

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON MAY 15, 2023**

**Present:** Tistrya Houghtling, Supervisor  
Deborah Gordon, Councilmember  
Norman Rasmussen, Councilmember  
John Trainor, Councilmember

**Absent:** Marianna Anthonisen, Councilmember

**Recording Secretary:** Marsha “Marcie” Robertson, Town Clerk

**Others Present:** 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  
Ted Salem, ZBA Member & ZRC Chair  
Peg Munves, CAC Co-Chair  
Bruce Shenker, NL Rep to CC Enviro. Mgmt. Com., CAC & CSC Member  
Monte Wasch, Ethics, Planning, BEDC, & Shaker Preservation Com. Member  
Carol Reichert, Shaker Preservation Com. Co-Chair  
Steve Pause, Shaker Preservation Com. Member  
Becky Segal, BEDC Member  
Andrew Vadnais, Diversity & Inclusion, & Shaker Preservation Com. Member  
Christine Dreyfus, MOW  
Ed Godfroy, LVPA  
Conrad Coon, Coon Storage  
Lukas Coon, Coon Storage  
Al Bellenchia, Chief Executive Officer of CC Habitat  
Dimitri Brand, Architect for CC Habitat  
Chris Brown, Housing Coordinator -CC Housing Authority  
Doug LaRocque, The Columbia Paper  
Members of the Public

**CALL TO ORDER:**

The meeting was called to order at 6:00pm 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](https://townhallstreams.com/towns/new_lebanon_ny).

A moment of silence was held in memory of Brent Gawron, who passed away unexpectedly, followed by the flag salute. The emergency exits were pointed out.

**MINUTES:**

The minutes of the **February 14, 2023 Regular Meeting, and the March 16, 2023 Regular Meeting** of the Town Board were reviewed. Supervisor Houghtling noted a few typographical errors.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously, except for Councilmember Anthonisen, who is absent to accept the minutes as amended.

**FINANCIAL:**

***Supervisor's Report:***

The Supervisor's Report as of April 30, 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 April as typed. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

**BUDGET AMENDMENT #4 OF 2023:**

Supervisor Houghtling stated, this budget amendment brings in the amounts that were encumbered from the 2022 budget, which are: \$40,000 for the pavilion kitchen (with the \$30k from unallocated this brings the pavilion kitchen budget line to \$70,000 total) and \$65,700 for the splash pad (with the \$260,000 budgeted in 2023 this brings the splash pad budget line to \$325,700 total). She stated that they have approved many projects this year so far that they did not budget for and this budget amendment brings those amounts into their expenditure

lines from the unallocated fund balance that the board decided on in a previous meeting when they approved moving forward on those projects. They are: up to \$5,200 for Sharon Powers to do the new website; up to \$1,870 for Nan Stoltzenberg to do Planning Board training; up to \$10,000 for Creighton Manning to work on the walkable downtown project; \$8,640 to build the road around the tennis court; \$8,500 to hire the attorney to re-write the telecommunications code; \$30,000 for the overage on the kitchen from the amount we budgeted and the amount bids came in at; this is a total of \$64,210 coming into the budget from unallocated fund balance. She stated, this budget amendment also brings in \$70,000 in revenue for the funding for solar panels at Town Hall and brings the same \$70,000 into an expense line to pay for the solar panels (this is budget neutral as we will pay the voucher and then be fully reimbursed by NYSERDA). Lastly, there is another unemployment payment for a seasonal employee who went on unemployment for the winter and is now back to work for the town for the season.

**General Fund:**

\$ 70,000.00	from A-3910 (State Aid - Conservation)
\$ 3,653.00	from A-1990.4 (Contingency)
\$ 64,210.00	from A-003917 (Appropriated Fund Balance)
\$ 105,700.00	from A-003405 (Encumbered 2022 Fund Balance)
\$ 70,000.00	to A-7140.43 (Pavilion Kitchen)
\$ 65,700.00	to A-7140.44 (New Splash Pad)
\$ 10,000.00	to A-1440.4 (Engineer – Cont. Exp.)
\$ 1,870.00	to A-8020.42 (Planning Board - Training)
\$ 5,200.00	to A-1680.41 (Cent. Data Processing – New Website)
\$ 8,500.00	to A-1420.41 (Attorney - Telecommunications)
\$ 3,653.00	to A-9050.8 (Unemployment Ins.)
\$ 8,640.00	to A-7110.4 (Parks – Cont. Exp.)
\$ 70,000.00	to A-8797.42 (Climate Smart – Solar Panels TH)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #4 of 2023 as typed. The motion was seconded by Councilmember Gordon

Roll Call Vote:

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

**FUND BALANCE POLICY:**

Supervisor Houghtling stated the she was hoping to have an accurate viewpoint of the unallocated fund balance and all capital reserve balances to see where they are after this

budget amendment and to see if they need to bring more from unallocated either into the budget or into the reserve accounts to be in compliance with the fund balance policy. The accountant did not have it prepared for tonight's meeting. The board agreed that the Supervisor will get more information to be presented at next month's meeting.

**PRIVILEGE OF THE FLOOR:**

In addition to an in-person privilege of the floor, Supervisor Houghtling will read all comments, questions and concerns emailed to [supervisor@townofnewlebanon.com](mailto:supervisor@townofnewlebanon.com) during the meeting. Supervisor Houghtling read the email that she received into the record.

Supervisor Houghtling read the following email”

*Dear Supervisor,*

*Thank you for the courtesy which you extend to the people of our town through First and Second Privilege of the Floor.*

*Would you please give the people and the Town Council of New Lebanon an update on the steps which you have taken following the Town Board's unanimous decision to hire Andrew Campanelli as our telecommunications lawyer?*

*In specific, would you please share the answers to the following questions:*

- 1. Has the contract with Attorney Campanelli been signed and finalized?*
- 2. What specific services will Attorney Campanelli provide as outlined in his proposal to the Town of New Lebanon?*
- 3. What timetable is anticipated for the process of drafting the new Local Law on Telecommunications? When will it begin? How long will it take?*
- 4. What opportunities will there be for Attorney Campanelli to receive spoken and written input from the people of New Lebanon?*
- 5. What opportunities will there be for Attorney Campanelli to receive spoken and written input from those who serve in Town Government?*
- 6. Is there any other information which you would like to share in the interest of openness, transparency, and public participation in this process?*

*Lastly, we wish to praise you, Supervisor, and the Town Council, for your courageous decision to hire an experienced telecommunications attorney to serve our community at this critical moment. Your wise choice will do much to protect the health, safety, and welfare of our people, even as it helps to safeguard the history, aesthetics, and natural beauty of our town. Your dedicated service and steadfast commitment to New Lebanon are greatly appreciated.*

*Thank you for your time and kind attention to these questions and remarks.*

*Respectfully,  
Michael Muadin*

**Supervisor Houghtling** responded to the email:

She stated that typically POF is not a Q & A, but she did answer some of his questions and will follow-up with an email to him addressing his questions.

**AUDIT OF BILLS:**

**2023 Bills:**

General Nos. 140 through 141, in the amount of \$1,456.50; and  
As listed on Abstract No. 4A dated May 15, 2023.

General Nos. 142 through 181, in the amount of \$37,998.94; and  
Highway Nos. 57 through 74, in the amount of \$126,118.31; and  
Escrow No. 8, in the amount of \$438.75; and  
SF-1 LVPA No. 2 in the amount of \$38,325.50;  
As listed on Abstract No. 5 dated May 15, 2023.

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

Roll Call Vote:

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

**COMMITTEE/LIAISON REPORTS:**

Supervisor Houghtling stated, committee reports as received to her office by Friday afternoon were sent out to the public and the Town Board. She asked if any board members had any questions or need for clarification on any of the committee reports? There were none.

Supervisor Houghtling asked the committee chairs that are present, do any of the committee have any further updates or action that is needed by the Town Board? There were none.

**Liaisons:**

Supervisor Houghtling stated that when Councilmember Buckenroth left the Town Board there were a few liaison appointments that she left vacant. Supervisor Houghtling officially appointed Councilmember Trainor as the Library liaison. Supervisor Houghtling is temporarily filling in for Parks, Buildings and Rec. The ZRC indicated that they are good waiting until January when there are new board members.

**OLD BUSINESS:**

***Highway Engine – Bids Received***

Supervisor Houghtling stated there were no bids received. This last bid notice language was built into the notice for price escalation. The Town Clerk will investigate state contract pricing for the engine.

***Assistant Director for Summer Youth Program:***

Supervisor Houghtling stated there were two applications received and the Summer Youth Director interviewed both applicants and felt that both applicants would be good additions to the park program.

Supervisor Houghtling stated that six of the counselors were approved through the Columbia Greene Workforce NY Program, which means that their program will pay for twenty-five out of the forty hours a week for those six counselors. This frees up budget money in the .1 account line, so they can afford to hire two Assistant Camp Directors.

Summer Camp Director, Robert Long is requesting that the Town Board appoint both applicants as Co-Assistant Directors.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously except Councilmember Anthonisen, who is absent to appoint Brianna Shuhart at \$16.80 per hour and Alexandra Rae Costa at \$16.80 per hour as Co-Assistant Directors for the 2023 camp season.

***Wastewater RFQ:***

Supervisor Houghtling stated that Josh Young sent an email with a recommendation to the Town Board with how to proceed.

Josh Young read the following email:

*(1) Our work started with a community needs survey. We asked property owners along 20/22 whether they wanted the Town to research municipal wastewater. A supermajority did.*

*(2) Then this Board directed our group to draft a so-called RFQ, which is like an RFP, and voted to form a partnership with consultant Candace Balmer to do so. We worked with Balmer to draft the RFQ, and this Board voted to publish it in mid-March.*

*(3) The Town received four responses to the RFQ, and our group worked with Balmer to evaluate the responses via a six-step process. First, we devised standardized evaluation criteria for the responses. Second, members of our group carefully read the responses. Third, we met to discuss each response at length and determine consensus scores. Fourth, we decided to interview each of the four engineering firms and devised standardized questions to ask of each one. Fifth, we interviewed each of the four firms. Sixth, we met again to discuss the interviews and make a selection.*

*(4) We found all four responses and firms impressive, and yet one stood out for its depth and breadth of relevant experience working with small rural towns, focus on helping us access the best possible financing, and forward-looking engineering expertise sensitive to our need to keep this project affordable. The firm is Lamont Engineers.*

*(5) We are here today with a request. We ask that you direct us to negotiate a draft agreement with Lamont to perform the services outlined in their response to our RFQ consistent with the Town's needs and priorities.*

*(6) If you do so, we will take two next steps. First, we will create a draft agreement for your review by your next meeting, pending votes by the full BEDC and CAC. Second, we will commence free water testing among property owners downtown.*

Supervisor Houghtling stated that there is not an official motion from the board right now, the action will come when the board has the draft agreement. She stated they can go ahead and get the RFQ drafted and get it to her in time for the town attorney to review it in time for the June meeting.

### ***Splash Pad:***

Supervisor Houghtling reported that the well can support a splash pad in the park. However, the well is not capable of putting out the gallons per minute that are currently in the design. They do not have to pay the engineer to re-design the splash pad but the water spigots would need to be less water producing. Supervisor Houghtling stated there are two options. The first is to stay within the current budget and the engineered design and move forward hiring Darcy Construction, however the spigots will have less water output capacity. The second option is to install a new well. She stated there are possibly other reasons than a splash pad to want to install a new well. She stated that the town used to have two wells, one behind the highway garage and the other by the pavilion. Supervisor Houghtling stated there was an issue with fuel leakage that contaminated our neighbor's well and now the well that is on town property behind the highway garage belongs to the neighboring property. She stated that it is not a bad idea to have more than one well on the property with the number of things being fed by the well.

Supervisor Houghtling stated they cannot go with the lesser water output system now and expand it later because the underground infrastructure will be built based on the gallons per minute of water. Supervisor Houghtling gave a ballpark estimated cost of \$20,000 to

\$25,000. Supervisor Houghtling stated that even without the splash pad, there are added benefits to having a second well. Both the well driller and the engineer recommended that the town have a second well for all our current water needs, even if the town did not move forward with the splash pad.

The Town Board held discussion and all agreed to move forward with putting in a new well.

**NEW BUSINESS:**

***Declaration of Intent to Collaborate with Habitat for Humanity:***

Al Bellenchia, Chief Executive Officer of Habitat for Humanity in Columbia County gave a presentation for the public and the Town Board to promote a new program that Habitat for Humanity is launching and they want New Lebanon to be the first town to collaborate on it. This program is designed to help bring affordable housing to the community.

The presentation was followed by questions and discussion with the Town Board.

Chris Brown, Columbia County Housing Coordinator attended the meeting online and discussed the resolution presented to the board and stated that it would be fine to amend the resolution by removing the wording “and resources.”

The board held further discussion and Ted Salem, ZRC Chair spoke in regards to incentive zoning and the mention of shared septic systems.

Dimitri Brand, Architect for Habitat for Humanity responded to Ted’s questions about the septic system.

Chris Brown, Columbia County Housing Coordinator stated that he is familiar with the town’s incentive zoning.

Supervisor Houghtling stated that the resolution before the board that is a declaration of intent, gives Habitat for Humanity something to present to the potential property owner or for grant funding to show that the town supports some collaboration on housing.

Further discussion took place.

**TOWN OF NEW LEBANON**

**RESOLUTION #20, 2023**

**DECLARATION OF INTENT FOR THE TOWN OF NEW LEBANON TO PARTNER WITH CC HABITAT FOR HUMANITY ON EQUITABLE HOUSING ISSUES**

**MAY 15, 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 15<sup>th</sup> day of May, 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Trainor

***Declaration of Intent for the Town of New Lebanon, Columbia County, New York to Partner with Columbia County Habitat for Humanity on Equitable Housing Issues***

**WHEREAS**, the Town of New Lebanon recognizes the critical need for equitable housing options for its residents; and

**WHEREAS**, Columbia County Habitat for Humanity is a respected nonprofit organization with a proven track record of building and improving housing for people in need; and

**WHEREAS**, the Town of New Lebanon and Columbia County Habitat for Humanity share a common goal of improving the quality of life for local residents by increasing access to housing; and

**WHEREAS**, the Columbia County Board of Supervisors, through its formation of the Columbia County Housing Task Force and creation of the Housing Development Coordinator position, has made equitable housing a priority;

Now, therefore, be it resolved that the Town of New Lebanon declares its intent to partner with Columbia County Habitat for Humanity on equitable housing issues, with the goal of increasing the availability of housing options for local residents.

The partnership between the Town of New Lebanon and Columbia County Habitat for Humanity will focus on identifying and developing properties that can be used for housing, and on providing technical assistance and funding for the construction of homes. The Town of New Lebanon will provide support to ensure that the homes are located in areas that are accessible and convenient for residents.

The Town of New Lebanon and Columbia County Habitat for Humanity are committed to working together to address the critical need for housing in the community, and to building stronger, more vibrant communities for all residents.

This declaration of intent shall take effect immediately upon its adoption by the Town of New Lebanon.

Roll Call Vote:

Councilmember Norman Rasmussen	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: May 15, 2023

Marcie Robertson, Town Clerk

Town of New Lebanon

***Self-Storage Moratorium Application:***

Supervisor Houghtling stated there is currently a moratorium on self-storage applications, there is a waiver provision and they have received a waiver application. The Town Board had questions for Lukas and Conrad Coon regarding their application that they addressed for the board. The Coons presented to the board their need for expansion on the existing building and property they currently have in town.

A motion was made by Supervisor Houghtling to refer the request by JoJo's Dream, LLC for a waiver from Local Law No. 4 of 2022 to the Planning Board for issuance of a recommendation thereon. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

***Policy Review – Hold on Review:***

Supervisor Houghtling stated the policy review is still on hold.

***NYS Retirement Resolution:***

Supervisor Houghtling stated the Town Clerk prepared a resolution for the standard work day and reporting. Supervisor Houghtling reported that once we receive Charley Sears’s ROA, we will have to do another resolution.

**TOWN OF NEW LEBANON  
RESOLUTION #21, 2023  
STANDARD WORK DAY AND REPORTING RESOLUTION FOR 2023  
May 15, 2023**

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 Route 22, New Lebanon, New York, duly called and held on the 15<sup>th</sup> day of May 2023, the following Resolution was put forth for enactment:

Proposed by Supervisor Houghtling  
Seconded by Councilmember Trainor

**Standard Work Day and Reporting Resolution for 2023**

BE IT RESOLVED, that the New Lebanon Town Board hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Not Submitted
<b>Elected Officials</b>						
Highway Superintendent	Jeffrey Winestock	6	1/1/2020 – 12/31/2023	No	33.17	
Town Supervisor	Tistrya Houghtling	6	1/1/2022-12/31/2025	No	25.92	
Town Clerk	Marsha Robertson	6	1/1/2020-12/31/2023	No	27.00	
Town Justice	Jessica Byrne	6	1/1/2022-12/31/2025	No	3.18	
Tax Collector	Tamara Darcy	6	1/1/2020-12/31/2023	No	3.46	
Town Board	Marianna Anthonisen	6	1/1/2022-12/31/2025	No	5.3	

Appointed Officials						
Assessor	Kimberly Smith	6	10/1/2019-9/30/2026	No	10.027	
Dog Control Officer	Maggie Banker	6	1/1/2023-12/31/2023	No	0.857	
Appointed Officials						
Park Manager	Charley Sears	6	4/11/2023-12/31/2023			**ROA Not yet submitted

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

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember 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: May 15, 2023

Marcie Robertson, Town Clerk

Town of New Lebanon

***Update Petty Cash Resolution – Remove Building Dept.:***

Supervisor Houghtling stated there is an update, removing the Building Department. They no longer need petty cash now that we have Stamps.com.

TOWN OF NEW LEBANON  
 RESOLUTION # 22, 2023  
 PETTY CASH FUNDS  
 MAY 15, 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 15<sup>th</sup> day of May 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Gordon

***DESIGNATION OF AMOUNTS FOR PETTY CASH FUNDS FOR OFFICERS OF THE TOWN OF NEW LEBANON***

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes the following Town Officers petty cash funds in the following amounts for the remainder of the year 2023:

Town Supervisor	\$100.00
Town Clerk	\$200.00
Justice Court	\$150.00
Tax Collector	\$250.00

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

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember 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: May 15, 2023

Marcie Robertson, New Lebanon Town Clerk

***EV Charger – Electricity:***

Supervisor Houghtling stated the grant funding covers electricity usage through 6/30/2023. When the charger was installed, the idea was for charging to be free until the grant reimbursement ran out, then start charging people to charge vehicles. Supervisor Houghtling asked the board if they want to task the CSC at researching actual costs in electricity to charge, how much other stations charge, etc. for the June meeting so the board can make a decision on how to proceed. The board and the CSC agreed that the CSC will get information to present to the board at the next meeting.

***April Evaluations - Update:***

Supervisor Houghtling stated she thinks the board needs an Executive Session discussion on one thing before they get to the next round of evaluations.

### ***Shaker Preservation Committee Update***

Carol Reichert, Shaker Preservation Committee Co-Chair gave a presentation on a plan to preserve and rehabilitate Historic Mount Lebanon. The Shaker Family Clusters on Darrow Road include the Church and Center Families (Darrow School), North Family (Mt. Lebanon Shaker Site), Second Family (The Ruins at Sassafra), and South Family (The Abode of the Message). The Shaker Village is recognized as a local, state, and national treasure. She stated, with the exception of the one-year moratorium, there is no protection in place for these historic locations. The Committee feels that by preserving these historic properties and expanding their uses it will create the conditions for increased entrepreneurship and that will in turn increase the economic development and create jobs within the community.

The Historic Preservation Plan that the committee is proposing will require them to gain support of the existing owners of the mentioned properties, to create a preservation committee of town-appointed individuals, and to hire a preservation lawyer. The hiring of a preservation lawyer would be tasked with working with key stakeholders to tailor the state's model preservation law for New Lebanon. The lawyer would work with the preservation committee and SHPO's CLG program to develop a designation for Mt. Lebanon and create design guidelines to fit Shaker architecture. The attorney would work with the preservation committee, zoning rewrite committee, and Town Board to prepare recommendations for the proposed historic district and associated zoning overlays or land use amendments. The committee presented a proposal to the Town Board from the attorney they consulted with.

Carol stated a Historic Preservation Committee is a group of individuals appointed by the Town Board who have demonstrated significant commitment to and knowledge of the field of historic preservation. The committee's role is to protect locally designated historic districts and landmarks, to act as a resource for owners of historic properties, approve projects proposed by owners who wish to change the exterior of their properties or build a new structure, and to ensure modifications are made in a historically sensitive manner.

Carol stated that the committee has not gotten into what this all means from a zoning point of view because they are looking to have the lawyer guide the committee on that. The committee is also hoping to collaborate with the Zoning Rewrite Committee and the Planning Board to figure out how the zoning would need to be modified to allow the committee to do some of the things they are looking into to produce revenue and create more entrepreneurial spirit on the mountain.

Monte Wasch, spoke regarding Darrow School and how they bring huge economic benefits to the town by being a major employer; their students, faculty, visiting parents, and alumni spend money in town. He stated that Darrow School will not survive if it cannot modify

existing structures and build new structures that are competitive with the private school environment in which Darrow competes for its students. He stated that Darrow school will not survive unless the town does something to help them. He stated that the Historic Preservation Proposal that the committee is trying to create with the town's support will help Darrow School.

Supervisor Houghtling asked if there is a current prohibition from Darrow building new dormitories?

Monte responded that there is a lack of incentive to renovate the existing structures because there is not much that can be done with them. He stated, they are part of the matrix that makes Darrow special.

Supervisor Houghtling asked if she is understanding that Darrow cannot build new dormitories?

Andy Vadnais, responded that they have designed a new dormitory, that nothing has happened with yet. He stated that Darrow is leasing one building for a boy's dorm and two faculty residences from the museum. He stated that those buildings are controlled by a preservation covenant because the museum used tax exempt money to get ahold of them. Andy stated that makes making any kind of modification in those buildings costly and time consuming. Andy stated that the museum organization has done zero to help maintain that property. Andy stated that he would like to get out of the North Family as soon as they can. He stated, in order to do that, they will have to figure out if the legacy shaker dorms can be modified to meet the new life safety building codes. He stated that they are going to spend \$65,000 to have the architectural firm who is designing the new dorm do a study of one of those existing dorms to see if it is feasible to update the existing dorm. Andy stated that if the finding is that it is feasible to update the existing dorm, they will do that. They still need to build at least one new dormitory so they can take one off each year and retrofit it as they go. Andy stated, making any modifications in those dorms now is prohibited because they do not know what they will find. Once they start making modifications, the grandfather clauses are off and they would be stuck.

Supervisor Houghtling stated her understanding is they are looking to make zoning more restrictive. She does not understand how this will help build new dorms.

Andy responded, it is not more restrictive, it is more proscriptive on where they would put the new dorms. He stated it is important to him that the site is protected. He stated that site is the only site left in the world of Shaker remains of the communal families, this must be protected.

Supervisor Houghtling stated she is not connecting how making it protected is going to make it easier for them to build new dormitories.

Josh Young responded that doing all this works costs a lot of money, and opening up new lines of revenue helps to fund that expense. If Darrow wanted to open a bed and breakfast where visiting parents could stay, that would help them earn revenue.

Monte Wash stated that the expansion of the use table is what is important. He stated they want to expand the use table to allow people to repurpose the buildings that no longer can be used for dormitories for something else that will provide the revenue that supports their upkeep and their preservation.

The Town Board, Ted Salem, Josh Young, and Monte Wasch held further discussion. The board agreed that they should hold a public input meeting on potential zoning use changes in line with the historic district. Supervisor Houghtling stated that she could send out a letter from the town to everyone that lives in the neighboring area near Darrow Road, Shaker Road, and Chairfactory Road. This will be a public input session for the entire community but she will send a letter of invitation is what she would specifically send to the property owners in the surrounding area.

Supervisor Houghtling stated the incoming board chair of the new Abode group wants to meet with Carol Reichert about totally different things. She suggested inviting them to a Shaker Preservation Committee meeting or her and Carol meet with them, then schedule a public input session regarding the expansion of the use and after that the board can re-visit the proposal for the attorney. After more discussion it was decided that the Shaker Preservation Committee and the ZRC will lead the public input session. No date was set tonight. The ZRC and the Shaker Preservation Committee will get together and decide on a date to hold a meeting and will draft the language of the notice.

The attorney proposal was tabled for now.

***SYP Health Director:***

Supervisor Houghtling stated our appointed SYP health director is willing to trade her services and use of her NYS nursing license for summer camp again this season in trade for three summer camp enrollments. The same arrangement was made last summer.

A motion was made by Supervisor Houghtling to allow three Summer Camp enrollments in trade for Jennifer Aybar-Blenke to be the Summer Camp Health Director for 2023. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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



Councilmember Anthonisen-

Absent

***SYP ADA Policy:***

Supervisor Houghtling stated a parent requested that the town have an ADA policy for our summer camp. The Town's HR attorney confirmed that this is something the town is required to have and prepared the three documents for the Town Board to adopt.

See Addendum A - (ADA Procedures, ADA Policy, & ADA Acknowledgement)

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously except Councilmember Anthonisen, who is absent to adopt the ADA Procedures, ADA Policy, and Acknowledgement of ADA Policy and Procedures as prepared by our HR Attorney.

***QOL Conceptual Framework & Updated Resolution:***

Supervisor Houghtling stated the Town Board formed the QOL in February of 2022 via a motion. At the time, it was clear the QOL was going to work on quality-of-life issues such as housing, healthcare access, community center, and other potential issues that affect quality of life. Now that the QOL committee has been working together for over a year, they want to have a more defined scope of work and proposed a conceptual framework and ask that the Town Board adopt it.

**TOWN OF NEW LEBANON**

**RESOLUTION #23, 2023**

**QOL CONCEPTUAL FRAMEWORK**

**MAY 15, 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 15th day of May 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Trainor

**Quality of Life Conceptual Framework**

**WHEREAS**, the Town of New Lebanon created a Quality of Life Committee on February 8, 2022 to work on issues such as housing, health care access, community center and other potential issues that affect quality of life in New Lebanon; and

**WHEREAS**, the current Quality of Life Committee consists of the following members: Tistrya Houghtling – chair, Robert Gilson – minutes taker, Sharon Powers, Joshua Young, Danielle Kuffel and Kyle Kuffel; and

**WHEREAS**, the current Quality of Life Committee voted on adopting a conceptual framework to guide their work moving forward and requested that the Town Board adopt the conceptual framework for the Quality of Life Committee.

**NOW, THEREFORE, BE IT RESOLVED**, The Town of New Lebanon adopts the following conceptual framework for the Quality-of-Life Committee:

Mission – To improve the quality of life for the residents of New Lebanon, specifically in the areas of Housing, Health & Wellness, Lifestyle, and Safety & Security.

**New Lebanon Committees to work with:**

Zoning Rewrite Committee  
Diversity & Inclusion Committee  
Conservation Advisory Council  
Recreation Commission  
Business & Economic Development Committee

**Columbia County Resources:**

County Housing Taskforce  
Columbia Economic Development Corporation (CEDC)  
Chamber of Commerce

How we go about accomplishing our mission:

**Housing**

To find and/or procure grants or make it easier for others to find and/or procure grants for multi-use housing. To identify properties appropriate for housing projects and potentially work to make them shovel ready and attract a developer to build them. Work to modify zoning to ensure it is as housing friendly as possible.

1. new housing projects
2. repurposed housing
3. housing above commercial establishments
4. Community Land Trust
5. ADU's/ Compact Homes

### Health & Wellness

To disseminate information on physical and mental health. To find the means to bring better physical and mental health services to New Lebanon.

1. Designate a point person to improve information disbursement to residents
2. Work to establish a safe place or places for people to get these services
3. Work with other towns to get physical/mental health services here
4. Explore the idea of a mobile health unit that serves more than one town
5. Try to attract an urgent care center to NL.

### Lifestyle

To make it easier for our residents to access stores/services in and around New Lebanon. To have better communication for the residents to find out what is going on. To ease loneliness and isolation, particularly in the winter months.

1. Mobile van throughout New Lebanon, or getting bus service here
2. Establish some type of buddy system for those who cannot drive or need occasional assistance or visits

### Safety & Security

To make sure that all people feel safe in New Lebanon, especially safe to visit whatever store or establishment they desire

1. Work with the diversity & inclusion committee (support their projects)
2. Work with law enforcement
3. Support efforts to create safe walkability and bike ability throughout town

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

#### Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember 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: May 15, 2023

Marcie Robertson, New Lebanon Town Clerk

***Bank of Greene County High Yield Interest:***

Supervisor Houghtling stated the town's accountant brought to her attention that the town is receiving far less interest than other towns he works for on our bank accounts.

Supervisor Houghtling contacted the town's bank and they can increase the multifund account, where most of the town money is held, from 0.12% to 2.25%.

A motion was made by Councilmember Rasmussen to authorize the Supervisor to enter into this new account and sign all of the documents required. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

***LVPA – New Members:***

Supervisor Houghtling stated the LVPA notified the town that they have four new members, if the board takes no action, they become members. No action, all good.

***Orkin – Bee & Rodent Treatment at Pavilion:***

Supervisor Houghtling stated there has been a problem with yellow jackets, white faced hornets, and rodent infestation at the pavilion the past couple of years. Last year it was decided these issues were above the abilities of the town's park maintenance staff. We have received a quote from Orkin to add a 6-month pavilion treatment to the town account. There is an initial investment of \$606.06 for the first month for removal of the nests and after that it is \$75.00 a month fee for six months. The first year would be a cost of \$1,431.06. Depending on how bad it gets between the end of this season and the next season, they may have to come in for the initial month again at the beginning of the next contract. They will come with another proposal next year.

Concerns were voiced regarding the potential for poisons or toxins used in ridding the pests. Supervisor Houghtling stated that she did raise that question to Orkin due to having a summer camp and kids at the pavilion and they told her no poisons or toxins are used.

A motion was made by Supervisor Houghtling to accept the quote from Orkin in the amount of \$1,431.06 for pest control at the pavilion pending confirmation that there is no toxins or poisons being put into the environment to potentially contaminate the children and/or the well. The motion was seconded by Councilmember Rasmussen.

Roll Call Vote:

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

***Recreation Commission Resignation:***

Supervisor Houghtling stated they received a resignation from the Recreation Commission.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously except Councilmember Anthonisen, who is absent to accept the resignation from Samantha Long from the Recreation Commission.

Supervisor Houghtling stated there are now two vacancies but the last couple of times that we went out for letters of interest, none were received. This is a seven-member committee with five active members as of right now. The board decided not to go out for letters of interest at this time.

***Park & Buildings Superintendent – Job Description Update:***

Supervisor Houghtling stated last month they adopted the new Park Manager job description. There was one thing that was in the Park and Buildings Superintendent job description that was transferred to the Park Manager job description. This change removes the overseeing of all the pavilion rentals, now handled by the Park Manager from the job description and moves the starting rate up per the most recent Comprehensive Plan update.

Supervisor Houghtling stated in doing this change she realized that the starting rate changes need to be amended in the rest of the job descriptions to the most recently adopted starting rates via the compensation policy update. She will prepare these for the next meeting.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously except Councilmember Anthonisen, who is absent to adopt the new Park and Buildings Superintendent job description as drafted.

***Walkable Downtown – 2<sup>nd</sup> Public Input Session:***

Supervisor Houghtling stated the Walkable Downtown Committee decided on a day and time of Monday, June 5<sup>th</sup> at 6pm to hold the 2<sup>nd</sup> Public Input Session.

Supervisor Houghtling stated the last input session at the Town Hall was full to capacity so this meeting will take place at the New Lebanon Jr/Sr High School.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously except Councilmember Anthonisen, who is absent to schedule a Special Town Board meeting for Monday, June 5<sup>th</sup>, 2023 at 6:00pm at the New Lebanon Jr./Sr. High School for gathering public input on the Walkable Downtown Project and ask the Town Clerk advertise the meeting.

Supervisor Houghtling stated they provided food and beverages at the last meeting and the cost was split between the town and the engineer. They would like to do this again. The total cost is \$350.00 with the town and the engineer paying \$175.00 each.

A motion was made by Supervisor Houghtling, authoring \$175.00 from the town for food and beverages for the public input session. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

***Park Grant Update:***

Supervisor Houghtling stated as part of the Master Park Plan there was a grant application that Barton & Loguidice prepared for the town for Phase 1 improvements in the park (roads, parking & walking trails). The town did not get the grant. There was a follow-up with NY State and the engineer and a summary was given to the Town Board.

Supervisor Houghtling stated the town's options now, are to try to have a follow-up meeting with the state and the engineer or have a follow-up meeting with just the engineer or take the written summary of what happened. The board agreed that they are good with the written summary provided to them. Supervisor Houghtling reported, out of all the applications that came in from our area there were two awarded. One had a score of 64.5, one had a score of 63.31, we had a score of 54.09, we are about 10 points behind the awarded applications. Supervisor Houghtling reported that some input that came back was they felt like the costs that were estimated were high and if the town applies again, they would like to see actual quotes. An option is to go out for an RFP for a bid process, get quotes, then go back to the application with an actual quoted price. Like the RFQ, stating that the bid is accepted, award of grant funding to pay for it.

Supervisor Houghtling stated if the town decides to go back for a second round of applications, the engineer thinks our score could improve because the town has already

done several of the things that the Master Park Plan calls for showing that the town is invested in the plan. Supervisor Houghtling stated if the town was to hire Barton & Loguidice again to do another round of the grant application, it would not be as expensive. The engineer will use what was put in before, looking at the weak scoring parts and adding in the projects completed or started in the park, and adding in hard numbers for proposed projects to be completed pending grant funding.

Supervisor Houghtling stated the application round has not opened yet, it is likely to open soon. Barton & Loguidice were unable to give an exact quote until the application round opens, because the state could have changed criteria. The board held discussion and agreed to go out to bid on the walking trails.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously except Councilmember Anthonisen, who is absent to go out to bid for creating all the walking trails in the Master Park Plan that are ADA accessible using natural materials with bids due on or before June 9<sup>th</sup>, 2023 at 4:00pm and ask the Town Clerk to advertise the bid notice.

Supervisor Houghtling stated once the portal opens, she will ask Barton & Loguidice for a more definitive proposal on a grant application.

***Pavilion Kitchen Renovation Update:***

Supervisor Houghtling stated the contractor is recommending to replace the sheetrock on all walls and ceilings in the pavilion kitchen to trusscore panels. She had samples of the product to show the Town Board. This product material will hold up much better in the pavilion environment and the engineer agrees. The contractor gave an estimated increase of \$1,500 to upgrade to this product. The board held discussion and agreed to the upgrade.

A motion was made by Supervisor Houghtling to amend the contract with Galusha General Contracting to increase the overall cost by \$1,500.00, to upgrade all walls and ceilings to trusscore panels instead of sheetrock. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

**ANNOUNCEMENTS:**

***JUNE;***

***Monday, June 5<sup>th</sup>, 2023 at 6:00pm – Public Input Session (Walkable Downtown) @ New Lebanon Jr/Sr High School***

***Tuesday, June 13<sup>th</sup>, 2023 at 6:00pm- Regular Monthly Meeting***

**PRIVILEGE OF THE FLOOR:**

In addition to an in-person privilege of the floor, Supervisor Houghtling will read all comments, questions and concerns emailed to [supervisor@townofnewlebanon.com](mailto:supervisor@townofnewlebanon.com) during the meeting. No one in person spoke and there were no emails for POF.

**EXECUTIVE SESSION:**

A motion was made by Supervisor Houghtling to enter into an executive session at 9:11pm to discuss the medical, financial, credit or employment history of a particular person/corporation, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. The motion was seconded by Councilmember Rasmussen.

Roll Call Vote:

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

A motion was made by Supervisor Houghtling to exit the Executive Session at 9:18pm. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

**ADJOURNMENT:**

A motion was made by Supervisor Houghtling, to adjourn the meeting at 9:19pm. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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



Councilmember Anthonisen-

Absent

***Respectfully submitted,***

Marcie Robertson  
New Lebanon Town Clerk