

**MINUTES OF THE BUDGET WORKSHOP OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON OCTOBER 17, 2022**

Present: Tistrya Houghtling, Supervisor
Marianna Anthonisen, Councilmember
Britt Buckenroth, Councilmember
Deborah Gordon, Councilmember
John Trainor, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk

Others Present: Jeffrey Winestock, Highway Superintendent
Hazel “Cissy” Hernandez, ZEO & Building Dept Admin.
Samantha Long, Court Clerk
Ashley Saviano, Deputy Town Clerk

CALL TO ORDER:

The meeting was called to order at 3:00p.m. by Supervisor Houghtling.

HEAT PUMPS:

Supervisor Houghtling waived the reading of the bid notice and asked that the Town Clerk include it in the minutes.

**NOTICE TO BIDDERS
TOWN HALL HEAT PUMPS
TOWN OF NEW LEBANON**

COUNTY OF COLUMBIA

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for 5 Super High Efficiency Heating, Cooling, Dehumidification, and Air Purification heat pumps fully installed as indicated below. The Town of New Lebanon invites sealed bids for this work. The bid is for supplying and installing the heat pumps, and must include delivery, installation and full set up as well as applying for all available NYSERDA rebates and discounts which should be deducted in the final project cost.

The bid shall include all necessary equipment, parts, labor, materials, etc. for the Town Hall and shall include, minimally, the following:

- Install Cold Climate Heat Pump 12,000 Btu in the Town Supervisor’s Office
Must produce 100% capacity at -5° F

Condensing unit located on wall mount system
All lines will be covered in Line Hide Covering

- Install Cold Climate Heat Pump 12,000 Btu in the Code Enforcement Office
Must produce 100% capacity at -5° F
Condensing unit located on wall mount system
All lines will be covered in Line Hide Covering
- Install Cold Climate Heat Pump 12,000 Btu in the Town Clerk's Office
Must produce 100% capacity at -5° F
Condensing unit located on wall mount system
All lines will be covered in Line Hide Covering
- Install Cold Climate Heat Pump 12,000 Btu in the Assessor's Office
Must produce 100% capacity at -5° F
Condensing unit located on wall mount system
All lines will be covered in Line Hide Covering
- Install Cold Climate Heat Pump 9,000 Btu in the Historian's Office
Must produce 100% capacity at -5° F
Condensing unit located on wall mount system
All lines will be covered in Line Hide Covering
- Provide line voltage between condensing units and main breaker panel
- 12-year parts and compressor warranty
- 3-year labor warranty
- Optional Wi-Fi capability

PLEASE NOTE: New York State Prevailing Wage Rates must be met/used as this is a public project.

The above is to be performed in accordance with the manufacturer's recommendation, the requirements of the NEC and NFPA as applies to such installations, and, any/all related building codes. The intent is to have functioning heat pumps (with a 12-year parts and compressor warranty & 3-year labor warranty) that will service the Town Hall building.

Bids will be received by the Town Clerk of the Town of New Lebanon, NY, Town Hall, 14755 Route 22 North, New Lebanon, NY 12125 until 4:00 PM on or before Friday, October 14, 2022 at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on Monday, October 17, 2022 @ 3:30 PM, at the Budget Workshop Meeting of the Town Board at 14755 Route 22, New Lebanon, NY 12125.

Questions can be directed to the Town Clerk during the Clerk's business hours of Monday, Wednesday, Thursday, and Friday from 9:00 am to 5:00 pm. There are no bid documents. All bids must include a non-collusive bidding certificate which can be obtained from the Town Clerk's office by emailing townclerk@townofnewlebanon.com.

The Town of New Lebanon Town Board expressly reserves the right to waive any irregularities in or to accept any bid or to reject any and all bids or to award on any or all items.

No bidder may withdraw his/her bid within twenty-five (25) days after the actual date of the bid opening.

By order of the Town Board, Town of New Lebanon, New York.

By: Marcie Robertson, Town Clerk
Town of New Lebanon, NY

Supervisor Houghtling reported that we received one bid from RYCOR for 52% of Heating load of the Town Hall building in the amount of \$35,950 total project cost prior to rebates and discounts. There is a \$300 nonrefundable payment due on the day of scheduling for permits, for a total of \$34,250.

Supervisor Houghtling called Steve Powers, CSC Chair to go over the bid that was received and discussed the additional options that were offered for additional costs and Steve told the Supervisor that we didn't need any of the options.

A motion was made by Supervisor Houghtling to accept the bid from RYCOR in the total amount of \$34,250 which included a \$300.00 permit fee and without any of the additional add-on options. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen-	Aye

LONGEVITY INCREASES:

Supervisor Houghtling stated that before they discuss any COLA or evaluation-based raises, she would like to look at a few positions. She stated that she has reviewed any position where the person who is currently in the position, has been there at least two years and is still making the starting rate. She stated that the reason for this is that last year they did some pretty significant adjustments to starting rates and they couldn't find it in the budget to increase the starting rate and get them above the starting rate. It was discussed last year that this year we would increase them above the starting rates.

Supervisor Houghtling suggested that the Town Board look at the following positions: Deputy Town Clerk and Court Clerk are a starting rate of \$16 an hour and both of those employees are going into year four and they are at the starting rate.

Dog Control Officer and Assessor Clerk who are going into year four still at the starting

rate. She would also like the board to consider the Parks and Buildings Superintendent who is not at the starting rate. The starting rate is \$16.00 an hour, he is at \$17.00 an hour and going into year ten. The board agreed that \$0.25 per hour should be applied to each current employee rate for each year of service to the town before applying any COLA or evaluation based raise.

LONGEVITY INCREASES FOR 5 POSITIONS FOR CURRENT EMPLOYEES:

Deputy Town Clerk – from \$16.00 to \$17.00 an hour

Court Clerk – from \$16.00 to \$17.00 an hour

Dog Control Officer – from \$3,500 to \$3,675 annually

Park & Building Superintendent – from \$16.00 to \$18.50 an hour

Assessor Clerk – from \$14.50 to \$15.50 an hour

STARTING RATE INCREASE FOR 1 POSITION:

Park & Building Staff – from \$13.20 to \$14.50 an hour starting rate

Supervisor Houghtling stated that they are going to re-adopt the Compensation Policy once the budget is set to make the adjustment to the starting rate for the park & building staff position.

COLA RAISES:

Supervisor Houghtling stated that she is waiting for an opinion from the Comptroller's Office to find out if the town can give a one-time inflation adjustment that would be just for 2023 while the cost of living is so high. The Town Attorney is working with the Comptroller's office to get an opinion on if it can be done or not. This will be tabled for tonight.

Supervisor Houghtling stated that they will also have to table the discussion on any COLA raises for any elected official.

Supervisor Houghtling stated that for today's meeting they are discussing COLA's and evaluation-based raises on non-elected officials. Supervisor Houghtling stated that the Federal COLA is 8.7%, it is the highest it has been since 1981, it is the fourth highest it has ever been, cost of living is up significantly. Supervisor Houghtling stated that she asked other Supervisor's what they are doing, most towns reported that they are doing a 5% COLA. Supervisor Houghtling stated that because they also have the evaluation-based raise process what she would like to see happen is a larger COLA and a smaller evaluation.

Supervisor Houghtling reported that using a 5% COLA for just General Budget and taking out all elected officials, the total pay amount for the year is \$277,177 with the exception of the increases previously discussed in this meeting. With a 5% COLA and with the increase on the Planning Board Clerk position, it would be a total increase of \$15,938.85. Supervisor Houghtling reminded everyone that they put \$50,000 in the General Budget aside for all

raises. Supervisor Houghtling calculated that it would be an additional \$21,154.35 if they apply the increases to the longevity that they just discussed plus a 5% COLA on everything.

The Town Board held further discussion regarding the pay raises. It was decided that another budget workshop was needed to discuss a COLA for elected officials and a potential one-time inflation adjustment for 2023 as we are still waiting for guidance from the Attorney and Comptroller's office.

A motion was made Supervisor Houghtling, seconded by Councilmember Gordon and approved unanimously to schedule a Budget Workshop for Monday, October 24th, 2022 at 3:30pm and ask the Town Clerk to advertise in the paper and via email blast and website post.

EVALUATION BASED RAISES:

Supervisor Houghtling stated that she would like to set where they are doing raises and what amount before everyone knows who scored where on the evaluations. Supervisor Houghtling and the Town Board held discussion on the scoring and the % given to each score of the evaluations.

The Town Board agreed to go with Option 4: Pay Increase if below .65 gets none, .65 to .75 gets 1% increase, .76 to .90 gets 2% increase and .91 and up gets 3% increase.

EXECUTIVE SESSION:

A motion was made by Supervisor Houghtling to enter into an executive session at 4:15pm and to invite Highway Superintendent Winestock to join to discuss 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 Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen -	Aye

A motion was made by Supervisor Houghtling to exit Executive Session at 4:32pm. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye

Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen -	Aye

Supervisor Houghtling stated that she wanted to publicly acknowledge that the Town Board would like to include all Highway non-elected employees in the 5% COLA and they intend to offer a 5% COLA based on current 2022 rates and then on top of that new rate put in the Union Contract, which is \$.50 per hour. Supervisor Houghtling stated that this will need a Union amendment, she will reach out to the Attorney and the Attorney will reach out to the Union to work out the details for the board to review before the end of the year.

MISCELLANEOUS BUDGET ITEMS:

Supervisor Houghtling stated that the Deputy Court Clerk should have been \$3,900, she went down in the number of hours worked.

The following changes were made:

Page 1. **Justices, (Deputy Court Clerk) A-1110.14** decrease from \$7,800 to \$3,900 (for reduction in hours)

ADJOURNMENT:

A motion was made by Supervisor Houghtling to adjourn the budget workshop at 4:40pm. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen-	Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk