

**MINUTES OF THE BUDGET WORKSHOP / SPECIAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON OCTOBER 29, 2024**

Present: Tistrya Houghtling, Supervisor
Elizabeth Kroboth, Councilmember (5:05pm)
Steve Powers, Councilmember
Craig Skerkis, Councilmember
Susan Tipograph, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk

Others Present: Sharon Powers, IT Website Support, QOL & ZBA Member
Joanne Amlaw, Recreation Commission (5:50pm)

CALL TO ORDER:

The meeting was called to order at 5:00pm by Supervisor Houghtling.

COURT STAFFING:

Supervisor Houghtling stated, Councilmember Tipograph as the Court liaison met with the Court Clerks and they have requested for some extra support in the Court. She stated, they reached out to all of the necessary departments and they are allowed to create a temporary position for up to three months. It makes sense to create a Second Deputy position and after three months they can either be done with it or with permission from civil service, they can extend it another three months. Supervisor Houghtling stated, Mark Baumli, who worked in the Court before is willing to take the position. Councilmember Tipograph commented, she met with everyone and Mark is willing to do it through the end of the year and if necessary into January. Supervisor Houghtling commented, that she worked with Corinne in the Court for a few hours today and feels it went very well.

A motion was made by Supervisor Houghtling to create a temporary position of 2nd Deputy Court Clerk in the Town of New Lebanon to expire January 28th, 2025, and to appoint Mark Baumli to the temporary position of 2nd Deputy Court Clerk effective immediately through December 31st, 2024 for up to 15 hours per week at a rate of \$16.22 per hour. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

MISCELLANEOUS BUDGET ITEMS - .1 PAYROLL:

The Town Board reviewed all .1 payroll and held discussion.

Councilmember Kroboth arrived (5:05pm). The .1 discussion resumed and the board held discussion and decided to go with the overall less expensive method of raises.

The following changes were made:

Page 1 of Schedule of Salaries of Elected and Appointed Town Officials:

1110.13 – Justice Clerk – from \$17,992 to \$20,800
1110.14 – Justice Clerk Deputy – from \$4,218 to \$4,680
1220.1 – Supervisor – from \$40,470 to \$42,933
1340.1 – Budget Officer – from \$8,817 to \$9,354
1355.1 – Assessor – from \$31,378 to \$32,128
1355.11 – Assessor Clerk – from \$5,000 to \$5,297
1410.1 – Town Clerk – from \$40,117 to \$45,027
1410.12 – Town Clerk Deputy – from \$24,290 to \$28,080
1520.1 – Community Center Coordinator – Add in \$17,130
3510.1 – Dog Control Officer – from \$4,728 to \$5,083
5010.1 – Superintendent of Highways – from \$74,318 to \$77,318
5010.11 – Highway Clerk – from \$13,494 to \$15,600
7110.11 – Park Manager – from \$3,678 to \$3,928
7310.11 – SYP Camp Director – from \$17,760 to \$24,480
7310.12 – SYP Camp Assistant Director – from \$6,720 to \$0
8020.1 – PB/ZBA/Bldg Dept. Clerk – from \$13,518 to \$14,430

Page 2 of Schedule of Salaries of Elected and Appointed Town Officials:

8664.1 – ZEO/Bldg Dept. Admin/Deputy CEO – from \$63,191 to \$66,191
8664.12 – CEO – from \$30,400 to \$31,900

Page 2 of Schedule of Salaries of Elected and Appointed Town Officials:

Hourly Rates:

Justice Clerk – from \$17.30 to \$20.00
Justice Clerk Deputy – from \$16.22 to \$18.00
Assessor's Clerk – from \$18.59 to \$20.37
Town Clerk Deputy – from \$17.30 to \$20.00
Highway Clerk – from \$17.30 to \$20.00
Park/Bldg. Maint. Super. – from \$20.60 to \$21.80
Park Maintenance Staff – from \$15.69 to \$17.69
ZBA Clerk – from \$17.33 to \$18.50
PB Clerk – from \$17.33 to \$18.50
Community Center Coordinator – Add \$21.96
CEO/Deputy ZEO – from \$29.23 to \$30.67

ZEO/Bldg. Dept. Admin./Deputy CEO – from \$30.38 to \$31.82
SYP Director – from \$24.00 to \$23.00
SYP Assistant Director – from \$21.00-\$23.50 to \$21.00-\$22.50

Supervisor Houghtling stated, she flagged A-1680.41 because it was a temporary line for the website. They can change it from contractual expense website to contractual expense Text My Gov or something different.

The following changes were made:

Page 6. –Central Data Processing – A-1680.41 – Change the name from Website to Text My Gov and from \$0 to \$3,500
Page 11 – Parks – A-7110.4 – from \$5,650 to \$11,650
Page 15 – Code/Zoning Enforcement – A-8664.4 – from \$5,007 to \$5,171
Page 5 – Community Center – A-1520.4 – from \$17,632 to \$18,052
Page 12 – Playgrounds – Stream Bank Stabilization – A-7140.47 – from \$60,000 to \$10,000

Supervisor Houghtling crunched all of the numbers that were decided on in the meeting.

The following change was made:

Page 6 – Special Items – Contingent Temp Pay Raises – A-1990.4temp – from \$30,000 to \$0

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph and approved unanimously to schedule the Public Hearing on the Preliminary 2025 Budget for Thursday, November 7th, 2025 at 6:00pm and ask that the Town Clerk notice the paper, The Columbia and The Register Star.

ADJOURNMENT:

A motion was made by Supervisor Houghtling to adjourn the budget workshop/special meeting at 6:07pm. 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