "Marcie" Robertson, Town Clerk

Others Present: Steve Powers, CAC Member & CSC Chair
Sharon Powers, BEDC
Monte Wasch, BEDC Chair
Peg Munves, CAC & CSC & BEDC Member (Online)
David Farren, CAC Chair (Online)
Marc Anthonisen, (Online)
Erminia Rasmussen, BEDC
Mary Young, NL Rep to CC Office for the Aging
Mark Baumli, The Cemetery of the Evergreens, Treas
Jeremy Hughes, Barton & Loguidice
Leigh Jones, Barton & Loguidice
Members of the Public

CALL TO ORDER:

The meeting was called to order at 7:11pm by Supervisor Houghtling. A moment of silence was held, followed by the flag salute. The meeting was held in person at the New Lebanon Town Hall, 14755 State Route 22, New Lebanon, NY 12125 and live streamed for the public at:

https://townhallstreams.com/towns/new_lebanon_ny

MINUTES:

The minutes of the **September 14th Regular Meeting** were reviewed. A motion was made by Supervisor Houghtling, seconded by Councilmember Newton and approved unanimously to approve the minutes as typed.

FINANCIAL:

Supervisor's Report:

Since this was an in person and live streamed meeting the Supervisor's Report as of September 30th, 2021 was available to the public via the Town Clerk's email and the Town website and the Town Board was emailed the Supervisor's Report by Supervisor Houghtling.

A motion was made by Councilmember Trainor to accept the Supervisor's report as typed. The motion was seconded by Councilmember Newton.

Roll Call Vote:

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

PRIVILEGE OF THE FLOOR:

In addition to an in-person privilege of the floor, Supervisor Houghtling will read all comments, questions and concerns emailed to supervisor@townofnewlebanon.com during the meeting. Supervisor Houghtling stated she did not receive any emails.

CERTIFICATE OF APPRECIATION:

Supervisor Houghtling stated that the Certificate of Appreciation will be tabled because the involved party was not able to attend the meeting.

EXECUTIVE SESSION:

A motion was made by Councilmember Rasmussen to enter into an executive session at 7:14pm 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 and to exclude Supervisor Houghtling from participating in the executive session. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

A motion was made by Councilmember Trainor to exit the executive session at 7:42pm. The motion was seconded by Councilmember Newton.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye

Supervisor Houghtling -	Recuse
Councilmember Trainor -	Aye
Councilmember Newton-	Aye

Councilmember Newton had to leave the meeting at 7:43pm due to an emergency.

Supervisor Houghtling asked Councilmember Newton for a brief update on a few things before he left.

Highway Garage Furnace: Councilmember Newton reported that he spoke with the HVAC contractor yesterday, the furnace will be delivered shortly. There was a slight delay because they had the wrong model in stock.

Skatepark: Councilmember Newton reported that there is no update at this time in regards to the location and site prep.

Councilmember Newton asked Supervisor Houghtling if she could list the extra parts that were left over from the highway fuel tank cover as surplus.

MASTER PARK PLAN:

A presentation was given by Jeremy Hughes and Leigh Jones from Barton & Loguidice on a Master Park Plan, which is a formal document designated to assist communities to develop parks and open space which will satisfy the needs of the community.

Parks, recreation facilities and open space are a valuable asset to a community. To assure these services are provided in an efficient and effective manner, planning principles should be included as an important element of outdoor recreation and open space programs.

Working closely with the local community is key to understanding how a town park is currently used, what works, what needs improvements and what is desired in addition to what is already there. It is the intention of a Master Plan to best reflect and illustrate the goals identified by the municipality and its community and to be used to assist them in designating monies for future development.

There is a great deal of grant money available for parks and often a Master Plan is needed in this application process. Included in the Master Plan, Barton & Loguidice will assist the town in applying for available grant money.

A critical part of the planning process is facilitating methods to gather the public's input. When design and planning consultants work with a community, it is important that the residents be actively involved in the process. A community park plan should be a product of its residents, it should address their concerns, and it should present their vision for the future of the park.

BUDGET AMENDMENT #9 OF 2021:

Supervisor Houghtling stated that she moved the \$1,166 from Town Clean-up Day into Climate Smart for recycling of the electronics from clean-up day, she wanted it to be clear that it is a CSC program.

The Town Clerk needed a new filing cabinet. The town got money for this some time ago when the Town Clerk’s office was broken into and the filing cabinet was damaged. The town received the insurance money and at the time the Town Clerk’s office decided to just make do but it is not fixable and needs to be replaced.

Central Printing and Mailing was mentioned before. The reason for needing more money right now is unclear, they are just bringing in enough money to pay the bills that we have to date. The Town Clerk will look into where the budgeted money has gone and why the increase in costs.

General Fund:

- \$ 1,166.00 from A-8160.41 (Town Clean-Up Day)
- \$ 468.00 from A-1410.4 (Town Clerk -Contractual)
- \$ 661.00 from A-1990.4 (Contingency)
- \$ 1,166.00 to A-8797.4 (Climate Smart– Contractual Expense)
- \$ 937.00 to A-1410.2 (Town Clerk - Equipment)
- \$ 192.00 to A-1670.4 (Central Print & Mailing)

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

Roll Call Vote:

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

ABSTRACT AMENDMENT:

A motion was made by Supervisor Houghtling to void general voucher #350 in the amount of \$735.72 due to duplicate payment and amend general abstract #9 to a total of \$64,942.76.

The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

AUDIT OF BILLS:

Supervisor Houghtling stated that the EV charging station was waiting for NYSEG to install a new pole and connect the power. NYSEG did complete this about two weeks ago, however the EV Charging system has not yet been installed, so we have to pull the voucher #406 for it.

2021 BILLS:

General Nos. 367 through 405, in the amount of \$27,567.64;
Highway Nos. 102 through 113, in the amount of \$35,633.91;
As listed on Abstract No. 10 dated October 12th, 2021.

A motion was made by Supervisor Houghtling to pay the bills. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

NEW BUSINESS:

Master Park Plan:

Supervisor Houghtling stated in the proposal that the Town Board has, there is an authorization to proceed. Supervisor asked if the town were to enter the contract as proposed could the final product and the payment happen in 2022, since this would be budgeted for in the upcoming 2022 budget. Jeremy Hughes, Business Development Representative from Barton & Loguidice responded that they would take care of that and do what was necessary to work with the town.

Councilmember Rasmussen asked if they were to decide to have the Master Plan done, how much are they prepared to spend on improving the park?

Supervisor Houghtling responded that what she had discussed at the budget workshop, in the past five years or so, they have budgeted for approximately \$75,000 to \$100,000 for the park. They have done the tennis courts, basketball courts and the bathrooms. This year was supposed to be the pavilion kitchen and park fence, that didn't happen. Next year should be the splash pad.

Councilmember Rasmussen commented that for 2022 they now have the pavilion kitchen, the park fencing and the splash pad.

Councilmember Gordon added, the skatepark as well.

Supervisor Houghtling stated that she would like to see the town be consistent and invest \$100,000 a year in the park. If the town could get any grant money to help out, that would be ideal. The Park assets will need to be maintained as well to prevent them from deteriorating. Hopefully after the park has been brought up to date, then you won't need the \$100,000 for the maintaining of the park's assets.

The board held discussion on this matter.

Councilmember Gordon thinks that there are bigger issues to pay attention to in town such as 50 years of economic decline, lack of housing stock for low-income people. She is uncomfortable continuing to make these allocations for more work on the park in the absence of any movement on these other fronts that she feels need attention.

Councilmember Rasmussen is not very interested in pursuing this but agreed to table the discussion.

Councilmember Trainor thinks that what Councilmember Gordon stated was interesting but he would also like to see the improvements in the park continue but not ignoring the bigger issues that Councilmember Gordon mentioned.

Supervisor Houghtling stated for the record, she isn't going to make a motion because it won't pass but that she is strongly in support of investing in a plan. We have things like the skatepark and the splash pad that are big investments that the town is looking to do next year and she thinks the proposal that was presented with getting a community vision, the Comprehensive Plan calls for this, making sure that they are investing in one of the resources that she sees used the most in the town and making sure that they are doing it in a way that has a cohesive vision is really important. The potential for grant funding, which the town has never applied for, makes us a good potential fundee. To her, this is a natural next step in bringing the park to where it should be and can be.

Councilmember Trainor stated that she would have a second vote. The skatepark has to go up, it is there and the investment is made. He thinks the offer to help the town select grants and guide them through the process is something they can appreciate.

Supervisor Houghtling tabled the decision. She would like to connect Barton & Loguidice with the Recreation Commission.

OLD BUSINESS:

Highway Asset Management Plan:

Supervisor Houghtling stated that Highway Superintendent Winestock stated at the last meeting pretty definitively that he would have at least mileage and hours on the equipment. To this date, she hasn't received anything.

Cover for Highway Garage Fuel Tank:

Supervisor Houghtling stated that it has been done and thanked Councilmember Newton, Park Superintendent Sears and Tom Stone who volunteered his time.

Skatepark:

Supervisor Houghtling stated that the motion was approved pending engineer review as well as Councilmember Newton starting to prep the site. The engineer reported back that he did walk the site and he will have an analysis, he just couldn't have it for tonight's meeting.

Highway Furnace:

Councilmember Newton reported before he left the meeting, that it is hopefully being delivered shortly and it will get installed.

Appointment of Deputy Court Clerk:

Supervisor Houghtling reported that the Court is requesting that the Town Board appoints Abbie Shoobs as Deputy Court Clerk for the remainder of the term, starting rate is \$13.50 an hour. The Court communicated that they don't need the Deputy much outside of court nights on Thursdays. Supervisor Houghtling stated that she looked back at when there was a Deputy and it was never more than ten hours a week.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously with the exception of Councilmember Newton who is absent to appoint Abbie Shoobs to fill the vacancy of Deputy Court Clerk for the remainder of the term to expire 12/31/2021 at a rate of \$13.50/hr for up to 10 hours per week.

Grader Bid Via Auctions International:

Supervisor Houghtling stated that they received a bid of \$9,600. At the last meeting Highway Superintendent Winestock said that if they don't sell it, it will sit back there and rot. When he was asked if they could go out to bid again, he replied he didn't care what they did with it.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously with the exception of Councilmember Newton who is absent to accept the bid at \$9,600 for the 1988 Champion Grader.

NEW BUSINESS:

Compensation Plan Committee Recommendation:

Supervisor Houghtling stated she did forward the recommendations to the Judges and Tammie Darcy, Tax Collector because part of the recommendation, although not recommended to take effect in 2022, does have to do with their salaries. She has received a request from both Judge Byrne and Tammie Darcy that they table the tax collector and judge portion of it. They would like time to do their own research and have input and feedback. The judge was also advised that with an upcoming election within a month, she should not have any advocacy nor otherwise having to do with her salary.

Supervisor Houghtling recommended that the judges and tax collector for now go back to TBD with the intention that before the end of the year they get something in there because this board, especially Councilmember Rasmussen, has been working on this for four years. She would like to see it finalized before a new board comes in. But she does respect the fact that Judge Byrne has been told by the Ethics Commission she can't give input right now and the fact that they received this information on Friday before the meeting and they need time to do their own research.

Supervisor Houghtling gave a quick review. The board adopted a Compensation Plan back in 2018. The initial goal of that committee was to get the rates within the town equalized to some extent. The committee set up starting compensation rates for each position. The next step was an evaluation process which was done in 2020, with the idea that raises would be in part or in whole based on evaluations. The third part of the plan was to look countywide and compare our rates to other towns in the county.

This Compensation Plan Committee was made up of Supervisor Houghtling and Councilmember Rasmussen who have been on it since the start of it, Sharon Powers as a member of the public and Town Clerk Robertson as a department head, Elected Official and employee.

The goal as a committee was to make a recommendation to the board to not be the highest in the county but also to not be the lowest. There were many positions, especially the clerical positions that were on the lower end.

Supervisor Houghtling gave the following recommendations:

- Highway MEO's - TBD -all wages set via Union Contract (3yr contract)
- CEO - \$23 to \$25 an hour - \$25/hr when certified
- Deputy CEO - \$18 to \$20 an hour - \$20/hr when certified
- Assessor - \$25,000 – Annual stipend of \$1,600 when in-house reval

- ZEO - \$20 an hour
- Deputy ZEO - \$17 an hour
- Land Use Administrator - \$18 an hour
- Deputy Town Clerk - \$16 an hour @ 27 hours a week - (would be a \$2,808 change from 2021 budget)
- Court Clerk -\$16 an hour - (\$2,340 change from 2021 budget)
- SYP Camp Director - \$10,000 - (additional language: 50 hours a week for 8 weeks; 100 extra hours prep and follow-up at a rate of \$20 an hour)
- Dog Control Office - \$3,500
- Park & Buildings Superintendent - \$16 an hour - (\$1,404 change from 2021 budget)
- Deputy Court Clerk - \$15 an hour - (\$192.40 change from 2021 budget)
- Assistant Camp Director - \$16 an hour
- Building/Planning/Zoning Clerk - \$14.50 an hour – (\$1,560 change from 2021 budget)
- Assessor Clerk - \$14.50 an hour – (\$390 change from 2021 budget)
- Counselors - \$11 an hour up to \$15/hr - \$.50 for each year worked @ program and \$.50 for each approved certification – (\$4,800 change from 2021 budget)
- Water Safety Aids - \$11 an hour up to \$15/hr
- CIT's - \$8.00 an hour

Supervisor Houghtling reported that the Compensation Plan Committee is also recommending that any position who's starting rate is increased not be eligible for a merit evaluation-based raise in the same year. Any employee who is not getting a raise in their starting pay rate should be considered for an evaluation raise. They are also recommending no COLA raises this year.

Supervisor Houghtling reported that for the position of Supervisor, the committee is not making a recommendation for an amount. They are recommending that the \$25 an hour is a fair rate but they are encouraging the Town board to look at the number of hours for this position and set the number of hours per week as the Town Board feels is appropriate for the workload and then change the TBD to the actual amount.

Supervisor, Judges and Tax Collector are recommended to stay TBD and Supervisor Houghtling would like to see an adoption of all of the other changes so that she can adjust the .1 lines.

TOWN OF NEW LEBANON

RESOLUTION 25, 2021

COMPENSATION POLICY

OCTOBER 12, 2021

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 12th day of October, 2021, the following Resolution was proposed and seconded:

Resolution by Councilmember Rasmussen

Seconded by Councilmember Trainor

COMPENSATION POLICY [Adopted 11-13-2018; Revised 8-11-2020; Revised 10-12-2021]

Purpose; applicability.

To establish a comprehensive compensation plan for the employees of the Town of New Lebanon based on the duties and responsibilities of each position.

Grade Levels & Starting Rates:

1. Appointed Positions: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Assessor	1	\$25,000	In-house reval: annual stipend \$1,600
Highway MEOs	2	TBD	All wages set via union contract
Code Enforcement Officer (CEO)	2	\$23-25/hr	\$25/hr when certified
Deputy CEO	2	\$18-20/hr	\$20/hr when certified
Zoning Enforcement Officer (ZEO)	3	\$20/hr	
Deputy ZEO	3	\$17/hr	
Land Use Administrator	3	\$18/hr	
Deputy Town Clerk	3	\$16/hr	
Court Clerk	3	\$16/hr	
SYP Camp Director (seasonal)	3	\$10,000	Per season – 50 hrs/wk for 8 week summer camp program plus 100 extra hours prep & follow up @ \$20/hr – could be 2 positions

			or 1 –if 2 positions s/b \$8k for on site, 50 hrs/wk for 8 week program & \$2k for 100 hours prep & follow up
Dog Control Officer (DCO)	3	\$3,500	
Park & Buildings Superintendent	4	\$16/hr	
Deputy Court Clerk	4	\$15/hr	
Assistant Camp Director (seasonal)	4	\$16/hr	
Aquatics Director (Camp- seasonal)	4	\$20/hr	
Building/Planning/Zoning Clerk	5	\$14.50/hr	
Assessor Clerk	5	\$14.50/hr	
Position	Grade Level	Starting Rate	Notes
Park & Buildings Maintenance Staff	5	\$12/hr	
SYP Staff**(seasonal)			
Counselors	5	\$11	SYP Director sets rates up to \$15/hr cap .50¢ for each approved certification; .50¢ for each year worked @ program
Lifeguard	5	\$20/hr	
Water Safety Aide	5	\$11	SYP Director sets rates up to \$15/hr cap
Counselors-in-Training (CITs)	X	\$8/hr	

2. Elected Officials: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Supervisor	1	TBD	20 hrs/wk @ \$25/hr; includes bookkeeper & HR duties (also receives \$14k & Health Ins. from County) –
Town Board – As a whole	1	\$16,000	\$4,000 each
Highway Superintendent	1	\$50,000	
Town Clerk	2	\$35,000	
Judges	2	TBD	Evaluate changes in court as State Police Barracks moves to Chatham.
Tax Collector	3	TBD	
Town Board Individually	5	\$4,000 ea	

Adjustments to rates:

- Starting rates will be evaluated at least every three (3) years and adjusted as needed.
- Adjustments to only one position will be made only when appropriate based on changes in duties for the position.
- All positions should be adjusted as needed and re-evaluations of the long-term program will be done to preserve the plan.
- If cost-of-living adjustments (Cola) are applied, the compensation base rates and established ranges will be adjusted accordingly (base rates and cap rates will be adjusted at the same rate as the cola).

Performance Evaluation Process:

- There will be an annual training of all employees who will evaluate other employees and all employees who will be evaluated regarding the evaluation process, job descriptions, etc. At the training employees should provide any suggestions or input regarding possible updates and/or edits to any of the forms or processes. The training shall occur before April 1st.

- Evaluations of all employees are to be performed by their direct supervisor (according to the “chart for performing employee evaluations” – see addendum C) two times a year by April 15th & October 15th.
- Job descriptions (see addendum A) and the performance evaluation form (see addendum B) are an integral part of this policy and should be utilized for all employee evaluations and updated and/or reviewed as needed.
- At a town board meeting after the October 15th evaluations & before the next year’s budget is adopted, the town board will discuss merit raises which will be based off the October 15th evaluations and at the discretion of the town board each budget season as to how much of a merit raise is applied to which levels of scoring on the evaluations. Although these merit raises are at the discretion of the town board, the evaluations should be used to determine these merit raises and a level of consistency should be followed across positions.

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that this Compensation Policy is adopted by the Town.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Jesse Newton	Absent
Councilmember John Trainor	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: October 12, 2021

Marcie Robertson

New Lebanon Town Clerk

Slogan Vote Results and Update:

Erminia Rasmussen, BEDC Member updated the board and presented the slogan vote results.

The Outreach and Marketing Committee would like to present the results of the survey taken on the town slogans. The last six chosen slogans were sent to the residents of NL for a final vote on August 29. The committee used multiple methods to reach out to residents. Among them are:

Press release, Town's email addresses, paper ballots to Town Hall, Google forms survey, Grow the Valley newsletter, presence at the Farmers Market, Music in the park, Community Tag Sale and Town clean-up day. This was done over a period of 6 weeks.

Out of 191 votes, the results are as follows:

Historic Past, Bright Future = 70

The Heart of Shaker Country = 47

Moving and Shaking Since 1784 = 35

Historically Natural = 18

The Place Just Right = 15

Start Your History Here = 6

This committee would like to recommend to the board that the slogan chosen by NL residents with the highest number of votes be adopted as our town's slogan.

A motion was made by Supervisor Houghtling, seconded by Councilmember Rasmussen and approved unanimously with the exception of Councilmember Newton who is absent to adopt ***HISTORIC PAST, BRIGHT FUTURE*** as the Town Slogan.

The person that submitted the slogan and therefore the winner is **Mr. Jeff McKinney**. He will be the recipient of a prize.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously with the exception of Councilmember Newton who is absent to authorize up to \$100.00 to be spent on the prize for the individual that submitted the winning slogan with the prize to be decided by the Outreach and Marketing Committee.

Personnel Policy Update – Request to Donate S/P Time:

Supervisor Houghtling stated that they have had a request by one employee to donate sick and personal time to another employee who is out on sick leave. Supervisor Houghtling spoke to Labor Council and it can be done, the Town just needs to add a clause in the Personnel Policy; Amendment to Page 4, Section D and on Page 5 adding a new section under Sick and Personal Time.

Supervisor Houghtling would like to add a sentence onto Page 5, Section D (4) that says the donated sick pay shall be paid at the rate of the employee donating it.

The Town Board had discussion on this.

Councilmember Rasmussen thinks the pay should be paid at the lower rate of the two positions involved.

The Board agreed that the rate paid will be at the lower hourly rate. Supervisor Houghtling stated that she would move the Resolution with the added sentence as Donated sick and personal time shall be paid out at the lower rate.

TOWN OF NEW LEBANON
RESOLUTION #26, 2021
PERSONNEL POLICIES
OCTOBER 12, 2021

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 12th day of October 2021, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Rasmussen

PERSONNEL POLICIES

[HISTORY: Adopted 12-13-2004; amended 2-14-2011, 9-13-2016, 11-13-2018, 1-1-2021, 2-9-2021 & 10-12-2021.]

Purpose; applicability.

This description of employee benefits is presented to all Town and highway employees of the Town of New Lebanon (the "Town") for informational purposes only. This description is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the Town's general policies and procedures governing employee benefits. The Town reserves the right to modify, revoke, suspend, or discontinue any of the procedures, practices, policies, and benefits described herein. Moreover, the language used in this description of employee benefits does not confer any contractual right, either expressed or implied, to remain in the Town's employ or guarantee any fixed terms and conditions of employment. Employment with the Town is on a voluntary at-will basis and is not for a specific time, and either the employee or the Town may at any time terminate the employment relationship with or without cause. Finally, some of the benefits described herein are covered in more detail in Town policies and procedures or written insurance policies and/or plan documents. This description of employee benefits is only designed as a brief guide and summary of policies and benefits.

Equal employment opportunity policy.

The Town is committed to equal employment opportunities for all. Employment and promotion are based upon personal capabilities and qualifications without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, genetic predisposition or carrier status, marital status or any other protected characteristic as established by law. This equal opportunity policy applies to all terms and conditions of employment.

Americans With Disabilities policy statement.

The Town is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the individual can perform the essential functions of the job. The Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided the accommodation does not constitute an undue hardship to the Town.

Civil service; part-time employment.

Pursuant to the Columbia County Civil Service Commission's Rules, positions within the Town are classified as exempt, noncompetitive, competitive, labor, or unclassified. For purposes of applying civil service rules only, part-time employment is considered employment where an individual works less than 20 hours per week.

Work schedule.

The standard workweek for the Town is 40 hours per week (not including lunch breaks). Employees will be informed of their work schedule at the time of hire. Every effort will be made to maintain this schedule. However, it is sometimes necessary to adjust schedules to cover vacation periods, weather conditions and/or unscheduled absences.

Description of employment. [Amended 11-13-2018]

The Town will classify employees as full-time, part-time eligible (20-34 hrs/wk), part-time ineligible (less than 20 hrs/wk), or temporary employees.

- A. Full-time: Employees who are not assigned temporary employment and who are regularly scheduled to work a minimum of 35 hours per week or more on an indefinite, continuing basis. Employees who hold multiple positions within the Town and work a total of more than 35 hours per week among the multiple positions will be considered full-time employees. Full-time employees are eligible for all benefits described herein, unless provided otherwise.
- B. Part-time eligible: Employees who are not assigned temporary employment and who are regularly scheduled to work at least 20 hours per week and less than 35 hours per week on an indefinite, continuing basis. A part-time employee is eligible for limited benefits as described herein, or to the extent required by provision of state and federal laws.

- C. Part-time ineligible: Employees who are not assigned temporary employment and who are regularly scheduled to work less than 20 hours per week on an indefinite, continuing basis. A part-time ineligible employee is not eligible for benefits described herein, unless stated otherwise, or to the extent required by provision of state and federal laws.
- D. Temporary: Employees who are hired for a specific period of time or for the completion of a specific project. The job assignment, work schedule and duration of the position will be determined on an individual basis. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not eligible for benefits described herein, unless stated otherwise, or to the extent required by provision of state and federal laws. Examples of a temporary employee include, but are not limited to, a camp counselor hire for the summer or a snowplow operator hired for the winter season.

Probationary period.

Generally, pursuant to the Columbia County Civil Service Commission's Rules, every permanent appointment from an open competitive list and every original appointment to a position in the noncompetitive, exempt, or labor class shall be for a probationary term of 12 weeks. However, a returning employee who has already successfully completed the probationary period is not required to serve another probationary term. The probationary term for promotion shall be 12 weeks. During the probationary period, the employee will have the opportunity to evaluate his or her new position and the employee's supervisor will evaluate the employee's performance and suitability for the position. Successful completion of the probationary period is not intended to create a contract of permanent employment.

Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ANNIVERSARY YEAR

The one-year period beginning on the date an employee commences employment.

CALENDAR YEAR

The period beginning January 1 of any year through December 31 of the same year.

Overtime Pay for Nonexempt Employees and Non-Standard Hours Pay for Highway Employees

[Amended 9-13-2016 & 2-9-2021]

Overtime: The Fair Labor Standards Act (FLSA) provide that nonexempt employees under FLSA who work more than forty hours in a workweek receive overtime pay of one and a half times an employee's regular rate. Only hours actually worked count in the overtime calculation, unless an employee is required to work on a holiday. In that event, the employee will get credit for those hours. Therefore, holidays not worked, vacation days and sick days are not counted even though the employee may have

received holiday, vacation, or sick day pay. The Town reserves the right to require employees to work overtime and will make every effort to provide employees with adequate notice. Any overtime hours worked, however, must first be approved by the employee's supervisor.

Non-Standard Hours Pay for Highway Employees: With respect to Highway Department employees only, any hours worked at the direction of the Highway Superintendent between the hours of 5pm and 5am on any Monday through Friday, as well as any hours worked at the direction of the Highway Superintendent on a Saturday or a Sunday (collectively, "non-standard hours") will be paid at a rate of one and half times the employee's regular rate, regardless of whether or not the employee has worked over forty hours in that workweek. Highway Department employees that work non-standard hours shall not be entitled to compound the overtime rate and non-standard hours' rate. Compensation for non-standard hours that also constitute overtime hours shall not exceed, and shall be limited to, one and a half times the employee's regular rate. All non-standard hours worked must be at the direction of and first be approved by the Highway Superintendent.

Ethics and conflicts of interest.

The Town expects its employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Town and avoid appearances of impropriety. The Town recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to Town business; however, the employee must first disclose possible conflicts so that the Town may assess and prevent potential conflicts of interest. Conflicts of interest occur when employees engage in a business or transaction or professional activity, or incur an obligation of any nature, which is in substantial conflict with the proper discharge of their duties in the public interest. For more information, the ***Town's Code of Ethics*** sets forth standards of conduct for Town employees and provides for penalties for employees who knowingly and intentionally violate such standards of conduct. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Board of Ethics for an advisory opinion.

Employee conduct; discipline and discharge.

Employees are expected to report to work as scheduled and to perform their job responsibilities to the best of their abilities and in a professional manner at all times. Civil Service Law § 75 governs the procedures the Town will follow in disciplinary actions involving employees covered by § 75. Civil Service Law § 75 provides that a covered employee may not be removed or otherwise subjected to disciplinary penalty except for incompetency or misconduct shown after a hearing on stated charges. Such employee is entitled to representation and to summon witnesses to testify on her or his behalf at the hearing. If the employee is found guilty of any charges, the Town may take disciplinary action ranging from a formal letter of reprimand to a fine, a temporary

suspension, demotion, or dismissal from service. The disciplinary action taken against an employee shall be based on the nature of the disciplinary violation and/or the employee's employment record with the Town.

Leave policies.

A. **Bereavement leave:** In the event of a death occurring in the immediate family of any full-time employee, an unpaid leave of absence shall be granted to attend the funeral, for up to two scheduled workdays. For the purposes of this bereavement leave policy, "immediate family" shall mean mother, father, spouse, sister, brother, child, mother-in-law, or father-in-law.

B. **Holidays:**

(1) The Town recognizes 12 holidays for which most of the Town's business operations will be closed:

New Year's Day	Martin Luther King Day	Presidents Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veterans Day	Election Day
Thanksgiving	Day after Thanksgiving	Christmas

(2) Full-time employees are entitled to the above 12 paid holidays, plus one paid floating holiday, which is to be approved by the employee's supervisor. In the event that a recognized holiday falls on a Saturday, it will be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will be observed on the following Monday. Part-time eligible employees do not receive paid holidays. Part-time eligible employees may use sick/personal or vacation time for pay for holidays that fall on a normal work day; they will be paid for their normal work hours for that day.

C. **Military leave:** Employees are entitled to a leave of absence to perform ordered military duty as set forth in New York Military Law. Town employees are entitled to receive their regular pay for a period of such service not exceeding a total of 30 days or 22 working days, whichever is greater, in any calendar year and in any continuous period of absence. Employees who are members of the organized militia or of the U.S. reserves are entitled to a leave of absence for initial full-time training duty or initial active duty for training with the U.S. armed forces. To be reinstated, employees must apply within the first 90 days after discharge. Time spent performing military duty will not be considered an interruption of continuous service.

D. Sick and personal time: **[Amended 9-13-2016, 11-13-2018 & 10-12-2021]**

- (1) Full-time employees: After completing the probationary period, full-time employees will receive 8 hours of sick and personal leave for every one month of full-time employment. Thereafter, at the start of each calendar year, full-time employees will be credited with 96 hours of sick and personal leave. Unused sick and personal time will accrue to a maximum limit of 288 hours and will be carried over from one calendar year to the next.
- (2) Part-time eligible employees: After completing the probationary period or upon becoming eligible for part-time benefits, part-time eligible employees will receive 4 hours of sick and personal leave for every one month of part-time eligible employment. Thereafter, at the start of each calendar year, part-time eligible employees will be credited with 48 hours of sick and personal leave. Unused sick and personal time will accrue to a maximum limit of 144 hours and will be carried over from one calendar year to the next.
- (3) Upon termination of employment, employees will not receive any compensation for unused sick and personal time.
- (4) Employees may determine to surrender available sick and personal leave hours in favor of another employee for their utilization. For an employee to be eligible to utilize donated sick leave from the sick bank, they must have exhausted all of their available accruals to date and the need for continued leave must be for a medical emergency for themselves or for an immediate family member defined as parent, child, spouse or domestic partner. Nothing contained in this policy requires any employee to donate to the sick bank. Donations shall be voluntary to be determined on a global basis or in response to a specific request of a co-worker. Donated sick and personal time shall be paid out at the lower rate.

E. Vacation leave: **[Amended 9-13-2016, 11-13-2018 & 1-1-2021]**

- (1) Upon successful completion of the probationary period, full-time employees will become eligible for paid vacation. Full-time employees will receive 40 hours of paid vacation after one year of service. After two years of service, full-time employees will be eligible for 80 hours of paid vacation. Thereafter, full-time employees will receive 8 additional hours per year of service up to a maximum of 160 paid vacation hours per year. Up to 40 paid vacation hours may be rolled over into the next calendar year upon request from the employee and approval by the Town Board, but those vacation hours must be utilized by June 30 of that year.

- (2) Upon successful completion of the probationary period or upon becoming eligible for part-time benefits, part-time eligible employees will become eligible for paid vacation. Part-time eligible employees will receive 20 hours of paid vacation after one full year of service or upon obtaining part-time eligible status if they have already fulfilled one full year of service. After two years of service as a part-time eligible employee, they will be eligible for 40 hours of paid vacation. Thereafter, part-time eligible employees will receive 4 additional hours per year of service up to a maximum of 80 paid vacation hours per year. Vacation time for part-time eligible employees may not be rolled over into the next calendar year.
- (3) Upon leaving Town service, an employee will be compensated for unused vacation time. Employees leaving employment with the Town before June 30 will be eligible for 50% of their earned but unused vacation time. If the departure occurs after July 1 through the end of the year, the employee will be entitled to 100% of the vacation time; however, any employee terminated for cause will be automatically disqualified from receiving any payment for accrued vacation time.

Employee benefits.

A. Health insurance: **[Amended 2-14-2011; amended 11-13-2018]**

- (1) Full-time employees who have worked full-time and completed the probationary period of 12 weeks are eligible to elect coverage for themselves and dependents in the Town's group medical plan. Full-time employees hired prior to January 1, 2011, are eligible for 100% paid health insurance by the Town; full-time employees hired after January 1, 2011, are eligible for health insurance with 80% paid by the Town and 20% paid by the employee.

Effective January 1, 2019, only full-time employees currently enrolled in the CDPHP plan with the Town paying the premium or a portion thereof will be eligible to continue with this plan. An alternative plan will be available as an option for these current full-time employees and all other eligible employees.

- (2) Part-time eligible employees who have worked at least 20 hours per week for the probationary period of 12 weeks or who successfully completed the probationary period prior to becoming eligible are eligible to elect coverage for themselves in the Town's group medical plan with 40% of the employee only premium paid by the Town and 60% paid by the employee on a bi-weekly basis as a payroll deduction. Part-time eligible employees may elect coverage for spouses, children or family but part-time eligible employees will pay 100% of the insurances premium(s) over the 40% of employee only premium on a bi-weekly basis as a payroll deduction.

- (3) Paid part-time ineligible employees who have completed the probationary period of 12 weeks are eligible to elect coverage for themselves and dependents in the Town's group medical plan. Part-time ineligible employees will pay 100% of the insurances premium(s) on a bi-weekly basis as a payroll deduction.
- (4) Buy-back option: Full-time employees eligible for health insurance can choose a buy-back option in lieu of health insurance at the following annual rates; with proof of insurance; and upon execution of the signed employee agreement noting their desire to participate in the health insurance buy-out and the details of the buy-back option, including that the buy-back will be included as part of each regular paycheck during the calendar year and that opting in or out of the buy-out will be available on a monthly basis with the amount of buy-back prorated: **[Amended 11-14-2017]**

Buy-Back Option	Annual Rate
Individual	\$2,500*
Employee plus child(ren)	\$4,100*
Employee plus spouse	\$4,800*
Family	\$7,000*

NOTES:

*The buy-back will be reduced by 20% for employees required to pay 20% of the insurance premium. The buy-back option is not available for part-time eligible employees.

- B. Health insurance benefits continuation (COBRA): The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage of the Town's group rates plus an administration fee.

- C. New York State retirement: All employees may join the New York State Retirement System and will be offered information about joining when they are hired. The standardized workday, for retirement purposes only, is a six-hour workday.
- D. Workers' compensation benefits. The Town complies with the provisions of the New York State Workers' Compensation Law and provides benefits to any employee who is injured while working. Any employee who sustains an on-the-job related injury or illness must immediately report the injury or illness to his or her supervisor. Workers' compensation benefits cover replacement income and medical expenses.

Additional Resolutions and Laws related to Personnel Policies

- Approved Travel Policy
- Code of Ethics
- Compensation Plan
- Data Breach Notification Policy
- Defense & Indemnification
- Key Policy
- Discrimination & Harassment Policy
- Workplace Violence Prevention Policy
- FMLA Policy

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that the above amended personnel policies is adopted by the Town and shall take effect on **October 12, 2021**.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Jesse Newton	Absent
Supervisor Tistrya Houghtling	Aye
Councilmember Deborah Gordon	Aye
Councilmember John Trainor	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: October 12, 2021

Marcie Robertson

Town Clerk

Town of New Lebanon

SYP Director Letters of Interest:

Supervisor Houghtling stated that our Summer Camp Director is not returning in 2022. She has been serving our Summer Camp for a very long time. Although it is unfortunate that we are losing all of her experience, she has prepared a document with what needs to be done every month. The work begins as early as January, working with the Department of Health so Supervisor Houghtling thinks we should go out for letters of interest now.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously with the exception of Councilmember Newton who is absent to go out for letters of interest for the Summer Camp Director, with the parameters that it could be one position or two positions: 50 hours per week for 8 week summer camp position plus 100 hours of preparation, paperwork and follow up (if split into two positions, program director would work 50 hours per week for 8 weeks of summer camp and camp director would work 100 hours total starting in February and ending in September); Starting salary of \$10,000 annually (if split into two positions, program director would be paid a salary of \$8,000 annually and camp director would be paid a salary of \$2,000 annually); Letters of interest due on Friday, November 5th, 2021 by 4:00pm to the Town Clerk's office, with interviews to be held on Tuesday, November 9th, 2021 starting at 6:00pm.

BEDC Resignation:

Supervisor Houghtling stated that unfortunately Rita Carver has resigned from the BEDC.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously with the exception of Councilmember Newton who is absent to accept Rita Carver's resignation from the BEDC.

Shaker Swamp Request – Letter of Support for Grant Application:

Supervisor Houghtling stated that they have a request from the Shaker Swamp. They are applying for a grant for a Feasibility Study and they are looking for a letter of interest from the Town Board. The language they are looking for is:

The New Lebanon Town Board fully supports the mission of the Shaker Swamp Conservancy to “preserve the Shaker Swamp as a unique and defining asset of the Lebanon Valley, to promote understanding of this natural resource and its human heritage, and to create related opportunities for public access, education, and recreation.”

As such, we support the conservancy's efforts to try to obtain grant funding to do a feasibility study on developing a trail to open the swamp to recreational and educational opportunities as are appropriate to the ecology. This is very much in keeping with the town's comprehensive plan and this board's vision of the future for New Lebanon.

A motion was made by Councilmember Trainor, seconded by Councilmember Gordon and approved unanimously with the exception of Councilmember Newton who is absent to

authorize Supervisor Houghtling to provide the letter of interest on behalf of the Town Board as requested by the Shaker Swamp with the language they requested just as written above.

Town Insurance:

Supervisor Houghtling stated that the town is now insured through Metzwood Harder as the Insurance Agent with Trident as the carrier. Every year they receive letters of interest from both NYMIR who used to be the town's insurance carrier and also from Fingar Insurance who used to be the town's agent.

Supervisor Houghtling commented that she is very happy with the town's current insurance agent and insurance carrier and isn't really interested in looking to change, the board agreed. No action was taken.

Request from Resident to Consider Re-naming Columbus Day to Indigenous Peoples Day:

Supervisor Houghtling stated that she had a request from a resident to consider renaming Columbus Day to Indigenous Peoples' Day. She did some research with Wikipedia that does talk about a big list of states, cities and towns that have made a change. Some have replaced the holiday Columbus Day with Indigenous Peoples' Day; others have recognized Indigenous Peoples' Day alongside Columbus Day and she just wanted to bring it to the board for discussion to see if this is something they want to change.

Councilmember Rasmussen commented that he suggests that the town stays aligned with the State of NY, they have Columbus Day as the holiday and they recognize Indigenous Peoples' Day that happens on the same day.

Councilmember Gordon commented that she doesn't really have an opinion, she thinks it would be nice to include both.

Councilmember Trainor commented that he says Indigenous Peoples' Day.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon and approved unanimously with the exception of Councilmember Newton who is absent that the town acknowledges Columbus Day / Indigenous Peoples' Day both on the 2nd Monday in October.

PTA Trunk or Treat:

Supervisor Houghtling stated she just received a message during the meeting from a PTA member. They just had their PTA meeting and they would like to have Trunk or Treat in

Shatford Park again this year, like they did last year, on October 29th, 2021 with a 4:00pm set up and a 5:30pm start time.

A motion was made by Supervisor Houghlting, seconded by Councilmember Rasmussen and approved unanimously with the exception of Councilmember Newton who is absent to approve the PTA's request to have Trunk or Treat in Shatford Park on Friday, October 29th, 2021 with a 4:00pm set up and a 5:30pm start time.

COMMITTEE/LIAISON REPORTS:

Assessor (Councilmember Rasmussen):

Councilmember Rasmussen stated no news to report.

Building Department (Councilmember Rasmussen):

Councilmember Rasmussen stated no news to report.

Business & Economic Development (Councilmember Gordon):

Monte Wasch, Chair reported the BEDC salutes its Outreach & Marketing sub-committee for shepherding the selection process for our new Town slogan "Historic Past, Bright Future".

The committee will miss Rita Carver as a member.

The infrastructure sub-committee continues to work on the long-term project to improve the water and sewer resources in the Town center. Members are researching available grant sources for studying this issue, and are reaching out to business and property owners to determine the interest in moving forward on this project.

The BEDC is grateful to the Town Board for supporting its initiatives for 2022, including researching how to create a New Lebanon Local Development Corporation, an entity which could materially assist economic development throughout the Town.

CAC & Environmental Management & Climate Smart Task Force

(Councilmember Trainor):

David Farren, CAC Chair: The CAC is proposing to the Board that we do all the new plant planting, as well as the replanting and moving, in the spring.

There will not be a fall planting day in 2021 but we will have several smaller clean up days. We will be presenting the Town Board with a redesign AND new plantings plan sometime in late Winter.

This fall we will be making sure all the plants in the ground are well protected for the winter and will protect the unplanted plants as well.

Steve Powers, CSC Chair reported the following: The CSC organized the electronics recycling at the Town Clean-Up Day on September 18th, it was a big success. The bill of \$1,200 is for about 3,333 lbs of TV's and computer screens that will be recycled instead of ending up in a landfill. There was a total of 24 pallets of electronics recycling.

The CSC members participated in the Columbia County CSC Climate Collaboration meeting that Supervisor Houghtling organized, it was very productive.

The battery recycling is available in six locations, including the NL Library, the indoor Farmer's Market. To date they have recycled 260 lbs of batteries.

They have a Cornell student researching future grants for a water tank for the LVPA for their proposed new location.

The Repair Café is scheduled for Saturday, October 23rd at the LVPA with four towns involved in this.

The CSC is asking for approval for the Cornell Extension proposal for 2022 that will involve completion of the Climate Smart Resiliency Planning Tool. Basically, Cornell would review the practices of the town and complete a spreadsheet of about thirty different categories involving hazard mitigation, flood plan management and strategies, etc. The CSC is asking for support of the proposal submitted by Cornell signed by Supervisor Houghtling.

A motion was made by Councilmember Trainor, seconded by Councilmember Rasmussen and approved unanimously with the exception of Councilmember Newton who is absent to authorize Supervisor Houghtling to sign the letter offering support from the Town of New Lebanon of the proposal submitted by Cornell Cooperative Extension of Columbia and Greene Counties to the NYSDEC Hudson River Estuary Program and NYS Water Resource Institute at Cornell to assist our community in the completion of the Climate Smart Resiliency Planning Tool.

The CSC had a deadline of last Friday to apply for a \$5,000 grant from the NYS Association for reduction, reuse and recycling, they had to submit that. In the past year Steve believes that the board approved him for applying for grants, he wasn't sure if he needed approval again.

Supervisor Houghtling thinks that the board made a blanket motion at some point allowing Steve to submit grants as long as there was no cost to the town. The CSC is planning on applying for future grants from Cornell. Potentially a \$30,000 grant for a store front in town, possibly moving the free store there and the bike program there as well.

Bruce Shenker, Environmental Management no news to report.

Fire, Law Enforcement & Emergency (Councilmembers Newton & Trainor):

Councilmember Trainor read the following activity summary:

9 Emergency Calls, 2 Drills and Training, 5 Other, 73 People and 182.38 Man Hours.

Highway (Superintendent Winestock & Councilmembers Newton):

Councilmember Newton absent, no report.

Historian & LVHS: (Councilmembers Trainor):

LVHS:

Councilmember Trainor reported that the LVHS and the Town Historian are working well together. The LVHS and the Historian will be meeting together next week.

Historian:

Councilmember Trainor reported that Bitsy didn't submit a report this month.

Justice Court/Constable (Councilmember Trainor):

Councilmember Trainor stated no report.

Library (Councilmember Trainor):

Councilmember Trainor reported that there is nothing specific to report.

Buildings, Parks & Recreation (Councilmembers Newton):

Supervisor Houghtling stated that Councilmember Newton did ask for a motion for surplus. The highway fuel tank cover came with extra parts that are of no use to the town. He asked for those parts to be declared surplus.

A motion was made by Supervisor Houghtling, seconded by Councilmember Rasmussen and approved unanimously with the exception of Councilmember Newton who is absent to declare the excess parts from the highway fuel tank cover as surplus.

Seniors (Councilmember Gordon):

Mary Young gave the following report:

- a. **Senior Centers:** Kevin reported that all centers have been reopened except for Greenport and Philmont. The sites in Greenport and Philmont will not reopen for the present time. The residents of Greenport are welcome and are attending the center in Hudson, the Philmont site is being used for storage. Attendance has been decreasing with the spike in Covid cases and variant. The Nutrition Center will be reviewing the attendance numbers monthly to see which centers will remain open, some centers may be combined. Transportation is available for seniors if needed.
- b. **Senior of the Year: Kevin** reports that the ceremony has been changed to virtual. There were 3 nominations from Columbia County and two were selected, Shirley Mc Thenia from Stockport and Pat Collins from Chatham.
- c. **Golden Gathering:** Kevin reports that the Golden Gathering has been cancelled for this year..
- d. **Home Health Aides: Kevin** reports that the County has approved to start the program and hire 4 part time people. A company has been secured to certify any hirers who are not already certified.

The title will be Personnel Care Aide II, \$18 per hour, and use of County vehicle to the client's home.

There is one applicant so far that is already certified. Ads are being placed on Facebook and Word of Mouth. Council members suggested sending an ad to Town Clerks to put out in the community and on Community Town Boards.

New Business:

- a. **Vaccine Call Center:** The Department of Health is continuing to give COVID vaccine, do COVID testing and has scheduled Flu clinics, see the newspapers or call. They have High FLU vaccine available as well by calling, they will start scheduling those vaccines on 10/5 and will call those on the list. To get times for any clinic or testing call the Health Department at 518-828-3358. COVID cases continue to climb again in the County and weekly reports are coming from the Board of Supervisors.
- b. **Farmer's Market Coupons:** Coupons are still available until 9/30 from the Office of the Aging. The coupons can be used until the end of November 2021.
- c. **Heap Program:** The Heap program for new clients opens October 1st, those already on the program will receive the paperwork to continue the program if they wish to.
- d. **Nominating committee:** President Joyce asked for volunteers to serve on the Nominating Committee with her. The positions open are President, Vice President and Secretary. Each position is for two years. Mary Young agreed to serve for another two years. Joyce La Penn present Vice President and Pat (Odell) ? agreed to serve.

Reports:

DSS: Dawn reports that due to COVID they are working from home with 50 % of staff in the office at one time. There are intake people available to help those seeking HEAP application assistance.

NY Connects: Steve reported that the agency is continuing to assist citizens with insurance, transportation, and assistance for people. They are excited about the new Personal Aide program which will fill a much-needed gap.

New Lebanon: Mary reported that the Senior group is meeting in person every first and third Friday of the month and is wondering if it would be possible to change this meeting to the second or fourth Friday of the month so she would be able to attend the other meeting. Joyce asked that the Council think about it, Kevin reminded everyone that a bylaw change would need to be made. There are only six meetings of the Council a year which Mary did not realize so she is willing to forgo the Town meetings for those meetings.

The Senior group has canceled their overnight trips for the rest of the year but will be doing day trips. They are considering some projects to do, one of which is to adopt a family in Town who needs assistance for Christmas. The Town collects names of families in need and would give us numbers and ages.

Today the group was having a luncheon to honor those who have passed away this past year. Mary and other Council members will be meeting with the group on 10/1 to ask about additional services that may be needed.

Neighbors of Northern Columbia County: Carol reported that she attended some political caucus' which have been held and found all the candidates have Senior concerns as part of their agenda. She states that specifics will be presented as the candidates develop their programs.

Kevin reported that there is a dire need for Meals On Wheels Drivers especially for the Hudson and Greenport area. Council members responded that some people have applied and never heard back, Kevin asked that they contact 518-828-4258 again especially if the people are willing to drive in other areas than their hometown.

Sarah Connelly and I met with the Senior Citizens group to see if they had any concerns. The concerns they presented are already addressed by programs in the County and the person was referred to that program. Pamphlets from the Office of the Aging were made available to the group. We gave them our phone numbers and email addresses so they could contact us if they had a need.

Both of us are receiving requests from the citizens of the Town and are addressing them ourselves or providing the person with information about programs available in the County to meet their needs.

The next meeting of Office of the Aging is 10/15 on Zoom.

The Senior Citizens are having a bake sale with the craft fair sponsored by the LVPA. They are taking a day trip to Vermont for leaf peeping the last week in October. A person from the group will be contacting Tistrya to participate in the Christmas family giving program.

Volunteers (Councilmember Rasmussen):

Councilmember Rasmussen reported no new requests this month.

If anyone is interested in volunteering, please contact Councilmember Rasmussen at: nrasmussen@townofnewlebanon.com.

Comparison Committee (Councilmember Trainor & Gordon):

Councilmember Trainor stated that he and Councilmember Gordon still need to get together.

ANNOUNCEMENTS:

OCTOBER:

Tuesday, October 19th, 2021 – Budget Workshop @ 6:00pm at Town Hall

Thursday, October 21st, 2021 – Budget Workshop @ 6:30pm at Town Hall

Wednesday, October 27th, 2021 – Budget Workshop @ 6:00pm at Town Hall

NOVEMBER:

Tuesday, November 9th at 6:00 pm – Special Meeting, SYP Director Interviews

Tuesday, November 9th at 7:00 pm – Regular Town Board Meeting at the Town Hall

PRIVILEGE OF THE FLOOR:

Mark Baumli: He asked the board the cost of the Master Park Plan. Supervisor Houghtling responded \$30,000.

Mark commented that he agreed with Councilmember Rasmussen that \$100,000 a year for the park is a lot of money. He said that maybe this Park Plan could be a long-term plan

over the next five to ten years, maybe this written plan can be a guide to this. He thinks that it is something worth looking into.

Britt Buckenroth: Commented that since she has been campaigning and hearing what people have to say that they like in town, she has to say that she thinks spending money on the park is really important because if we really build it up, it becomes a destination. We will have a skatepark, maybe add something like frisbee golf and it becomes a place that other people from other towns will want to come to and that will increase our business in town. She stated that she thinks that we have spent so much time so far to build the park up, if we really work on it becoming a destination, it will benefit everyone.

EXECUTIVE SESSION:

A motion was made by Supervisor Houghtling to enter into an executive session at 9:27pm 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 Trainor -	Aye
Councilmember Newton-	Absent

A motion was made by Councilmember Rasmussen to exit the executive session at 9:32pm. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 9:32pm. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye

Councilmember Trainor -
Councilmember Newton-

Aye
Absent

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk