

**MINUTES OF THE SPECIAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON FEBRUARY 28, 2023**

Present: Tistrya Houghtling, Supervisor
Marianna Anthonisen, Councilmember (Arrived 3:34pm)
Britt Buckenroth, Councilmember
Deborah Gordon, Councilmember
John Trainor, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk

Others Present: None

CALL TO ORDER:

The meeting was called to order at 3:31pm by Supervisor Houghtling. The meeting was held in person at the New Lebanon Town Hall, 14755 State Route 22 North, New Lebanon, NY 12125 with members of the public also being able to view the meeting at the following link: https://townhallstreams.com/towns/new_lebanon_ny.

EXECUTIVE SESSION:

A motion was made by Supervisor Houghtling to enter into an executive session at 3:31pm to discuss the medical, financial, credit or employment history of a particular person/corporation, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. The motion was seconded by Councilmember Buckenroth.

Roll Call Vote:

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

Councilmember Anthonisen arrived at 3:34pm and entered the Executive Session already under way.

A motion was made by Supervisor Houghtling to exit the Executive Session at 4:42pm. 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

NY MAIN STREET CONSULTANT:

A motion was made by Councilmember Anthonisen to accept the proposal from In Site Architecture for the Main Street Design Guidelines for \$22,000 and authorize the Town Supervisor to sign the proposal. 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

PAVILION KITCHEN RENOVATION BIDS:

Supervisor Houghtling stated there were no bids received. At the last board meeting, the board went out to bid again with bids due in two weeks because there was a local contractor that was interested in bidding but didn't have enough time to get the bid in before the due date. Supervisor Houghtling stated that the local contractor is still interested but ran into complications with the required insurance. Due to the increased cost of the insurance premium to have the required insurance coverage for this bid it may not be worth the contractor bidding on the project. Supervisor Houghtling stated that seeing that there are no other bidders, she would like this contractor to still bid on the project and build the additional cost of the insurance requirement into the bid and if the bid price is still affordable then the board can consider it.

Supervisor Houghtling stated that in the specs there is a walk-through door in the garage door in the pavilion. The garage door is only 7ft tall and the code has changed and the door has to be 8ft tall to have a walk-through door. The walk-through door feature will have to be removed from the bid specs. There is also an additional insurance added in the specs that after Supervisor Houghtling talked with the engineer, is not needed. The motion will reflect changes in the bid specs with regard to this insurance and the infrastructure change with the walk-through door.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth and approved unanimously to go back out to bid for the pavilion kitchen renovation project with a few minor adjustments to be worked on with the Town Engineer regarding insurance requirements and the garage door requirements with bids to be on or before Monday, March 13th, 2023 at 4:00pm and ask the Town Clerk to advertise appropriately.

WELL/WATER TESTING:

Supervisor Houghtling stated that the well in the park probably does have the capacity to run the splash pad. The well company thinks that the tank and the pump need to be upgraded. They were installed in the 80's and they think it is time to replace them anyway. The cost to do the needed upgrades is about \$15,000. Supervisor Houghtling stated that before the well company commits to this being the solution, they want to come in with their own upgraded pump, tank and a generator and run a second test. The proposed cost of this second test is \$2,850. Supervisor Houghtling stated that the cost of the first round of the well testing came in lower than they thought it would. The board had approved up to \$5,000 and between the two tests the cost will be about \$5,300.

A motion was made by Supervisor Houghtling to approve doing a round two well testing for \$2,850 from Smith Well Drilling. 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

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 4:48pm. The motion was seconded by Councilmember Buckenroth.

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