

**MINUTES OF THE SPECIAL MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON FEBRUARY 21, 2024 TO COMPLETE SEQR REVIEW FOR SHATFORD  
PARK PROJECT**

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

**Absent:** Elizabeth Kroboth, Councilmember

**Recording Secretary:** Marsha (Marcie) Robertson, Town Clerk

**Others Present:** Paul McCreary, Town Engineer  
Members of the Public

**CALL TO ORDER:**

The special meeting was called to order at 9:05am by Supervisor Houghtling. The meeting was held in person at the New Lebanon Town Hall, 14755 State Route 22 North, New Lebanon, NY 12125 with members of the public also being able to view the meeting at the following link: [https://townhallstreams.com/towns/new\\_lebanon\\_ny](https://townhallstreams.com/towns/new_lebanon_ny)

Paul McCreary, Engineer guided the Town Board through a process for SEQR review for Shatford Park Improvements Project, which includes the walking trails and a new accessible playground.

Paul provided the board with a quick map excerpt of the Master Plan that was developed for Shatford Memorial Park, the construction drawings for the trails that has already been approved, and the Short Environmental Assessment Form. Paul also gave the board a little environmental information about the site. One of the things that they need to know is what sort of environmental items are already there to decide if whether they impact it or not. The information provided is from the Columbia County Planning Board, it is an online device. There are two environmental features related to the property that is the park. One is flood zone, and the other is federally regulated wet lands. Nothing in the plan touches the wet lands and there are no structures being proposed in a flood zone.

The Short Environmental Assessment Form was completed with some assistance from the state. There is a device online called a EAF Mapper, you identify the parcel and the state will tell you based on their data base what environmental issues may exist there. The Town Board and Paul McCreary went over the questions and responses on the assessment form.

A motion was made by Councilmember Tipograph to classify the Shatford Memorial Park Improvements – New Walking Trails and Playground project as an unlisted action under SEQRA, to undertake an uncoordinated review under SEQRA, and to authorize the supervisor to execute the Short EAF Part 1 as prepared by the consulting engineer for the Town. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Paul stated to the board, they are responsible for assessing the environmental impact, he can help them because he knows what is happening there. He briefly explained, the trails are various sizes, there is one section which is small (10ft wide), the ADA accessible trail is 8ft wide, the conventional trail is 6ft wide. There will be stone sub-base and then stone dust on top.

Supervisor Houghtling stated, to reduce the environmental impact, the Town Board voted against concrete or asphalt. Paul did research on materials that are ADA accessible without a negative environmental impact.

Paul stated, the other piece that will be done in the future is the playground. None of the trails are within the federally regulated wet lands. Everything is done to follow grade. The Master Plan did a nice job locating the ADA compliant trail so that it is in relatively level land.

The Town Board completed Part 2. For each question, they identified whether the proposed action will have either “no or a small impact’ or a “moderate or large impact.”

A motion was made by Supervisor Houghtling to adopt the Short EAF Part 2 for the Shatford Memorial Park Improvements – New Walking Trails and Playground project as completed by the town board. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

The Town Board completed Part 3 and adopted a determination of significance. All answers on the Part 2 are “no/small”, then the town board can adopt a negative declaration without further explanation on part 3.

A motion was made by Councilmember Tipograph to adopt the Short EAF Part 3 for the Shatford Memorial Park Improvements – New Walking Trails and Playground project as prepared by the town board, to adopt a negative declaration for the project, and to authorize the supervisor to execute the Short EAF Part 3. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Supervisor Houghtling stated, Paul is preparing one other document that we must submit, a boundary map. The grant requires the Supervisor to sign off on the boundary map. If this occurs when she is away, she would like her Deputy to have authorization to sign off in her absence.

A motion was made by Councilmember Powers, seconded by Councilmember Tipograph, and approved unanimously except for Councilmember Kroboth, who is absent to authorize the Supervisor or her Deputy Supervisor to sign the boundary map once it is finalized by Paul McCreary, Town Engineer.

**ADJOURNMENT:**

A motion was made by Supervisor Houghtling, to adjourn the special meeting at 9:33am. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

*Respectfully submitted,*

Marcie Robertson  
New Lebanon Town Clerk