

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON SEPTEMBER 12, 2023**

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

Recording Secretary: Marsha (Marcie) Robertson, Town Clerk

Others Present: Josh Young, Planning Board & QOL Member, Shaker
Preservation Com., & BEDC Chair
Sharon Powers, IT Website Support, BEDC & QOL Com.
Member
Steve Powers, CAC & ZRC Member & CSC Chair
Mary Young, NL Rep to CC Office for the Aging & Traffic
Safety
Peg Munves, CAC Co-Chair
Becky Segal, BEDC Member
Margaret Robertson, Historic Railroad Comm. Member
Mary Julien, NY Rural Water Association
Members of the Public

CALL TO ORDER:

The regular monthly 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 in honor of Town Clerk Robertson's mother who just recently passed away. This was followed by the flag salute. The emergency exits were pointed out.

MINUTES:

The minutes of the **June 27, 2023 Special Meeting (Shaker Preservation), July 26, 2023 Special Meeting (truck engine repairs), August 8, 2023 Public Hearing (Waiver App., self-storage moratorium), August 8, 2023 Public Hearing (Intro LL#3), August 8, 2023 Public Hearing (Intro LL#4), August 8, 2023 Public Hearing (Intro LL#5), August 8, 2023 Public Hearing (Intro LL#2)**, of the Town Board were reviewed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously, to accept the seven sets of minutes as typed.

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of August 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.

Supervisor Houghtling pointed out that since the town switched bank accounts within the same bank to a higher interest earning account, last month the interest on the main account that holds most of the town funds was \$44.02, this month it was \$6,713.55. The increase is significant enough that it will become a revenue line in next year's budget.

A motion was made by Councilmember Rasmussen to accept the Supervisor's report for August 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

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 for the first POF. There were no emails received.

BUDGET AMENDMENT #8 OF 2023:

Supervisor Houghtling stated, Highway Superintendent Winestock asked for \$50,000 more in his General Repairs (Roads) budget line due to things like the beaver dam damage, increase in fuel costs, and other unforeseen costs. Currently that budget line is \$13,000 behind. There was a large amount taken from Appropriated Fund Balance to buy the two highway trucks, there is only \$18,000 left in the Appropriated Fund Balance. Supervisor Houghtling discussed this with Highway Superintendent Winestock, he requested \$10,000 from Snow Removal because the 2023 winter from January to March was relatively mild. The board budgeted for four fulltime highway employee's medical insurance at the highest plan cost, there are only three fulltime employees, no one is on the family plan, so they can take \$17,000 from that budget line. That brings it to \$45,000 which is close to the \$50,000 that the Highway Superintendent requested, they will revisit later if they need to move more.

Supervisor Houghtling stated, the other is a youth program, \$4,100 that \$3,300 will be reimbursed by the County to pay for the bus transportation for the field trips. There was money left over in the SYP payroll account, so this will be budget neutral within the Summer Camp budget.

Supervisor Houghtling stated, CAC did more water testing, with the ARPA funds they wait until it is ready to be spent and then full it in as a revenue and in as an expenditure, this is budget neutral within the CAC budget.

Supervisor Houghtling stated, there was one more expense for the solar that they did not realize, the fire company requires an external shut off switch instead of pulling the meter. Our fire company does not pull meters, they had to bring the solar company back at another \$1,000 to install the switch. This is coming out of contingent.

Highway Fund:

\$ 10,000.00 from DA-5142.4 (Snow Removal)
\$ 17,000.00 from DA-9060.8 (Hosp. & Medical Insurance)
\$ 18,000.00 from DA-003917 (Appropriated Fund Balance)

\$ 45,000.00 to DA-5110.4 (General Repairs – Cont. Exp.)

General Fund:

\$ 4,167.00 from A-7310.1 (Youth Program – Cont. Exp.)
\$ 2,390.00 from A-04900 (Federal Aid - ARPA)
\$ 1,000.00 from A-1990.4 (Contingent)

\$ 4,167.00 to A-7310.4 (Youth Program – Cont. Exp.)
\$ 2,390.00 to A-8710.4A (ARPA - CAC)
\$ 1,000.00 to A-8797.42 (Solar)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #8 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

AUDIT OF BILLS:

2023 Bills:

General No. 327, in the amount of \$2,337.47;
As listed on Abstract No. 8A dated September 12, 2023.

General Nos. 328 through 376, in the amount of \$74,867.32 and Highway Nos. 118 through 131, in the amount of \$51,784.77; and Escrow Nos. 11 through 12, in the amount of \$2,025.00; As listed on Abstract No. 9 dated September 12, 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-	Aye

PRESENTATION: Implementation Plan for DWSP2:

Supervisor Houghtling announced, there is a special presentation from the New York Rural Water Association. Steve Winkley's replacement, Mary Julien (MJ) is taking over the finalization of the plan. Supervisor Houghtling stated, to clarify for both the Town Board and the public, the Town Board has already adopted this plan, pending approval through DEC. Part of that approval process is the town approving an implementation plan that MJ will be presenting tonight.

MJ gave a brief introduction; she started in March of 2023 with NY Rural Water. The town agreed to develop Source Water Protection Plan using NY State Rural Water Source Water Protection specialist, formerly Steve Winkley, who submitted it to DEC. DEC in the late 90's did source water protection plans for all the communities in NY State, looking at the public and other water supplies in a town, overview of the system, and potential contaminants. The DWSP had to be updated, so NY State has DWSP2 efforts and NY State Rural Water Association is a technical service provider for the DWSP2. Steve finished the plan and sent it to DEC for approval and DEC came back with comments and want more information in the implementation plan. MJ stated, she is new to this plan, she works with the stakeholder group here and she underestimated what the town has done. The town has done a ton of this job and a lot of work, she is glad they compiled that information, it will help moving forward with any other future projects, the reference tool, and it is important for funding. MJ stated there are steps that have already been taken in the implementation plan, there are a few things not yet developed. MJ continued with the presentation.

MJ reported, they looked at potential contaminants, specifically the Bouchard Junkyard, Ceramtech, and the former landfill. There was testing done by DOH, well sampling, and PFAS testing and it looks like whatever investigations were done,

were closed with no finding of additional contaminants. As part of the implementation, there will be additional testing done.

Peg Munves, CAC Co-Chair commented, they will be looking for PCBs in some of these places soon.

MJ talked about the new priority issues for DEC. Potential contaminants, was already discussed and everything in the implementation that the town will look at for the ongoing testing. MJ stated, it would be a good idea to circle back to the inactive landfill initiative and quantify the cost. If the town goes for any additional funding it helps to show that the town has already spent money on it.

Supervisor Houghtling commented, water testing is easy because the town is paying for it out of ARPA funds. It has its own account in the budget.

Peg Munves commented, that working on the inactive landfill initiative is already in the process, they have been working on it for a few years.

MJ stated, septic system is a potential issue in the Routes 20 and 22 districts. Lamonte Engineering has applied for a Community Development Block grant to do a feasibility study for a sewer system.

Peg Munves commented, they have not gotten the okay with that yet.

Josh Young commented, there was a grant through Consolidated Funding that he assisted with.

MJ stated, she feels Community Support and Grow Awareness is important because when the town goes to take any kind of action, any effort the town has made to build the base of support and awareness, because a lot of people are not aware of their water. The town has signed up ten new people for well testing, considering preventing at the library in the winter, summer camp had the CLC come and do an immersive program along the creek, Trees for Tribs is a part of it to help slow the contaminants from traveling to the water bodies, the newsletter, and the town website to promote the water testing.

Peg Munves stated, they are going out next week to do two days of testing of about twenty-two places to test.

MJ stated, the Climate Hazards are going to be rolled into the implementation plan. Working with the Climate Smart Communities, the DWSP2 gives the town points when they get the approval towards the Climate Smart Program. The town is

working on climate vulnerability assessment with Cornell and County, as well as a Hazard Mitigation Plan with County. These will all look at potential impacts to water. MJ stated, the town mentioned considering a 10,000-gallon storage tank for the fire company.

Peg Munves commented, they got the grant for it. Steve Powers stated, it has not been officially announced yet.

MJ commented, the Critical Environmental Areas (CEA's), there were two designated in 2022. The Cool Ravines, which is a unique habitat with rock steep banks with different flora and fauna specific to that environment, and the Warm Springs. MJ stated, also, possibly considering looking at doing a CEA for the aquifer.

MJ stated, the town has done a lot with monitoring and reporting. She stated, the DWSP2 application was reviewed, they are responding to the comments. MJ stated, the implementation plan wanted more information and she thinks it was a great exercise to go through it.

Councilmember Gordon stated, one of the things that struck her about this plan is it specifically excludes the spring, which is a drinking water source for two or three dozen households in the Springs. She suspects this was done on purpose because the Springs is a sticky wicket, and people do not know what to do with it. Her concern is the fact that it is not dealt with at all in this report, may make it, when the town decides to get involved in the spring in some fashion, they will not be able to because it is not part of the plan.

MJ responded, she is not sure that would be the case, that the town would not be able to get involved. She stated, the plan can be reviewed or updated anytime. Peg Munves added, it is her understanding that this is a living document.

Councilmember Gordon stated, she thinks the issue in the Springs is something the town may have to confront at some point. It not being mentioned at all in the DWSP2 report may suggest that it is not an issue at all.

MJ responded; it is a good catch. She stated, it can be added in and phrased in a way that the town is considering future evaluation of the warm springs. Peg Munves commented, she thinks it is something that they should work on. MJ stated, that is something she can add into the document in the implementation steps.

Supervisor Houghtling stated, she is not going to talk publicly about this, but she thinks the town board would need to have further conversation before moving forward. She stated, she has had past conversations with the town attorney and there are issues that need to have the attorney involved in the discussion on this topic. Supervisor Houghtling stated, the plan has already been adopted, in the future if it becomes less of an issue or the attorney gives the town the authority to get involved, they can amend the plan then. She stated, as one of five she is not comfortable making any changes that address that topic because of conversations held in executive session that cannot be discussed.

Councilmember Gordon, stated, she is not suggesting that the town propose any type of action at all except, in documenting the drinking water sources in New Lebanon, it leaves out a major source.

Supervisor Houghtling stated, that source has been deemed by both the NYSDOH and CCDOH as not a drinking water source. For organizations have been very clear, they have written orders to the town and the residents that it is not safe drinking water. There is a reason that it is not in the DWSP2. If the town is identifying drinking water sources, the town cannot put one in that the Department of Health has deemed not drinkable in writing.

Councilmember Gordon questioned, why can't they?

Supervisor Houghtling responded, because you are identifying drinking water sources and you have a government agency who oversees public health and safety, that has said that is not a drinking water source. Supervisor Houghtling commented, so the town is going to say yes, it is.

Councilmember Gordon responded, if people are drinking the water.

Supervisor Houghtling responded; people are not supposed to be drinking the water.

Councilmember Gordon responded, whether they are supposed to or not, they do.

Further conversation took place on this issue.

Peg Munves commented, this is a protection plan. She understands the springs is a big issue and it is very important to the town, but right now they would like to get this implementation plan off the ground and to DEC because it will take a while. Peg stated, they have been working on this since 2017, it has been a work in progress for a long time.

Councilmember Trainor clarified, that changes can be made as the town and the board go along. Peg responded, yes. Supervisor Houghtling commented, it is a living breathing document, the same as the Comprehensive Plan, it can be updated anytime.

Peg Munves commented, she can see both sides. They have worked very hard on this; she would really like the town board to take some action tonight. She understands that everyone may not agree.

MJ stated, you are looking at the implementation plan. She wanted to make it clear that the water sources that are outlined, this plan is in no way certifying that they are safe or verifying safety of the water sources. MJ stated, she thinks today the board was looking at the implementation component.

Supervisor Houghtling stated, she thinks they are looking for an action from the Town Board approving the CAC and NY Rural Water to send the implementation plan as drafted to DEC.

MJ continued with the rest of her presentation.

A motion was made by Supervisor Houghtling, seconded by Councilmember Anthonisen, and approved unanimously except for Councilmember Gordon who abstained, to authorize the CAC and NY Rural Water to submit the Implementation Plan as drafted to DEC.

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?

CSC – Steve Powers, CSC Chair: Steve reported, the CSC must re-submit several action items from the bronze period to get to the silver stage. One action identified is buy local buy green, which expires. The CSC is asking the Town Board to reapprove their campaign for buy local buy green, which is promoting farmers markets.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to authorize the CSC to do another buy local buy green initiative.

Steve stated, another item that the CSC must work on is to update the fleet inventory for town. Supervisor Houghtling replied, the Town Clerk has an inventory of all the town vehicles.

Supervisor Houghtling asked how far away is the town from silver status? Steve responded; the CSC cannot submit until January.

OLD BUSINESS:

Health Insurance Renewal Plans:

Supervisor Houghtling stated, the town currently has three plans. One plan, nobody is on that plan, one has two current employees grandfathered in and they are the only employees that may have that plan. Everyone else and all new employees have a third plan. At last month's meeting, it was brought up that there is a significant increase in rates. The town's broker offered an alternative that they felt is a good fit and would not affect employees as far their coverage goes.

Supervisor Houghtling has reached out to all the employees who currently have health insurance and connected them with Marshall & Sterling to make sure that their current doctors would be covered with their new plan. Supervisor Houghtling met with the union on the potential change in health insurance. The current two grandfathered employees would like to remain grandfathered, which is what is listed in the personnel policy. All other employees are fine with the switch. Supervisor Houghtling is recommending the approval of two plans for the December 1st, 2023 renewal through November 30th, 2024. One plan is the grandfathered CDPHP plan for only the two employees who are grandfathered in and the second plan for all the current or new employees, switching the current MVP plan over to the alternative CDPHP plan. The board agreed.

A motion was made by Supervisor Houghtling, for our health insurance renewal starting December 1st, 2023 we take on the CDPHP Gold Embrace Health EPO, copayment \$200, (221), Exchange Certified Plan offered only to the current employees who have it, and for all other employees, and all new employees we offer the CDPHP, HDHP, HMO, HAS, Qualified, (324), Exchange Certified Plan, and work with Marshall & Sterling on all of the renewal paperwork and the Open Enrollment for employees. 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

Supervisor Houghtling stated, we have not gotten the vision renewal plan but it is a fully employee paid plan.

A motion was made by Supervisor Houghtling, that we continue to offer the same Delta Dental plan that we currently offer for our renewal period of December 1st, 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-	Aye

Adoption of Introductory LL#6 of 2023 – Storage Unit Moratorium Extension:

Supervisor Houghtling stated, we have a storage unit moratorium in place and the board is looking to extend it by six months. The Town Board received input from both the Town and County Planning Boards. The Town Planning Board recommends approval of the local law as written with no further comments. The County Planning Board has no concerns or issues with the adoption of the local law.

A motion was made by Supervisor Houghtling to enact Introductory Local Law No. 6 of 2023 as final Local Law No. 7 of 2023 and to authorize and direct the Town Clerk to transmit Local Law No. 7 of 2023 to the New York State Secretary of State for filing in accordance with the Municipal Home Rule Law. 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

Community Center:

Supervisor Houghtling at the last Town Board meeting, the board agreed to the terms of an agreement and authorized the Supervisor to work with the Town Attorney and LVPA to come up with a written agreement for approval at this meeting. Supervisor Houghtling presented two exhibits, exhibit A is just a hand drawn map of the building showing what rooms the town will have use of, exhibit B lines out what expense the town will be splitting 50/50 with the LVPA. Due to the fluctuation of bill amounts, the town will pay their half after the LVPA is billed.

Supervisor Houghtling reminded everyone that no town tax dollars will go to this pilot program. It is a one-year pilot to see if it will work, if people will use the community center, if it will benefit the community, and if it is something the town wants to continue after the one-year pilot. All the funding is coming from ARPA funds, which has already been set aside in the draft ARPA budget.

Supervisor Houghtling stated, the contract has been approved by the Town Attorney, the LVPA Attorney, the LVPA board and the full LVPA membership.

A motion was made by Councilmember Trainor to authorize the Supervisor to enter into an agreement with the LVPA for the operation by the town of a Community Center for three days per week at the LVPA's building, located at 523 US 20 for a one-year period commencing upon execution of the agreement. 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

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously to go out for letters of interest for someone to run the programming at the Community Center with letters of interest due by 4:00pm on Friday, October 6th, 2023, with interviews and a Special Meeting to be held on October 10th, 2023 at 5:30pm.

Ethics Board Appointment:

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to appoint Ben Steffans to the Ethics Board for the remainder of a term expiring 12/31/2024.

EOI for Walkable Downtown Project:

Supervisor Houghtling stated, the board went out for an Expression of Interest (EOI) for the Walkable Downtown Project. The board received one from Creighton Manning, they are the firm that the board has been working with for over a year. The funding has not yet been announced, but will be any day. Going out for the EOI is one of the requirements before you apply for the funding, it is only for a specific list of firms that are preapproved by DOT for these applications and projects. This is at no cost to the town with the understanding that if the town gets the funding, Creighton Manning would be the engineer that the town works with to design the final project.

A motion was made by Supervisor Houghtling to designate Creighton Manning as the firm to work with funding applications for the New Lebanon Walkable Downtown Project, and the town authorizes Creighton Manning to apply for all funding applicable to the project on behalf of the town. 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

Evaluation Form & Process Updates:

Supervisor Houghtling thanked Councilmember Rasmussen for drafting some recommended changes. She stated she is not fully comfortable adopting it without it being in resolution form. The Supervisor stated, she thinks the official adoption of the resolution amending our compensation plan policy, that will become the Performance Management Policy should wait until next month. The only time sensitivity is that the next evaluations are due October 15th. She stated, she needs to send an email to town employees asking them to complete their evaluations. This is the evaluation that if the Town Board decides to do evaluation-based raises, it would be based on this evaluation.

Supervisor Houghtling stated, one of the reasons that she asked Councilmember Rasmussen to look over the policy is that the evaluator is not supposed to give all 5's. However, there are still evaluators that are doing so. In the Supervisor's attempt to kick that review back, it was questioned as to where that is stated in the policy?

Supervisor Houghtling's idea for now, to get through this next evaluation process, is that the board could make a motion that if for the October 15th evaluation process, they receive an evaluation that is either all 5's, does not have examples, or does not comply with the requirements of those evaluations, that it gets kicked back giving a certain number of days to resubmit it in compliance. If not, that employee will not be considered for an evaluation-based raise.

Councilmember Rasmussen commented, if the board does do this kind of a motion and inform all the employees, then the employees will be following up with their supervisor's to be sure that it does not happen. Councilmember Rasmussen stated, they did the training and all these points were in there, everything was written down when they spoke to the employees about it, and then did the policy which ended up really talking about the compensation. The point is, this is about

performance improvement. Compensation changes are a potential consequence, they are not even required to use performance evaluations to decide compensation changes. He stated, it is a good practice and the board stated they would do it but it is the right thing to go back and revise the policy to clarify.

A motion was made by Supervisor Houghtling, seconded by Councilmember Rasmussen and approved unanimously that for the October evaluation process for 2023, if an evaluation is received that is either all 5's or does not have examples, unless it is a 3, then it gets kicked back and they have 10 days to resubmit it and if within 10 days it is not resubmitted in line with the parameters defined in the process and training, then that employee will not be considered for an evaluation based raise if the Town Board decides to move forward with evaluation based raises.

NYSLRS Resolution Error:

Supervisor Houghtling stated, she received a letter from NYS Retirement on August 7th, 2023 saying the resolution had issues and the affidavit of posting was not included. Supervisor Houghtling asked the Town Clerk if she was understanding the email from NYS Retirement stating that everything was fine.

Town Clerk Robertson responded, that the email from NYS Retirement stated that everything was fine with the resolution filing. Town Clerk Robertson stated, she has proof that she did in fact mail the Affidavit of Posting to NYS Retirement.

Supervisor Houghtling stated, okay, then they do not need to take any action tonight. Supervisor Houghtling stated, she will do a letter on Town letterhead in response to the letter that she had received, confirming the information that the Town Clerk received in her email correspondence with NYS Retirement to have on file.

New Well – Splash Pad:

Supervisor Houghtling stated, so far, the board has approved that they want to do a new well for the splash pad with Barton & Loguidice Engineering that well. She received an email from Barton & Loguidice, they are ready to go. She is meeting them tomorrow to discuss potential locations. Supervisor Houghtling stated, she looked back on the minutes and the board had a conversation but did not make a motion to authorize the well company to drill the well. The board had discussion about the potential cost of drilling the well because it is not a definite cost. It is a ballpark range; the company will not really know actual cost until they start drilling.

A motion was made by Supervisor Houghtling to authorize Smith Well Drilling to work with Barton & Loguidice to drill the new well, not to exceed \$46,000. 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

NEW BUSINESS:

Policy Review – Fund Balance Policy, Investment Policy, Public Employer Health Emergency Plan for the Town of New Lebanon, Data Breach Policy, & Pavilion Fee Waiver Policy:

Supervisor Houghtling stated, she has been working for the past six months with the town’s HR Attorney to consolidate the town’s policies. The five policies to be reviewed tonight will not be going into the updated personnel policy. The board did not have any questions or recommend any changes to be made.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon, and approved unanimously to mark the following policies as reviewed with no changes; the Fund Balance Policy, the Investment Policy, the Public Employer Health Emergency Plan for the Town of New Lebanon, the Data Breach Policy, and the Pavilion Fee Waiver Policy.

Set Budget Workshop Dates:

Supervisor Houghtling stated, the Comptrollers Office puts out a budget calendar that is on their website. It states, the budget officer, the Supervisor files the tentative budget with the Town Clerk not later than September 30th. The Town Clerk date stamps it received and the next step is the Town Clerk presents the tentative budget to the Town Board on or before October 5th.

Supervisor Houghtling stated, we have always put it in mailboxes and emailed it. She stated, it must be at a Town Board meeting and presented to the Town Board as a whole. Supervisor Houghtling stated, you must hold that first budget workshop, even if it is just to receive the tentative budget between September 30th and on or before October 5th for the first step of the Town Clerk presenting the Town Board a tentative budget. This must be the first special meeting.

Budget Workshops dates and a Public Hearing scheduled:
Tuesday, October 3rd, 2023 at 5:00pm – Budget Workshop
Monday, October 16th, 2023 at 5:00pm – Budget Workshop
Tuesday, October 24th, 2023 at 5:00pm – Budget Workshop
Monday, October 30th, 2023 at 5:00pm – Budget Workshop
Thursday, November 9th, 2023 at 7:00pm – Public Hearing on the budget

Contract Renewal with Auctions International:

Supervisor Houghtling stated, there does not appear to be any substantive changes from the last contract to this renewal. She stated, she was not on the Town Board when the town first entered the contract but she is guessing that the town attorney at that time reviewed it. Supervisor Houghtling stated, she was the last one to sign it in 2021. The board did not see any changes or have any questions.

A motion was made by Councilmember Trainor, seconded by Councilmember Gordon, and approved unanimously to authorize the Supervisor Houghtling as Town Supervisor to sign the renewal contract with Auctions International.

Traffic Logix Cloud Renewal:

Supervisor Houghtling stated, in the beginning the town got the cloud for free from Traffic Logix. The cloud is how Mary gathers all the data from the traffic speed sign. There is now a charge for the cloud, a one-year renewal is \$500. No one on the board had any questions.

A motion was made by Councilmember Anthonisen to authorize Supervisor Houghtling to accept the renewal quote for \$500.00 from Traffic Logix. 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

ANNOUNCEMENTS:

OCTOBER:

***Tuesday, October 3rd, 2023 at 5:00pm- Special Meeting /Budget Workshop
Tuesday, October 10th, 2023 at 5:30pm – Special Meeting (Interviews for
Community Center Coordinator)***

Tuesday, October 10th, 2023 at 6:00pm – Regular Town Board Meeting

Monday, October 16th, 2023 at 5:00pm- Special Meeting /Budget Workshop

Tuesday, October 24th, 2023 at 5:00pm- Special Meeting /Budget Workshop

Monday, October 30th, 2023 at 5:00pm- Special Meeting /Budget Workshop

NOVEMBER:

Thursday, November 9th, 2023 at 7:00pm- Public Hearing (2024 Budget)

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.

Margaret Robertson: Meg reported on the fundraiser for the Railroad Depot that took place. Forty-five people attended the event and they raised \$1,490 in donations and have received checks in the mail from people who were unable to attend the fundraising concert event. Meg stated, Ron Feldman was so thrilled with the concert he wants to do another one. Meg reported that Darcy Construction provided them with the cleanest port-a-potty she has ever seen, free of charge.

Supervisor Houghtling reported, there were no emails received for privilege of the floor.

Email comment received for POF but not read into the record:
The following email was not received by the Supervisor in time to read it at the meeting.

Supervisor,

Thank you for calling on me during Second Privilege of the Floor.

I attempted to answer you, but I was not able to "unmute" my phone.

Please let me submit these remarks for the record"

Congratulations to Ben Steffens upon his appointment to the Ethics Board of the Town of New Lebanon. His experience will be a great asset to our community. We are fortunate to have his service.

Respectfully,
Michael Muadin

EXECUTIVE SESSION:

A motion was made by Supervisor Houghtling to enter Executive Session at 7:25pm to discuss potential litigation relating to damage caused to Town property and to discuss information relating to current/future investigation or prosecution of a criminal offense. 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

A motion was made by Supervisor Houghtling to exit the Executive Session at 8:07pm. 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

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:08pm.
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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk