

**MINUTES OF THE YEAR END MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON DECEMBER 28, 2023**

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

Absent: Deborah Gordon, Councilmember

Recording Secretary: Marsha (Marcie) Robertson, Town Clerk

Others Present: Sharon Powers, IT Website Support, BEDC & QOL Com. Member
Steve Powers, CAC & ZRC Member & CSC Chair
Members of the Public

CALL TO ORDER:

The year-end meeting was called to order at 2:01pm 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 **October 10, 2023 Regular Monthly Meeting, and November 14, 2023 Public Hearing on Introductory LL#7 of 2023**, of the Town Board were reviewed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously, except for Councilmember Gordon who is absent, to accept the two sets of minutes as typed.

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 privilege of the floor and there were no emails received.

BUDGET AMENDMENT #12 OF 2023:

General Fund:

\$ 2,476.00	from A-7110.2 (Parks - Equipment)
\$ 62.00	to A-3510.4 (Control of Dogs – Cont. Exp.)
\$ 1,694.00	to A-7140.43 (Pavilion Kitchen)

\$ 720.00 to A-8160.41 (Town Clean-Up Day)

Highway Fund:

\$ 7,000.00 from DA-5110.4 (General Repairs – Cont. Exp.)

\$ 7,000.00 to DA-5130.4 (Machinery – Cont. Exp.)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #12 of 2023 as typed. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

AUDIT OF BILLS:

2023 Bills:

General Nos. 519 through 535, in the amount of \$12,903.46 and Highway Nos. 174 through 181, in the amount of \$8,209.73; and Escrow Nos. 19 through 20, in the amount of \$1,275.00; As listed on Abstract No. 12A dated December 28, 2023.

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

Roll Call Vote:

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

OLD BUSINESS:

Town Insurance Renewal for 2024:

Supervisor Houghtling reported we received quotes from our insurance agent and went over the details with the board of the quotes.

A motion was made by Councilmember Rasmussen to accept NYMIR's quote of around \$40,000 and to authorize the supervisor to work with the broker to sign all the necessary paperwork for renewal. The motion was seconded by Councilmember Tipograph

Roll Call Vote:

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

Policies – Personnel Policy, Firearms and Dangerous Weapons Policy & Complaint Procedure Regarding Discrimination and Harassment:

Supervisor Houghtling stated, she sent the final draft of the Personnel Policy to the board for review.

Personnel Policy:

TOWN OF NEW LEBANON
RESOLUTION # 30, 2023
PERSONNEL POLICIES
DECEMBER 28, 2023

At the year-end 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 28th day of December 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Trainor

PERSONNEL POLICIES

[HISTORY: Adopted 12-13-2004; amended 2-14-2011, 9-13-2016, 11-13-2018, 1-1-2021, 2-9-2021, 10-12-2021, 5-10-2022, 6-14-2022 & 12-28-2023]

Purpose; applicability. [Amended 12-28-2023]

This description of employee benefits is presented to all Town employees of the Town of New Lebanon (the "Town") for informational purposes only. This description is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the Town's general policies and procedures governing employee benefits. The Town reserves the right to modify, revoke, suspend, or discontinue any of the procedures, practices, policies, and benefits described herein. Moreover, the language used in this description of employee benefits does not confer any contractual right, either expressed or implied, to remain in the Town's employ or guarantee any fixed terms and conditions of employment. Finally, some of the benefits described herein are covered in more detail in Town policies and procedures or written insurance policies and/or plan documents. This description of employee benefits is only designed as a brief guide and summary of policies and benefits. To the extent that any policy herein conflicts with any applicable Collective Bargaining Agreement ("CBA"), the CBA will control as it is related to the bargaining unit.

Equal employment opportunity policy. [Amended 12-28-2023]

The Town is committed to equal employment opportunities for all. Employment and promotion are based upon personal capabilities and qualifications without regard to race, color, creed, religion, sex, age, national origin, citizenship or immigration status, disability, military status, sexual orientation, gender identity or expression, genetic predisposition or carrier status, marital status, status as a victim of domestic violence, or any other protected characteristic as established by law. This equal opportunity policy applies to all terms and conditions of employment.

Americans With Disabilities policy statement.

The Town is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the individual can perform the essential functions of the job. The Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided the accommodation does not constitute an undue hardship to the Town.

Civil service; part-time employment.

Pursuant to the Columbia County Civil Service Commission's Rules, positions within the Town are classified as exempt, noncompetitive, competitive, labor, or unclassified. For purposes of applying civil

service rules only, part-time employment is considered employment where an individual works less than 20 hours per week.

Work schedule. [Amended 6-14-2022 & Amended 12-28-2023]

The standard workweek for the Town is 40 hours per week (not including unpaid lunch breaks). Employees will be informed of their work schedule at the time of hire. Every effort will be made to maintain this schedule. However, it is sometimes necessary to adjust schedules to cover vacation periods, weather conditions and/or unscheduled absences.

Lunches & Break times

- By law Town employees working more than 6 hours are required to take a minimum of an unpaid 30-minute and may take up to a one-hour unpaid lunch. Employees working less than 6 hours a day are not required to take lunch.
- **EXCEPTIONS:** If there is only one person in an office and said office is open to the public, you may be required to be available during your lunch break, if so, you will be paid for the 30-minute lunch. In such instances, the Town will work with the employee to provide a minimum break of at least 20 minutes uninterrupted.
- Lunch break **MUST** be taken between the hours of 11am-2pm by law. Employees should work with their direct supervisor to establish a regular lunch schedule that addresses the operational needs of the department. Lunch breaks may not be taken at the start or the end of an employee shift.
- The Town also provides Employees with a 15-minute paid break for each 4-hour worked. This 15-minute break can be broken up into three 5 minutes breaks (i.e. personal phone calls, smoke breaks, etc.). Personal business should **NOT** exceed the 15-minute break throughout the 4-hour period, nor should the two 15-minute breaks for 8 hours of work be combined into a single 30-minute break.
- As the 15-minute break is paid, employees are expected to remain on town property during their breaks. If you are leaving Town property for non-work-related business, you must clock out and will **NOT** be paid for that break.

Description of employment. [Amended 11-13-2018]

The Town will classify employees as full-time, part-time eligible (20-34 hrs./wk.), part-time ineligible (less than 20 hrs./wk.), or temporary employees.

- A. Full-time: Employees who are not assigned temporary employment and who are regularly scheduled to work a minimum of 35 hours per week or more on an indefinite, continuing basis. Employees who hold multiple positions within the Town and work a total of more than 35 hours per week among the multiple positions will be considered full-time employees. Full-time employees are eligible for all benefits described herein, unless provided otherwise.
- B. Part-time eligible: Employees who are not assigned temporary employment and who are regularly scheduled to work at least 20 hours per week and less than 35 hours per week on an indefinite, continuing basis. A part-time employee is eligible for limited benefits as described herein, or to the extent required by provision of state and federal laws.
- C. Part-time ineligible: Employees who are not assigned temporary employment and who are regularly scheduled to work less than 20 hours per week on an indefinite, continuing basis. A part-time ineligible employee is not eligible for benefits described herein, unless stated otherwise, or to the extent required by provision of state and federal laws.
- D. Temporary: Employees who are hired for a specific period of time or for the completion of a specific project. The job assignment, work schedule and duration of the position will be determined on an individual basis. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not eligible for benefits described herein, unless stated otherwise, or to the extent required by provision of state and federal laws. Examples of a temporary employee include, but are not limited to, a camp counselor hire for the summer or a snowplow operator hired for the winter season.

Probationary period. [Amended 12-28-2023]

Generally, pursuant to the Columbia County Civil Service Commission's Rules, every permanent appointment from an open competitive list and every original appointment to a position in the noncompetitive, exempt, or labor class shall be for a probationary term of 26 weeks; the Department may extend the probationary period to a maximum of 52 weeks upon written notice to the employee prior to the expiration of the 26 weeks. However, an employee returning to the Town in the same position within 1 year, who has already successfully completed the probationary period is not required to serve another probationary term. The probationary term for promotion shall be 26 weeks. During the probationary period, the employee will have the opportunity to evaluate his or her new position and the employee's supervisor will evaluate the employee's performance and suitability for the position.

Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ANNIVERSARY YEAR

The one-year period beginning on the date an employee commences employment.

CALENDAR YEAR

The period beginning January 1 of any year through December 31 of the same year.

Overtime Pay for Nonexempt Employees and Non-Standard Hours Pay for Highway Employees [Amended 9-13-2016, 2-9-2021, 5-10-2022 & Amended 12-28-2023]

Overtime: The Fair Labor Standards Act (FLSA) provide that nonexempt employees under FLSA who work more than forty hours in a workweek receive overtime pay of one and a half times an employee's regular rate. Only hours actually worked count in the overtime calculation, unless an employee is required to work on a holiday. In that event, the employee will get credit for those hours. Therefore, holidays not worked, vacation days and sick days are not counted even though the employee may have received holiday, vacation, or sick day pay. The Town reserves the right to require employees to work overtime and will make every effort to provide employees with adequate notice. Any overtime hours worked, however, must first be approved by the employee's supervisor.

Ethics and conflicts of interest.

The Town expects its employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Town and avoid appearances of impropriety. The Town recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to Town business; however, the employee must first disclose possible conflicts so that the Town may assess and prevent potential conflicts of interest. Conflicts of interest occur when employees engage in a business or transaction or professional activity, or incur an obligation of any nature, which is in substantial conflict with the proper discharge of their duties in the public interest. For more information, the *Town's Code of Ethics* sets forth standards of conduct for Town employees and provides for penalties for employees who knowingly and intentionally violate such standards of conduct. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Board of Ethics for an advisory opinion.

Employee conduct; discipline and discharge.

Employees are expected to report to work as scheduled and to perform their job responsibilities to the best of their abilities and in a professional manner at all times. Civil Service Law § 75 governs the procedures the Town will follow in disciplinary actions involving employees covered by § 75. Civil Service Law § 75 provides that a covered employee may not be removed or otherwise subjected to disciplinary penalty except for incompetency or misconduct shown after a hearing on stated charges. Such employee is entitled to representation and to summon witnesses to testify on her or his behalf at the hearing. If the employee is found guilty of any charges, the Town may take disciplinary action ranging from a formal letter of reprimand to a fine, a temporary suspension, demotion, or dismissal from service. The disciplinary action taken against an employee shall be based on the nature of the disciplinary violation and/or the employee's employment record with the Town.

Leave policies. [Amended 5-10-2022 & Amended 12-28-2023]

A. Bereavement leave:

1) Employees shall be entitled to the following paid time off in the event of a death in the Employee's family:

(a) 5 days for the death of a spouse or child;

(b) 4 days for the death of a sibling or parent;

(c) 3 days for the death of a grandparent, grandchild, father-in-law, mother-in-law, stepparent, stepchild, spouse's grandparent, or any other relative residing in the employee's household;

(d) 1 day for the death of an aunt, uncle, brother-in-law, sister-in-law, spouse's aunt or uncle, son-in-law, daughter-in-law, niece, nephew, or former spouse with children under the age of 19.

2) All Employees shall be entitled to a maximum of 10 days leave for bereavement purposes (if the Employee has unused sick or vacation time, it can be used to extend the aforementioned days of paid leave set forth in sub-paragraph 1).

3) Bereavement leave is to be taken immediately following the death. However, there may be circumstances when the employee's direct supervisor will recognize the need for flexibility, for example, if a memorial service is scheduled at a time in the future, complications due to travel and other extraordinary events.

4) The Town understands the deep impact that death can have on an individual or a family. Therefore, vacation, personal, sick and leave without pay are also options that may be used to extend bereavement leave, with the prior approval of the employee's direct supervisor for the utilization of additional time.

5) The Employer may request the Employee to submit proof of death for the purpose of payment under this provision.

B. Holidays:

(1) The Town recognizes 13 holidays for which most of the Town's business operations will be closed:

New Year's Day	Martin Luther King Day	Presidents Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Columbus Day/ Indigenous Peoples' Day	Veterans Day
Election Day	Thanksgiving & Day After	Christmas

(2) In the event that a recognized holiday falls on a Saturday, it will be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will be observed on the following Monday. Part-time eligible employees do not receive paid holidays. Part-time eligible employees may use sick/personal or vacation time for pay for holidays that fall on a normal work day or they may make up the hours on another day within the pay period upon notification and scheduling approval of the employee's direct supervisor.

C. Military Leave: Employees are entitled to a leave of absence to perform ordered military duty as set forth in New York Military Law. Town employees are entitled to receive their regular pay for a period of such service not exceeding a total of 30 days or 22 working days, whichever is greater, in any calendar year and in any continuous period of absence. Employees who are members of the organized militia or of the U.S. reserves are entitled to a leave of absence for initial full-time training duty or initial active duty for training with the U.S. armed forces. To be reinstated, employees must apply within the first 90

days after discharge. Time spent performing military duty will not be considered an interruption of continuous service.

D. Sick and personal time: **[Amended 9-13-2016, 11-13-2018 & 10-12-2021]**

- (1) Full-time employees: After completing the probationary period, full-time employees will receive 8 hours of sick and personal leave for every one month of full-time employment. Thereafter, at the start of each calendar year, full-time employees will be credited with 96 hours of sick and personal leave. Unused sick and personal time will accrue to a maximum limit of 288 hours and will be carried over from one calendar year to the next.
- (2) Part-time eligible employees: After completing the probationary period or upon becoming eligible for part-time benefits, part-time eligible employees will receive 4 hours of sick and personal leave for every one month of part-time eligible employment. Thereafter, at the start of each calendar year, part-time eligible employees will be credited with 48 hours of sick and personal leave. Unused sick and personal time will accrue to a maximum limit of 144 hours and will be carried over from one calendar year to the next.
- (3) Upon termination of employment, employees will not receive any compensation for unused sick and personal time.
- (4) Employees may determine to surrender available sick and personal leave hours in favor of another employee for their utilization. For an employee to be eligible to utilize donated sick leave from the sick bank, they must have exhausted all of their available accruals to date and the need for continued leave must be for a medical emergency for themselves or for an immediate family member defined as parent, child, spouse or domestic partner. Nothing contained in this policy requires any employee to donate to the sick bank. Donations shall be voluntary to be determined on a global basis or in response to a specific request of a co-worker. Donated sick and personal time shall be paid out at the lower rate.

E. Vacation leave: **[Amended 9-13-2016, 11-13-2018, 1-1-2021 & 5-10-2022]**

- (1) Upon successful completion of the probationary period, full-time employees will become eligible for paid vacation. Full-time employees will receive 40 hours of paid vacation after one year of service. After two years of service, full-time employees will be eligible for 80 hours of paid vacation. Thereafter, full-time employees will receive 8 additional hours per year of service up to a maximum of 160 paid vacation hours per year. Up to 40 paid vacation hours may be rolled over into the next anniversary year upon request from the employee and approval by the Town Board, but those vacation hours must be utilized within 6 months of the employee's anniversary date.
- (2) Upon successful completion of the probationary period or upon becoming eligible for part-time benefits, part-time eligible employees will become eligible for paid vacation. Part-time eligible employees will receive 20 hours of paid vacation after one full year of service or upon obtaining part-time eligible status if they have already fulfilled one full year of service. After two years of service as a part-time eligible employee, they will be eligible for 40 hours of paid vacation. Thereafter, part-time eligible employees will receive 4 additional hours per year of service up to a maximum of 80 paid vacation hours per year. Vacation time for part-time eligible employees may not be rolled over into the next anniversary year.
- (3) Upon leaving Town service, an employee will be compensated for unused vacation time. Employees leaving employment with the Town up to 6 months after their anniversary date will be eligible for 50% of their earned but unused vacation time. If the departure occurs between 6 months and 12 months of their anniversary date, the employee will be entitled to 100% of their earned but unused vacation time; however, any employee terminated for cause will be automatically disqualified from receiving any payment for accrued vacation time.

Employee benefits.

A. Health insurance: [Amended 2-14-2011, 11-14-2017, 11-13-2018, 5-10-2022 & 12-28-2023]

- (1) Full-time employees who have worked 90 days are eligible to elect coverage for themselves and their dependents in the Town's group medical plan. Full-time employees hired prior to January 1, 2011, are eligible for 100% paid health insurance by the Town; full-time employees hired on or after January 1, 2011, are eligible for health insurance with 80% paid by the Town and 20% paid by the employee.

Effective January 1, 2019, only full-time employees currently enrolled in the CDPHP plan with the Town paying the premium or a portion thereof will be eligible to continue with this plan. An alternative plan will be available as an option for these current full-time employees and all other eligible employees.

- (2) Part-time eligible employees who have worked at least 20 hours per week for the probationary period of 26 weeks or who successfully completed the probationary period prior to becoming eligible are eligible to elect coverage for themselves in the Town's group medical plan with 40% of the employee only premium paid by the Town and 60% paid by the employee on a bi-weekly basis as a payroll deduction. Part-time eligible employees may elect coverage for spouses, children or family but part-time eligible employees will pay 100% of the insurances premium(s) over the 40% of employee only premium on a bi-weekly basis as a payroll deduction.
- (3) Paid part-time ineligible employees who have completed the probationary period of 26 weeks are eligible to elect coverage for themselves and dependents in the Town's group medical plan. Part-time ineligible employees will pay 100% of the insurances premium(s) on a bi-weekly basis as a payroll deduction.
- (4) Buy-out option: Full-time employees eligible for health insurance can choose a buy-out option in lieu of medical health insurance at the rates set forth below. In order to qualify for such buyout, the employee must provide proof of insurance and execution of the buy-out participation agreement. The buyout is paid in equal monthly installments included in part of the employee's regular paycheck and subject to all applicable taxes. The buyout will be reduced by 20% for employees required to pay 20% of the insurance premiums. The buyout option is not available for part-time eligible employees.

Buy-Out Option	Annual Rate
Individual	\$2,500*
Employee plus child(ren)	\$4,100*
Employee plus spouse	\$4,800*
Family	\$7,000*

NOTES:

*Dental benefits are still available for full-time eligible employees at the cost set forth in Section 1 even for employees that exercised their right for the health insurance buyout as set forth in section 4.

B. Health insurance benefits continuation (COBRA): The federal Consolidated Omnibus Budget

Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage of the Town's group rates plus an administration fee.

- C. New York State Retirement: All employees may join the New York State Retirement System and will be offered information about joining when they are hired. Some employees may be required to join the Retirement System. The standardized workday, for retirement purposes only, is a six-hour workday.
- D. Workers' compensation benefits. The Town complies with the provisions of the New York State Workers' Compensation Law and provides benefits to any employee who is injured while working. Any employee who sustains an on-the-job related injury or illness must immediately report the injury or illness to his or her supervisor. Workers' compensation benefits cover replacement income and medical expenses.
- E. Employees covered hereunder who are injured while on duty in the course of their employment and thus entitled to Workers' Compensation payment shall be compensated in the following manner: Any payment received as Workers' Compensation benefits for absence for which the Employee also received full sick leave will be returned to the Town as long as the Employee receives full salary. The Employee shall be entitled to retain any Workers' Compensation benefits for any period for which sick leave pay is not paid or payable.

Firearms and Dangerous Weapons Policy. [Amended 12-28-2023]

The possession of firearms or dangerous weapons (as defined below) while on Town property, or in a Town facility or vehicle, is strictly prohibited. Employees violating this policy may be terminated. The weapons portion of this policy does not apply to law enforcement personnel.

In order for any official or employee of The Town of New Lebanon to carry a firearm or dangerous weapon when on Town property, in Town vehicles, or while conducting Town business must have prior specific written approval of the Town of New Lebanon Board and such approval shall be granted at the discretion of the Town Board only after receiving proof that the individual has a proper New York State license or permit, if applicable, to carry the weapon in question.

Definitions:

- Dangerous Weapons: includes, but not limited to, any firearms, explosive devices or materials, and knives having a blade exceeding five (5) inches in length.
- Work Site: Includes all property owned or occupied by the Town of New Lebanon, as well as Town vehicles.
- Possession: Includes, but not limited to, the presence of a weapon on the employee, lunch box, tool kit, bag, purse, cabinets, office, etc. Weapons transported in vehicles must be legally stored in compliance with the laws of the State of New York.

Family and Medical Leave Act. [Amended 12-28-2023]

The Family and Medical Leave Act (FMLA) provides all town employees with up to 12 (twelve) work weeks of unpaid, job-protected leave per year, if they are eligible.

LEAVE ENTITLEMENT

An eligible employee shall be entitled to:

- 12 (twelve) workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee’s spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” **or**

- 26 (twenty-six) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

ELIGIBILITY

Employees are eligible for leave if they have worked for the Town at least 12 months and at least 1,250 hours over the past 12 months. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

UTILIZATION OF TIME

Time taken off work due to pregnancy complications can be counted against the 12 weeks of Family and Medical Leave.

Employees that are on FMLA leave for the birth, placement or adoption of child, leave time must be taken within 12 months of the birth, placement or adoption of child and in increments of no less than one week at a time. Such requested time shall be on 30 days’ written notice to their direct supervisor and the Town Supervisor.

Employees that are eligible for leave may be entitled to utilize leave intermittently and all questions regarding same, as well as obtaining any necessary paperwork should be directed to the Town Supervisor’s office. Employees are expected to provide a minimum of 30 days’ written notice of anticipated leave except in emergent circumstances.

CALCULATION OF TIME

The Town of New Lebanon utilizes a 12 (twelve) month period forward from the date of an employee’s first FMLA leave in order to calculate the utilization of the 12 (twelve) weeks leave.

USE OF ACCRUALS & BENEFITS

The Town of New Lebanon requires all eligible employees to exhaust all available accruals while on FMLA. Employees must identify the leave they intend to use prior to the conclusion of the payroll period.

If an employee shall be on a continuous FMLA leave and has insufficient accruals for the entire leave, employee may be allowed to spread the leave time throughout the various pay periods to assist the employee in their weekly deduction (i.e., union dues, health insurance, etc.). Notwithstanding the aforementioned, if an employee is on a continuous leave for their own health condition and/or otherwise qualifies for short-term or long-term disability through the Town’s disability benefits, employees will only be required to utilize those accruals necessary to receive a complete paycheck between leave time and disability benefits.

When all leave accruals and/or disability benefits (if applicable) are exhausted, the employee will be placed on unpaid leave. Employees absent from work on FMLA shall continue be entitled to health insurance benefits under the same terms and conditions offered while employed. Employees shall remain responsible for their proportionate share of their health insurance, to the extent applicable.

Employees on FMLA do not accrue any leave accrual benefits.

Key Policy. [Amended 12-28-2023]**Signing of Form Required**

- Each Town official and employee will sign a form acknowledging the receipt of any and all Town keys assigned to him or her.
- This form will indicate the key issued, the date issued and serial number, if any.

Failure to Return Keys

Any Town official or employee who fails to return Town keys within 15 days of his or her last day of service will be billed the expense of replacement key(s) and re-keying of lock(s). If a lock must be re-keyed for any reason, all keys will be turned in to the Town Clerk within 48 hours of the locks being re-keyed. The Town Clerk will then sign out the new keys to all town officials and employees who are eligible to have keys to the new lock.

Town Clerk's Responsibilities

The Town Clerk is hereby designated as the "keeper of the keys." As keeper of the keys, the Town Clerk's role is limited to providing for the efficient management and recordkeeping relating to the Town's keys, including securing all keys, issuing keys to appropriate persons, and maintaining records relating to the keys. Nothing herein shall be deemed to authorize the Town Clerk to use any keys to access buildings, rooms, or areas to which the Town Clerk does not otherwise have authority to access. In this capacity, he or she will:

- Sign out and collect keys.
- Maintain a written and/or electronic log of key assignments.
- Communicate to the Supervisor any reports of lost or stolen keys.
- Have and maintain a key to every town building and to every lock that exists on any town property or in any town building. All department heads are responsible to ensure that the Town Clerk has a copy of every key for all town buildings as well as every lock that exists for their department.

Policy for Purchasing & Vouchering Items. [Amended 12-28-2023]**PURCHASING**

All department heads who submit a budget request to the Town Board whose requests are approved by the Town Board via adoption of the budget are authorized to make purchases on behalf of their department, in full accordance with the Town's Procurement Policy. Any item that was listed on a department's itemized budget request and approved in the budget does not need Town Board authorization prior to purchase. If an item is not listed on a department's itemized budget request but costs less than \$500, it does not need prior authorization. If an item is not listed on a department's itemized budget request and costs between \$500 and \$2,500, it needs prior authorization from the Town Supervisor. If an item is not listed on a department's itemized budget request and costs over \$2,500, it needs prior authorization from the Town Board. Nothing in this paragraph applies to the highway department. All equipment purchases equipment for the highway department MUST be approved by the Town Board in accordance with Highway Law, section 142(1)(a).

Before any purchase is made, the department head is responsible for knowing the balance in the budget line they wish to charge the purchase to. Except in emergency situations, the budget line must have an adequate balance for the purchase BEFORE the purchase is made. If more money is needed in a budget line before making a purchase, please submit a budget amendment request (see appendix A) to the Town Supervisor for approval at the next Town Board meeting. The order cannot be placed until after the budget amendment request is approved by the Town Board. The Town purchases from some vendors such as Staples and W.B. Mason where the Town Clerk's office acts as the purchasing agent for all items, regardless of what department the purchases are for. If a department needs to purchase an item from one of these vendors, they may request the purchase via a purchase order (see appendix B) through the Town Clerk's office. All the same rules apply as if the department head were making the purchase directly from a vendor.

Where the Town of New Lebanon is procuring a commodity or service, whether by competitive bid or other type of procurement, that is the subject of a GreenNY procurement specification that has received final approval of the NYS GreenNY Council pursuant to Executive Order No. 22 (2022), the department head or Town Clerk's office shall follow the GreenNY procurement specification to the maximum extent practicable and where cost is reasonably competitive as defined in General Municipal Law § 104-a. GreenNY approved procurement specifications can be found online at: <https://ogs.ny.gov/greenny/approved-greenny-specifications>.

Vouchering

Vouchers should be submitted and signed by the vendor whenever possible. The person who ordered the item is responsible for asking the vendor to submit a voucher signed as "claimant" at the bottom as well as an invoice. To be considered for approval of payment by the Town Board, all bills must include town voucher (see appendix C) and an itemized invoice describing the product or service provided, the date it was provided and the cost. If an invoice is not available, the voucher must describe the product or service provided, the date it was provided and the cost. Tax may not be included on the invoice or the voucher. If the vendor cannot provide a voucher, the person who ordered the item may prepare the voucher based on the invoice and sign as "preparer" at the bottom as well as departmental approval if appropriate.

All vouchers, once prepared, are to be submitted to the Town Supervisor's office. To be included in the Town Board meeting for the month, vouchers must be received by the Town Supervisor's office by the first Tuesday of the month. The Town Supervisor will return any incomplete or incorrectly prepared vouchers to the person who submitted it with an explanation of what needs to be corrected on the incomplete voucher form (see appendix D). If a corrected version of the voucher is not received by the first Tuesday of the month, the voucher will not be considered by the Town Board at that month's meeting.

Training

Annual training will be provided to all department heads and anyone who places orders for the town to ensure that all are properly trained in the policies laid out above. The training will include a full review of this policy as well as the Town's Procurement Policy.

Penalties

If a purchase is made not in accordance with this policy, the person placing the order could be held personally financially liable for the payment of the invoice.

Review

This policy will be reviewed by the Town Board on an annual basis and updated as needed.

Approved Travel Policy. [Amended 12-28-2023]

General Policy

- A. No travel expenses of any kind shall be reimbursed without prior approval of the Town Board. The department head shall submit the request to the Town Board and shall include in the request whether the training is required or recommended. The Board gives blanket prior approval for mileage expenses incurred in the performance of duties by the following positions; Court Clerk, Deputy Court Clerk, CEO/ZEO/Deputy CEO, Assessor, Town Clerk, Deputy Town Clerk, Tax Collector and Town Supervisor.
- B. No travel which includes overnight stays shall be committed to without prior approval of the appropriate department head. Timely submission shall be made to the Town Clerk for such approval to be transmitted to the Town Board member responsible for liaison with that department; in the event of an emergency requirement, the Board member may approve by telephone or e-mail.
- C. A copy of the itemized hotel/motel bill must be submitted along with either a paid receipt or a credit card charge form.
- D. Employees will not be reimbursed for travel time to and from seminars or in-service training. Employees paid on an hourly basis will be paid for the hours that they attend seminars or in-service training (not to exceed eight hours per day). Salaried employees that attend seminars or in-service training on weekends may take compensation time equivalent to the hours in seminars or in-service training (not to exceed eight hours per day) with the approval of their supervisor.

Education or In-Service Training Events

For travel to job-related educational events (such as seminars or in-service training), the Board may approve a travel advance only in those cases where the sponsoring organization provides the written evidence of certification or completion which can be presented to the Board upon the employee's return. (In cases where such evidence is delayed, the Board will rely upon the employee's written assurance that the documentation is forthcoming.) Employees are expected to attend all seminars, classes or meetings included in the event agenda appropriate to their duties and responsibilities and to submit an annotated copy of the event agenda with those attendances noted thereon.

Other Overnight Travel

In any other travel requiring overnight stays, and approved by the Board, the employee will lay out the necessary expenditures and submit an expense report, in a form to be determined by the Town Clerk, to the Clerk upon completion of the trip, for reimbursement. The employee will attach a brief statement summarizing:

- A. Reason for the travel.
- B. Meetings attended and list of participants with organizational affiliations.
- C. Accomplishments of the trip.
- D. Any follow-up activities engendered by the trip.

Reimbursement Limitations

No reimbursement shall be made for:

- A. The purchase or consumption of alcoholic beverages.
- B. Personal purchases (including, but not limited to, medicines, personal care items, gifts, movies or entertainment, exercise or other recreational activities, etc.).
- C. Expenses incurred by a person other than the employee.
- D. Upgrades in seating or other accommodations.
- E. Meals in excess of \$55 per day, using the guideline of \$15 each for breakfast and lunch and \$25 for dinner. Employees are expected to participate in meals which are included in program fees without further reimbursement.
- F. Automobile rentals, except if approved in advance. Employees should use their own vehicles in most cases. When necessary, airport or hotel shuttles, Uber and Lyft should be utilized in preference to taxis.

Violations

- A. Employees who violate these rules are required to reimburse the Town for any advances received, or expenses reimbursed (or portions thereof found to be inappropriate) upon written notice from the Town Clerk of such violation.
- B. Employees found to have knowingly, or fraudulently, supplied inaccurate travel documentation to the Town for which they received reimbursement may be subject to discipline, including, but not limited to, fines, loss of pay, and/or dismissal. The Town may, at its discretion, refer such employees to the judicial system.

Town of New Lebanon Computer, Internet, & Email Usage Policy [Amended 12-28-23]

The computer and email systems are owned by Town of New Lebanon and are provided and intended for business use. All messages and other information communicated through these systems are the property of Town of New Lebanon. With this in mind, incidental and occasional personal use is allowed; however, this privilege should not be abused and must not affect a user's performance of employment related activities. Non-business internet activity will be restricted to break times and/or meal periods only.

Visiting web sites or opening an email that may contain inappropriate material is grounds for disciplinary action. Any spam email that is received must be immediately deleted. The downloading of information should be kept to a minimum. It is extremely important that you are aware of the dangers of opening attachments that may contain a virus. A virus could contaminate Town of New Lebanon's entire computer system. Internet and email usage may be monitored. Misuse of these systems may result in disciplinary actions, up to and including termination.

Examples of misuse of the systems include, but are not limited to:

- offensive or harassing statements based on race, color, religion, creed, sex, disability, age, marital status, sexual orientation, gender identity, genetic information, genetic predisposition, sexual and reproductive health decisions, national origin, criminal history, citizenship status or because he/she is a veteran, disabled or otherwise;
- statements that could be construed as defamatory;
- profane or obscene material;
- violations of copyright or trade secrets;
- sending chain letters;
- soliciting money for religious or political causes; or
- participation in chat rooms or bulletin boards.

Employees encountering or receiving this kind of material should immediately report the incident to the management.

Employees should always conduct themselves in a professional manner. Email messages are sometimes misdirected and often forwarded and may be seen by persons other than the intended recipient. Users should create messages with the same care, judgment and responsibility they would use for letters and memoranda written on Town of New Lebanon letterhead. Email passwords must be made available to the Town at all times. Please notify management if you need to change your password.

Employees cannot use employer-owned equipment, including computers, phones, town-licensed software or other electronic equipment on work time to conduct personal blogging, social networking activities and/or political activities. Use of personal devices while on work time is not allowed and may be addressed as a performance issue.

Consistent with applicable federal and state law, Town of New Lebanon reserves the right to monitor usage of the computer and email systems for any reason. With this in mind, the privacy of email, and similar data should not be presumed. Employees shall not use unauthorized codes or passwords to gain access to others' files. The unauthorized access of another employee's email or files may result in disciplinary action. Town of New Lebanon reserves the right to terminate any user's access to the mail system and to take other appropriate disciplinary action in the event of misuse or abuse of the mail system.

Questions regarding this policy should be addressed to the management.

Town of New Lebanon Drug Free Workplace Policy [Amended 12-28-2023]

The use of illegal drugs, marijuana, alcohol and prescription drug misuse by employees are inconsistent with Town of New Lebanon's long-standing commitment to a safe and productive work environment. Illegal drugs are controlled substances which are not being used or possessed under the supervision of a licensed health care professional.

Whenever employees are working, operating town vehicles or equipment, present on Town of New Lebanon premises, or present in any other location performing services for the Town, they are prohibited from:

- using, buying, selling, manufacturing, distributing, dispensing, consuming or transferring illegal drugs or marijuana;

- being under the influence of illegal drugs, marijuana or alcohol;
- misuse of prescription drugs; and
- consuming marijuana and/or alcohol.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, marijuana or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors or other licensed medical practitioners about the effect of prescribed medications on their ability to work safely, and promptly disclose any restrictions to their managers.

In accordance with all applicable federal and state laws, it is a condition of employment that any employee who is convicted of a criminal drug offense notify the town within 5 days of the conviction.

Employees who violate any aspect of this substance abuse policy will be subject to appropriate disciplinary action up to and including termination of employment. Depending on the circumstances, an employee's continued employment, reinstatement, or return to work, may be conditioned on the employee's successful participation in and/or completion of any and all evaluations, counseling, treatments, and rehabilitation programs, and other appropriate conditions as determined by Town of New Lebanon.

Town of New Lebanon Cell Phone Policy [Amended 12-28-2023]

It is the policy of The Town of New Lebanon that personal phones, and portable entertainment devices are not to be utilized for personal business during work hours, with the exception of breaks, lunch, or with the express authorization of your immediate supervisor. The use of social media platforms including but not limited to Snapchat, Instagram, TikTok and Facebook are strictly prohibited during work hours with the exception as above.

In the event an employee receives a personal phone call of an **emergency nature** during work hours, the employee must ensure that they are in compliance with all New York State Motor Vehicle laws, as well as ensuring the safety of themselves and their co-workers.

Employees are expected to complete assigned work; thus, excessive personal phone use may result in disciplinary action.

This policy does not preclude the carrying of personal cellular phones or utilizing personal cellular phones to communicate with Town personnel; however, it does ban their use during the workday as set forth above.

All full-time highway employees, the highway superintendent, the town supervisor, the CEO/ZEO, the Deputy CEO/ZEO and the Animal Control Officer are all eligible for a town issued cell phone or to utilize their personal phone for work purposes and receive a reimbursement of \$25 per month paid via monthly voucher or via one annual voucher for \$300 in December (or upon leaving service for the town at a rate of \$25 per month for each month of service). If an eligible employee has a town issued cell phone it may only be used for town work related business, it may not be used to discuss politics or any other non-work-related matters and it must be used in a way that is consistent with all town policies.

Town of New Lebanon Social Media Use Policy (only section C) [Amended 12-28-2023]

Personal Use of Social Media – Precautions and Prohibitions:

1. All Town personnel shall abide by the following when using social media for their own personal use:
 - a. Town personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this Town for which loyalty and confidentiality are important, impede the performance of duties, impair harmony among co-workers, or negatively affect the public perception of the Town.
 - b. Town personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without the expressed authorization of the Town Supervisor or his/her designee. Municipal policies such as work place violence and harassment apply to all postings in addition to any HIPPA regulations, collective bargaining and confidentiality requirements.
 - c. Use speech involving themselves or other Town personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
 - d. Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings.
 - e. Town personnel shall not post, transmit, or otherwise disseminate any information to their personal social media accounts while on duty regardless if from a Town computer or other personally owned device without the expressed authorization of the Town Supervisor or his/her designee.
 - f. Personnel will not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the Town without expressed authorization of the Town Supervisor or his/her designee.
 - g. Town personnel that violate this policy may be subject to discipline up to and including termination.
 - h. Reporting Violations – Any employee becoming aware of or having knowledge of a social media posting or of any website or web page in violation of the provision of this policy has an obligation to notify his or her supervisor immediately for follow-up action.

Employee Parking Policy [Amended 12-28-2023]

Town employees are to park in the parking spots in the side parking lot by the basketball courts between the hours of 9:00am and 5:00pm, Monday through Friday when they are at town hall working for official town business, unless they need ADA compliance.

Smoking Policy [Amended 12-28-2023]

There is no smoking within 50 feet of the town hall. There is a designated employee smoking area near the employee parking area at the picnic table near the mailboxes. All cigarette butts must be disposed of in the provided receptacle at the designated employee smoking area.

Additional Resolutions and Laws related to Personnel Policies

- Code of Ethics
- Procurement Policy
- Fund Balance Policy
- Bank Reconciliation Policy
- Electronic Records Policy
- Petty Cash Policy
- Social Media Use Policy
- Public Employer Health Emergency Plan
- CDL & Drug and Alcohol Testing Plan & Policy
- Investment Policy
- Performance Management Policy (Old Compensation Policy)
- Data Breach Notification Policy
- Policy & Complaint Procedure Regarding Discrimination & Harassment
- Workplace Violence Prevention Policy

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that the above amended personnel policies is adopted by the Town and shall take effect on **December 28, 2023.**

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	Absent
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: December 28, 2023

Marcie Robertson, Town Clerk, Town of New Lebanon

Complaint Procedure Regarding Discrimination and Harassment:

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously, except for Councilmember Gordon who is absent to adopt

the new Policy & Complaint Procedure Regarding Discrimination and Harassment as prepared by the HR Attorney.

TOWN OF NEW LEBANON

POLICY & COMPLAINT PROCEDURE REGARDING DISCRIMINATION AND HARASSMENT

1. POLICY:

It is the policy of the Town of New Lebanon (“the Town”) to provide and maintain a work environment which is free from unlawful harassment and discrimination based on sex (with or without sexual conduct), race, creed, color, religion, national origin, age, disability, sexual orientation, marital status, military status, domestic violence victim status, arrest or conviction record, genetic characteristics, gender identity or gender expression (“GENDA”), and any other class protected by law (collectively referred to as “discriminatory harassment” or “harassment”). Discrimination or harassment based on these characteristics is a form of unlawful discrimination and is a form of misconduct that undermines the integrity of the employment relationship and will not be tolerated. Accordingly, such conduct is prohibited in each and every work environment and each and every situation, which directly impacts the work environment.

As such the Town expressly prohibits any form of employee discrimination or harassment based on race, creed, color religion, sex, national origin, age, disability, or an individual’s status in any class protected as stated above by applicable federal, state, or local law. Improper interference with the ability of our employees to perform their expected job duties will not be tolerated.

All Town employees will be expected to comply with this policy and with all applicable laws and regulations prohibiting sexual harassment and other forms of discrimination or harassment and must take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include, but is not limited to, verbal or written reprimand, suspension, or termination.

This policy applies to all applicants and employees, and elected or appointed Town Officials of the Town of New Lebanon, as well as all interns, whether paid or unpaid, contractors, and persons conducting business with the Town. This policy prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor, elected or appointed Town officials, or by someone not directly connected to the Town (e.g., an outside vendor, consultant or citizen).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during work trips, work meetings, and work-related social events.

The interpretation and administration of this policy shall be the responsibility of the Town Supervisor in conjunction with the Town Board. This includes development of procedures for

handling and investigating complaints of sexual harassment and other forms of harassment, and enforcement of appropriate sanctions for such conduct. The Town Board will disseminate information and training, in a manner that is consistent with and in furtherance of this policy. Any and all questions regarding this policy should be directed to the Town Supervisor or Deputy Town Supervisor.

2. DEFINITIONS

a. **Sexual Harassment** is defined as:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- i. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment (e.g., promotion, training, assignments, etc.);
- ii. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of specific behaviors that may be considered sexual harassment include, but are not limited to:

- Spoken or written words related to an individual's sex
- Any sexual advance that is unwelcome
- Sexually oriented comments
- Showing or displaying pornographic or sexually explicit objects or pictures in the workplace
- Offensive touching, patting or pinching
- Requests for sexual acts or favors
- Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct
- Threats, demands or suggestions that an employee's work status is contingent upon her/his toleration of or acquiescence to sexual advances
- Subtle pressure for sexual activities
- Sexually charged or explicit jokes, stories and comments
- Leering at a person
- Visiting sexual or otherwise inappropriate websites or distributing the same via electronic mail.

Sexual harassment is gender neutral and may involve members of the same or different gender.

It is no excuse that the alleged conduct “meant no harm” or was “a joke.”

b. Other Unlawful Harassment

Discrimination or harassment on the basis of any other protected characteristic is also prohibited.

Prohibited discrimination or harassment is verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of his/her race, creed, color, religion, national origin, age, disability, or any of the protected statuses enumerated above, and that:

- i. has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- ii. has the purpose or effect of unreasonably interfering with an individual’s work performance; or
- iii. otherwise adversely affects an individual’s employment opportunities.

Examples of discrimination or harassment include, but is not limited to:

- Distributing epithets, slurs, jokes, remarks, or negative stereotyping that are derogatory or demeaning to an individual’s or group’s characteristics or that promote stereotypes
- Threatening, intimidating or hostile acts
- Displaying or circulating in the workplace (including through e-mail, internet, or social networking sites, such as, but not limited to Facebook, TikTok, Instagram, or Snapchat) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group, based on an individual’s protected class.

3. PROCEDURE

If an individual is subjected to a situation which he/she believes constitutes discriminatory harassment in violation of this Policy, the Town recommends that the individual advise the harasser that his/her behavior is not welcomed and will not be tolerated; note that neither this policy nor state/federal law requires that an individual tell an alleged harasser to stop his/her actions. Employees should feel free to keep written records of any alleged harassment incidents, including the date, time, location, names of people involved, witnesses (if any), and who said or did what to whom.

If an alleged incident of discriminatory harassment cannot be resolved directly between the parties involved, a written or verbal complaint should be filed by the affected individual with the individual’s Department Head or the Town Supervisor. In the event the employee does not believe it would be appropriate to file the complaint with the Department Head, it may be filed directly with the Town Supervisor. Moreover, all Department Heads are instructed to forward all complaints to the Town Supervisor. In the event the complaint is against the Town Supervisor, such complaint shall be forwarded to the Deputy Town Supervisor, who shall deliver same to the Town Board, with the exclusion of the Town Supervisor.

All harassment complaints will be investigated as promptly as possible and resolved within a reasonable time after the receipt of the complaint. Town Supervisor (or Deputy Town Supervisor if against the Town Supervisor), through an investigator and with the oversight of Town Supervisor or his/her designee, will coordinate an investigation of the complaint. Following the investigation, a written report of the Findings and Conclusions shall be issued by the investigator to the Town Supervisor. All information gathered during an investigation of a harassment complaint will be handled in a confidential manner, to the extent possible.

Based upon the Findings and Conclusions of the investigation, a Determination on the complaint will be issued by the Town Supervisor. Thereafter, the Town Supervisor will communicate the results back to the complainant and to the Town Board. In the event the alleged harasser is also an employee, they will also receive notification of the results of the investigation.

4. RETALIATION

- a. No person covered by this Policy shall be subject to adverse action for reporting incidents of harassment or discrimination or assisting in any investigation of such a complaint.
- b. Retaliation against any individual making a discrimination or harassment complaint or assisting in the investigation of such a complaint is strictly forbidden.
- c. Retaliation is a form of misconduct.
- d. Retaliation, like discrimination and harassment, is against the law and is a serious violation of this policy.
- e. Employees who retaliate against other employees who complain about discrimination or harassment and/or participate in an investigation of discrimination or harassment will be subject to disciplinary action.
- f. Individuals subject to this policy who believe they have been subject to retaliation should immediately reports same to the Town Supervisor or Deputy Town Supervisor.

5. MISCELLANEOUS

- a. In the event a complaint of discriminatory harassment is determined to be founded, the Town will take disciplinary action in accordance with the provisions of state law.
- b. This Policy does not preclude the filing of harassment complaints with either the New York State Division of Human Rights or the Federal Equal Employment Opportunity Commission, or the pursuing of any other remedies as permitted by law, including any applicable local laws. (See VII below) File your complaint as soon as possible as some time limitations may preclude bringing an action in certain forums. The following is contact information for the New York State Division of Human Rights. **General inquiries may also be directed to info@dhr.ny.gov and local offices are also available at infoAlbany@dhr.ny.gov.** The following is contact information for the Federal Equal Employment Opportunity Commission: www.eeoc.gov.

6. RESPONSIBILITIES OF MANAGERS/SUPERVISORS

- a. All managerial and supervisory personnel of the Town shall be responsible for enforcing this Policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from discriminatory harassment and its effects. Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.
- b. All managerial and supervisory personnel who receive discriminatory harassment complaints will be responsible for immediately forwarding such complaints to the Town Supervisor or Deputy Town Supervisor.
- c. Town Board will conduct annual training for personnel on the issues surrounding discriminatory harassment, its effects and its appearances, and the role and responsibility of managerial/supervisory personnel in preventing incidents of harassment complaints.
- d. Town Board shall ensure that the Policy is distributed to all employees and all others covered by its parameters. Copies of this Policy will be distributed to new employees as they are hired and provided at each annual training.
- e. Copies of this Policy will be conspicuously posted.

7. LEGAL PROTECTIONS AND EXTERNAL REMEDIES

- a. State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, §290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

If you believe that you have been sexually harassed, you can file a complaint with the New York State Division of Human Rights. The statute of limitations for filing a sexual harassment complaint with DHR is extended from one year to three years.

Complaints with DHR may be filed any time **within three years** of the sexual harassment and **within one year** of the unlawful discriminatory conduct. If an individual did not file at DHR, they can sue directly in state court under the HRL **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Town does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

Individuals experiencing sexual harassment in the workplace may call the DHR hotline to seek counsel relative to issues of workplace sexual harassment at 1-800-HARASS-3, Monday through Friday, 9:00 AM to 5:00 PM.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

Individuals experiencing sexual harassment in the workplace may call the DHR hotline to seek counsel relative to issues of workplace sexual harassment at 1-800-HARASS-3, Monday through Friday, 9:00 AM to 5:00 PM. DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

b. Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. §2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

c. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

d. Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police or sheriff's department.

Draft

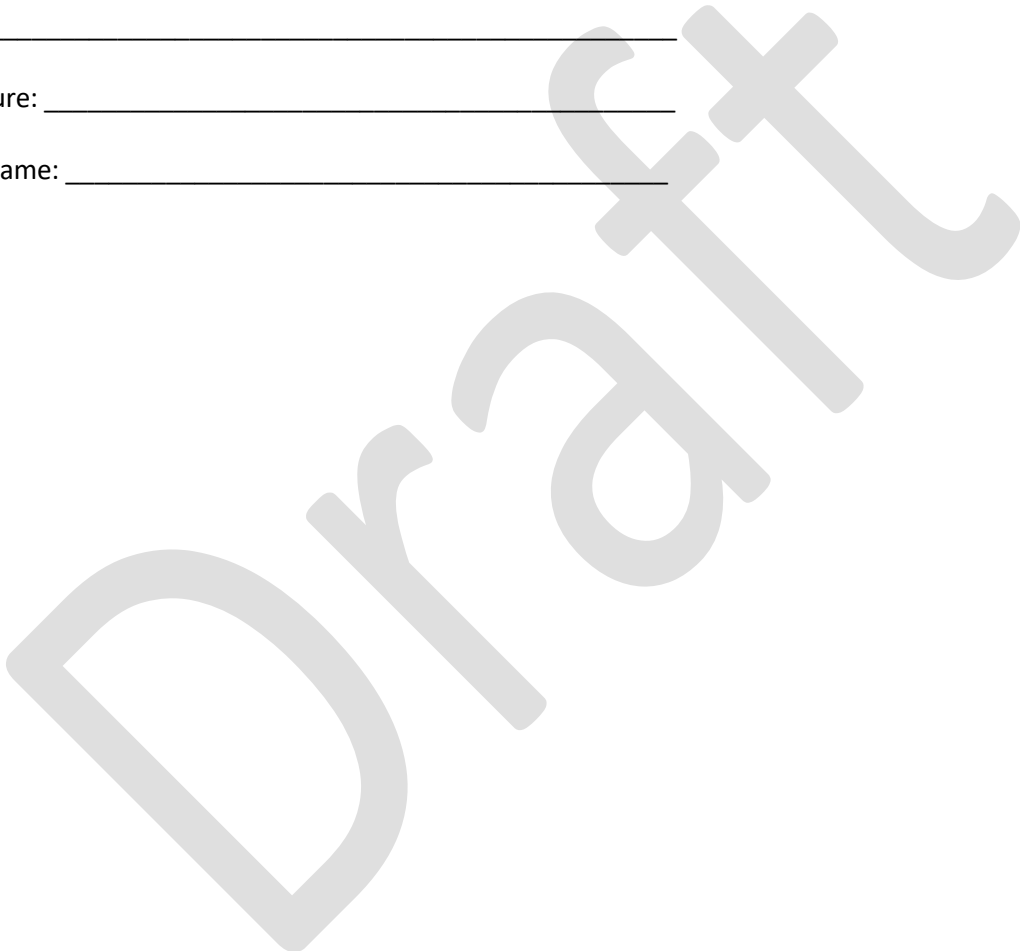
Acknowledgment Form

I acknowledge that I have received a copy of Town of New Lebanon’s Policy and Complaint Procedure Regarding Discrimination and Harassment. I agree that I have read the policy thoroughly and agree to abide by such policy. Further, I agree that if there is any provision that I do not understand, I will seek clarification from the _____.

Date: _____

Signature: _____

Print Name: _____



**TOWN OF NEW LEBANON
HARASSMENT COMPLAINT FORM**

Instructions:

If you have a complaint, please complete this form and hand deliver to _____.

To protect your rights, it is important that you file your complaint as soon as possible after the alleged discriminatory act took place.

A. General Information:

Name: _____

Address: _____

Telephone #: (Work) _____

(Home) _____

Department Employed In: _____

Department Head: _____

NATURE OF HARASSMENT

B. Alleged Harassment Incident:

1. Please describe the incident (If necessary, attach additional sheets to this form.):

2. Specifically:

a. Name(s) of the party responsible for the alleged incident:

b. Date & Time: _____

Place: _____

c. First Incident: Yes _____ No _____

If not first incident, please list date, time and place of previous incident(s):

d. Describe your reaction(s) the alleged incident(s):

e. List any witness(es) to the alleged incident(s):

I, _____, affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

Signature

Date

4865-2073-7106, v. 1

Firearms and Dangerous Weapons Policy:

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously, except for Councilmember Gordon who is absent to adopt the Firearms and Dangerous Weapons Policy as prepared by the HR Attorney.

Firearms and Dangerous Weapons Policy

The possession of firearms or dangerous weapons (as defined below) while on Town property, or in a Town facility or vehicle, is strictly prohibited. Employees violating this policy may be terminated. The weapons portion of this policy does not apply to law enforcement personnel.

In order for any official or employee of The Town of New Lebanon to carry a firearm or dangerous weapon when on Town property, in Town vehicles, or while conducting Town business must have prior specific written approval of the Town of New Lebanon Board and such approval shall be granted at the discretion of the Town Board only after receiving proof that the individual has a proper New York State license or permit, if applicable, to carry the weapon in question.

Definitions:

- Dangerous Weapons: includes, but not limited to, any firearms, explosive devices or materials, and knives having a blade exceeding five (5) inches in length.
- Work Site: Includes all property owned or occupied by the Town of New Lebanon, as well as Town vehicles.

- Possession: Includes, but not limited to, the presence of a weapon on the employee, lunch box, tool kit, bag, purse, cabinets, office, etc. Weapons transported in vehicles must be legally stored in compliance with the laws of the State of New York.

Shatford Park Grant:

Supervisor Houghtling stated, this resolution is on town letterhead at the request of NY State and the wording and contents are created by NY State.

**TOWN OF NEW LEBANON
RESOLUTION 31, 2023
SHATFORD PARK GRANT ACCEPTANCE RESOLUTION
DECEMBER 28, 2023**

At a year-end 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 28th day of December, 2023, the following Resolution was proposed and seconded:

Resolution by Councilmember Trainor
Seconded by Councilmember Tipograph

RESOLVED, THAT THE TOWN OF NEW LEBANON APPLIED FOR FINANCIAL ASSISTANCE FROM THE NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION (“OPRHP”) UNDER THE ENVIRONMENTAL PROTECTION FUND GRANT PROGRAM FOR THE PURPOSE OF FUNDING THE SHATFORD MEMORIAL PARK IMPROVEMENTS, PROJECT #238307; AND

RESOLVED, THAT THE TOWN OF NEW LEBANON IS AUTHORIZED AND DIRECTED TO ACCEPT THESE GRANT FUNDS IN AN AMOUNT NOT TO EXCEED \$500,000 (FIVE HUNDRED THOUSAND DOLLARS) FOR THE PROJECT DESCRIBED IN THE GRANT APPLICATION; AND

RESOLVED, THAT THE TOWN OF NEW LEBANON IS AUTHORIZED AND DIRECTED TO AGREE TO THE TERMS AND CONDITIONS OF THE MASTER CONTRACT WITH OPRHP FOR SUCH SHATFORD MEMORIAL PARK IMPROVEMENTS, PROJECT #238307; AND

RESOLVED, THAT THE TOWN OF NEW LEBANON IS AUTHORIZED AND DIRECTED TO AGREE TO THE TERMS AND CONDITIONS OF ANY REQUIRED DEED OF EASEMENT GRANTED TO OPRHP THAT AFFECTS TITLE TO REAL PROPERTY OWNED BY THE MUNICIPALITY AND IMPROVED BY THE GRANT FUNDS, WHICH MAY BE A DULY RECORDED PUBLIC ACCESS COVENANT, CONSERVATION EASEMENT, AND/OR PRESERVATION COVENANT; AND

RESOLVED, THAT THE GOVERNING BODY OF THE MUNICIPALITY DELEGATES SIGNING AUTHORITY TO EXECUTE THE MASTER CONTRACT AND ANY AMENDMENTS THERETO, ANY REQUIRED DEED OF EASEMENT, AND ANY OTHER CERTIFICATIONS TO THE INDIVIDUAL(S) WHO HOLD(S) THE FOLLOWING ELECTED OR APPOINTED MUNICIPAL OFFICE(S) OR EMPLOYMENT POSITION TITLE(S): TISTRYA HOUGHTLING, TOWN SUPERVISOR.

Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Absent
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: December 28, 2023
Marsha "Marcie" Robertson
Town Clerk, Town of New Lebanon

CERTIFIED TRUE COPY

I, MARSHA ROBERTSON, CLERK OF THE TOWN OF NEW LEBANON, HEREBY CERTIFY THAT THE FOREGOING IS A FULL, TRUE, AND ACCURATE COPY OF A RESOLUTION DULY AND REGULARLY ADOPTED BY THE GOVERNING BODY OF THE MUNICIPALITY, AT A MEETING DULY AND REGULARLY HELD ON DECEMBER 28, 2023, AT WHICH QUORUM WAS PRESENT THROUGHOUT, AND THE REQUIRED MAJORITY OF THE GOVERNING BODY VOTED IN FAVOR OF THIS RESOLUTION. I FURTHER CERTIFY THAT THIS RESOLUTION IS STILL IN FULL FORCE AND EFFECT AND HAS NOT BEEN REVOKED OR MODIFIED.

DATED: _____

SIGNATURE: AFFIX SEAL OF MUNICIPALITY HERE

ZBA Vacancy:

Supervisor Houghtling stated we went out for letters of interest for all the reappointments that will happen at the Organizational Meeting in January. The only one that we did not receive a letter of interest for was the Zoning Board of Appeals, the current person does not want to continue in that role. She stated, after the deadline for letters of interest, we have received one and she has also heard from a couple other members of the public that they might be interested so she thinks they should go back out for letters of interest.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously, except for Councilmember Gordon who is absent to go back out for letters of interest for the Zoning Board of Appeals with letters of interest due by 4:00pm on Friday, January 12th, 2024.

Park Manager Amendment:

Supervisor Houghtling stated, this is the second time that Resolution #2 of 2023 is being amended. It was amended on February 14th, 2023 and again now to amend

the annual salary of the Park Manager from \$3,000 to \$3,600. It remains Resolution #2 but adding an amended date.

TOWN OF NEW LEBANON

RESOLUTION # 2, 2023

**SALARIES AND WAGES FOR ALL ELECTED AND APPOINTED TOWN OFFICERS AND EMPLOYEES & SETTING OF MILEAGE REIMBURSEMENT RATE
DECEMBER 28, 2023 (AMENDED)**

At the Year End 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 28th day of December 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Trainor

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 2023 to be paid biweekly:

Town Councilmembers	\$4,000 each
Town Supervisor & Budget Officer	\$33,384
Town Clerk	\$38,948
Highway Superintendent	\$72,153
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 2023 to be paid biweekly:

Assessor	\$30,405 annual salary
Assessor's Clerk	\$16.59/hour (5 hrs/wk) (max \$4,314/yr)
ZEO/Building Dept. Admin./Deputy CEO	\$28.64/hr (40 hrs/wk) (max \$59,572/yr) (12 hrs/wk ZEO; 28 hrs/wk Bldg. Dept. Adm.)
Code Enforcement Officer & Deputy ZEO	\$27.55/hour (20hrs/wk) (max \$28,652/yr)
Planning Board Clerk	\$16.50/hour (10 hrs/wk) (max \$8,580/yr)
ZBA Clerk	\$16.50/hour (5 hrs/wk) (max \$4,290/yr)
Dog Control Officer	\$3,969 annual salary
Court Clerk	\$18.19/hour (30 hrs/wk) (max \$28,377/yr)
Deputy Court Clerk	\$15.90/hour (5 hrs/wk) (max \$4,134/yr)
First Deputy Town Clerk	\$18.36/hour (27 hrs/wk) (max \$25,778/yr)
Bookkeeper to Town Supervisor	\$21.40/hour (13 hrs/wk) (max \$14,467/yr)
Park/Grounds/Bldg Maintenance Superintendent	\$19.61/hour (27 hrs/wk total split between buildings and park – total is for superintendent and all park maintenance staff) (max \$27,709)

Maintenance Staff	\$15.23/hour
Park Manager	\$3,600 annual salary
Highway Department Employees:	(SET VIA UNION CONTRACT)
MEO	\$23.60 to \$26.75 per hour per 2023 contract

Summer Youth Program Staff (seasonal):

 Camp/Program Director: TBD

 The rates for the Summer Youth Program staff are as follows:

 Assistant Program Director TBD

 Counselors range \$11.55 to \$15.75 per hour*

 Counselors in Training \$8.40/hour

(Max. season total for all non-Director positions \$40,000)

(*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 2023 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 2023 when applicable:

 \$0.625 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 Norman Rasmussen	Aye
Councilmember Deborah Gordon	Absent
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: December 28, 2023
Marcie Robertson
New Lebanon Town Clerk

TAP Application:

Supervisor Houghtling stated the Town Board authorized the preliminary application to go to DOT for review and authorized the committee to work with the engineer to figure out what surface type. She stated, they received a comment form back from the pre-review and a lot of the feedback they got was that the cost estimates that the engineer was putting out there were too low. Originally, they were trying to keep this project at or around the \$2.5million, which would make the Town's match \$500,000 if the town is awarded the funding. If the town goes with the new figures that DOT has recommended, it brings it to \$3.5million, which brings the town share up to \$712,000. The engineer questioned if the town wanted to move forward with the proposal as is with the increased cost or does the town want to look at taking pieces out of the project to bring it back down to the \$2.5million. Applications are due January 9th, 2024, there will not be another board meeting before then. The board held discussion and mostly agreed to bring it down to the \$2.5million.

A motion was made by Supervisor Houghtling to ask the engineer and the committee to bring the total project cost down to \$2.5 million while being realistic with the cost of what it is going to cost and cutting out whatever needs to be cut out to get it to that. The motion was seconded by Councilmember Rasmussen.

Roll Call Vote:

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

NEW BUSINESS:

Schedule Annual Audit Meeting:

Supervisor Houghtling stated, they must do the annual audit by January 20th, 2024 and give departments time to prepare for the audit.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously, except for Councilmember Gordon who is absent to schedule a Special Meeting for 5:00pm for the purposes of interviewing

potential ZBA members and possibly appointing one and scheduling the Annual Audit of the books for 5:15pm on Friday, January 12th, 2024.

Annual Mobile Home Park License Renewal:

Supervisor Houghtling stated, we received written recommendation from Jeffrey Hattat, Code Enforcement Officer that the board approves the 2024 license renewal of the town's six mobile home parks.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor, and approved unanimously, except for Councilmember Gordon who is absent that the Town Board approves the 2024 license renewal for Sherman's Mobile Home Park, Ski Lodge Mobile Home Park, Shaker Flats Mobile Home Park, Shaker Meadows Mobile Home Park, Adams Crossing (Garden Homes) Mobile Home Park, and Hansons mobile Home Park.

Resolution Encumbering 2023 Funds:

Supervisor Houghtling stated, the board made the decision to not move forward with the new splash pad due to the lack of water infrastructure. The board asked the engineer to look at the existing water feature in the park to see if any renovations could be done to make it safe and usable without it becoming a new project. The engineer worked with the NYS DOH to determine that there are things that can be done to make the existing feature safe and usable. The board has approved the engineer's quote to create and design the renovations, help the town go out to bid, and oversee the construction. This resolution encumbers the 2023 budget line funds open for the splash pad into 2024.

**TOWN OF NEW LEBANON
RESOLUTION 32, 2023
ENCUMBER FUNDS FROM 2023 TO 2024 BUDGET FOR SPLASHPAD
DECEMBER 28, 2023**

At a year-end 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 28th day of December, 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Tipograph

ENCUMBER FUNDS FROM 2023 BUDGET TO 2024 BUDGET FOR SPLASHPAD PROJECT

WHEREAS, the Town of New Lebanon Town Board budgeted to build a new splash pad in line item A-7140.44 in the 2023 budget; and

WHEREAS, after due diligence, it was found that there is not adequate water supply for the proposed splashpad project; and

WHEREAS, the Town of New Lebanon Town Board has decided to renovate the existing water feature in Shatford Park instead of building a new splashpad; and

WHEREAS, the Town of New Lebanon Town Board has accepted a quote from Engineer Paul McCreary to design the renovations, to assist the Town in going out to bid on the renovations and to oversee the construction of the renovations; and

WHEREAS, Engineer Paul McCreary has begun designing the renovations however the project will not be completed by December 31, 2023; and

WHEREAS, the existing water feature renovation in Shatford Park will need to be paid for in 2024 from the money budgeted in the 2023 budget;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of New Lebanon hereby moves to encumber the remaining balance of line item A-7140.44 in the 2023 budget into line item A-7140.44 in the 2024 budget.

Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Absent
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: December 28, 2023
Marsha “Marcie” Robertson
Town Clerk
Town of New Lebanon

ANNOUNCEMENTS:

JANUARY:

Tuesday, January 2nd, 2024 at 5:30pm – Swearing In of Elected Officials

Tuesday, January 2nd, 2024 at 6:00pm – Annual Organizational Meeting

Tuesday, January 9th, 2024 at 6:00pm – Regular Town Board Meeting

Friday, January 12th, 2024 at 5:00pm – Special Meeting

Friday, January 12th, 2024 at 5:15pm – Annual Audit of 2023 Books

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.

Councilmember Tipograph thanked Councilmembers Rasmussen, Gordon, and Trainor for their service on the Town Board and their continued service for the Town of New Lebanon. It is much appreciated.

Supervisor Houghtling thanked Councilmember Rasmussen for returning to the board, and the outgoing board members. She looks forward to working with the incoming board members.

Councilmember Trainor thanked all the colleagues that he has had on the board and thanked Tistrya. He thanked all the volunteers as well.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 2:39pm. The motion was seconded by Councilmember Rasmussen.

Roll Call Vote:

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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk