

**MINUTES OF THE YEAR END MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON DECEMBER 29, 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

Others Present: Ed Godfroy, LVPA
Britt Buckenroth, Incoming Town Board Member (online)
Marianna Anthonisen, Incoming Town Board Member (online)

CALL TO ORDER:

The meeting was called to order at 6:01 pm 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 North, New Lebanon, NY 12125 and live streamed for the public at:

https://townhallstreams.com/towns/new_lebanon_ny

MINUTES:

The minutes of the **December 8th Special Meeting, December 14th Public Hearing on Introductory LL#3 (to be LL#4) of 2021, December 14th Public Hearing on Introductory LL#4 (to be LL#5) of 2021 and December 14th Public Hearing on Introductory LL#5 (to be LL#6) of 2021** were reviewed. A motion was made by Supervisor Houghtling, seconded by Councilmember Newton and approved unanimously to approve the minutes as typed.

PRIVILEGE OF THE FLOOR:

Supervisor Houghtling checked her email and there were none for privilege of the floor. Supervisor Houghtling stated that for anyone watching the live stream if you have any comments that you want put into privilege of the floor you can email them to her at supervisor@townofnewlebanon.com and she will read any emails that are received.

BUDGET AMENDMENT #12 OF 2021:

Supervisor Houghtling stated that we have \$2,000 coming from the litigation attorney fee into the regular attorney fee, there will be no more litigation bills for this year. Climate

Smart needed bike parts. For highway, Highway Superintendent Winestock requested that they take \$9,000 from his general repairs (roads) to cover machinery and brush & weeds bills that are due.

General Fund:

\$ 2,000.00 from A-1420.41 (Attorney – Contractual Expense - Litigation)
\$ 393.00 from A-1660.4 (Central Storeroom / supply)
\$ 2,000.00 to A-1420.4 (Attorney – Contractual Expense)
\$ 300.00 to A-1680.4 (Central Data Processing)
\$ 93.00 to A-8797.4 (Climate Smart – Contractual Expense)

Highway Fund:

\$ 9,000.00 from DA-5110.4 (General Repairs – Contractual Expense)
\$ 7,432.00 to DA-5130.4 (Machinery – Contractual Expense)
\$ 1,568.00 to DA-5140.4 (Brush & Weeds – Contractual Expense)

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 Newton -	Aye
Councilmember Trainor -	Aye

AUDIT OF BILLS:

2021 BILLS:

General Nos. 488 through 504, in the amount of \$13,225.27; and
Highway Nos. 140 through 145, in the amount of \$12,435.03;
As listed on Abstract No. 12A dated December 29th, 2021.

A motion was made by Councilmember Newton 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-	Aye

OLD BUSINESS:

Re-Assessment Resolution:

Supervisor Houghtling stated that the board had discussed revaluation done by the

Assessor for the 2023 Assessment Roll and her request that the town contract with a professional to assist her in running the numbers. The town attorney prepared three things for the board's consideration; a resolution with the intention to do a reassessment for the 2023 Assessment Roll, a resolution retaining a valuation consultant for the reassessment and authorization for the supervisor to sign into a contract agreement with the consultant.

Supervisor Houghtling read the following resolution:

**TOWN OF NEW LEBANON
RESOLUTION #30, 2021
REASSESSMENT/UPDATE FOR 2023 ASSESSMENT ROLL
DECEMBER 29, 2021**

At a meeting of the New Lebanon Town Board held on the 29th day of December 2021, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Newton

REASSESSMENT/UPDATE FOR 2023 ASSESSMENT ROLL

WHEREAS, the Town of New Lebanon Town Board ("Town Board") supports the efforts of the Assessor to update the Town's 2023 Assessment Roll and to maintain such Assessment Roll at full market value;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Town Board hereby expresses its support and authorizes the Assessor to undertake the update of the Town's 2023 Assessment Roll and maintenance of such Assessment Roll at full market value; and
2. The Town Board further requests that the New York State Office of Real Property Tax Services and the Columbia County Real Property Tax Service Agency provide such assistance to the Assessor as such agencies typically provide during such projects; and
3. The Town Board authorizes and directs the Assessor to send a certified copy of this Resolution to the New York State Office of Real Property Tax Services and the Columbia County Real Property Tax Service Agency and further authorizes and directs the Town Supervisor, Assessor, and Town Clerk to take such other and further actions as may be necessary to effectuate the terms of this Resolution.

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

Roll Call Vote:

Councilmember John Trainor	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye

Councilmember Jesse Newton Aye
Councilmember Norman Rasmussen 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: December 29, 2021

Marcie Robertson, Town Clerk, Town of New Lebanon

Resolution for Retention of Valuation Consultant:

Supervisor Houghtling read the following resolution:

TOWN OF NEW LEBANON

RESOLUTION #31, 2021

RETENTION OF VALUATION CONSULTANT FOR 2023 REASSESSMENT/UPDATE

DECEMBER 29, 2021

At a meeting of the New Lebanon Town Board held on the 29th day of December 2021, the following Resolution was proposed and seconded:

Resolution by Councilmember Trainor
Seconded by Councilmember Newton

RETENTION OF VALUATION CONSULTANT FOR 2023 REASSESSMENT/UPDATE

WHEREAS, the Town of New Lebanon Town Board (“Town Board”) has adopted a resolution supporting and authorizing the Assessor to update the Town’s 2023 Assessment Roll and to maintain such Assessment Roll at full market value; and

WHEREAS, the Assessor has recommended that the Town Board authorize the retention of Royce G. Noblin, Jr., as consultant, to perform certain consulting valuation services to assist the Assessor in undertaking the town-wide reassessment project in connection with the preparation of the Town’s 2023 assessment roll (Sections 1, 6 and 8); and

WHEREAS, the Assessor’s recommendation to retain Royce G. Noblin, Jr., is based upon such consultant’s education, experience, and qualifications, as well as the Assessor’s prior interactions with such consultant on similar projects; and

WHEREAS, the Town Board finds and determines that the consulting valuation services needed to assist the Assessor in undertaking the town-wide reassessment project in connection with the preparation of the Town’s 2023 assessment roll requires special and technical skill, training and expertise, and the retention of Royce G. Noblin, Jr. complies with the Town’s procurement policy pursuant to Town of New Lebanon Town Code § 40-8 (A);

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Based upon the recommendation of the Assessor, the Town Board hereby authorizes the Town Supervisor to negotiate and execute a consulting agreement with Royce G. Noblin,

Jr., substantially in accordance with the terms of the agreement annexed hereto, authorizing an expenditure therefor in a total amount not to exceed \$5,250.00 or \$4,500.00 (as applicable based upon the terms thereof), with such compensation as authorized thereunder to be payable pursuant to the schedule and on the terms set forth in the form agreement annexed hereto.

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

Roll Call Vote:

Councilmember John Trainor	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Jesse Newton	Aye
Councilmember Norman Rasmussen	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: December 29, 2021

Marcie Robertson, Town Clerk, Town of New Lebanon

Consulting Agreement for Valuation Consultant:

Supervisor Houghtling stated that this agenda item is not needed. The previous resolution already authorized her to enter into that consulting agreement.

MOU for Broadband Grant:

Supervisor Houghtling stated that the town applied for a grant with the towns of Ghent, Austerlitz and Canaan to expand broadband access to every house in our towns through Delgado’s office. The grant was approved and waiting on the budget to pass through the federal government. The towns want to be ready to go when the budget gets passed, hopefully in February. The MOU is giving the town of Ghent, who is the lead town in all of the applications and otherwise, the authority to go out for an RFP to the different broadband contractors. This will authorize Ghent to be the lead agency for all four towns for the RFP. New Lebanon’s town attorney had a few concerns with the way the contract was originally written because it was written in a way that could be seen as authorization to issue a blank check because we do not know the funding amounts or the costs. Our town attorney worked with the Ghent town attorney and came up with new wording and our attorney is now comfortable with this MOU. It does state that there will be another MOU once we have all of the facts and figures.

A motion was made by Councilmember Trainor, seconded by Councilmember Gordon and approved unanimously to authorize Supervisor Houghtling to enter into the MOU.

Fund Balance Analysis:

Supervisor Houghtling stated that Councilmember Rasmussen created a Fund Balance

Analysis for the boards review. Supervisor Houghtling stated that the amounts can be changed but she is personally liking the way it is written and is comfortable with it. She thinks 15% to 20% of the town's annual operating budget is a good amount. If it is passed as written the incoming board will need to look at the 2023 budget and setting up some accounts designated to specific projects. Currently we have a large unexpended balance and it is not set aside for anything specific. If OSC were to come in it could look like they are overtaxing, which they really aren't. They should be setting aside money for specific things like highway trucks and park projects instead of sitting in this undesignated account. The board held further discussion on this topic.

No action was taken at this meeting, the board agreed to wait until the January agenda.

NEW BUSINESS:

2022 Shared Services Agreement with Columbia County MIS:

Supervisor Houghtling stated that we currently have an agreement with MIS to provide IT services. The rates and the contract remain the same with no proposed changes.

Supervisor Houghtling reported that we have gone out to bid for letters of interest for website support services because County MIS is not comfortable with our website platform. Next year we will most likely have MIS for IT and a website support service for the website.

A motion was made by Councilmember Newton, seconded by Councilmember Trainor and approved unanimously to authorize Supervisor Houghtling to enter into the shared services agreement for 2022 with County MIS.

Highway Request to Carry Over Up To 40 Hours of Vacation Time:

Supervisor Houghtling stated that currently our policy reads that to carry over a vacation time employees must come to the Town Board for authorization. They are in union negotiations which may change that but currently this is the way the town's policy reads.

Highway employee, Todd Hover is requesting up to 40 hours carry over vacation time into 2022.

A motion was made by Councilmember Newton, seconded by Councilmember Trainor and approved unanimously to approve Highway employee, Todd Hover to carry up to forty hours of vacation time over into 2022.

Highway Backhoe:

Councilmember Newton added that he had a piece of highway business that Highway Superintendent Winestock wanted brought up. He stated that in regards to the backhoe, they had to get another rental because there are repairs needed to the town's existing backhoe and parts availability is very bad. Highway Superintendent Winestock wanted it brought up that if they have to keep renting the expenses will get to a point of the cost of a new backhoe if parts availability doesn't improve. The recent incident with a town truck

requires the backhoe to retrieve the plow and unfortunately a rental was needed to do this. The board held further discussion on this topic.

ANNOUNCEMENTS:

JANUARY:

Saturday, January 1st, 2022 at 10:00 am – Swearing In Of Elected Officials

Monday, January 3rd, 2022 at 5:00 pm – Annual Organizational Meeting

Tuesday, January 11th, 2022 at 6:30 pm – Special Meeting for Interviews

Tuesday, January 11th, 2022 at 7:00 pm – Regular Monthly Meeting

Tuesday, January 18th, 2022 at 5:00 pm – Annual Audit Meeting

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 has not received any emails from anyone online.

ADJOURNMENT:

A motion was made by Supervisor Houghtling to adjourn the meeting at 6:25 pm. 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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk