

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON FEBRUARY 14, 2023**

Present: Tistrya Houghtling, Supervisor
Marianna Anthonisen, Councilmember (left @ 9:06pm)
Britt Buckenroth, Councilmember
Deborah Gordon, Councilmember
John Trainor, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk

Others Present: Jeffrey Winestock, Highway Superintendent
Sharon Powers, IT Website Support, BEDC & QOL Com. Member
Steve Powers, CAC & ZRC Member, & CSC Chair
Josh Young, Planning Board, QOL, & Shaker Preservation Comm Member, BEDC Chair
Kyle Kuffel, Shaker Preservation Com. Chair
Carol Reichert, Shaker Preservation Com. Member
Ted Salem, ZBA Member & ZRC Chair
Peg Munves, CAC Co-Chair
Bruce Shenker, NL Rep to CC Enviro. Mgmt. Com.
Jeannine Tonetti, ZBA Member & Historic Railroad Depot Member
Steve Pause, Shaker Preservation Committee
Elizabeth Poreba, CSC Member
Mary Young, NL Rep to CC Office for the Aging & Traffic Safety
Members of the Public

CALL TO ORDER:

The meeting was called to order at 6:01pm 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.

A moment of silence was, followed by the flag salute. The emergency exits were pointed out.

MINUTES:

The minutes of the **December 13, 2022 Regular Meeting, December 30, 2022 Year End Meeting, January 2, 2023 Organizational Meeting, January 10, 2023 Public Hearing, January 10, 2023 Regular Meeting, and January 19, 2023 Annual Audit of 2022 Books** of the Town Board were reviewed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth, and approved unanimously, to approve December 13th, December 30th, January 2nd, January 10th, January 10th minutes as typed and the January 19th minutes as amended.

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of January 31, 2023 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 for January as typed. 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 |

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 read the emails that she received into the record.

Supervisor Houghtling read the following email into record for POF:

Camp DD Privilege of the floor - TO BE READ 2/14

Thank You.

To New Lebanon Town Board,

As a resident and citizen of New Lebanon and a believer of the potential of the town to grow, prosper and be a role model for towns in Columbia County and beyond it baffles me that the planning board/town board have decided to allow the building of these structures so clearly in what is not part of the future of what New Lebanon could and should be.

We spent years developing a new plan for the future and when we have the opportunity to be

clear and make decisions that coalesce with this work we fail to realize what that plan states.

We strongly encourage the board to reconsider this. Do not allow DD Camp or whoever they are to build unsightly, not needed, no benefit to the town storage structures in our great town. Why can't we see what this kind of building does. Rebuild the main st, rebuild the school, rebuild parks, recreation, fire, put a grocery store in, create a place where others want to come and live, and grow families along with us. Not a place that has multiple storage units so people from other towns can come and use our town as their dump.

*Thank you,
Scott Cohen
Anastasia Traina
New Lebanon Residents.*

Supervisor Houghtling read the following email into record for POF:

Re: storage unit installation on Rte. 22 North:

*From: Dr. Carol Joyce -Blood
47 Dermody Rd
New Lebanon., NY*

Dear Ms. Houghtling;

I am once again writing to voice my opposition to the installation of large storage units on a nearby Property on Rte22 North. As a 38-year resident and taxpayer I have always loved the peace of New Lebanon and its long history of being a place of health and healing.

It is why I work to pay town and school taxes though none of my children attended these. I value the mountains, the hills and fresh air. All a part of this niche.

What is being decided now is a metaphor. We are at an intersection where there is beautiful 1600's historical Church, the old Tilden Estate, and the beautifully renovated Legion Hall. Alongside is a Shaker land filled with all sorts of living and vital herbs, insects, animals. It beckons as people enter town. Will the taxes coming from this proposed storage unit for large mechanical and entertainment vehicles ever be significant enough to warrant a yes to this kind of development? Is that what New Lebanon will move toward? Storage? Are there not areas along Rte. 20 that would be better suited for that business?

I want vitality, beauty, and connection for our town. I hope and fervently ask that you say no to allowing storage with tires, dirt and oil eventually greeting visitors and we the people who also choose to Live here.

*Thank you for your kind consideration
Dr. Carol Joyce -Blood*

Supervisor Houghtling: Supervisor Houghtling clarified that the RV Storage unit is not what was approved. She stated that the board cannot discuss in detail pending litigation

but that there are seven Planning Board members and five Town Board members, all of whom are intelligent people, none of whom were chomping at the bit to have another storage unit in town. They met in executive session with the Town Attorney, the attorney spelled out all the details of the case of which they are not at liberty to share and every member of that meeting agreed that the only path forward was to reverse the decision that was previously made. Based on the legalities of the Article 78 that was filed against the town and at the advice of the Town Attorney, the twelve board members agreed that there was really no other way forward.

PROCLAMATION FOR BLACK HISTORY MONTH:

Supervisor Houghtling read the Proclamation for Black History Month.

BUDGET AMENDMENT #1 OF 2023:

Supervisor Houghtling stated there is an employee who filed for unemployment due to him being a seasonal employee and we must pay it.

General Fund:

\$ 342.00 from A-1990.4 (Contingent)

\$ 342.00 to A-9050.8 (Unemployment Insurance)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #1 of 2023 as typed. The motion was seconded by Councilmember Anthonisen.

Roll Call Vote:

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

AUDIT OF BILLS:

2023 Bills:

General Nos. 19 through 20, in the amount of \$505.81; and

Highway No. 6, in the amount of \$4,214.18;

As listed on Abstract No. 1A dated February 14, 2023.

General Nos. 21 through 64, in the amount of \$30,128.53; and

Highway Nos. 7 through 24, in the amount of \$29,105.10; and

Escrow Nos. 1 through 4, in the amount of \$8,601.25; and

SF-1 LVPA No. 1, in the amount of \$38,325.50;

As listed on Abstract No. 2 dated February 14, 2023.

A motion was made by Supervisor Houghtling to pay the bills. 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 |

PRESENTATION & PROPOSED RESOLUTION FOR CLIMATE SMART RESILIENCY PLANNING RECOMMENDATIONS:

Steve Powers, CSC Chair gave a presentation to the Town Board on the New Lebanon Climate-Smart Resiliency Planning Tool. The Town Board reviewed the document and the changes to be made.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth, and approved unanimously, to amend the draft Town of New Lebanon Climate-Smart Planning document to make five deletions that refer to sea level.

See Addendum A

TOWN OF NEW LEBANON

RESOLUTION # 10 2023

ACCEPTANCE OF THE TOWN OF NEW LEBANON CLIMATE SMART RESILIENCY PLANNING RECOMMENDATIONS

FEB 14, 2023

At the regular monthly meeting of the New Lebanon Town Board, duly called and held on the 14th day of Feb 2023, the following Resolution was proposed and seconded:

Resolution proposed by Supervisor Houghtling

Seconded by Councilmember Trainor

ACCEPTANCE OF THE TOWN OF NEW LEBANON Climate Smart Resiliency Planning Recommendations

WHEREAS, the Town of New Lebanon approved a Town of New Lebanon Climate Smart Resiliency evaluation in Oct 2021 and received a copy thereof on or about December, 2022; and

WHEREAS technical assistance was provided by the Cornell Cooperative Extension in partnership with the NYS DEC Hudson River Estuary Program, NY Water Resources Institute and Cornell University with support from the NYS Environmental Protection Fund; and

WHEREAS the TOWN OF NEW LEBANON Climate Smart Resiliency Planning Recommendations help local decision makers identify planning and adaptation opportunities to improve resilience; and

WHEREAS the Town of New Lebanon Climate Smart Resiliency Planning Recommendations are posted on the Town's website and will be available to both the public and all the Town boards and agencies to assist in town wide planning and policy making for hazard mitigation in New Lebanon; and

WHEREAS, the New Lebanon Climate Smart Communities Task Force will obtain points for acceptance of the Town of New Lebanon Climate Smart Resiliency Planning Recommendations

WHEREAS, the next step in the final acceptance of the Town of New Lebanon Climate Smart Resiliency Planning Recommendations is to adopt this Resolution approving them

BE IT THEREFORE RESOLVED that the Town Board of the Town of New Lebanon hereby accepts the Town of New Lebanon Climate Smart Resiliency Planning Recommendations; and

BE IT FURTHER RESOLVED, that pending such final acceptance by the Town of New Lebanon of the Climate Smart Resiliency Planning Recommendations, as provided therein, shall in no way be deemed binding on the Town's various Board's or agencies with regard to present or future actions. By adopting Climate Smart Resiliency Planning Recommendations, it is the intent of the Town Board that these valuable and comprehensive recommendations be referred to by the Town Boards, Committees, Agencies and the Public to assist in the development, of hazard mitigation practices and policies.

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

Roll Call Vote:

| | |
|-----------------------------------|-----|
| Councilmember Britt Buckenroth | Aye |
| Councilmember Deborah Gordon | Aye |
| Supervisor Tistrya Houghtling | Aye |
| Councilmember John Trainor | Aye |
| Councilmember Marianna Anthonisen | 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: February 14, 2023

Marcie Robertson, Town Clerk

Town of New Lebanon

COMMITTEE/LIAISON REPORTS:

Supervisor Houghtling stated that due to the length of the meeting agenda, she has a request of all the committees tonight. If the committee does not have a request of the Town Board that requires a vote at the meeting, that the committee chair submit their committee report via email to the Town Clerk to be included in the minutes.

Supervisor Houghtling stated that the labor attorney suggested that the Town Board incorporate a new procedure where committees submit their reports to the Town Clerk by the

Friday before the upcoming Town Board meeting, all the reports will go out to the public and the board with the agenda and all the supporting documents. When they get to committee reports it will only be if the Town Board has questions on a report or if the committee has a specific ask of the board where they need to take motion. The board agreed to do this moving forward.

Assessor (Councilmember Anthonisen):

Exemptions –

- *Per new legislation, last month we sent postcard all residents stating the availability of the Low-Income Senior exemption.*
- *This is not a new Exemption. It has been around for years and is mentioned on our website, in newsletters and on tax bills.*
- *We had about 1,000 postcards mailed in New Lebanon.*
- *The office was inundated with inquiries. However, we have only had one or two new qualified seniors.*
- *The qualifications for the exemption are long and detailed. The basics are, Primary residence, over 65 years old with a GROSS income of less than \$37,400. This includes even non -taxable items such as 100% of Social Security. It all also includes a spouse's income even if they are not listed as an owner.*

Assessments -

- *During the usual yearly process between the Assessor and the State (called PDC) it was determined that by leaving our Assessments "AS IS" we would fall to an Equalization rate somewhere around 74/75%. 2022 Equalization rate was 90%. This means the assessments were at 90% of Full Market Value. But, without any changes to assessments, in 2023 the same assessment would only be 75% of Full Market Value. This is due to the market increases in the last few years.*
- *The decision was made earlier in the year to postpone the reassessment until 2024 but to make some overall changes to assessments in 2023 to stay at the current level of 90%.*
- *This work has been completed and sent to the State for review. Those changes applied should hold assessments around 90% of Full Market Value instead of dropping to 74/75%.*
- *Notices will go out in May to all parcels with increases. This is about 1400 parcels.*
- *I will provide more information as the tentative roll gets closer.*

Building Department (Councilmember Trainor):

Councilmember Trainor stated nothing to report at this time.

Business & Economic Development (Councilmember Gordon):

Councilmember Gordon stated nothing to report.

CAC & Environmental Management & Climate Smart Task Force
(Councilmember Gordon):

Peg Munves, CAC Co-Chair emailed the following:

The CAC has submitted the resolution to the TB to Adopt the DWSPP2, the Source water protection plan and the TB is likely to approve it today. We also are asking the Town to finally approve the ARPA funds for testing which we think will happen tonight as well.

Once resolution passes, we are putting an action plan together and will submit that to the TB. Water testing around town, as well as spot testing along the Rte. 20/22 corridor to support the joint CAC and BEDC Committee on Waste Water, is our immediate focus. The plan contains a thorough action plan which is what we will follow.

We have questions about how the testing will work as far as who pays for what, when. Our understanding is that we will approach residents and let them know the town will reimburse the testing IF results are shared with the CAC and Town. We want to make sure this is the way to go.

Using the NRCP as our guide, the CAC is working on pulling out useful guidance for other Town Boards and residents.

We are working with Hudsonia on a Habitat Assessment Form that anyone developing land (or adding to existing buildings and filling a variance), in New Lebanon could fill out. The goal is to present this to PB and Zoning Office to seek their approval. This will aid the PB and Zoning office on more accurate SEQR reporting and alert homeowners and builders about protecting their properties.

PFAS in the HS – Steve and Tistrya met with the school super and is assisting them with possible grants and other funding for their remediation project. They also followed up with Didi Barrett's office and Michelle Hinchey's office on this and the landfill closure timing.

CEA development is starting on main aquifer as well as Shaker Swamp.

Steve Powers, CSC Chair reported the following:

The CSC is requesting that the Town Board approve the resolution for the Climate Smart Planning that was completed by Cornell Cooperative Extension. This project was authorized by the Town Board in Oct 2021 and finished last year. A short review of their findings is included in your packet. We have also received a spreadsheet with a review of their findings.

After approval, I will work with Cissy and Jeff and CSC members to complete as many of the recommended actions as possible.

The Green Purchasing Communities (GPC) program was established by NY State in 2008 by the previous state administration and renewed by our current governor. It requires that all state

purchases follow green purchasing specifications that state agencies have developed for 88 different categories of products. They have found that there are compatible products in terms of quality and cost. There is a website with links to the specs for each type of products. They don't suggest any particular brands but let you choose.

The CSC is also asking the town to adopt this policy as well which will get the CSC points towards Silver. I have researched it and found that Staples where the Town purchases many of its office products has a Sustainability Center on their website where green products can be purchased. I will assist in the process whenever required. If a product is more than 10% above the cost of a non-green product it doesn't have to be purchased. If there are no green alternatives then you go with whatever fits with the town's purchasing policy.

Also, environmentally preferable purchasing language can be written into contracts with vendors to require they follow standards when purchasing products for the town.

One of the main points of the program is to accelerate the transition to a green economy by increasing the amount of spending on green products.

On the resolution you will find the wording that they want added to our town's purchasing guidelines. We would like the resolution approved by the Town Board and I will submit it and the other required documentation to the DEC.

The CSC is planning another town roadside cleanup on Earth Day April 22. We have asked Marcie to block the Pavilion and will send out more details later. I spoke to the elementary and HS principals who both said they will promote to students. I also spoke to the elementary school principal about the possibility of reestablishing their old environment club with help from the CSC and we will work on that with the team.

I submitted the required documentation to NYSEDA to get the solar panels on Town Hall project going and am waiting for the green light to go out to bid.

TOWN OF NEW LEBANON

RESOLUTION # 11 2023

ACCEPTANCE OF THE TOWN OF NEW LEBANON Green Purchasing Communities (GPC) program FEB 14, 2023

At the regular monthly meeting of the New Lebanon Town Board, duly called and held on the 14th day of Feb 2023, the following Resolution was proposed and seconded:

Resolution proposed by Supervisor Houghtling
Seconded by Councilmember Buckenroth

ACCEPTANCE OF THE TOWN OF NEW LEBANON Green Purchasing Communities (GPC) program

WHEREAS, the Town of New Lebanon took the Climate Smart Communities Pledge in February of 2020;
and WHEREAS, the Town of New Lebanon created a Climate Smart Communities Task Force in April of 2020;

WHEREAS The Green Purchasing Communities (GPC) program is part of the Climate Smart Communities program; and

WHEREAS The Green Purchasing Communities program makes it easy for local governments to ensure that the products they are purchasing have a lower environmental impact.; and

WHEREAS the Green Purchasing Communities program provides a simple-to-administer green purchasing program; and

WHEREAS, by joining the Green Purchasing Communities program, New Lebanon can work towards purchasing products and services that are better for our public health and the environment; and

WHEREAS, the Green Purchasing Communities program recognizes the Town of New Lebanon's commitment to the environment; and

WHEREAS, participating in the Green Purchasing Communities program provides points in the Climate Smart Communities program for New Lebanon; and

BE IT THEREFORE RESOLVED that the Town Board of the Town of New Lebanon hereby commits to following the GreenNY purchasing specifications that New York State government uses; and

BE IT FURTHER RESOLVED, the Town of New Lebanon will add the following to its purchasing policy:
Where the Town of New Lebanon is procuring a commodity or service, whether by competitive bid or other type of procurement, that is the subject of a GreenNY procurement specification that has received final approval of the NYS GreenNY Council pursuant to Executive Order No. 22 (2022), the [Town of New Lebanon purchasing officer] shall follow the GreenNY procurement specification to the maximum extent practicable and where cost is reasonably competitive as defined in General Municipal Law § 104-a. GreenNY approved procurement specifications can be found online at: <https://ogs.ny.gov/greeny/approved-greeny-specifications>.

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

Roll Call Vote:

| | |
|-----------------------------------|-----|
| Councilmember Britt Buckenroth | Aye |
| Councilmember Deborah Gordon | Aye |
| Supervisor Tistrya Houghtling | Aye |
| Councilmember John Trainor | Aye |
| Councilmember Marianna Anthonisen | 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: February 14, 2023

Marcie Robertson, Town Clerk

Town of New Lebanon

Steve Powers, CSC Chair report continued:

Based on the discussion here last month regarding Instagram and a potential CSC project with Cornell students who claim that commenting can be turned off on Instagram, I would like to request permission to set up Town and CSC Instagram accounts under the condition that the commenting can be turned off. As with Facebook, only I would be permitted to post in the town group and Liz Poreba and me in the CSC Instagram account. Of course, any town department can and should submit potential posts.

A motion was made by Supervisor Houghtling, seconded by Councilmember Anthonisen, and approved unanimously, to authorize a town Instagram account to be monitored by Steve Powers, CSC Chair, and a town CSC Instagram account to be monitored by Elizabeth Poreba, CSC member and Steve Powers, CSC Chair with the stipulation that it falls in line with our current regulations of our Social Media Policy.

Steve Powers, CSC Chair report continued:

I would like to add that despite the criticism that nobody goes on Facebook anymore, we do have over 920 members in the town Facebook group out of a population of 2300! Not too shabby but Instagram will definitely appeal to a different demographic.

Bruce Shenker, NL Rep CC Environmental Management emailed the following:

Chairman O'Hara stated that the County Solarized Program has run its course, it was meant to finish in 2022. NYSEDA petitioned the Public Service Commission (PSC) last year for additional incentives. It was part of an ongoing conversation with the Climate Leadership and Community Protection Act (CLCPA). Community Solar in New York is waiting for the incentives to be clarified by the IRS.

The Taghkanic CSC organized a presentation by Doug Talamy at the Taghkanic Firehouse which can be viewed on YouTube. The Town will institute a series on pollinator plantings and gardening at the Town Hall called the Pollinator Gardener. They are promoting the stocking and featuring

of more pollinator plants in local stores. Master Gardener, Margaret Roach from Copake as a good resource for the Pollinator Gardens.

Austerlitz will hold a small-scale repair café on Saturday, March 4th at the Town Hall.

The DEC has contracted with an environmental remediation consulting firm regarding the groundwater contamination in Germantown. They will continue to do soil probing and soil vapor sampling in some of the buildings where the highest levels were found in drinking water. They will try to determine the source to remediate and remove it.

Darrow School board has agreed in principle to allowing public access to Shaker Swamp from their grounds. Shaker Swamp Conservancy will hopefully attend next board meeting to begin working out details.

Fire, Law Enforcement & Emergency (Councilmember Trainor):

Councilmember Trainor reported that the monthly reports are in and on file in the Town Clerk's office. Supervisor Houghtling mentioned that the new firehouse is going up.

Highway (Superintendent Winestock & Councilmember Trainor):

NEW BUSINESS:

Highway Truck Engine Issue:

Supervisor Houghtling stated that she sent out the summary that she and Highway Superintendent Winestock prepared and the Town Board agreed with the understanding that we are still getting two new trucks and selling two old trucks and they trust the Highway Superintendent's discretion on which two old trucks will be sold.

Supervisor Houghtling stated that the last time they did a new engine it was above what is required for the town's competitive bidding process. The current place that has the truck will need to submit a bid, so we need to go out for sealed bids. The Town Board was in favor of Highway Superintendent Winestock's recommendation.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to go out to bid for an engine replacement on a 2011 Ford F550 with bids due on or before Friday, March 10th, 2023 at 4:00pm and ask the Town Clerk to advertise said bid notice.

COMMITTEE/LIAISON REPORTS CONTINUED:

Historian & LVHS: (Councilmember Trainor):

Historian:

Councilmember Trainor reported that the historian came back on January 30th. Bitsy Sheffer-Winig, Historian emailed the following:

*Historian's Report, New Lebanon Town Board Meeting, February 14, 2023:
I returned to the office on January 30, 2023.*

I responded to the following inquiries from September to December 2022

- *Met with an interested party regarding the Wadsworth House;*
- *Answered an email asking for information on family property in town.*

I responded to the following inquiries in January and February 2023

- *Answered an email requesting information on an old schoolhouse located on private property and the steps involved in obtaining a historical marker;*
- *Answered an email requesting information on an L.D. Parker Farm in New Lebanon Center and any family history;*
- *Answered an email regarding the history of pharmacies, healthcare, and natural wellness in New Lebanon.*

Future work:

- *Drafting a history of pharmacies, healthcare, and natural wellness in town – referencing the Shakers, Dr. Jesse Torrey, Tilden Pharmaceuticals, and Shaker Swamp;*
- *Research on Margaret Doane Fairweather;*
- *Research on L.D. Parker Farm;*
- *Research on education in the Town of New Lebanon;*

On February 23, 2023 I will attend a meeting of the Columbia County 250th Committee. I am a member of the education subcommittee for the celebration of the Semi-Quincentennial of the American Revolution. I will provide a summary of the meeting for the March town board meeting.

LVHS:

Councilmember Trainor reported that the collections committee of the LVHS is always working upstairs whether they meet or not.

Justice Court/Constable (Councilmember Anthonisen):

Councilmember Anthonisen stated nothing to report at this time.

Library (Councilmember Buckenroth):

Councilmember Buckenroth stated nothing to report at this time.

Buildings, Parks & Recreation (Councilmember Buckenroth):

Councilmember Buckenroth stated nothing to report at this time.

Seniors (Councilmember Gordon):

Mary Young emailed the following:

Office of Aging and Senior report 2-14-23

Emergency HEAP applications are being accepted now. 587 were accepted during December of 2022, up 115 from 2021. The Office has been sending representatives again to Meal Centers from the various departments to give updates. The Independent Living Centers have equipment they can lend out, contact the Office. Attendance at most Senior sites is down, not sure why, asked each representative to be sure the community is aware of the sites. I will be reminding New Lebanon seniors of the Canaan site when we meet again. The SCOOP newsletter is online, trips are available again.

The New Lebanon Seniors did not meet in January due to the weather and has one date set for 2/17. The leaders are planning programs and events for 2023.

Traffic Safety (Councilmember Gordon & Mary Young):

Mary Young emailed the following:

Traffic Safety:

*See speed sign report: **Mary Young** read the speed sign data.*

Projects for 2023 with DOT are being planned and bids are being accepted. New Lebanon area is slated to have some bridge work down but the exact site had not been determined as of the past meeting. Discussion was held about the problem at the Bells Pond intersection in Livingston. Suggestions were given by the Town of and fire department of Livingston, County and State DOT will implement some of the suggestions immediately and a follow up report will be given at the next meeting.

Volunteers (Councilmember Anthonisen):

Councilmember Anthonisen stated nothing to report at this time.

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

Quality of Life Committee (Councilmember Anthonisen):

Supervisor Houghtling emailed the following:

At our last meeting, the Quality of Life committee voted to request the TB allocate ARPA funds to bring a pharmacy and an urgent care center to town to increase access to health and wellness for our residents. We asked the TB to table our previous ARPA funds request for yoga and Zumba pending the potential of an urgent care with the understanding that if the urgent care does not happen, we would then get the requested funds to run yoga and Zumba classes. We continue to work to develop an official mission statement and scope of work for our committee. We also continue to work on housing issues and are working with the new County Housing Coordinator to look at our zoning and to identify anything that may be preventing the creation of more housing, especially for low to moderate income families and residents.

Comprehensive Plan Action Item Update (Supervisor Houghtling):

Supervisor Houghtling reported that there a lot of committee chairs that have not yet responded to Norman Rasmussen's email request, please do.

Mary Young gave a brief update regarding public transportation options for New Lebanon.
County Update (Supervisor Houghtling):
No report received.

OLD BUSINESS:

Historic Overlay/Preservation Approach Comparison:

Supervisor Houghtling stated the ZRC prepared a document for the Town Board with a side-by-side comparison of a historic overlay compared to a historic preservation approach. She stated that these approaches are not mutually exclusive, they can co-exist. They do not have to just apply to the current areas of concern in the Darrow and Chair Factory Roads area, they could apply to other areas in town that have important history to be preserved.

The Town Board reviewed the comparison document with Ted Salem, ZRC Chair. Supervisor Houghtling stated that the board will look the information over and re-visit later.

Supervisor Houghtling stated that Kyle Kuffel, Shaker Preservation Committee Chair sent the Town Board a draft document for the Framework to Preserve and Rehabilitate Mount Lebanon proposal. The Town Board held a lengthy discussion and asked questions regarding this proposal with Kyle. The Town Board asked the committee to get more defined quotes of what legal fees would cost for an attorney that specializes in historic preservation and the possibility of holding a public input session on this topic.

ZRC Updates:

Supervisor Houghtling stated the Town Board tasked the ZRC with drafting changes to the Town Codes. The ZRC presented the Town Board with a detailed proposal for changes to the Town Code related to the following: expanding residential opportunities, enhancing the commercial viability of the town, and protecting community appearance and the rural character of the town. The board went over the summary of proposed changes in detail and held in depth discussion including Ted Salem, ZRC Chair.

The Town Board and Ted agreed to wait until all the changes have been made and all approved by the board and introduce it as one law.

MITP Resolution – Doug Banker Memorial Event:

TOWN OF NEW LEBANON

RESOLUTION #12, 2023

RESOLUTION DECLARING MUSIC IN THE PARK THE “DOUG BANKER MEMORIAL MUSIC IN THE PARK CONCERT SERIES”

FEBRUARY 14, 2023

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 14th day of February 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Trainor

Declaring Music in The Park the “Doug Banker Memorial Music in The Park Concert Series”

WHEREAS, Doug Banker helped found the New Lebanon Music Concert Series; and

WHEREAS, Doug Banker invested much of his time & effort to create, build, and sustain a successful Music in The Park Concert Series; and

WHEREAS, the Town of New Lebanon suffered a tragic loss when Doug Banker passed away in 2022;

NOW, THEREFORE, BE IT RESOLVED, the Town of New Lebanon will memorialize Music in the Park to Doug Banker by naming it the “Doug Banker Memorial Music in The Park Concert Series” and holding it in his honor every year.

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

Roll Call Vote:

| | |
|-----------------------------------|-----|
| Councilmember Britt Buckenroth | Aye |
| Councilmember Deborah Gordon | Aye |
| Supervisor Tistrya Houghtling | Aye |
| Councilmember John Trainor | Aye |
| Councilmember Marianna Anthonisen | 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: February 14, 2023

Marcie Robertson

New Lebanon Town Clerk

Pavilion Kitchen Renovations – Bids Received:

Supervisor Houghtling stated there were no bids received. She had reached out to five local contractors, four were too busy and one needed more time to bid.

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 with the exact same bid notice and specs as the first time with the exception of a change of the date when bids are due, to have them due on or before 3:00pm on Tuesday, February 28, 2023 with bids to be decided at a Special Town Board Meeting at 3:30pm on February 28, 2023 and to ask the Town Clerk to advertise both the bid notice and the Special Town Board meeting for the purposes of pavilion kitchen bids, interviewing NY Main Street proposals and potentially choosing a NY Main Street Consultant.

Intro LL #1 of 2023:

A motion was made by Supervisor Houghtling to adopt the Part 2 and Part 3 of the EAF as prepared by the Attorney for the Town and to adopt a Negative Declaration under the State Environmental Quality Review Act in connection with the enactment of Introductory Local Law No. 1 of 2023. 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 enact Introductory Local Law 1, version 2, of 2023 as Local Law #2 of 2023 and ask that the Town Clerk file it with NY State. 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 |

Walkable Downtown:

Supervisor Houghtling stated that they had a great meeting the other day with the engineer, DOT, and the committee. They have set the first public input meeting for March 20th, 2023 at 6:00pm at Town Hall.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously to schedule a Public Input meeting for a Walkable Downtown on

March 20th, 2023 at 6:00pm at the Town Hall and ask the Town Clerk to advertise it in the newspaper.

Noise Ordinance Request:

Supervisor Houghtling stated that they were all tasked two meetings ago to think about the pros and cons of implementing a noise ordinance for discussion at this meeting. Supervisor Houghtling suggested tabling this item due to the length of the agenda and the board agreed.

Well Test Update:

Supervisor Houghtling reported that the well is being tested tomorrow, she will update after it is completed.

Highway Truck Bond – Attorney Engagement Letter:

Supervisor Houghtling stated that she needs authorization to sign the engagement letter, hiring the bond counsel who prepared the bond resolution for the highway truck.

A motion was made by Councilmember Trainor to authorize the Supervisor to sign the attorney engagement letter with Rodenhausen Chale & Polidoro LLP for the bond council services. 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 |

Highway Truck – Bids Received for 2nd Truck:

Supervisor Houghtling stated they received a bid from Zwack for \$89,765.00 and Marchese for \$68,255 for the chassis and the build combined it is one truck. The bond has been done for two trucks. The first bids that came in were \$89,795.00 from Zwack and \$68,155 from Marchese.

A motion was made by Supervisor Houghtling to accept the second highway truck bid from Zwack for \$89,765.00 and from Marchese for \$68,255 for the chassis. 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 |

Supervisor Houghtling reminded the board that the bond council stated that the bond resolution was the purchase resolution, that is why they are not doing a purchase resolution for these two truck purchases. The bond did not get opposed by the public through the referendum process. They are waiting to sign the statement with the bank until the trucks come in.

Building Department New Software Request:

Supervisor Houghtling stated that we are finally ready to move forward. At the last meeting Josh Young and Monte Wasch had some great input and the Town Board discussed everything and agreed on what they wanted for this policy. The town attorney worked with the vendor and he prepared a redline contract with Cloudpermitting based on the requests of the PB and TB and they agreed to all the changes except a 90 day out clause. The vendor stated that the way that their software works, you really cannot just stop after 90 days if you are not satisfied. They did agree to start with a 1-year contract, instead of a 5-year contract with the option to extend to 3-years at the same price as year 1.

A motion was made by Councilmember Trainor to authorize the Town Supervisor to execute an agreement with Cloudpermit for the purchase of Building, Code Enforcement, and Planning software in accordance with a Software Service Agreement as revised by the Attorney for the Town dated February 13, 2023, for a one year term at a total annual subscription rate of \$5,000.00 with no implementation fee, with two additional one year automatic renewal options at an annual subscription rate of \$5,000 per year. 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 |

TOWN OF NEW LEBANON

RESOLUTION #13, 2023

ADOPTION OF TOWN OF NEW LEBANON ELECTRONIC RECORDS POLICY

FEBRUARY 14, 2023

At a regular 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 14th day of February 14, 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Buckenroth

ADOPTION OF ELECTRONIC RECORDS POLICY

WHEREAS, the Town Board of the Town of New Lebanon deems it to be in the public interest to begin maintaining official Town records in electronic format where deemed appropriate by the Town Board in consultation with the Town Clerk as Records Management Officer, and in connection therewith, to set forth a written policy to ensure compliance with State law requirements governing the use of electronic records as the official copy of Town records where authorized by the Town Board;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of New Lebanon hereby approves and adopts the Town of New Lebanon Electronic Records Policy, a copy of which is annexed hereto; and

BE IT FURTHER RESOLVED, that the Town of New Lebanon Electronic Records Policy adopted herein shall govern the creation, digitization, formatting, accessibility, usability, backing up, storage, file specifications, and indexing, among other things, associated with maintaining official Town records in electronic format, and shall provide for annual review of such Policy by the Town Board.

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

Roll Call Vote:

| | |
|-----------------------------------|-----|
| Councilmember Marianna Anthonisen | Aye |
| Councilmember Britt Buckenroth | Aye |
| Councilmember Deborah Gordon | Aye |
| Councilmember John Trainor | Aye |
| Supervisor Tistrya Houghtling | 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: February 14, 2023
Marcie Robertson, Town Clerk
Town of New Lebanon

Cell Service Committee – Letters of Interest & Potential Expansion to Technology Committee:

Supervisor Houghtling stated that they are almost done with broadband but they are still navigating the USDA grant application process, although the funding has been earmarked

for the town. The CEDC is working with the town on this. A resident made a great suggestion to create a broader technology committee instead of a cell service committee. Jean-Georges Perrin spoke regarding his ideas of creating a technology committee that would cover many different areas of technology such as cell service, internet, careers in technology for the high school, etc. The goal being a rolling technology committee versus a specific area of technology to be closed and another area to be started.

The board really liked Jean-George's idea for the committee and would also like the committee to work on making internet accessible and looking at its environmental and health impact on residents.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to change the Cell Service Committee to a Technology Committee and go back out for letters of interest to be due to the Town Clerk's office by Friday, March 10th, 2023 at 4:00pm and ask that the Town Clerk advertise it in the newspaper.

Amendment to Resolution #2 of 2023:

Supervisor Houghtling stated that there was a typo, where it said Code Enforcement Officer, it said Deputy CEO instead of ZEO. Supervisor Houghtling stated there is no need to re-pass the resolution, just a motion to amend it.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to amend Resolution 2 of 2023 to say Code Enforcement Officer and Deputy ZEO.

TOWN OF NEW LEBANON

RESOLUTION # 2, 2023

SALARIES AND WAGES FOR ALL ELECTED AND APPOINTED TOWN OFFICERS AND EMPLOYEES & SETTING OF MILEAGE REIMBURSEMENT RATE

FEBRUARY 14, 2023 (AMENDED)

At the Annual Organizational 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 14th day of February 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Trainor

Salaries and Wages for all Elected and Appointed Town Officers and Employees & Setting of Mileage Reimbursement Rate

BE IT RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries for elected officials for the year 2023 to be paid biweekly:

| | |
|----------------------------------|---------------|
| Town Councilmembers | \$4,000 each |
| Town Supervisor & Budget Officer | \$33,384 |
| Town Clerk | \$38,948 |
| Highway Superintendent | \$72,153 |
| Tax Collector | \$10,812 |
| Town Justices | \$11,259 each |

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries and hourly wages for appointed officials and employees for the year 2023 to be paid biweekly:

| | |
|--|---|
| Assessor | \$30,405 annual salary |
| Assessor's Clerk | \$16.59/hour (5 hrs/wk) (max \$4,314/yr) |
| ZEO/Building Dept. Admin./Deputy CEO | \$28.64/hr (40 hrs/wk) (max \$59,572/yr) |
| (12 hrs/wk ZEO; 28 hrs/wk Bldg. Dept. Adm.) | |
| Code Enforcement Officer & Deputy ZEO | \$27.55/hour (20hrs/wk) (max \$28,652/yr) |
| Planning Board Clerk | \$16.50/hour (10 hrs/wk) (max \$8,580/yr) |
| ZBA Clerk | \$16.50/hour (5 hrs/wk) (max \$4,290/yr) |
| Dog Control Officer | \$3,969 annual salary |
| Court Clerk | \$18.19/hour (30 hrs/wk) (max \$28,377/yr) |
| Deputy Court Clerk | \$15.90/hour (5 hrs/wk) (max \$4,134/yr) |
| First Deputy Town Clerk | \$18.36/hour (27 hrs/wk) (max \$25,778/yr) |
| Bookkeeper to Town Supervisor | \$21.40/hour (13 hrs/wk) (max \$14,467/yr) |
| Park/Grounds/Bldg Maintenance Superintendent | \$19.61/hour (27 hrs/wk total split between buildings and park – total is for superintendent and all park maintenance staff) (max \$27,709) |
| Maintenance Staff | \$15.23/hour |
| Park Manager | \$3,000 annual salary |
| Highway Department Employees: | (SET VIA UNION CONTRACT) |
| MEO | \$23.60 to \$26.75 per hour per 2023 contract |

Summer Youth Program Staff (seasonal):

Camp/Program Director: TBD

The rates for the Summer Youth Program staff are as follows:

Assistant Program Director TBD

Counselors range \$11.55 to \$15.75 per hour*

Counselors in Training \$8.40/hour

(Max. season total for all non-Director positions \$40,000)

(*Counselors' rates are based on number of years working at the program and number of approved

certificates (.50 cents per hour for each certificate and for each year))

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following contractual obligations for the appointed officials and employees noted for the year 2023 to be paid by monthly submission of vouchers unless stipulated otherwise:

| | |
|-------------------------|--|
| Accountant for the Town | \$14,400 annual per agreement (\$1,200/mo) |
| Attorneys for the Town | As needed rate(s) per agreement/proposal |
| Engineers for the Town | As needed rate(s) per agreement/proposal |
| Town Historian | \$750 annually with quarterly payments |

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon sets the following mileage rate for reimbursement to town officials and employees for 2023 when applicable:

\$0.625 per mile to automatically update throughout the year when federal mileage rates change

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

Roll Call Vote:

| | |
|-----------------------------------|-----|
| Councilmember Britt Buckenroth | Aye |
| Councilmember Deborah Gordon | Aye |
| Supervisor Tistrya Houghtling | Aye |
| Councilmember John Trainor | Aye |
| Councilmember Marianna Anthonisen | 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: February 14, 2023

Marcie Robertson, New Lebanon Town Clerk

Amendment to Health & Wellness Website Link Access:

Supervisor Houghtling reported that Erminia Rasmussen is resigning from the QOL Committee and we gave her authorization to access the health and wellness link on the town website. Danielle Kuffel will take her place on this job and we just need to move the authorization to her.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to authorize Sharon Powers to give access to just the Health & Wellness link on the Town Website to Danielle Kuffel and remove access from Erminia Rasmussen.

Update from Depot Committee & Corkscrew Rail Trail:

Jeannine Tonetti gave a brief update that the Depot Committee has had two meetings and she has forwarded the information to the Supervisor. They are not ready for a contract yet but they are gathering more information.

Supervisor Houghtling gave an update on Joe Ogilvie's behalf, Joe wanted to update everyone that they have had volunteers hard at work removing a bunch of the downed trees and brush around the Depot and have patched some of the holes in the roof with tarps temporarily.

ARPA Funds – New Request & Draft Budget:

Supervisor Houghtling presented a spreadsheet of all requests in so far (paid and unpaid). She stated that the town received \$220,717.28 in ARPA funds. They have spent \$54,362 on the four grants that they gave funding direct to local businesses through the application process, \$3,500 paid to LaBerge for writing the grant for NY Main Street Planning, leaving \$166,355.28. She stated that there were a lot of committees that came to the board in the beginning with their requests but she wanted to wait until they had all the requests from all the committees in before deciding to grant the requests. The Supervisor stated that they are in a position that if the board decided to, they could approve all the requests as they have come in. The board has already reviewed the CAC, yoga and Zumba, and the Community Center proposals. She stated that there are a few more proposals that have come in that they need to review.

Supervisor Houghtling stated that they received a request from the BEDC for \$1,000 to create a non-profit organization that would support the local businesses in a multitude of ways. The BEDC requested the board to set aside \$11,500 for daycare for the community, they will need to do more work before they can implement anything but are hoping to have the money put aside and allow the committee time to work out a plan to present to the board. If for any reason it does not work out, the board can pull the reserved funds back into the budget. The board held discussion on the spending process of the ARPA funds. Supervisor Houghtling stated that the Corkscrew Rail Trail has asked for \$5,826 to pay back taxes on the new parcel that was obtained in 2022, \$986 to pay the current taxes, and between \$2,000 and \$4,000 to hire a consulting group to write grant applications and find funding sources to expand access to the rail trail, and between \$15,000 and \$25,000 to provide funds for securing easements. The Quality of Life Committee has asked that the board set aside whatever is left for a potential urgent care. Supervisor Houghtling stated that if they gave every request the full funding they requested, they would be left with approximately \$6,543.28 to \$18,543.28 (a range because the rail trail request was a range), which was requested be set aside for a potential urgent care. This is without doing a round

two of direct grants to local businesses. She stated that they had allocated up to \$100,000 for grants to local businesses and have only used \$50,862. Supervisor Houghtling stated that if you combine that with the \$12,500 the BEDC has recently requested to support local businesses, and there is \$36,638 left to potentially do a 2nd round of grants, but they could not do that plus fulfill all requests in full. She stated that they did get applications from several newer businesses that could not show pre-covid numbers. Supervisor Houghtling has also heard from the new grocery store that they could really use some funding. The board held further discussion on the spending and allocation of the ARPA funds.

See Addendum B

A motion was made by Supervisor Houghtling to adopt the ARPA Tracking Spreadsheet as proposed and written as our draft ARPA Budget. 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 |

Acceptance of the Drinking Water Source Protection Program (DWSP2) Plan:

TOWN OF NEW LEBANON

RESOLUTION # 14 2023

ACCEPTANCE OF THE TOWN OF NEW LEBANON DRINKING WATER SOURCE PROTECTION PROGRAM (DWSP2) PLAN

FEB 14, 2023

At the regular monthly meeting of the New Lebanon Town Board, duly called and held on the 14th day of Feb 2023, the following Resolution was proposed and seconded:

Resolution proposed by Supervisor Houghtling

Seconded by Councilmember Gordon

ACCEPTANCE OF THE TOWN OF NEW LEBANON DRINKING WATER SOURCE PROTECTION PROGRAM (DWSP2) PLAN

WHEREAS, the Town of New Lebanon commissioned a Town of New Lebanon DRINKING WATER SOURCE PROTECTION PROGRAM (DWSP2) PLAN and received a copy thereof on or about January 8, 2023; and

WHEREAS Technical assistance was provided by the New York Rural Water Association (NYRWA); and

WHEREAS the **THE TOWN OF NEW LEBANON DRINKING WATER SOURCE PROTECTION PROGRAM (DWSP2) PLAN** contains extensive maps and descriptions of the Town's water and its significance to the New Lebanon community; and

WHEREAS the Town of New Lebanon DRINKING WATER SOURCE PROTECTION PROGRAM (DWSP2) PLAN is posted on the Town's website and will be available to both the public and all the Town boards and agencies to assist in townwide planning and policy making for the uses and stewardship of the ground water in New Lebanon; and

WHEREAS, the next step in the final acceptance of the Town of New Lebanon DRINKING WATER SOURCE PROTECTION PROGRAM (DWSP2) PLAN is to adopt this Resolution approving the DWSP2 and to forward it to the New York State Department of Environmental Conservation (DEC) for its approval.

BE IT THEREFORE RESOLVED that the Town Board of the Town of New Lebanon hereby provisionally accepts the Town of New Lebanon DRINKING WATER SOURCE PROTECTION PROGRAM (DWSP2) PLAN subject to the final approval by the New York State Department of Environmental Conservation (DEC); and

BE IT FURTHER RESOLVED, that The Town of New Lebanon DRINKING WATER SOURCE PROTECTION PROGRAM (DWSP2) PLAN be forwarded to the New York State Department of Environmental Conservation (DEC) forthwith for its approval, and

BE IT FURTHER RESOLVED, that pending such DEC approval and final acceptance that the DWSP2 Plan for the Town of New Lebanon and recommendations regarding municipal action which may be taken, as provided therein, shall in no way be deemed binding on the Town's various Board's or agencies with regard to present or future actions. By adopting the DWSP2 Plan, it is the intent of the Town Board that this valuable and comprehensive inventory of the Town's water resources be referred to by the Town Boards, Committees, Agencies and the Public to assist in the development, management and protection of our water resources. It is the further intent of the Town Board to periodically update and /or amend this DWSP2 Plan as may be appropriate in the future.

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

Roll Call Vote:

Councilmember Britt Buckenroth

Aye

| | |
|-----------------------------------|-----|
| Councilmember Deborah Gordon | Aye |
| Supervisor Tistrya Houghtling | Aye |
| Councilmember John Trainor | Aye |
| Councilmember Marianna Anthonisen | 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: February 14, 2023

Marcie Robertson, Town Clerk

Town of New Lebanon

Planning Board Training & Consideration of Compensation:

Supervisor Houghtling stated that she has reached out to Attorney Tingley and Nan Stoltzenberg and they have proposed three training sessions. The budget includes reviewing the zoning and sub-division laws. She has proposed a two hour zoom training to the Planning Board, a second training on SEQRA, and a third training on site plan review and special use permits and the Planning Boards role and process in New Lebanon. She has quoted an hourly rate of \$110.00 an hour, not to exceed \$1,870.00. This quote is much less than Attorney Tingley's rate. Supervisor Houghtling stated that she and the Planning Board Chair discussed making these trainings required for the Planning Board members, and making them on-line and recorded trainings to make them easier for members to attend.

A motion was made by Supervisor Houghtling to accept the proposal from Nan Stoltzenberg not to exceed \$1,870.00 at a rate of \$110.00 per hour for Planning Board training and require that all Planning Board members take the training either on-line live or watching the recording after the training. 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 |

Supervisor Houghtling stated that she reached out to every town in Columbia County, most towns pay at least a per meeting or annual stipend to all board members who are not advisory. Currently the three boards in New Lebanon that are not advisory that are not being paid are the Planning Board, Zoning Board of Appeals, and the Board of Assessment Review. Supervisor Houghtling stated that except for the City of Hudson, we are the only

town that does not pay at least one of those boards. She stated that this does not mean that they have to pay these boards, no one has come to her asking to be paid. Supervisor Houghtling stated that if the board decides to do something about this, it will not be until next year's budget.

Supervisor Houghtling stated that there is another consideration that has been raised that she thinks is valid. There are a lot of very active committees like the CSC, where the volunteers put in a ton of work for the town, way more than most Planning Board, ZBA members, or Board of Assessment Review. Supervisor Houghtling stated that with every town she talked with, they are very clear on the difference between an advisory board and a non-advisory board and the advisory do not get paid.

The Town Board held discussion regarding compensation of non-advisory committees.

BEDC Appointment – Error on Training Tracking:

Supervisor Houghtling stated that she somehow missed the training record for Steve Abramson, BEDC member so we removed him from the BEDC. He did, in fact, take the training on time so we need to re-appoint him, she apologized for this oversight.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth, and approved unanimously to re-appoint Steve Abramson to the BEDC.

Main Street Consultant – Proposals Received:

Supervisor Houghtling stated that they are interviewing both engineers on February 28th, 2023 and the meeting has already been set.

Website Re-Design Proposal:

Supervisor Houghtling stated that Sharon Powers provided a proposal for the Town Website re-design. Her fee would still be \$65.00 an hour, not to exceed eighty hours, a total of \$5,200.00 and the cost of plug-ins that may need to be purchased along the way. The expected time of completion is six months to one year.

A motion was made Supervisor Houghtling to accept the quote for Town of New Lebanon website re-design from Sharon Powers of Garden Hill Creative not to exceed \$5,200.00 at a rate of \$65.00 an hour. 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

NEW BUSINESS:

May Town Board Meeting Conflict:

Supervisor Houghtling stated that the High School concert is the same night as the scheduled meeting, the Deputy Supervisor and Deputy Town Clerk could fill in but Councilmember Buckenroth does not have anyone to fill in for her. The board discussed starting the meeting late or changing the date.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to reschedule the May Town Board meeting from May 9th at 6:00pm to May 15th, 2023 at 6:00pm and ask that the Town Clerk advertise to the public.

Proposal for Open Swim at the High School:

Councilmember Buckenroth stated that they originally did not budget money to pay for a lifeguard at the school because they had not run an open swim program in two years and there was no way to anticipate what was going to happen. Councilmember Buckenroth stated that after talking with the Recreation Commission Chair, Abbie Shoobs and Supervisor Houghtling, if approved, they figured out that they could pay a lifeguard for sixty-eight days between now and December, two days a week. This would be free to the community and the pool would be open Tuesday and Thursday except during the summer.

The proposal is \$2,040 which is \$30 a day, twice a week from now to December. Supervisor Houghtling stated that if the board approves this it will be contingent on a MOU with the school that the Town Attorney and the Supervisor will work out.

A motion was made by Councilmember Anthonisen to pay \$2,040.00 to the school for every Tuesday and Thursday that school is in session for the entire 2022-2023 and 2023-2024 school calendar through December 31, 2023, contingent upon the MOU being agreed to by the Town Attorney and the school. 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

Councilmember Anthonisen left the meeting at 9:06pm.

Policy Review – Credit Card Use Policy:

Supervisor Houghtling reported that the Town Clerk notified the board that an expiration date had changed and sent the board an amended, updated policy with the Bank of Greene County town credit card having an updated expiration date of January 2026.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously with the exception of Councilmember Anthonisen, who left the meeting, to amend the Credit Card Use Policy by updating the expiration date to January 2026 for the Bank of Greene County town credit card and mark it reviewed and amended by Town Board, 2/14/2023.

Park Manager – Letters of Interest:

Supervisor Houghtling stated that they budgeted for a salaried, part-time, seasonal position as Park Manager and she asked Councilmember Buckenroth to draft a potential job description. The Town Board reviewed the draft job description and Supervisor Houghtling requested changes to be made to the draft that Councilmember Buckenroth will make and present at the next Town Board meeting.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously with the exception of Councilmember Anthonisen, who left the meeting, to go out for letters of interest for the Park Manager position with letters of interest due by Friday, March 10, 2023 at 4:00pm.

Ethics Board Vacancy – Letter of Interest:

Supervisor Houghtling stated there is a vacancy on the Ethics Board. They did receive a letter of interest because the Chair was proactively trying to find candidates but they always like to advertise because there might be other candidates.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously with the exception of Councilmember Anthonisen, who left the meeting, to go out for letters of interest for the Ethics Board vacancy with letters of interest due by 4:00pm on March 10, 2023 and ask that the Town Clerk to advertise accordingly.

Skatepark Slab – Issue RFP:

Supervisor Houghtling stated that they originally went out for the skatepark and the splashpad together last time. The well testing is still happening and she does not want to hold up the skatepark, she really wants it up and running this summer. She stated that they have the RFP that was prepared by the engineer and the only changes will be the dates and location of the skatepark.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth, and approved unanimously with the exception of Councilmember Anthonisen, who left the meeting, to go out to bid for the Skatepark Slab with the engineered drawings as prepared

with bids due on or before March 10, 2023 at 4:00pm asking the Town Clerk to advertise in the paper and with the location to be where the proposed skatepark location is in the Master Park Plan.

NYS DOT Update – Route 20:

Supervisor Houghtling stated that NYS DOT came out the other day, they are doing a complete mill and re-pave of Route 20 heading up the mountain in the Spring/Summer of 2023. It will start where the old Hess station is and going to the Massachusetts state line. It will also include Old Route 20.

Town Hall Copier:

Supervisor Houghtling stated that we have been having issues with our current copier/printer. We are at the end of our five-year lease and the vendor has determined the usefulness of the printer is gone. They have given a proposal for a new lease, prices are higher. Currently the town pays \$87.79 a month to lease the copier and then we pay per print, black and white and color a very low rate. The print rates are staying the same, all the ink, staples and supplies are still all free but the monthly payment will go up to \$135.52.

A motion was made by Councilmember Buckenroth to authorize the Supervisor to sign the proposed lease agreement with DeLage Landen Financial Services, Inc. for a sixty-month lease at \$135.52 a month for a SHARP BP-70C31. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

Tourism Brochure Distribution:

Supervisor Houghtling stated that they budgeted for six months of distribution of our tourism brochure. It is professionally distributed around six different regions in their cultural locations. She stated that for now they are looking to do a one-year contract agreement, it is \$190.00 a month plus a \$5.00 a month fuel surcharge for a total of \$1,170.00 for the six months. It is budgeted in the BEDC budget. Supervisor Houghtling is looking for authorization to sign the 2023 service agreement.

A motion was made by Councilmember Trainor to authorize the Supervisor to sign the 2023 distribution service agreement for \$1,170.00 and to prepare a voucher for next month's meeting once the agreement is signed. 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 |

Petty Cash Policy:

Supervisor Houghtling stated this has to be tabled, the attorney needs more time to prepare it.

Banking Policy:

Supervisor Houghtling stated the Town Board has a responsibility to oversee the finances of the Town and one of the internal financial controls recommended by the State Comptroller's Office is to have a policy in place that ensures that bank reconciliations are done on a monthly basis. This policy requires departments who have bank accounts with the exception of the Justice Court to file a copy of the bank reconciliation with the Town Board via the Town Supervisor's office for their monthly review that the reconciliation has been done within ten business days of receipt of said bank statement.

TOWN OF NEW LEBANON

RESOLUTION # 15, 2023

ADOPTION OF TOWN OF NEW LEBANON BANK RECONCILIATION POLICY

FEBRUARY 14, 2023

At a regular 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 14th day of February, 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Gordon

ADOPTION OF BANK RECONCILIATION POLICY

WHEREAS, the Town Board of the Town of New Lebanon deems it to be in the public interest to ensure that relevant Town departments and officials having control or authority over Town bank accounts perform and prepare on a timely basis bank reconciliations of those accounts over which such departments and officials have control or authority;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of New Lebanon hereby approves and adopts the Town of New Lebanon Bank Reconciliation Policy, a copy of which is annexed hereto; and

BE IT FURTHER RESOLVED, that the Town of New Lebanon Bank Reconciliation Policy shall govern all departments and officials having control and authority over any Town bank account, except the Town Justice Court.

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

Roll Call Vote:

| | |
|-----------------------------------|--------|
| Councilmember Britt Buckenroth | Aye |
| Councilmember Deborah Gordon | Aye |
| Supervisor Tistrya Houghtling | Aye |
| Councilmember John Trainor | Aye |
| Councilmember Marianna Anthonisen | Absent |

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: February 14, 2023

Marcie Robertson, Town Clerk

Town of New Lebanon

See Addendum C

Postage Meter:

Supervisor Houghtling stated that another recommendation that came from the Town Attorney and the State Comptroller is that the town have less of a need for petty cash. Some of what petty cash is used for is postage. Supervisor Houghtling stated that the town offices use a lot of stamps and drive to the post office to do certified mailings. Supervisor Houghtling stated that she had Ashley Saviano research different options, the best ones that they found were Stamps.com and Quadient. She stated that in looking at the pros and cons of these two companies, there are a lot more pros on Stamps.com and a lot less cons. She stated this would eliminate the need for PO boxes. The town currently pays for four post office boxes. With Stamps.com it would become rural delivery at the town. The board agreed to move forward with Stamps.com for approval at the next meeting.

Recreation Commission – Remove Member and Advertise for Letters of Interest:

Supervisor Houghtling stated that there was one person who knowingly and willingly did not sign her Oath of Office because she does not want to be on the committee. Shelly Hurst was appointed a while back, did not get notification to do her oath, was then re-appointed and then she decided that knowing what the Recreation Commission is, decided it is not the committee she wants to be on. Supervisor Houghtling stated that Shelly had indicated to the Town Clerk that she might be interested in being on the BEDC and the Supervisor encouraged her to attend a few meetings to see if it is what she is interested in. Supervisor Houghtling stated that she did not think a motion was needed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously with the exception of Councilmember Anthonisen, who left the meeting, to advertise for a Recreation Commission vacancy with an expiration of 12/31/2023 with letters of interest due March 10, 2023 by 4:00pm and the Town Clerk to advertise accordingly.

QOL Committee Resignation:

Supervisor Houghtling stated Erminia Rasmussen has resigned.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth, and approved unanimously with the exception of Councilmember Anthonisen, who left the meeting, to accept the resignation of Erminia Rasmussen from the Quality of Life Committee.

Community Project Funding Applications:

Supervisor Houghtling stated that she received a letter from Marc Molinaro's office, he is our Congressional Representative. She stated that this is a similar thing of how we received the broadband funding. Supervisor Houghtling stated that their application for Community Project Funding is now open, it is part of the Congressional Appropriations Process for the fiscal year 2024, and Congressman Molinaro's office will be allowed to submit a limited number of funding requests for specific projects in NY-19. She stated that these Community Project Funding requests are intended to direct funding to local government or non-profit entities to carry out projects that are eligible for federal support and benefit the local community. Supervisor Houghtling stated that funding for fiscal year 2024 will not begin consideration until Spring of 2023 and they fill out a form to ensure that their project gets due consideration for potential inclusion in Molinaro's project requests. They are due by 2/28/2023.

Supervisor Houghtling stated that she cannot think of a project that is ready to have in by 2/28/2023 but she wanted to bring it to the board. Supervisor Houghtling stated that she would forward the email to the Town Board and all the Committee Chairs.

Shaker Mill Inn:

Supervisor Houghtling stated that Michael from the Shaker Mill Inn came to her today. Josh Young and the farmers market got funding through Berkshire Taconic for a community fridge. Michael and the Shaker Mill go two to three times a week to Trader Joe's and fill this community fridge. A lot of what they get is frozen. They are doing an application through Berkshire Taconic to expand the first phase of the community fridge asking for a freezer or two. He has asked for a letter of support from the town as well. A motion was made by Councilmember Buckenroth, seconded by Councilmember Gordon, and approved unanimously except for Councilmember Anthonisen, who left the meeting, for the Supervisor to write a letter of support for the Community Freezer application.

ANNOUNCEMENTS:

FEBRUARY:

Tuesday, February 28th, 2023 at 3:30pm- Special Meeting (Interviews)

MARCH:

Tuesday, March 14th, 2023 at 6:00pm- Regular Monthly Meeting

Monday, March 20th, 2023 at 6:00pm- Public Input Session (Walkable Downtown)

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. No one in person spoke and there were no emails for POF.

Margaret Robertson: Updated the board on the work being done on The Depot Station. This past weekend six volunteers put a tarp on the roof. There are still two holes in the roof that the tarp could not cover and they will try to get that done this coming weekend. They are actively fundraising to help pay for the back taxes on the Depot. They are reaching out to contractors to get interest in restoring the building. They have also done a lot of property clean-up.

Margaret Robertson: Discussed the speed limit sign at Cemetery and West Street should be moved up, she came to the stop sign tonight and she was going 9mph, it appears to not be registering properly.

Margaret Robertson: Suggested hiring a professional to remove the bees at the park so that they can be saved and relocated. **Supervisor Houghtling** responded that she misspoke, they are yellow jackets and white-faced hornets.

Margaret Robertson: Thanked the board for advertising for the Ethics Board position so that it has taken out of the Ethics Board to decide who gets to be on it.

Margaret Robertson: Commented that Nan Stoltzenberg helped the town with the Comprehensive Plan in 2005, she knows New Lebanon well.

Supervisor Houghtling read the following email from **Michael Muadin**:
Supervisor Houghtling and Town Councilors:

I will be honored to serve you and the people of the Town of New Lebanon on the proposed Technology Committee, just as I would have been proud to serve on the Cell Service Committee.

I was prepared to offer my services as the Chair of the Cell Service Committee and would be pleased to help my esteemed fellow citizen co-chair the newly formed Technology Committee.

Thank you for acknowledging my interest in Town Government.

I am so happy to have the opportunity to join you in helping to improve the lives of everyone closest to us.

Most Sincerely Yours,
Michael Muadin

Supervisor Houghtling read the second email from **Michael Muadin**:
P.S.

I acknowledge that the Town of New Lebanon needs improved cell service. We only have one chance to do it right. This is my expertise.

I would be honored to help us find a solution that solves the need while protecting the health, welfare, and aesthetics of the Town of New Lebanon.

Thank you, Supervisor, for acknowledging that it would be good to have me focus on that issue. It is good to feel welcome by a Town where I have lived for nine years.

I want so much to help us find the best way forward with the safest deployment of technology. I appreciate your support and that of the Town Council.

- Michael Muadin

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 9:40pm. 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 |

Respectfully submitted,

Marcie Robertson, New Lebanon Town Clerk

Addendum A

Town of New Lebanon Climate-Smart Planning

September 30th, 2022

Prepared by Kelsey West, Cornell Cooperative Extension of Columbia and Greene Counties.

The Climate Smart Resiliency Planning Tool is a checklist to identify gaps in a community's planning process.

The Climate Smart Resiliency Planning Tool was used to evaluate opportunities for the Town of New Lebanon to improve its community's resilience to flooding and climate change. The Planning Tool reviews many long and short-term aspects of storm and climate change preparedness by reviewing Town and County planning documents, activities, and management. Documents were reviewed, and municipal staff members were consulted in the process of completing the assessment. The assessment and recommendations have been shared through meetings and correspondence with the Town Council and municipal staff.

Municipal staff engaged in the Town of New Lebanon Climate-Smart Planning assessment:

Tistrya Houghtling, Town Supervisor
Steve Powers, Climate Smart Communities Task Force Chair
Ted Salem, Zoning Board of Appeals member
Jeff Hattat, Code Enforcement Officer
Cissy Hernandez, Zoning Enforcement Officer/Administrator
Marc Anthonisen, CSC member

The completed assessment and recommendations highlight areas of opportunity for the Town of New Lebanon to integrate flood and climate change preparedness into its municipal operations and planning.

Areas of Strength

- The Town of New Lebanon is a bronze-certified NYS Climate Smart Community (CSC) and has completed actions that mitigate and adapt to the effects of climate change. • The Town of New Lebanon adopted the FEMA-approved Columbia County Multi Jurisdictional Hazard Mitigation Plan (2018), which:
 - Identifies and prioritizes climate hazards.
 - Describes the damage and cost of previous storms and disasters, past mitigation efforts, and estimates future financial losses that may result from flooding. ○ Includes municipal maps that indicate local hazard risks and identify critical facilities and infrastructure.
 - Includes adaptation strategies that have been evaluated and prioritized by cost, feasibility, timing, and efficacy.
- The Town of New Lebanon Comprehensive plan was updated in 2021. The plan:

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- Involved a broad base of the community in its development.
- Identifies improved community resilience to major storms and upstream passability of aquatic life in its community vision.
- Identifies climate change and its influences on flooding, storm events, and other hazards as a threat.
- A Climate Vulnerability Report, titled “Global Climate, Local Resiliency Climate Vulnerability Assessment for the Town of New Lebanon, New York” was completed in 2021. The report combines the qualitative data surrounding existing climate science in the literature review with quantitative data derived from interviews with critical personnel in the Town of New Lebanon to derive prioritized hazards and assets and develop short and long-term priorities for addressing identified hazards.
- Current zoning regulations incorporate flood resilience by using subdivision regulations to ensure low densities within floodplains and zoning for open space and recreation. Zoning is scheduled to be updated in 2022.
- The Town is part of the National Flood Insurance Program and tracks riverine repetitive loss properties within the community.

Areas of Opportunity

- The adoption of the Columbia County Multi-Jurisdictional Hazard Mitigation Plan makes the Town of New Lebanon eligible to receive FEMA grants such as the Flood Mitigation Assistance Program, Hazard Mitigation Grant Program, and the Building Resilient Infrastructure and Communities (BRIC) program (formerly the Pre-Disaster Mitigation Grant Program) for completion of hazard mitigation actions.
- Certified Climate Smart Communities receive better scores on New York State Climate Smart Communities Grants, which could be leveraged to complete recommended climate resilience-related actions.
- The Town of New Lebanon will participate in a Climate Adaptation Planning process led by Cornell Cooperative Extension, which will assess the town’s vulnerability to current and future climate hazards and recommend strategies to grow more resilient to these hazards.

Recommendations

The following opportunities emerged under each of the sections of the Climate Smart Planning assessment:

Section 2- Vulnerability and Risk Assessment

- Train municipal employees in risk mapping tools such as lake and overland surges, shoreline change analysis, cumulative risk assessments, HAZUS-MH, etc.
- Conduct a Build-Out Analysis using new and existing zoning ordinances. Compare the Build-Out

Analysis to the extent of storm surge scenarios.

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Section 3- Public Outreach and Engagement

- Conduct storm-preparedness outreach to residents and businesses and inform them about available disaster resources prior to the threat of a storm using the Town website, television, radio, social media, etc. **CSC PE9 Action: Local Climate Action Website (3pts)** and **CSC PE9 Action: Social Media (3pts)**. Shared resources could include:
 - ASPCA's disaster preparedness steps for domesticated animals².
 - FEMA's "Are You Ready" guide³ which provides guidance on the development of personal and family evacuation plans and emergency kits.
 - FEMA's coastal construction manual⁴.
- Create public information plans so residents are aware of evacuation routes, and location of shelters.
- Take steps to ensure that information is shared using multilingual and culturally sensitive approaches.

Section 4- Integration of Municipal Plans

- Create floodplain management plan in addition to the local ordinances that are already in place.
- Create a stormwater management plan that identifies runoff and drainage problems due to impervious surfaces, includes green infrastructure and low impact development regulations to decrease runoff, and describes municipal responsibility for inspection and maintenance of stormwater infrastructure.
- Consider adopting the International Building Code or American Society of Civil Engineers (ASCE) standards that promote flood-resistant buildings.
- Ensure that the Town budgets include adequate funds for costs related to adapting infrastructure for greater flood resiliency. Incorporating adaptation considerations into an asset management or capital improvement plan is an ideal method to build resiliency into routine maintenance and upgrades. **CSC PE8 Action: Green Economic Development Plans (4 pts)**.
- The State of New York has regulations to protect wetlands that are 12.4 acres or larger. Consider going beyond the Land Conservation Overlay and adopting an ordinance to protect wetlands that are less than 12.4 acres more effectively, with a minimum buffer of 100 feet. Look to Section 2.1 Wetland Protection of the New York State Department of State Model Local Laws to Increase Resilience⁵ document for more guidance. **CSC PE6 Zoning for Protection of Natural Areas (4 pts)**.

¹ ASPCA Disaster Preparedness Guide: <https://www.asPCA.org/pet-care/general-pet-care/disaster-preparedness>

² FEMA "Are You Ready" Guide: https://www.fema.gov/pdf/areyouready/areyouready_full.pdf

³ Model Local Laws to Increase Resilience: https://dos.ny.gov/system/files/documents/2020/09/model_local_laws_to_increase_resilience.pdf

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Section 5- Disaster Preparedness and Recovery

- Develop an evacuation plan that identifies a timeframe, multiple evacuation routes, and portions of the community with special circumstances or needs (schools, nursing homes, shelters, and those without personal transportation).
- Consider creating an Emergency Response and Short-term Recovery Plan that:
 - identifies a hierarchy of authority, first responders, and operators of municipal facilities.
 - Includes steps for emergency protective measures.
 - Includes coordination among critical stakeholders.
 - Designates an Emergency Operations Center located outside of flood zones.

Participate in the National Weather Service Storm Ready Community⁶ program which helps communities take a proactive approach to prepare for extreme weather and natural disasters.

- Take advantage of programs like NY-Alert⁷ and FEMA's Community Emergency Response Team (CERT)⁸ training to better prepare for disasters.

Section 6- Hazard Mitigation Implementation

- Create a Climate Action Plan to enact measures and policies to reduce greenhouse gas emissions and increase the community's resilience to climate change. This recommendation is also included in the Town's 2021 Climate Smart Communities Annual Report. **CSC PE2 Action: Government Operations Climate Action Plans (12-16 pts) or Community Climate Action Plan (16 pts).**
- Engage in wetland or riparian buffer restoration and protection by encouraging sustainable enhanced methods of shoreline protection encouraged through incentives or regulation. **CSC PE7 Riparian Buffers (1-6 pts) or PE7 Action: Nature-based Shoreline Protection (2-12).**
- Take part in FEMA's Community Rating System⁹ **PE7 Action: National Flood Insurance Program Community Rating System (3-9 pts).**
- Provide training in retrofitting flood-prone residential buildings and NYDEC Post Flood Stream Intervention training for appropriate staff¹⁰.
- Consider utilizing tools such as transfer/purchase of development rights, rolling easement, or buyouts of vulnerable properties to manage development in hazard-prone areas **CSC PE7 Strategic Relocation (4 pts).**

⁶ National Weather Service Storm Ready Community Program: <https://www.weather.gov/stormready/>

⁷ NY-Alert is a New York State service that alerts citizens of hazards and emergencies via email or telephone. <https://nyalert.gov/>

⁸ CERT program is offered by FEMA to train volunteers in basic response skills to assist in community disaster relief.

<https://www.fema.gov/community-emergency-response-teams>

⁹ FEMA's Community Rating System is a voluntary incentive program that encourages community floodplain management that exceeds the minimum National Flood Insurance requirements. <https://fema.gov/national-flood-insurance-program-community-rating-system>¹⁰

NYSDEC Post Flood Stream Intervention Trainings: <https://www.dec.ny.gov/lands/86450.html>

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- Support land-acquisition programs to purchase land conservation easements in hazard prone areas. **CSC PE7 Action: Conserve Natural Areas (1-12 pts).**

Potential Funding Sources

- DEC Climate Smart Communities Grant Program:
<https://www.dec.ny.gov/energy/109181.html>
- DEC Grant Applications: <https://www.dec.ny.gov/pubs/grants.html>
- DEC Hudson River Estuary Program Grants: <https://www.dec.ny.gov/lands/5091.html> •
- FEMA Hazard Mitigation Grant Program: <https://www.fema.gov/hazard-mitigation-grant-program>
- FEMA's Building Resilient Infrastructure and Communities:
<https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities>
- FEMA Flood Mitigation Assistance Grant Program: <https://www.fema.gov/flood-mitigation-assistance-grant-program>
- HUD Community Development Block Grants:
https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs
- NYS Department of State Grants (including Local Waterfront Revitalization Program):
<https://www.dos.ny.gov/funding/>

Contact Us

Cornell Cooperative Extension of Columbia and Greene Counties

Agroforestry Resource Center

6055 NYS Route 23

Acra, NY 12405

(518) 622-9820

Audrey Kropp

Climate Change and the Environment

(518) 611-9820 x 102, ak963@cornell.edu

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Addendum B

ARPA TRACKING

ARPA Spending Date as of: 02/06/2023
Town Of New Lebanon

| ARPA DETAILS | | | | % Paid out | TOTAL ARPA FUNDING \$220,717.28 |
|--|---------------------|-------------|-------------|------------------------------------|---------------------------------|
| | Total \$ asked for: | \$ Approved | \$ Paid out | DESCRIPTION | |
| Meissner's Auction House | \$20,000 | \$20,000 | \$20,000 | Funding direct to local businesses | 100% \$20,000.00 |
| Soldato Inc. (Mario's) | \$20,000 | \$20,000 | \$20,000 | Funding direct to local businesses | 100% \$20,000.00 |
| Gallup Inn | \$6,862 | \$6,862 | \$6,862 | Funding direct to local businesses | 100% \$6,862.00 |
| CTB Promos | \$4,000 | \$4,000 | \$4,000 | Funding direct to local businesses | 100% \$4,000.00 |
| Laberge Engineering & Consulting Group | \$3,500 | \$3,500 | \$3,500 | Grant application for NY Main St | 100% \$3,500.00 |
| | | | | 100.00% | \$54,362.00 SPENT |

| Most Supported Projects | Total \$ asked for | \$ Approved | \$ Paid out: | Description | % Paid Out |
|--------------------------|--|-------------|--------------|--|------------|
| Support Local Businesses | \$100,000 | \$50,862 | \$50,862 | Direct funding to local businesses | 50.86% |
| Support Local Businesses | \$1,000 | \$0 | \$0 | Creating Non-Profit for local business support | 0.00% |
| Support Local Businesses | \$11,500 | \$0 | \$0 | Childcare | 0.00% |
| Monitor Water | \$30K | \$0 | \$0 | Water quality testing overseen by CAC throughout town | 0.00% |
| Health & Wellness | \$15K if no urgent care - \$0 if urgent care | \$0 | \$0 | Zumba & Yoga Classes | 0.00% |
| Health & Wellness | \$40K | \$0 | \$0 | Pharmacy | 0.00% |
| Health & Wellness | \$6,543.28 - \$18,543.28 | \$0 | \$0 | Urgent care Unit- all remaining ARPA funds set aside - including \$15k, if needed, from QOL Yoga & Zumba Request | \$0 0.00% |
| Rail Trail | \$23,812 - \$35,812 | \$0 | \$0 | Expanding Rail Trail | 0.00% |
| Community Center | \$41,500 | \$0 | \$0 | Operating costs of new community center for 2 years | 0.00% |

\$166,355.28 REMAINING

St. m. b. b. b. A.

Addendum C

Town of New Lebanon

Bank Reconciliation Policy

The Town of New Lebanon hereby adopts the following as its Bank Reconciliation Policy. The purpose of this Policy is to ensure that departments or officials having authority over Town bank accounts perform and prepare bank reconciliations on a timely basis and that bank reconciliations are submitted for Town Board review and oversight on a regular basis.

Purpose of Timely Bank Reconciliation

A reconciliation system is essential for maintaining proper control over municipal funds. A bank reconciliation is a schedule showing and explaining the differences between the bank's records of cash accounts and the Town's accounting records. It helps account for transactions not yet recorded by the bank, such as outstanding checks, and transactions processed by the bank that might not yet be recorded in the Town's accounting records, such as bank fees and wire transfers. Bank reconciliations can reveal errors made by either the bank or the Town. Timely bank reconciliation ensures accountability over municipal funds, leads to more effective and timely correction of errors, and assists in preventing fraud and abuse.

Timeliness of Bank Reconciliation

All departments or officials having control or authority with respect to any Town bank account (other than the Justice Court) shall prepare a bank reconciliation within 10 business days of receipt of each bank statement.

Submission of Bank Reconciliation to Town Board

All departments or officials having control or authority with respect to any Town bank account (other than the Justice Court) shall submit the completed bank reconciliation to the Town Board as part of such department's or official's report to the Town Board in advance of the next scheduled monthly meeting of the Town Board following completion of the bank reconciliation.

Manner of Reconciliation

Each department or official having control or authority with respect to any Town bank account (other than Justice Court) shall reconcile the bank statement(s) with Town accounting records by computing an adjusted bank balance (to take into account, e.g., outstanding checks

and deposits not yet reflected on the bank statement), computing an adjusted book balance (to take into account charges, fees, debits and credits of the bank not yet reflected in the Town's accounting records), and comparing the adjusted bank balance with the adjusted book balance to ensure they are the same. If the adjusted bank balance and the adjusted book balance are not the same, the department or official shall investigate the cause of the difference and seek to correct it as appropriate.

Submission of the Bank Reconciliation

As part of such department's or official's regular monthly report to the Town Board, the department or official shall submit the latest bank reconciliation performed, if not previously submitted to the Town Board, along with a statement or notation as to the date on which the reconciliation was performed and by whom. Such submission shall include a copy of the bank reconciliation (if prepared as a separate document), along with copies of the documents on which the department or official relied in preparing the bank reconciliation, including (as appropriate and without limitation) the relevant bank statement(s), the relevant Town accounting records, and the relevant check copies, deposit tickets, and receipts, all with appropriate redactions (bank account number(s), etc.). If the adjusted bank balance and the adjusted book balance are not equal, the department or official shall explain the discrepancy and, as appropriate, the corrective action taken or to be taken to address the discrepancy.

Town Board Review of Interim Bank Reconciliations and Annual Audit

The Town Board's receipt and review of bank reconciliations on a periodic or regular basis under this Policy shall not be construed as a waiver or satisfaction of its legal responsibility to conduct an annual audit of the various departments and officials having authority over a Town bank account. Notwithstanding this Policy, the Town Board shall annually audit each department and official as required under State law, and each department and official shall fully submit to such annual audit.

Town Board Review of Policy

The Town Board shall periodically review this Policy and shall, as appropriate, make any amendment or changes as may be necessary to improve the Town's internal controls for financial operations.