

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

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

Recording Secretary: Marsha (Marcie) Robertson, Town Clerk

Others Present: Ted Salem, ZBA Member & ZRC Chair
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
Jim Carroll, Planning Board & ZRC Member
Ed Godfroy, LVPA
Erminia Rasmussen, BEDC Member
Margaret Robertson, Historic Railroad Depot
Members of the Public

CALL TO ORDER:

The regular monthly meeting was called to order at 6:08pm 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 **September 12, 2023 Regular Meeting, October 3, 2023 Budget Workshop, October 10, 2023 Special Meeting (Interviews), October 24, 2024 Budget Workshop, and October 30, 2023 Budget Workshop**, of the Town Board were reviewed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously, except for Councilmember Tipograph who abstained, to accept the five sets of minutes as typed.

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of October 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 October as typed. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

William Banker: Mr. Banker stated he was here to discuss the bullet proof doors and security cameras that the Town Board went out for bids on. He questioned the board if they really feel the need for the doors and what substantiates the claim for that? Is it worth forcing the taxpayers to install such items that have never been required in the town. He has been a resident for forty years and never seen an incident that required these things. He acknowledged that there is a lot of fear in the world these days. He stated, we are a small town and the community having access to the Town Hall is the fabric of the community. He stated, security cameras are a great idea, ring cameras are not so good because ring would possibly own the footage that is covers and may not be requestable down the road. He is not sure, but thinks security cameras would fall under FOIL law. He asked the board what they feel the need is for bullet proof doors and glass and why the taxpayers should pay that expense? Is there a substantial need for it? He asked the board, if they install these, will they allow the public to conduct their business in the hallway or in the office, like normal? He stated, he thinks it is a waste of taxpayer's dollars. He stated, he thinks cameras are great, they do not lie, people lie. He does not think Ring cameras are a good idea.

Margaret Robertson: Meg explained, because court is held in this building, it can be dicey at times. She feels, it may be better to have the door locked. She

mentioned an old incident with an aggressive individual who came to the town hall for court. Security could be helpful.

William Banker: Mr. Banker stated, at the last meeting it was mentioned that recent events have brought up the concern for building safety, no mention of old occurrences.

Supervisor Houghtling: The Supervisor responded, there was an incident that occurred that raised a security concern for town employees. The potential bullet proof doors or ring entry system is not about one specific individual, it is about the need to make sure that employees are safe. Due to the recent incident, there are employees in the building who feel unsafe. The board has a responsibility to make sure that employees feel safe in their work environment.

Mr. Muadin: Mr. Muadin commented, he wants everyone in town service to be safe and feel secure. He is grateful for everything everybody does.

There were no emails received.

BUDGET AMENDMENT #10 OF 2023:

Supervisor Houghtling stated, there is ARPA money coming into the budget for CAC water testing. The state retirement bill came in higher than estimated. The mowing of the West Lebanon Cemetery was higher than budgeted for. The pavilion kitchen project did go over budget, which was already approved by the board at a prior meeting. The rec budget went over. The BEDC is moving money from a .4 to a .2 account for a community bulletin board. The newsletter was over budget, NORTHCO was late in their billing. The attorney .4 was high this month due to a FOIL appeal.

General Fund:

\$ 1,385.00	from A-04900 (Federal Aid – ARPA)
\$ 4,167.00	from A-1990.4 (Contingent)
\$ 260.00	from A-6410.4 (Publicity – Cont. Exp.)
\$ 5,000.00	from A-003917 (Appropriated Fund Balance)
\$ 1,385.00	to A-8710.4A (ARPA – CAC)
\$ 197.00	to A-9010.8 (State Retirement)
\$ 120.00	to A-8810.41 (West Lebanon Cemetery)
\$ 2,793.00	to A-7140.43 (Pavilion Kitchen)
\$ 44.00	to A-7020.4 (Rec. Admin. – Cont. Exp.)
\$ 260.00	to A-6410.2 (Publicity – Equip.)
\$ 5,000.00	to A-1420.4 (Attorney – Cont. Exp.)
\$ 1,013.00	to A-1670.41 (Newsletter)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #10 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 Tipograph-	Aye

AUDIT OF BILLS:

2023 Bills:

General No. 427 through 428, in the amount of \$32,912.92;
As listed on Abstract No. 10A dated November 14, 2023.

General Nos. 429 through 468, in the amount of \$77,844.19 and
Highway Nos. 144 through 155, in the amount of \$39,727.98; and
Escrow Nos. 15 through 17, in the amount of \$3,450.00; and
SF-1 LVPA No.4, in the amount of \$38,325.50;
As listed on Abstract No. 11 dated November 14, 2023.

A motion was made by Supervisor Houghtling to pay the bills as amended. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

CSC – Steve Powers, CSC Chair: Steve reported, he needs to submit the bill for the grad student who is working with them on the road to silver application. She has worked 62.24 hours at \$25 per hour for a total of \$1,556.00, and he would board authorization to pay her on an interim voucher out of the CSC funds.

A motion was made by Councilmember Rasmussen to pay Michelle Parks on an interim abstract for \$1,556.00 and to authorize the Supervisor to prepare the voucher. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

Steve stated, in his update to the board, to obtain points for the Climate Smart action Climate Adaptation Plan which was worked on by the Cornell Extension people last year that the board approved. We must include a Climate Resilience Vision, the task force members have been working on this, considering the Comprehensive Plan, the Cornell survey results, and other aspects from workshops attended.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to approve and adopt the Climate Resilience Vision as drafted.

OLD BUSINESS:

Community Center Coordinator Appointment:

A motion was made by Supervisor Houghtling to appoint Robert Long from now through the end of 2023 at a rate of \$21.00 per hour for up to 9 hours per week. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

Depot Committee – MOU Ideas:

Supervisor Houghtling stated, the Corkscrew Rail Trail obtained a property that has the historic Depot on it. The town entered an MOU, that states the town could have use of the building for whatever purpose the town deems is the best interest of the community. With the MOU, the County forgave the penalties and interest on the back taxes due. A committee was formed made up of members of the town, the historical society, the rail trail, etc. to research what other towns have done. Jeannine Tonetti, Chair of the Rail Trail Committee gave a report to the Town Board a few months ago. There is a new committee formed that includes three

organizations; the Rail Trail, the Historical Society, and the Town Board. The committee is looking at three phases: phase one is to secure the building from any more damage and repair the leaking roof, phase two would be an actual renovation, and phase three once the building is ready to be used is to determine its potential uses. The committee plans to take it one phase at a time. This was an update and will be revisited with the new incoming Town Board members.

Adoption of Introductory LL#7 of 2023 – Chapter 185 Exemptions:

Supervisor Houghtling stated, it was introduced in October, the public hearing was held, it does not need any referral to the Planning Boards, and it does not need any SEQRA.

A motion was made by Supervisor Houghtling to adopt Introductory Local Law #7 of 2023 as Local Law #8 of 2023 and ask the Town Clerk to file the local law with NYS. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

Adoption of Introductory LL#8 of 2023 – Self Storage Units:

Supervisor Houghtling stated, this is the law that the ZRC has been working on for a long time. At last months meeting the board received a recommendation from the ZRC and the Town Board voted to move forward as recommended. Ted Salem worked with Attorney Tingley to compile the Introductory Local Law. It will be introduced tonight, referred to local and county Planning Boards, and they already have part 1 of the SEQRA review, the environmental. A redlined version of Code 205 was sent out to the public to be able to track the changes.

A motion was made by Suprvisor Houghtling to recognize the introduction of Introductory Local Law No. 8 of 2023. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

A motion was made by Councilmember Trainor to classify the enactment of Introductory Local Law No. 8 of 2023 as a Type I Action under the State Environmental Quality Review Act, to declare that the Town Board, as the only involved agency, shall be the lead agency under the State Environmental Quality Review Act, and to authorize the Supervisor to execute the Part 1 of the Full Environmental Assessment Form as prepared by the Attorney for the Town. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

A motion was made by Councilmember Trainor to authorize the Supervisor to refer Introductory Local Law No. 8 of 2023 to the Columbia County Planning Board pursuant to N.Y. General Municipal Law 239-m and to the Town Planning Board pursuant to Town Code 205-15(B). The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to schedule a public hearing on Introductory Local Law No. 8 of 2023 for December 12, 2023, at 7:20p.m., to be held at Town of New Lebanon Town Hall and to authorize and direct the Town Clerk to publish and post notice thereof as required.

Adoption of Introductory LL#9 of 2023 – FOIL Appeal Officer:

Supervisor Houghtling stated, at the last meeting the board discussed the Attorney’s suggestion that the Town Board not be the FOIL appeal officer due to the time frame allowed for response to FOIL appeals. The Town Board asked the town attorney to draft a local law to change the FOIL appeal officer from the Town Board to the Town Supervisor.

A motion was made by Supervisor Houghtling to introduce Introductory Local Law No. 9 of 2023 and schedule a public hearing for December 12, 2023 at 7:25pm and authorize and direct the Town Clerk to advertise the public hearing accordingly. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

Well Update:

Supervisor Houghtling commented, we paid the engineer and the hydrologist to look at the landscape of the park to try to identify a good location for a well that they thought would yield a lot of water. The finding was that it is not the type of material the engineer report thought it would be, it is not a location at all.

Supervisor Houghtling commented, there are a couple of options, walk away from the project and cut their losses, go back to the modified version where the features have less of a water yield and pull from the existing well, or try again in another location. The engineer's recommendation is that we try again in another location, which would be another charge for the well driller. The board has authorized up to \$45,000 for well drilling, the first attempt was \$13,000. The board held discussion.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to hold off on trying to drill another well, and the proposed splash pad project until further discussion at some point down the road.

Splash Pad – Bids Received:

The Town Board agreed at this time to take no action on the bid received from Darcy Construction.

Bulletproof Office Doors with Access Window – Bids Received & Ring Entry System – Bids Received:

Supervisor Houghtling stated, there are two different possible options for increase town hall security. One is the bulletproof office doors with access window and the other is a ring entry system, that would have cameras at each person's desk showing who was at the door and the ability to buzz that person in.

The bulletproof doors came in with doors and shipping at \$46,100 for four doors. The proposal includes the Town Clerk Office, the Tax Collector and Assessor, the Building Department, and the Supervisor's office. The bids did ask for prices installed; no bids were received for installed doors. If the board were to accept the bid, they would get the doors and need to go out to bid on installation.

The board held discussion regarding the possible installation costs to have the doors installed.

Supervisor Houghtling stated, the other alternative was the ring entry system, there were two different options. One was \$41,935 and then \$30 a month, or a reduced cost but you do a five-year service agreement for \$245 a month and the initial cost is \$29,435.

Supervisor Houghtling stated, if their goal is the security of employees, the bulletproof door route is probably safer. Councilmember Rasmussen agreed.

The board agreed that a buzz entryway is not the way to go.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to deny the bid received from Doyle Security for door access control system, and ask that the Town Clerk notify them.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to go out to bid on installation of the four doors with the specs as defined by this bid with bids due on or before December 8th, 2023 at 4:00pm, and ask the Town Clerk to advertise.

Contract for Services with CRS for 2024:

Supervisor Houghtling stated, at the public hearing held the other day, Councilmember Tipograph pointed out they were missing an attachment, the fee schedule, and the notice of charity care policy. Chatham Rescue has now provided those attachments.

A motion was made by Councilmember Tipograph, seconded by Councilmember Trainor, and approved unanimously to authorize the Supervisor to sign the contract with the Chatham Recuse Squad for 2024.

Chargeback Agreement for CRS Services with Columbia County:

A motion was made by Councilmember Tipograph, to authorize the Supervisor to sign the chargeback agreement for Chatham Rescue Squad with Columbia County for 2024. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

Contract for Services with LVPA for 2024:

Supervisor Houghtling stated, her husband is the fire chief, she is going to recuse and leave the room at 7:19pm.

A motion was made by Councilmember Trainor to authorize Deputy Supervisor Rasmussen to sign the LVPA contact for 2024. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

Supervisor Houghtling rejoined the meeting.

Job Description Amendment Request – Assessor Clerk:

Supervisor Houghtling stated, the Assessor requested to have the job description amended for the Assessor Clerk to bring from a level 5 to a 4, due to added duties and increased responsibilities. The board reviewed and held discussion.

A motion was made by Supervisor Houghtling to adopted the new job description for Assessor Clerk, moving it to a level 4, and moving the starting rate to \$16.22 per hour, and adding in the highlighted changes and adopt this job description as drafted. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

The board then discussed the pay of the person already holding this position.

NY Main Street Project Update:

Supervisor Houghtling reported, the town went out for a two-phase NY Main Street Planning Grant. Phase 1 is to create design guidelines for the defined target area, the 20/22 corridor. The town hired Insight Architecture, formed a town committee comprised of town board, planning board, zoning board, CAC members, and business owners who have been working with the architect on design guidelines. Phase 2, to be applied for in 2024, will be direct funding to businesses who want to participate up to \$.75 on the dollar up to \$50,000 for commercial use and \$25,000 for residential use. These guidelines must be submitted to the state by the end of November. The committee is meeting this week.

Walkable Downtown Grant Application:

Supervisor Houghtling reported, the Town Board authorized Creighton Manning to apply for the grant on behalf of the town. The preliminary application is due by the end of November, then the DOT and the state will look at it and make recommendations to make the grant application stronger. Supervisor Houghtling provided more information, updates, and items needed to be done with the board and for the public.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to approve the proposed map as drafted in its final format, sent to the Town Board and the public on Friday.

The board held further discussion regarding the reimbursement details.

A motion was made by Councilmember Tipograph to authorize the Supervisor to issue a letter of intent stating that we are committed to paying 100% of project expenditures then request reimbursement for 80% of eligible project costs, capped at the amount awarded. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

The board held discussion regarding the surface material type.

A motion was made by Supervisor Houghtling to authorize the Walkable Downtown Committee to decided on a surface type for the initial grant application due the end of November with the Town Board to discuss further in December regarding their choice. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

NEW BUSINESS:

Policy Review – Compensation Policy (Now Performance Management Policy):

Supervisor Houghtling stated, there is currently a Compensation Policy, they have discussed in-depth about changing it to a Performance Management Policy. No one on the board had any questions.

**TOWN OF NEW LEBANON
RESOLUTION 27, 2023
PERFORMANCE MANAGEMENT POLICY (PREVIOUSLY COMPENSATION POLICY)
NOVEMBER 14, 2023**

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 14th day of November, 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Trainor

PERFORMANCE MANAGEMENT POLICY [Adopted 11-13-2018; Revised 8-11-2020; Revised 10-12-2021; Revised 12-14-2021; Revised 12-13-2022; Revised 11-14-2023]

Purpose; applicability.

To establish practices intended to assist the employees of the Town of New Lebanon to better serve our residents by helping the employees to improve their job performance, based on the duties and responsibilities of each position. The primary focus of these practices is to assist the employee to improve his/her job performance. Compensation is one element of these practices, but it is not the most important one. The most important element of these practices is the open dialogue between employer and employee, all in the interest of better serving our residents.

New Lebanon's Performance Improvement System:

- There will be an annual training of all employees who will evaluate other employees and all employees who will be evaluated regarding the evaluation process, job descriptions, etc. At the training employees should provide any suggestions or input regarding possible updates and/or edits to any of the forms or processes. The training shall occur before April 1st.
- Evaluations of all employees are to be performed by their direct supervisor (according to the "chart for performing employee evaluations" – see addendum C) two times a year by April 15th & October 15th.
- Job descriptions (see addendum A) and the performance evaluation form (see addendum B) are an integral part of this policy and should be utilized for all employee evaluations and updated and/or reviewed as needed.

A performance appraisal:

- Informs employees of what is expected of them;
- Informs employees of how they are performing;
- Recognizes and rewards good work;
- Determines employee weaknesses and suggests alternatives for improvement;
- Identifies employee training needs;
- Maintains a continuing record of employee performance;
- Guides promotions, transfers, and appropriate placement;
- Checks the reasonableness of performance standards, the accuracy of job descriptions and classification, and the effectiveness of recruitment procedures.

In order to accomplish this, there are some common practices that are not acceptable:

- Giving all 5's or all 3's – we all have areas of strength and areas of growth – a score of all 5's communicates that the evaluation is not accurate because nobody is perfect;
- Giving a score without any comments to back up why that score was given;
- Giving higher scores than deserved to avoid having an uncomfortable conversation – this is meant to help support employees who are struggling in certain areas so we must be upfront and honest in our evaluation;
- Giving higher scores than they deserved because you like the person.

At a town board meeting after the October 15th evaluations & before the next year's budget is adopted, the town board will discuss merit raises which will be based off the October 15th evaluations and at the discretion of the town board each budget season as to how much of a merit raise is applied to which levels of scoring on the evaluations. Although these merit raises are at the discretion of the town board, the evaluations should be used to determine these merit raises and a level of consistency should be followed across positions.

COMPENSATION:

Grade Levels & Starting Rates:

1. Appointed Positions: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Assessor	1	\$27,038	In-house reval: annual stipend \$1,600
Highway MEOs	2	CBA	All wages set via union contract
Code Enforcement	2	\$24.87-	\$27.04/hr when certified

Officer (CEO)		27.04/hr	
Deputy CEO	2	\$19.47- 21.63/hr	\$21.63/hr when certified
Bookkeeper to the Supervisor	2	\$21.63/hr	
Zoning Enforcement Officer (ZEO)	3	\$21.63/hr	
Deputy ZEO	3	\$18.39/hr	
Land Use Administrator	3	\$19.47/hr	
Deputy Town Clerk	3	\$17.30/hr	
Court Clerk	3	\$17.30/hr	
SYP Camp Director (seasonal)	3	\$21.63/hr	Per season – 50 hrs/wk for 8 week summer camp program plus 100 extra hours prep & follow up @ \$21.63/hr – could be 2 positions or 1 –if 2 positions s/b \$8,400 for on site, 50 hrs/wk for 8 week program & \$2,100 for 100 hours prep & follow up
Community Center Coordinator	3	\$21.00/hr	
Park Manager	3	\$3,500	Seasonal May – Oct – salary based on 6 hrs/wk X 26 weeks at \$23/hr
Dog Control Officer (DCO)	3	\$3,785	
Park & Buildings Superintendent	4	\$17.30/hr	
Deputy Court Clerk	4	\$16.22/hr	
Assistant Camp Director (seasonal)	4	\$17.30/hr	Add .50¢ for each year worked @ program up to \$21.48/hr cap
Planning/Zoning Clerk	4	\$17.00/hr	
Assessor Clerk	4	\$16.22/hr	
Park & Buildings Maintenance Staff	5	\$15.00/hr	
SYP Staff **(seasonal)			
Counselors	5	\$13.54/hr	Add .50¢ for each approved certification and .50¢ for each year worked @ program up to \$17.15/hr cap
Counselors-in-Training (CITs)	X	\$10.30/hr	

2. Elected Officials: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Supervisor	1	\$40,470	35 hrs/wk @ \$27.55/hr; there is an additional \$8,817 in the budget for budget officer to get to the 35 hrs/wk (can be held by Supervisor or separate individual appointed by Supervisor)
Town Board – As a whole	1	\$16,480	\$4,120 each
Highway Superintendent	1	\$74,318	Full time, working highway superintendent
Town Clerk	2	\$40,117	35 hrs/wk @ \$22.04/hr
Judges	2	\$11,259 ea	Do not apply COLA to these positions until the starting salary is in line with other level 2 positions who work a similar amount of annual hours
Tax Collector	3	\$10,812	Do not apply COLA to these positions until the starting salary is in line with other level 3 positions who work a similar amount of annual hours
Town Board Individually	5	\$4,120 ea	

Adjustments to rates:

- Starting rates will be evaluated at least every three (3) years and adjusted as needed.
- Adjustments to only one position will be made only when appropriate based on changes in duties for the position.
- All positions should be adjusted as needed and re-evaluations of the long-term program will be done to preserve the plan.
- If cost-of-living adjustments (Cola) are applied, the compensation base rates and established ranges will be adjusted accordingly (base rates and cap rates will be adjusted at the same rate as the cola).

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that this Performance Management Policy (formerly Compensation Policy) is adopted by the 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 Susan Tipograph	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: November 14, 2023
Marcie Robertson
New Lebanon Town Clerk

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to adopt the Community Center Coordinator job description as drafted.

ChargePoint Invoice for EV Charging Station:

Supervisor Houghtling stated, we had a grant that covered the cost for the first two years. There were costs that we did not know were there until we got the invoice. Steve Powers did try to get them to waive the charges this year because we did not budget for them, and was unsuccessful in his attempts.

Councilmember Tipograph asked if people must pay to use the EV charger?

Supervisor Houghtling responded; it was free when the grant money was covering it. The grant was covering all the fees and the electricity. The town did a fee scale that was implemented for users; however, the fees were not incorporated, it was just for the electricity usage. It is important to charge appropriately to cover the electricity, plowing, maintenance, and fees. The committee will be looking into the data of the usage and costs to operate the charger.

A motion was made by Councilmember Tipograph to authorize the Supervisor to pay the \$1,320 voucher and prepare a budget amendment out of contingency to pay the bill. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

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

The board agreed to add the annual fee of \$1,320 into the budget for next year's fees.

County Climate Smart Task Force Appointment

Supervisor Houghtling stated, Steve Powers is not only leading our task force here in New Lebanon, but also as the member for New Lebanon at the County Task Force. Due to his knowledge from what he has done in New Lebanon, he is often looked to for advice and guidance on best practices by the county task force.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously to recommend that the county appoint Steve Powers to a two-year term on the Columbia County Climate Smart Task Force starting January 1st, 2024.

January Board & Committee Appointments – Letters of Interest:

Supervisor Houghtling stated, there are one planning board, one ZBA, four CAC, one ethics board, one recreation commission for upcoming term expirations or vacancies. Supervisor Houghtling will reach out to the incumbents to inform them their positions are up for reappointment, if they would like to be reappointed to resubmit a letter of interest.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to go out for letters of interest for one planning board spot, one ZBA spot, four CAC spots, one ethics board spot, one recreation commission spot, with letters of interest due to the Town Clerk's office by 4:00pm on Monday, December 18th, 2023 and a Special Meeting for interviews to be scheduled on Thursday, December 21st, 2023 at 1:00pm, and ask that the Town Clerk advertise the Special meeting appropriately.

2024 Budget Adoption:

Supervisor Houghtling reported, there were four changes voted on at the public hearing for the 2024 town budget. The changes were:

- to increase the A-1010.4 to \$1,000 for training
- to increase the A-1410.4 to \$5,460 for training
- to increase the general health insurance line, A-9060.8 to \$56,878 for the incoming highway superintendent to have a family plan
- to increase the highway health insurance line, DA-9060.8 to \$75,408 to allow the outgoing highway superintendent to remain on the town's health insurance, and stay on as a part-time, as needed employee.

A motion was made by Supervisor Houghtling to adopt the 2024 Final Budget as the 2024 Preliminary Budget as amended with the following changes:

- Page 1, the unexpended balance - from \$304,146 to \$323,575
- Page 1 of General Appropriations, A-1010.4 from \$500 to \$1,000
- Page 2 of General Appropriations, A-1355.11 from \$5,456 to \$5,763
- Page 3 of General Appropriations, A-1410.4 from \$5,060 to \$5,460

Page 14 of General Appropriations, A-8797.41 from \$400 to \$1,720
Page 15 of General Appropriations, A-9060.8 from \$51,000 to \$56,878
Page 3 of Highway Appropriations, DA-9060.8 from \$64,384 to \$75,408
Page 1 of Schedule of Salaries, the Assessor Clerk from \$5,456 to \$5,763
Page 2 of Schedule of Salaries, the hourly rate for Assessor's Clerk from \$17.60 to \$18.59. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

ANNOUNCEMENTS:

DECEMBER:

Tuesday, December 12th, 2023 at 7:20pm – Public Hearing (Intro LL#8 of 2023)

Tuesday, December 12th, 2023 at 7:25pm – Public Hearing (Intro LL#9 of 2023)

Tuesday, December 12th, 2023 at 7:30pm – Regular Town Board Meeting

Thursday, December 21st, 2023 at 1:00pm - Special Meeting (Interviews)

Thursday, December 28th, 2023 at 2:00pm – Year End 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.

Margaret Robertson: Meg suggested about the EV charging station, several years ago she had suggested to Stewart's to put in a charging station. Supervisor Houghtling responded that the town did go to Stewart's first but at the time they felt their parking lot was limited in size to have a lot of vehicles there to charge.

Supervisor Houghtling: The Supervisor announced that the Quality-of-Life Committee is holding a Health & Wellness event at the LVPA on Sunday, December 10th, 2023 from 11:00am to 3:00pm. It is to highlight the new wellness center and pharmacy that is coming to the Tilden Plaza in the spring.

Peter McCagg: Pete asked what happens if the new pharmacy does not raise enough money? Supervisor Houghtling responded, in Phoenicia they recently opened the first not for profit pharmacy in the nation, to open their doors, they needed \$250,000, they opened their doors. They needed closer to \$500,000, once they were in town operating as a pharmacy, people did not do as much fund raising because they already had access to the pharmacy. The goal here is to get to the \$500,000 to \$600,000 in donations before opening their doors. They are working on accessing SAM funding, grant funding, the Columbia County organization such as

the Chamber of Commerce and the CEDC are looking at accessing larger foundation support. They are not looking to New Lebanon residents to raise \$600,000. Supervisor Houghtling gave more details in response to Pete's question.

Mr. Muadin: Mr. Muadin stated, moving ahead with the local law that has been proposed that would make the Supervisor the FOIL Appeals Officer as opposed to having the Town Board be the appeal body of record, should that pass and go forward, he hopes that the Supervisor will have a special responsibility, that she deems an obligation that the Houghtling administration will always release as many records as possible and be as open and transparent as possible.

Peter McCagg: Pete asked what happens to the areas surrounding the proposed bullet proof doors, would the surrounding area be made bullet proof as well? Supervisor Houghtling responded, in the example of the court, it is the door, the access window, and the frame around it. It does not extend into the sheetrock.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:41pm. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk