

**MINUTES OF THE SPECIAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JUNE 20, 2024
REGARDING SUMMER CAMP STAFFING**

Present: Tistrya Houghtling, Supervisor
Elizabeth Kroboth, Councilmember
Steve Powers, Councilmember
Craig Skerkis, Councilmember (5:38PM)
Susan Tipograph, Councilmember

Recording Secretary: Marsha (Marcie) Robertson, Town Clerk

Others Present: Joanne Amlaw, Recreation Commission
Rob Long, SYP Camp Director & Community Center
Coordinator

CALL TO ORDER:

The special meeting was called to order at 1:00pm by Supervisor Houghtling. The meeting was held in person at the New Lebanon Town Hall, 14755 State Route 22 North, New Lebanon, NY 12125 with members of the public also being able to view the meeting at the following link: https://townhallstreams.com/towns/new_lebanon_ny

Supervisor Houghtling announced that the Town Board will be starting in Executive Session and she is not sure if the board will make any votes when they exist. She does think that there will be some discussion after the Executive Session.

EXECUTIVE SESSION:

A motion was made by Supervisor Houghtling to enter an Executive Session at 1:04pm to discuss the medical, financial, credit or employment history of a particular person/corp., or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension and to invite Rob Long as Summer Camp Director into the Executive Session. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

A motion was made by Supervisor Houghtling to exit the Executive Session at 1:35pm. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

DISCUSSION:

Supervisor Houghtling stated the town has lower numbers of staffing this year for Summer Camp then years before.

Rob Long, Summer Camp Director reported last year the camp started with approximately sixty campers. This year to date there are seventy on the roll and of that number a good portion of the campers enrolled are new younger campers. He has a considerable amount of 4, 5, and 6 year olds that qualify to attend camp. Last year camp had more campers of the older ages who have camped out of their age groups.

The County and the State have requirements on the ratios of the number kids to the amount of staffing required. Normal ratios if you break the kids up into groups are kids that are six years or older can have a ratio of 1 to 12, four and five year olds have a ratio of 1 to 8. CIT's (Counselors in Training), are kids that are working up to be a counselor and technically count as a camper until the age of 16. Rob stated with the staffing he has to date and the number of enrolled campers, he will have to break the kids up into larger groups so he can have more counselors in the groups of campers.

Rob stated he is about four counselors short and needs an Assistant Director. Supervisor Houghtling reported that currently CIT's make \$10.30 an hour, Counselors make \$13.54 to \$17.15 an hour, and the Assistant Director is \$17.30 to \$21.48 an hour. The Counselor rate gets \$.50 for CPR and \$.50 for First Aid, they are required to have it and the Town provides it for no cost. So, really the pay is \$14.54 to \$18.15 and Counselors are paid \$.50 per hour for each year they return.

The board and Rob held further discussion regarding staffing and increasing compensation.

A motion was made by Supervisor Houghtling to increase the starting Counselor rate from \$13.54 an hour to \$14.54 an hour with the same provisions of the \$.50 an hour for CPR and First Aid and for every year returning. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

The board and Rob continued conversation about getting the word out for Counselor staffing needs, the raise in pay, and options going forward if they do not get more Counselors hired.

Supervisor Houghtling stated, they have a parent who paid for Summer Camp and within two days of paying, asked for a refund because they will be moving out of town. The money had already been deposited, Supervisor Houghtling would need a motion from the board to issue a refund.

A motion was made by Councilmember Tipograph to refund Luciana Kibunja her enrollment fees, and authorize the Supervisor to issue a check on an interim voucher. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the special meeting at 1:55pm. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk