

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JUNE 13, 2023**

Present: Tistrya Houghtling, Supervisor
Marianna Anthonisen, Councilmember
Deborah Gordon, Councilmember
Norman Rasmussen, Councilmember
John Trainor, 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
Becky Segal, BEDC Member
Tony Murad, ZBA Chair, & ZRC
Terence Duvall, CLC
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.

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

MINUTES:

The minutes of the **March 20, 2023 Special Meeting, April 11, 2023 Special Meeting, April 11, 2023 Regular Meeting, April 27, 2023 Special Meeting, May 15, 2023 Regular Meeting, and June 5, 2023 Special Meeting** of the Town Board were reviewed. A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously, to approve the minutes as typed.

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of May 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 May as typed. The motion was seconded by Councilmember Rasmussen.

Roll Call Vote:

Councilmember Rasmussen -	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. No one spoke in person and per Supervisor Houghtling, there were no emails to be read for POF.

BUDGET AMENDMENT #5 OF 2023:

Supervisor Houghtling stated there is a special budget line for the website re-design (A-1680.41). The first invoice that was paid was for both website re-design and website maintenance and it was not split, it was all paid out of the existing central data processing account (A-1680.4). The budget amendment moves the website re-design monies back into the regular .4 account.

NORTHCO got very behind on their billing for printing and copy charges. They have caught up and billed us as far back as 2021. Supervisor Houghtling stated that they did not budget for 2022 charges in the 2023 budget, not knowing that they were owed to NORTHCO. The outstanding invoices that need to be paid are being taken from contingency and put into the central printing account.

At the last meeting, Supervisor Houghtling discussed the Fund Balance and making sure that the town is in compliance with the Fund Balance Policy. In order to

comply, monies must be moved from the fund balance into the facilities and equipment reserve accounts, bringing the fund balance to around \$200,000 and in compliance with the policy.

Supervisor Houghtling stated they approved the purchase of two highway trucks for \$315,970, the budget amendment is bringing that money into the expenditure line. The board agreed to bond \$200,000 and the remaining \$115,970 from highway appropriated fund balance.

Supervisor Houghtling reported that we received a new form of CHIPS funding, Pave Our Potholes. She stated the Highway Superintendent did not put it in his budget for 2023. She stated that it should have gone into the 2023 budget as a revenue and an expenditure. This budget amendment brings that money in as a revenue and an expenditure line.

General Fund:

\$ 553.00	from A-1680.41 (Cent. Data Processing – New Website)
\$ 3,749.00	from A-1990.4 (Contingency)
\$ 300,000.00	from A-003917 (Appropriated Fund Balance)
\$ 85,000.00	from A-003917 (Appropriated Fund Balance)
\$ 553.00	to A-1680.4 (Cent. Data Processing)
\$ 3,749.00	to A-1670.4 (Central Printing – Cont. Exp.)
\$300,000.00	to A-9901.3 (Transfer to Facilities Reserve)
\$ 85,000.00	to A-9901.4 (Transfer to Equipment Reserve)
\$ 70,000.00	to A-8797.42 (Climate Smart – Solar Panels TH)

Highway Fund:

\$115,970.00	from DA-003917 (Appropriated Fund Balance)
\$200,000.00	from DA-5710 (Bond Proceeds)
\$ 24,726.00	from DA-3505.3 (CHIPS – Pave Our Potholes)
\$315,970.00	to DA-5130.2 (Machinery - Equipment)
\$ 24,726.00	to DA-5112.23 (Pave Our Potholes.)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #5 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-	Aye

ABSTRACT AMENDMENT – HIGHWAY ABSTRACT #5:

Supervisor Houghtling stated that we double paid a highway bill. Voucher #64 was a duplicate payment. We are amending Highway Abstract #5. The board approved \$126,118.31 at the May meeting, the new total is \$124,775.10, removing a voucher in the amount of \$1,343.21.

A motion was made by Supervisor Houghtling to amend Highway Abstract #5, for the total amount to be \$124,775.10. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

AUDIT OF BILLS:

2023 Bills:

General Nos. 182 through 224, in the amount of \$116,282.76; and
Highway Nos. 75 through 90, in the amount of \$226,328.65; and
Escrow No. 9, in the amount of \$510.00;
As listed on Abstract No. 6 dated June 13, 2023.

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

Roll Call Vote:

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

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?

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?

CAC, Peg Munves, Co-Chair: Peg reported that their normal Monday meeting in July will be held on a Wednesday. It has already been announced.

CSC, Steve Powers, Chair: Steve stated that the Town Board approved him setting up Instagram accounts for the Town and the CSC. He stated, he thinks the board approved both him and Liz Poreba as administrators on the account. Steve stated that he would like request the board to add Bob Gilson as well as an administrator on the account.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to add Instagram user authorization to Bob Gilson for the CSC page.

Steve reported that the CSC was approached by the CREEED Foundation to co-sponsor one of their events. Center for Regenerative Ecological Education & Enterprise Development (CREEED) is proposing an upcoming event, date unknown, to discuss climate change or local organic gardening or composting or recycling, etc. Steve stated that the CSC is in favor to co-sponsor the event.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously to authorize the CSC to co-sponsor an event with the CREEED Foundation with dates to be determined.

Highway Dept.: Supervisor Houghtling stated that she had a resident reach out to her regarding the lowering of the speed limit on Main Street by NYS DOT to 35MPH and the speed signs have not been installed yet. Supervisor Houghtling asked Councilmember Trainor to communicate with Highway Superintendent Winestock to get the speed limit signs installed on Main Street.

OLD BUSINESS:

Zoning Updates – Final Review & 1 Potential Addition:

Supervisor Houghtling stated the board will hold off on most of the packet from the town attorney until the July meeting. She stated the ZRC will review everything that the attorney sent to the board.

Supervisor Houghtling reported when the ZRC proposal came to the Town Board regarding storage units, their recommendation was for the board to ban storage units as a use in the use table. She stated, if the board did not move forward with that motion, the ZRC recommended that the board make it a small zone and allowed in certain areas only.

Supervisor Houghtling stated, the part that is unclear is when they say ban storage units as a usage, she interpreted it to mean any new locations from getting another storage unit. She stated, if you have an existing storage unit owner who wants to add onto the existing

building that would not change the footprint or an existing owner who applies for the waiver to the moratorium, does the Town Board want to allow the code to be written to allow pre-existing, non-conforming uses to apply for potential expansion. This would go before the Planning Board for a special permit and a site plan review.

Supervisor Houghtling stated the question before the Town Board is are they banning storage units completely, including expansion of existing structures or are they just banning new construction of storage units. The board held in-depth discussion.

A motion was made by Supervisor Houghtling to instruct Attorney Tingley to write the update to not allow new storage locations but to allow through a site plan and special use permit process through the Planning Board existing tax map IDs with storage units to apply for expansion. The motion was seconded by Councilmember Rasmussen.

Roll Call Vote:

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

Supervisor Houghtling stated the vote passes three to two. She will ask the attorney when she contacts him, if they can write in any details on how they want it screened. She will ask if there is a way to include in the update, if they apply for an expansion, it is fair game to look back at the original approval and potentially change or update details.

Supervisor Houghtling stated that the ZRC will review the other proposals and this will be discussed again in July.

Supervisor Houghtling reported that a new application came in for the existing outdoor farmer's market. They had not previously gotten permits that were required and in the use table, the use is flea market. Supervisor Houghtling stated that it does fit under a flea market. They are questioning if they want it to be an outdoor market /flea market, farmer's market /flea market, do they want to add a use of farmer's market or keep it as flea market since it currently fits under that.

Ted Salem, ZBA member and ZRC Chair stated that a generic term to include both flea market and farmer's market may be an outdoor market. The ZRC will look further into this and report to the Town Board in July.

Assistant Director for Summer Youth Program – Re-appointment:

Supervisor Houghtling stated one of the Co-Assistant Directors does not live here and will not be here until the Friday before camp starts. The signing of the Oath of Office must be

done within 30 days of appointment and she was unable to sign the oath before the time expired.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously to re-appoint Alexandra Rae Costa as a Co-Assistant Director for Summer Camp at \$16.80 per hour for the 2023 camp season.

Wastewater RFQ:

Supervisor Houghtling stated there were a few edits and additions that the attorney recommended and Lamont Engineers has agreed to them.

Josh Young explained that Lamont Engineers has two original ideas that they have contributed to this project, at no additional cost to the town. Josh stated, one idea is to do a study of municipal water. Lamont has volunteered their grant writing services at no charge. Lamont has found a grant with Empire State Development Funds that the town could apply to and if granted it would cover a large piece of the municipal water study and wastewater study.

Supervisor Houghtling pointed out that the agreement in front of the Town Board tonight, has a statement that the cost for grant writing is for a total not to exceed \$2,500. Josh responded that it will not exceed \$2,500 because it will be \$0.00. Supervisor Houghtling suggested an amended agreement that states Lamont will be doing it for free. Supervisor Houghtling stated that she is not comfortable signing the agreement as it is with the \$2,500 limit in it, if Lamont is not going to charge the Town. She is comfortable approving the agreement with a revised version that removes the cost out. Josh responded that he will get that amended.

Supervisor Houghtling stated, originally the wastewater grant was an 80/20 funding and the other grant could potentially cover the Town's 20% but the water grant was a 50/50 funding. She understood Josh to have said the water would be 100% on the town.

Josh clarified that the water grant is 50/50 funding but the Empire State Development Grant covers some of the 20% from the original wastewater grant. Supervisor Houghtling replied that if the Town potentially gets both grant funding, wastewater becomes \$0 from the town and the water still is 50/50. Josh replied that he does not know if wastewater would be 100% literally free but the 50% that the town would pay for water would be not more than the town would have paid for the 20% for the wastewater.

Supervisor Houghtling stated even if the town applies for the grants and the town is awarded them, the Town Board still must accept the grants with the actual numbers. If the numbers come in too high, the board can decline.

Josh Young reported that Lamont is offering to extend their study to an additional area for no charge.

Supervisor Houghtling and Josh Young discussed the agreement details further.

A motion was made by Councilmember Rasmussen, seconded by Councilmember Trainor, and approved unanimously authorizing the Supervisor to sign the proposal from Lamont Engineers as amended.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously authorizing Lamont Engineers to apply for CFA applications for both wastewater and water on behalf of the Town of New Lebanon.

EV Charger - Electricity:

Supervisor Houghtling reported that the board tasked the CSC at looking into other EV charging stations and what they charge. The reimbursement through the grant for the electricity to run the charging station is through June 30th. All electricity charged through June 30th will be reimbursed from NYSERDA. The CSC gave the board a summary of what other stations charge. The board agreed that they should charge people what it costs to be used and not make a profit off the service. Supervisor Houghtling will get the account set up through Charge Point.

A motion was made by Supervisor Houghtling, starting July 1st, 2023 or as soon as practicable thereafter, to start charging \$.35 per kwh for the EV Charging Station and authorizing the CSC to work with the Town Supervisor to get everything set up for our account. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

Walking Trail Bids – Go Back Out to Bid AND Park Grant Update: (Agenda items were combined in the meeting)

Supervisor Houghtling stated at the last meeting the board authorized going out to bid for the walking trails in the Master Park Plan with the potential to go back out for a grant. She stated she did not realize there was a lot more work than there is, such as the type of materials to be used, the depths of the trails, etc. Bids were due last Friday, Darcy Construction was an interested bidder but the specs were not given to him until Tuesday, not leaving enough time for them to put a bid together.

Supervisor Houghtling stated the funding application has opened and is due by July 28th, 2023 at 4pm. The board received a proposal from Barton & Loguidice for re-applying for

the park grant for the town with two options. One for just the walking trails and the other for both walking trails and a playground. Supervisor Houghtling stated that the park improvements that have been made to date will hopefully help the town's grant application in bettering the chances of being awarded grant funding by showing the town is vested in improving the park.

Supervisor Houghtling stated the fee from Barton & Loguidice is different, depending on if the town just does the walking trails for the grant or if the town adds in the playground. This is pending on what these bids come in for. Supervisor Houghtling stated that the board can approve this proposal from Barton & Loguidice with a range, and if the bids come in at \$400,000 and the board does not feel that there is room to add in a playground, then the town pays the \$3,500. If the bids come in \$250,000 and there is room to put a new playground in there and go for the whole \$500,000, then the proposal from Barton & Loguidice would be \$4,500 for the grant application.

The Town Board held further in-depth discussion regarding the amount of money spent on the park and the necessity of adding in the new playground. The board members had differing views on whether a new playground is needed and the amount of money to be spent in the park this year.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to go back out to bid for the Walking Trail project with bids due by July 7th, 2023 at 4:00pm.

A motion was made by Supervisor Houghtling to authorize Barton & Loguidice to apply for a NYS Office of Parks, Recreation, and Historic Preservation (OPRHP) Grant with a minimum of \$3,500 for just walking trails and up to \$4,500 to include a playground if there is room in the budget to do so. The motion was seconded by Councilmember Anthonisen.

Roll Call Vote:

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

The motion passed three votes yes, to two no votes.

Park Grant Update:

This agenda item was combined with the prior agenda item, Walking Trails bid.

Pavilion Kitchen Renovation Update:

Supervisor Houghtling gave an update on the kitchen renovations. The project is almost complete and it will be done before the start of Summer Camp.

Supervisor Houghtling reported that once the walls were removed, they found a lot of rodent infestation and moisture damage and the framing had to be replaced. When the bid went out it was just to remove the sheetrock and replace it but once finding the damage, the walls had to be re-framed, there will be a potential increase in cost that they will not know how much until the project is complete. She reported that the garage door that they ended up going with was much cheaper than the one that was in the bid specs. She stated, as of now, they have the original bid amount plus the \$1,500 increase that was approved last month to go to the truscore wall product. Half of the payment has already been authorized. Supervisor Houghtling stated that she would like approval from the board to pay the other half of the project upon completion because it will be done next Friday, and the contractor has a lot of money out on materials, etc.

A motion was made by Councilmember Rasmussen to authorize the Supervisor to pay the contractor on an interim voucher for the other half that is currently due. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

Broadband Update:

Supervisor Houghtling updated that they are ready to proceed with consolidated installation of broadband to all roads in New Lebanon and will need to do an addendum to the original MOU between the four towns for the federal funding and project to add in the CEDC as a fiscal sponsor. She stated that the CEDC has been working with the four towns to get the application through the USDA process, to update mapping with current details. The prior MOU was with Ghent as the lead applicant. The town attorney has drafted an addendum to authorize the town of Ghent to engage the services of the CEDC to assist in administering, pursuing, performing, and completing the responsibilities set forth in the MOU, the federal funding award, and the project as may be lawful and reasonably necessary or appropriate.

A motion was made by Councilmember Trainor, seconded by Councilmember Gordon, and approved unanimously to authorize the Town Supervisor to sign the First Addendum to Memorandum of Understanding (MOU) for the Broadband Agreement.

NY Main Street Grant Update & Committee Formation:

Supervisor Houghtling stated that they chose In- Site Architecture to work on the NY Main St. grant project. She stated that this is a Phase 1 application, creating design guidelines. The engineers will be coming out for a sight visit on the 22nd of June, meeting with the committee and on the 23rd of June, meeting with business owners in the 20/22 corridor to discuss their goals and objectives for this project.

Supervisor Houghtling stated that they have brain stormed before who should be on the committee. Both Supervisor Houghtling and Councilmember Gordon of the Town Board would like to be on the committee. Tony Murad as both the Chair of the ZBA and a local business owner and contractor has agreed to serve on the committee. Elizabeth Brutsch as the Planning Board Chair has agreed to serve on the committee. Lori Bashour, Mid-Town Mall owner has agreed to serve. Cassidy from Cassidy's Tree Service agreed to be on the committee, and Bob Gilson as a community member who wants to be involved in beautifying the downtown. Supervisor Houghtling stated that the engineer told her the committee should be no less than six members and no more than ten members.

Councilmember Gordon mentioned two other community members that have expressed interest in the past on the project, Silke Fuchshofen and Sarah Conly. It was agreed to appoint them tonight and if they do not wish to be members, they can let the board know.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to form a committee for the NY Main Street Grant consisting of Supervisor Houghtling, Councilmember Gordon, Josh Young, Sarah Conly, Silke Fuchshofen, Tony Murad, Robert Gilson, Elizabeth Brutsch, Cassidy Lancelin, and Lori Bashour.

Supervisor Houghtling stated that on June 22nd at 6:30pm, at the Town Hall the newly formed committee is scheduled to meet with the architect. Supervisor Houghtling stated that she will be reaching out to local business owners on the 20/22 corridor to schedule meetings on June 23rd with the architects.

Walkable Downtown – Next Steps:

Supervisor Houghtling reported that they had a great second public input session with approximately seventy people in attendance. She stated, the engineers presented different options, and design guidelines. She stated after the meeting, there have been a lot of questions regarding budget and costs. She stated she spoke to Don Adams about what the next steps are. The next step is to apply for grant funding but that has not been announced. After it is announced they will have a month or two to get the grant application in. The Town Board still has a chance to do a final vote on what they want the design to look like. She stated, for her, Option #1 keeping the turn lanes as they are and doing

crosswalks versus Option #2 with some medians. She stated, it felt to her that both Options #1 and #2 were supported and Option #3, nobody really liked. If one option is a substantially higher cost that will affect how she votes on which design to go with. The Town Board agreed that they would like to see what the budgetary difference would be between Option #1 and #2 from the engineer. They would also like to see the costs of different types of surface materials to compare. The board also agreed that they are in favor of just sidewalks versus the multi-use path. The Town Board held further discussion.

NEW BUSINESS:

Conservation Easement – Letter of Support

Supervisor Houghtling stated the board received a request from Terence Duvall of the CLC for a letter of support for a property that the CLC is looking to protect in a conservation easement, Shadowbrook Farm. The CLC has drafted the letter and provided a map as to the property to be considered for conservation.

A motion was made by Councilmember Rasmussen, seconded by Councilmember Trainor, and approved unanimously to authorize the Town Supervisor to sign the letter of support as drafted.

Volleyball Net Request:

Supervisor Houghtling stated she put this item on the agenda. A member of the public notified her that they donated nets to the town and she verified with the Park Maintenance and they confirmed we do have the nets. The nets were not installed due to prior vandalism. Supervisor Houghtling stated that she requested the nets to be put up and if there is future vandalism for her to be notified. No purchase necessary at this time.

Summer Camp Field Trip:

Supervisor Houghtling stated SYP field trips are paid in full by the parents of the attending child, this is a pass through of money. The board did authorize a voucher for a \$100 deposit for the Zoom Flume fieldtrip because they need it in advance. This year the SYP is going to Howe Caverns. Supervisor Houghtling is looking for authorization to pay for both the Zoom Flume and Howe Caverns field trips on an interim voucher that would then come before the board at the next meeting.

A motion was made by Councilmember Trainor to authorize the Supervisor to pay on an interim voucher for both SYP fieldtrips to Howe Caverns and Zoom Flume. The motion was seconded by Councilmember Rasmussen.

Roll Call Vote:

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

Councilmember Trainor -

Aye

Councilmember Anthonisen-

Aye

Highway Annual Bids – Equipment, Liquid Calcium & Fuel – 8/1/23 - 7/31/24:

Supervisor Houghtling stated it is time for the annual highway bids of equipment, liquid calcium, and fuel. The current bids expire July 31, 2023. She stated they need to go out bid to be accepted at the July meeting, effective August 1st, 2023. She stated that they do not go out for bids on sand and gravel anymore, the Highway Superintendent piggybacks on existing bids from County or State.

A motion was made by Supervisor Houghtling, seconded by Councilmember Anthonisen, and approved unanimously to go out to bid for equipment, liquid calcium, and fuel with bids due on or before Friday, July 7th, 2023 at 4:00pm.

Purchase Order Form Update – Addendum to Town Purchasing Policy:

Supervisor Houghtling stated they previously updated the Purchasing Policy to add in the Green Purchasing language based on CSC recommendation. The Purchase Order Form, an addendum to the Purchasing Policy needed to be updated for the person requesting a purchase through the Town Clerk's office to verify that they have complied with the Green Purchasing Policy to certify that the item is green friendly or that it is not and an explanation as to why not.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously to amend the Purchase Order Form as drafted.

See Addendum A

Attorney Budget Line:

Supervisor Houghtling stated they have had a lot of unforeseen legal expenses this year between the HR attorney, Attorney Tingley, the code update that the ZRC is working on. She stated they are not out of money now, but they are only through June and they have a few thousand dollars left in the attorney budget line. She stated that it is hard to tell how much money they will need. Once this code update is completed, assuming nothing else comes up, the attorney estimated approximately \$2,000 a month should suffice for the remainder of the year. The board agreed on \$1,500 a month for six months and there will be a budget amendment at the next meeting.

PB Vacancy:

Supervisor Houghtling stated, due to the unfortunate passing of Brent Gawron, they have a vacancy on the Planning Board and she would like to go out for letters of interest.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously to go out for letters of interest for the Planning Board vacancy with

letters of interest due on or before July 7th, 2023 at 4:00pm and with a Special Town Board Meeting to be scheduled for the purposes of interviewing on Tuesday, July 11th, 2023 at 5:30pm.

ANNOUNCEMENTS:

JUNE;

Tuesday, June 27th, 2023 at 6:00pm – Public Input Session (Historic Mt. Lebanon)

JULY;

Tuesday, July 11th, 2023 at 5:30pm- Special Meeting (PB Interviews)

Tuesday, July 11th, 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 during the meeting. No one in person spoke and there were no emails for POF.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 7:58pm. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk

Addendum A

Approved by TB on 6/13/2023



Purchase Order Form
Town of New Lebanon
For Items to be purchased by the
Town Clerk's Office

Department Requesting Purchase: _____

Item Requested: _____

Cost of Item: _____

Vendor to Purchase Item From: _____

Budget Code to Charge for Purchase: _____

Current Balance in Budget Code to be charged: _____

Yes, I have complied with our Green Purchasing & Vouchering Policy, and certify that this item is FSC, eco-friendly, or has the green checkmark symbol.

No, this item does not comply with the Green Purchasing & Vouchering Policy because, _____

I certify that I am authorized to request this purchase, that I have sufficient funds in my budget to pay for this purchase and that I have complied with all applicable policies, codes, and laws such as the Town's Procurement Policy and the Policy for Purchasing & Vouchering Items.

X

Sign
Print Name:

Date: _____