

**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON JANUARY 2, 2024**

**Present:** Tistrya Houghtling, Supervisor  
Elizabeth Kroboth, Councilmember  
Steve Powers, Councilmember  
Craig Skerkis, Councilmember  
Susan Tipograph, Councilmember

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

**Others Present:** Peter McCagg, Highway Superintendent  
Tamara Darcy, Tax Collector  
Jessica Byrne, Town Justice  
Jim Carroll, Planning Board & ZRC Member  
Ted Salem, ZBA Member & ZRC Chair  
Sharon Powers, IT Website Support, BEDC & QOL Com.  
Member  
Christine Dreyfus, Meals on Wheels  
Members of the Public

**CALL TO ORDER:**

The meeting was called to order at 6:00pm by Supervisor Houghtling. A moment of silence was held followed by the flag salute. The emergency exits were pointed out. The meeting was held in person at the New Lebanon Town Hall, 14755 State Route 22 North, New Lebanon, NY 12125 and live streamed for the public at:

[https://townhallstreams.com/towns/new\\_lebanon\\_ny](https://townhallstreams.com/towns/new_lebanon_ny)

**PRIVILEGE OF THE FLOOR:**

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

**Mr. Muadin (Online):** Mr. Muadin thanked the Supervisor and the Town Clerk for live streaming the swearing in of the newly elected officials. He congratulated everyone.

**RESOLUTION #1 OF 2024 – ANNUAL APPOINTMENTS OF TOWN OFFICERS:**

Supervisor Houghtling introduced Resolution #1, and moved the resolution.

Before the resolution was seconded, Court Justice Byrne spoke up and stated that no one had asked the Court about their Court Clerk, and Deputy Court Clerk appointments for

2024. The Justices have agreed to two different individuals they want to appoint to those positions. The Justices have proposed Mark Baumli as Court Clerk, and Darla Dobert as Deputy Court Clerk.

Supervisor Houghtling responded, she would need to check on civil service protections because the current Court Clerk and Deputy Court Clerk have been with the town for some time. She stated, there are certain positions that are protected, that are entitled to a hearing, and a cause. Supervisor Houghtling stated, they can leave those two positions vacant as of now and appoint on January 9<sup>th</sup>.

Councilmember Skerkis asked for clarification from Justice Byrne on who was being suggested for each position.

Supervisor Houghtling stated, for the Town Board, the current Court Clerk has received rave reviews from both judges on all her evaluations to the point where the Town Board had to pass a policy that no one can get all fives because nobody is a perfect employee.

Justice Byrne stated, she feels uncomfortable discussing HR and someone's performance evaluation in a public meeting.

Councilmember Tipograph spoke up in agreement of what Justice Byrne has stated.

Councilmember Skerkis asked if it was at the discretion of the court as to who they wish to appoint? Justice Byrne responded, correct according to the statute.

Supervisor Houghtling stated, it is an agreement between the judges and the Town Board. She stated, the judges can make a recommendation and the Town Board can agree or not. She stated, if the board does not agree, they can ask the Justices to choose someone else.

Justice Byrne stated, what the Supervisor just stated was inaccurate and offered to print out the policy.

Supervisor Houghtling commented, she is not comfortable firing current employees who have been doing a stellar job.

Justice Byrne stated, it is not a firing, it is not a re-appointment.

Councilmember Tipograph commented, she thinks the Supervisor is saying they need to investigate this. She stated, she needs to be satisfied before making a decision.

Supervisor Houghtling asked, if there was a reason Justice Byrne has not had any communication?

Justice Byrne responded, no one has asked them.

Supervisor Houghtling stated, they will leave the Court Clerk and the Deputy Court Clerk

vacant on Resolution #1 of 2024. Supervisor Houghtling asked Justice Byrne if she wanted a holdover appointment so the court did not have no one working in the clerk's position until the next time the board convenes?

**HEALTH INSURANCE – NEWLY ELECTED HIGHWAY SUPERINTENDENT:**

Supervisor Houghtling stated, while waiting for Justice Byrne, they can discuss the health insurance for the newly elected Highway Superintendent that she had emailed the Town Board about. The policy is not clear as to whether the probationary period applies to elected officials or not.

Supervisor Houghtling stated, she talked to the HR Attorney, she said typically it does not. The HR Attorney communicated to Supervisor Houghtling, she thought she had the discretion to make the determination that it did not apply. Supervisor Houghtling wanted to make sure the Town Board was comfortable with her making that determination or not?

Councilmember Skerkis asked, what did the insurance company have to say about it?

Supervisor Houghtling responded, typically because he was a prior employee of the town, those waiting periods are waived. If the insurance company says no, then they can fight that. If the board is comfortable, they can make a motion tonight to waive the waiting period.

A motion was made by Councilmember Skerkis to waive the probationary period for health insurance for Peter McCagg, Highway Superintendent. The motion was seconded by Supervisor Houghtling.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

**RESOLUTION #1 OF 2024 – ANNUAL APPOINTMENTS OF TOWN OFFICERS**

**(Cont'd.):**

Justice Byrne presented the board with documentation and stated that it starts on page 22 and it talks about the consent and the statutes are in the footnotes.

Supervisor Houghtling read, Justice Court Clerks may be employed and discharged by a town governing board, which is the Town Board only upon the advice and consent of the Justices. She stated the board makes the appointment. Supervisor Houghtling read, while the Town Board ultimately makes the appointment or termination, this power cannot be exercised over the Justices objection. A town or village may not hire or fire a court clerk over the objection of the Justices. Supervisor Houghtling stated, it is the Town Board's appointment and termination.

Justice Byrne stated, there is another portion on another page that indicates that the board can not leave the office unstaffed. She stated, the Justices object to either of the clerks returning.

Councilmember Tipograph stated, she is not prepared to decide, she wants to read the information provided by Justice Byrne. She stated, they can move forward with the resolution with the two positions vacant, the questions then become, until they can take this up, what to do? Until then, they do not have anybody.

Justice Byrne responded; she cannot speak for both because she cannot ask Justice Nevers that question right now. The advice and consent of both justices as it was indicated yesterday and again today, was to not have either clerk return for reappointment.

Councilmember Tipograph proposes to move Resolution #1 with both the Court Clerk and Deputy Court Clerk position as vacant until such time as they can resolve that issue.

Councilmember Skerkis stated, he would want to amend that motion. He thinks it is two pages of paper, they can look at it and decide.

Supervisor Houghtling stated, the other thing it says clearly is, all appointments of non-judicial personnel including justice court clerks must be consistent with civil service rules and regulations. The local civil service rules are established by the county civil commission or personnel officer so it is important for the appointing authority to check with that office prior to making any employment decisions to ensure they are consistent with the applicable rules. She does not think without an answer from civil service they can move forward.

Councilmember Skerkis stated, he thinks they can move forward pending the civil service. He tried to make another motion and Supervisor Houghtling reminded him that there was already a motion on the table, that she then seconded to move Resolution #1 with both the Court Clerk and Deputy Court Clerk position as vacant until such time as they can resolve that issue. She stated if the motion gets voted down, then Councilmember Skerkis can make a new one.

**TOWN OF NEW LEBANON  
RESOLUTION #1, 2024  
ANNUAL APPOINTMENTS OF TOWN OFFICERS  
JANUARY 2, 2024**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2nd day of January 2024, the following Resolution was proposed and seconded:

Resolution by Councilmember Tipograph

Seconded by Supervisor Houghtling

***Annual Appointments of Town Officers***

BE IT RESOLVED THAT the Town Board of the Town of New Lebanon makes the following appointments for a term of one (1) year to run from 1/1/24 to 12/31/24 unless noted otherwise:

Accountant for the Town – Brian Fitzgerald  
Attorneys for the Town – Gilchrist Tingley, P.C., Stephanie Ferradino and Hinman Straub  
Engineers for the Town – Barton & Loguidice, Laberge Group & Paul McCreary  
Zoning Enforcement Officer, Deputy CEO and Building Department Administrator – Hazel  
“Cissy” Hernandez  
Code Enforcement Officer and Deputy ZEO – Jeff Hattat  
Planning/Zoning Clerk – Samantha Long  
Planning Board Member – 7 year - Elizabeth Brutsch  
Planning Board Chair – Elizabeth Brutsch  
Zoning Board of Appeals Member – 5 year – VACANT  
Zoning Board of Appeals Chair – Tony Murad  
Zoning Rewrite Committee ZBA Members - Ted Salem and Tony Murad  
Zoning Rewrite Committee PB Members - Elizabeth Brutsch, Greg Hanna, and Jim Carroll  
Zoning Rewrite Committee CAC Members – Donald Lamonaca and Tyler Fogg  
Zoning Rewrite Committee Town Board Members – Steve Powers and Elizabeth Kroboth  
Zoning Rewrite Committee Chair – Ted Salem  
Conservation Advisory Council – 2 year – Peg Munves  
Conservation Advisory Council – 2 year – William O’Neill  
Conservation Advisory Council – 2 year – Donald Lamonaca  
Conservation Advisory Council – 2 year - VACANT  
Conservation Advisory Council Co-Chairs – Peg Munves & William O’Neill  
Ethics Board Member – 5 year – Monte Wasch  
Ethics Board Chair – Tom Gerety  
Assessor’s Clerk – Michelle Bienes  
Dog Control Officer – Maggie Banker  
~~Court Clerk – Samantha Long - VACANT~~  
~~Deputy Court Clerk – Abbie Shoobs - VACANT~~  
Recreation Commission Member – 7 year – VACANT  
Recreation Commission Chair – Abbie Shoobs  
BEDC Chair – Joshua Young  
CSC Chair – Steve Powers  
Park/Grounds & Building Maintenance Superintendent – Donnie Sears  
(Park/Grounds & Building staff to be determined by Superintendent)  
Park Manager – Charley Sears  
Cleaning Service by Jody Brewer - at a rate of \$119 per week X 52 weeks for town hall cleaning  
plus extra pavilion cleaning by the hour @ \$17 per hour as needed  
SYP Camp Director – Robert Long  
(SYP Staff to be determined by Camp Director)  
SYP Health Director – Jennifer Aybar-Blenke  
New Lebanon Representative to the Columbia County Traffic Safety Council – Mary Young  
New Lebanon Emergency Management Coordinator – Ed Godfroy

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

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Elizabeth Kroboth	Abstain
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Craig Skerkis	Nay

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: January 2, 2024

Marcie Robertson

New Lebanon Town Clerk

**RESOLUTION #2 OF 2024 – SALARIES & WAGES FOR ALL ELECTED & APPOINTED OFFICERS & EMPLOYEES; SETTING OF MILEAGE REIMBURSEMENT RATE:**

Supervisor Houghtling stated, on Resolution #2 of 2024, if they end up with a brand-new Court Clerk and Deputy Court Clerk, it would not be at these rates as presented, these are not the starting rates for those positions. They will not set those rates at this time, cross them out.

TOWN OF NEW LEBANON

**RESOLUTION # 2, 2024**

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

**JANUARY 2, 2024**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2nd day of January 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Tipograph

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

BE IT RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries for elected officials for the year 2024 to be paid biweekly:

Town Councilmembers	\$ 4,120 each
Town Supervisor & Budget Officer	\$49,287
Town Clerk	\$40,117
Highway Superintendent	\$74,318
Tax Collector	\$10,812
Town Justices	\$11,259 each

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries and hourly wages for appointed officials and employees for the year 2024 to be paid biweekly:

Assessor	\$31,378 annual salary
Assessor's Clerk	\$18.59/hour (5 hrs/wk) & 50 hrs annual for 2024
reval (max \$5,763/yr)	
ZEO/Building Dept. Admin./Deputy CEO	\$30.38/hr (40 hrs/wk) (max \$63,191/yr)
(12 hrs/wk ZEO; 28 hrs/wk Bldg. Dept. Adm.)	
Code Enforcement Officer & Deputy ZEO	\$29.23/hour (20hrs/wk) (max \$30,400/yr)
Planning Board Clerk	\$17.33/hour (10 hrs/wk) (max \$9,012/yr)
ZBA Clerk	\$17.33/hour (5 hrs/wk) (max \$4,506/yr)
Dog Control Officer	\$4,728 annual salary
<del>Court Clerk</del>	<del>\$19.30/hour (25 hrs/wk) (max \$25,090/yr)</del>
<del>Deputy Court Clerk</del>	<del>\$16.70/hour (5 hrs/wk) (max \$4,342/yr)</del>
First Deputy Town Clerk	\$17.30/hour (27 hrs/wk) (max \$24,290/yr)
Park/Grounds/Bldg Maintenance Superintendent	\$20.60/hour (40 hrs/wk X 26 wks park & 169 hrs/yr
bldg.) – total is for superintendent and all park maintenance staff) (max	\$28,906)
Maintenance Staff	\$15.69/hour
Park Manager	\$3,078 annual salary
Highway Department Employees:	(SET VIA UNION CONTRACT)
MEO	\$24.10 to \$27.25 per hour per 2024 contract
Summer Youth Program Staff (seasonal):	
Camp/Program Director:	\$22.06 hr (max. \$11,472 /yr.)
The rates for the Summer Youth Program staff are as follows:	
Assistant Program Director	range \$17.30 to \$21.48 per hour
Counselors	range \$13.54 to \$17.15 per hour*
Counselors in Training	\$10.30/hour
	(Max. season total for all non-Director positions \$58,401)
	(*Counselors' rates are based on number of years working at the program and number of approved certificates (.50 cents per hour for each certificate and for each year) )

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following contractual obligations for the appointed officials and employees noted for the year 2024 to be paid by monthly submission of vouchers unless stipulated otherwise:

Accountant for the Town	\$14,400 annual per agreement (\$1,200/mo)
Attorneys for the Town	As needed rate(s) per agreement/proposal
Engineers for the Town	As needed rate(s) per agreement/proposal

Town Historian

\$750 annually with quarterly payments

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon sets the following mileage rate for reimbursement to town officials and employees for 2024 when applicable:

**\$0.67 per mile** to automatically update throughout the year when federal mileage rates change

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

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Craig Skerkis	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: January 2, 2024

Marcie Robertson

New Lebanon Town Clerk

#### **MILEAGE REIMBURSEMENT RATE FOR TOWN OFFICIALS/EMPLOYEES:**

The Town Board of the Town of New Lebanon sets the following mileage rate for reimbursement to town officials and employees for 2024 when applicable:

\$0.67 per mile to automatically update throughout the year when federal mileage rates change.

#### **RESOLUTION #3 OF 2024 – ESTABLISHMENT OF REGULAR MEETINGS & DESIGNATION OF OFFICIAL NEWSPAPER OF THE NEW LEBANON TOWN BOARD:**

Councilmember Kroboth asked what the reason was for changing the official newspaper?

Supervisor Houghtling responded, a lot of residents for a while have been saying the Columbia Paper is in Columbia County, Eastwick Press is in Rensselaer County but we received very good coverage with Eastwick Press. She stated, the town is no longer getting that coverage and the Columbia Paper has started giving the town a lot of coverage and she thinks it is important that the official paper have coverage of the Town Board meetings, projects, regular things that are occurring.

Councilmember Kroboth asked if there is a difference in the cost for advertising public notices?

Supervisor Houghtling responded; she is not sure.



Councilmember Powers added, he has submitted a couple of press releases from the CSC to the Eastwick and they did not run them.

**TOWN OF NEW LEBANON  
RESOLUTION #3, 2024  
ESTABLISHMENT OF REGULAR MEETINGS & DESIGNATION OF OFFICIAL NEWSPAPER OF THE NEW  
LEBANON TOWN BOARD  
JANUARY 2, 2024**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2nd day of January 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Tipograph

*Establishment of the Regular Meetings and Designation of Official Newspaper of the New Lebanon Town Board*

BE IT RESOLVED THAT the regular meetings of the Town Board of the Town of New Lebanon, throughout the year 2024, be held at 6:00 p.m. on the second (2<sup>nd</sup>) Tuesday of the month and that the fourth (4<sup>th</sup>) Tuesday of the month will be reserved for special meetings.

BE IT FURTHER RESOLVED THAT, the Town Board of the Town of New Lebanon designates the Columbia Paper as the official newspaper for the Town of New Lebanon for the year 2024 and further approves the usage of the Register Star and The Eastwick Press for legal and public notices as needed.

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

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Craig Skerkis	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: January 2, 2024  
Marcie Robertson  
New Lebanon Town Clerk

**RESOLUTION #4 OF 2024 - DEPOSITORIES:**

**TOWN OF NEW LEBANON  
RESOLUTION #4, 2024  
DESIGNATION OF DEPOSITORIES AND FISCAL AUTHORIZATIONS  
JANUARY 2, 2024**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2nd day of January 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Powers

*Designation of Depositories and Fiscal Authorizations*

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon designates the Bank of Greene County as the depositories for the Town of New Lebanon for all Town Officers to deposit all monies coming into their hands by virtue of their offices for the year 2024.

BE IT FURTHER RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes the Town Supervisor and Deputy Town Supervisor to sign checks and transfer monies for the Town of New Lebanon for the year 2024 and that all checks will be countersigned by the Town Clerk or the Deputy Town Clerk.

BE IT FURTHER RESOLVED THAT, the banks and trust companies that are authorized for the deposit of monies, and the maximum amount which may be kept on deposit at any time, are:

<b>Depository Name</b>	<b>Maximum Amount</b>	<b>Officer</b>
Bank of Greene County	\$5,000,000	Supervisor
Bank of Greene County	\$5,000,000	Tax Collector
Bank of Greene County	\$100,000	Town Clerk
Bank of Greene County	\$100,000	Town Justices

BE IT FURTHER RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes all Town Officers to electronically deposit checks received in their respective offices to their respective Bank of Greene County accounts.

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

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Craig Skerkis	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: January 2, 2024  
Marcie Robertson

New Lebanon Town Clerk

**RESOLUTION #5 OF 2024 - PETTY CASH FUNDS:**

**TOWN OF NEW LEBANON  
RESOLUTION # 5, 2024  
PETTY CASH FUNDS  
JANUARY 2, 2024**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2nd day of January 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Tipograph

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

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

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

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

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Craig Skerkis	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: January 2, 2024  
Marcie Robertson  
New Lebanon Town Clerk

**RESOLUTION #6 OF 2024 - HIGHWAY WORK WITH NEIGHBORING TOWNS:**

**TOWN OF NEW LEBANON**

**RESOLUTION # 6, 2024  
HIGHWAY WORK WITH TOWNS OF CANAAN, CHATHAM, AND STEPHENTOWN  
JANUARY 2, 2024**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2nd day of January 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Skerkis

***HIGHWAY WORK WITH TOWNS OF CANAAN, CHATHAM, AND STEPHENTOWN***

WHEREAS, it has been the policy of the Highway Superintendent to trade highway labor and/or equipment with other towns when it has been of benefit to the Town of New Lebanon.

NOW THEREFORE, BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes the Highway Superintendent to continue this policy with the Towns of Canaan, Chatham, and Stephentown for the year 2024.

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

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Craig Skerkis	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: January 2, 2024  
Marcie Robertson  
New Lebanon Town Clerk

**RESOLUTION #7 OF 2024 - SANDING PLACES OF PUBLIC ASSEMBLY:**

**TOWN OF NEW LEBANON  
RESOLUTION #7, 2024  
SANDING PLACES OF PUBLIC ASSEMBLY  
JANUARY 2, 2024**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2nd day of January 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Tipograph

***SANDING PLACES OF PUBLIC ASSEMBLY***

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes the Highway Superintendent to sand the Lebanon Valley Protective Association driveways at New Lebanon and Mill Road, and the driveways at the Walter B. Howard Elementary School and the New Lebanon Central Junior Senior High School, at the discretion of the Highway Superintendent, per the request of the Head of the Bus Garage and/or the Chief of the Lebanon Valley Protective Association for the year 2024.

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

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Craig Skerkis	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: January 2, 2024  
Marcie Robertson  
New Lebanon Town Clerk

**RESOLUTION #8 OF 2024 - SUMMER YOUTH PROGRAM RATES:**

Supervisor Houghtling went over the resolution briefly.

Councilmember Powers asked if the camp broke even last year? Supervisor Houghtling replied, she does not believe that it breaks even, but she does not believe it is a huge expense. She stated, this Town Board could investigate changing rates.

The Town Board held discussion on the costs of running the Summer Youth Program versus the revenue brought in and all decided they would like more exact numbers before moving forward with the resolution. The board agreed to table this resolution.

**DESIGNATION OF VOTING DELEGATE - NYSAOT:**

This is an annual business session for the Association of Towns. It is held in New York City in February. This is an in-person meeting and the town will pay for someone to go but typically no one goes.

Councilmember Skerkis expressed interest in attending since he is unable to attend the two other Newly Elected Officials Training being held in Rochester and Albany in January.

Councilmember Skerkis stated the cam commute to New York City by train at a lessor cost than a hotel room in Rochester. He would like the town to pay the registration and the cost of commuting. The board tabled this resolution until the next regular meeting.

**APPOINTMENTS BY OTHER THAN TOWN BOARD:**

Supervisor Houghtling appointed Norman Rasmussen as Deputy Town Supervisor and Elizabeth Sheffer-Winig as Town Historian.

Town Clerk Robertson appointed Harli Rigg as First Deputy Town Clerk and Deputy Registrar.

**TOWN BOARD COMMITTEE LIASION APPOINTMENTS (BY SUPERVISOR):**

Supervisor Houghtling made the following Town Board Committee liaison appointments:

- Assessor – Councilmember Elizabeth Kroboth
- Building Department – Councilmember Elizabeth Kroboth
- Business & Economic Development - Councilmember Craig Skerkis
- Outreach & Marketing – Supervisor Tistrya Houghtling
- Conservation Advisory Council, Climate Smart Committee & Environmental Mgmt. Council – Councilmember Steve Powers
- Fire, Law Enforcement & Emergency – Councilmember Steve Powers
- Highway Dept. – Councilmember Elizabeth Kroboth
- Historian & LVHS – Councilmember Susan Tipograph
- Justice Court/Constable – Councilmember Susan Tipograph
- Library – Councilmember Criag Skerkis
- Buildings, Parks & Recreation – Councilmember Criag Skerkis
- Seniors – Councilmember Susan Tipograph
- Traffic Safety – Councilmember Elizabeth Kroboth
- Volunteers - Councilmember Susan Tipograph
- Quality of Life Committee – Supervisor Tistrya Houghtling

**TOWN ATTORNEY and TOWN ENGINEER:**

Supervisor Houghtling stated, the town has three attorneys and three engineers which were all appointed in Resolution #1 of 2024. Two of the attorneys have ongoing contracts without a date on it. Gilchrest, Tingley had an annual contract but he wrote this new contract without a date so that it is not an annual contract.

A motion was made by Councilmember Tipograph to authorize Supervisor Houghtling to sign the contract from services from Gilchrest Tingley. The motion was seconded by Councilmember Powers.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

Supervisor Houghtling stated, Laberge Group and Barton & Loguidice both have ongoing contracts without a date on it. Paul McCreary has been doing work for the town on an as needed project basis and he would like to assist the Planning Board in some areas.

A motion was made by Supervisor Houghtling to accept the proposal for services to the Town of New Lebanon Planning Board and Town Board. The motion was seconded by Councilmember Tipogrpah.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

**ANNOUNCEMENTS:**

**JANUARY:**

*Tuesday, January 9<sup>th</sup>, 2024 at 6:00 pm – Regular Monthly Meeting*

*Friday, January 12<sup>th</sup>, 2024 at 5:00pm – Town Board Special Meeting for Interviews (ZRC vacancy)*

*Friday, January 12<sup>th</sup>, 2024 at 5:15 pm – Annual Audit Meeting*

**PRIVILEGE OF THE FLOOR:**

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

**Jim Carroll:** Jim spoke on the Summer Youth Program. He questioned what percentage of attendees are children of town employees? Why is there a 20% discount for early registration? What does the town benefit from getting early registration? Why not a lower % of discount? Why are the children of employees getting a free summer program? Why not a 50% discount? What percentage of employee's kids are making up the 80 kids attending SYP? Why are we offering a free program to grandchildren of employees?

**Peter McCagg:** Pete questioned the resolution regarding sanding of public assembly's, does the firehouse go out to bid? Is this resolution in case of emergency? Supervisor Houghtling suggested Pet reach out to Ed Godfroy as President of the LVPA.

Pete asked how many kids attending the summer camp as non-residents? Supervisor Houghtling responded, not a lot. The majority are resident town taxpayers.

**Mark Baumli:** Mark stated, they need to look at a total of non-resident and they should pay the whole cost to attend the summer program. Look at what percentage of land taxes are and the percentage of school's taxes are to a percent of all the children there and make

sure whatever tax they are not covering, that they are charged 100% of that as well. It is a large amount of money that the town is absorbing to run the program.

**Alan Phelps:** Alan asked if anyone has ever investigated the colleges for early education students. He knows lots of people that have done their internships for their college degrees that work for free.

**Mr. Muadin:** Mr. Muadin stated that he is delighted by the new council and all the questions that were asked. He stated, it was a pleasure to watch everyone go and get the budget and try to answer some of the questions on the spot. He stated, it is great to see everybody doing their due diligence and making sure that everyone is informed before they vote. As a citizen and a taxpayer, he is glad to be in New Lebanon.

**ADJOURNMENT:**

A motion was made by Supervisor Houghtling to adjourn the meeting at 6:53pm. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

Respectfully submitted,

Marcie Robertson  
New Lebanon Town Clerk