

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON AUGUST 12, 2025**

Present: Tistrya Houghtling, Supervisor
Joanne Amlaw, Councilmember
Scout Metzler, Councilmember
Steve Powers, Councilmember
Craig Skerkis, Councilmember

Recording Secretary: Marsha (Marcie) Robertson, Town Clerk

Others Present: Sharon Powers, IT Website Support, QOL, & ZBA Member
Peg Munves, CAC Co-Chair
Mary Young, NL Rep to CC Office For the Aging & Traffic Safety
Josh Young, Planning Board Member, BEDC & Shaker Preservation Committee Chair (6:29pm)
Margaret Robertson, Historic Railroad Depot Committee (6:27pm)
Donald Lamonaca, CAC & ZRC Member
Jim Carroll, Planning Board & ZRC Member
Joanna G. Phillips, HVAHC Pilot Committee Member
Darla Dobert, Deputy Court Clerk
Bruce Shenker, NL Rep to CC Env Mgt Council
William Shannon, Ethics Board Member & President of LV Seniors
Beth LaGrange, SYP Co-Director & Playground Design Committee Member
Stacey Breads, Playground Design Committee Member
Susan Tipograph, Recreation Commission
Ted Salem, ZBA Member & ZRC Chair
Marc Anthonisen, CSC Volunteer
Morgan Brenner, Mechanical Engineering Student
Members of the Public

CALL TO ORDER:

The regular monthly meeting was called to order at 6:00pm 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

A moment of silence was held, followed by the flag salute. The emergency exits were pointed out.

MINUTES:

The minutes of the **June 10, 2025 Regular Monthly Meeting**, of the Town Board were reviewed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to approve June 10th, 2025, Regular Monthly meeting minutes as typed.

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of July 31, 2025 was available to the public via the Town Clerk's email and the Town website and the Town Board was emailed the Supervisor's Report by Supervisor Houghtling.

A motion was made by Councilmember Powers to accept the Supervisor's report for July as typed. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Metzler -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

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.

Supervisor Houghtling: Supervisor Houghtling read an email from Sharon van der Meulen regarding the town picnic and music in the park event. Not happy with the loud music in conjunction with the picnic and the seating.

PRESENTATION: Results of Benchmarking Study of the Heat Pumps and Solar Panels

Supervisor Houghtling announced the presentation and introduced Marc Anthonisen and Morgan Brenner. The project started in late May, Marc and Morgan spent the past few months looking at what has been the impact from both energy usage and clean energy investments made in the Town Hall and Town Garage over the past few years. Marc and Morgan gave their presentation.

BUDGET AMENDMENT #8 OF 2025:

General Fund:

- \$ 3,566.00 from A-003917 (Appropriated Fund Balance)
- \$ 3,134.00 from A-1990.4 (Contingency)

- \$ 3,566.00 to A-1010.4 (Town Board – Contractual Exp.)
- \$ 338.00 to A-1620.4 (Buildings – Contractual Expense)
- \$ 96.00 to A-1680.4 (Central Data Processing)
- \$ 1,500.00 to A-8161.41 (Landfill Closure Attorney Fees)
- \$ 1,200.00 to A-5010.4 (Highway Super – Contractual Expense)

Highway Fund:

- \$ 43.00 from DA-3505.1 (CHIPS – Pave NY Revenue)
- \$ 16,225.00 from DA-3505.2 (CHIPS – Extreme Winter Revenue)
- \$ 28.00 from DA-3505.3 (CHIPS – Pave Our Potholes Revenue)
- \$ 28,195.00 from DA-3501 (CHIPS – Revenue)
- \$ 60.00 from DA-5140.4 (Brush & Weeds – Contractual Expense)
- \$ 40,000.00 from DA-5110.1 (General Repairs - Payroll)

- \$ 20,000.00 to DA-5110.4 (General Repairs – Contractual Expense)
- \$ 20,000.00 to DA-5142.4 (Snow Removal – Contractual Expense)
- \$ 43.00 to DA-5112.21 (CHIPS – Pave NY)
- \$ 16,225.00 to DA-5112.22 (CHIPS – Extreme Winter Recovery)
- \$ 28.00 to DA-5112.23 (CHIPS – Pave Our Potholes)
- \$ 28,195.00 to DA-5112.2C (CHIPS – Reimbursable)
- \$ 60.00 to DA-5140.2 (Brush & Weeds – Equipment)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #8 of 2025 as typed. The motion was seconded by Councilmember Metzler.

Roll Call Vote:

- Councilmember Powers - Aye
- Councilmember Metzler - Aye
- Supervisor Houghtling - Aye
- Councilmember Amlaw - Aye
- Councilmember Skerkis - Aye

AMENDMENT OF ABSTRACT 7 OF 2025:

Supervisor Houghtling explained, this was discussed at the last meeting, the bounce house check had to be voided and re-issued to a different company.

General Nos. 290 through 336, in the amount of \$47,015.58 (not the \$47,540.58 approved on 7/8/2025;

As listed on Amended Abstract No. 7 dated July 8, 2025.

A motion was made by Supervisor Houghtling to amend Abstract #7 with the new amount of \$47,015.58 as listed on amended abstract 7, dated July 8th, 2025. The motion was seconded by Councilmember Powers.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Metzler -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

AUDIT OF BILLS:

2025 Bills:

General Nos. 337 through 345, in the amount of \$4,622.16;
As listed on Abstract No. 7A dated August 12, 2025.

General Nos. 346 through 398, in the amount of \$226,819.64;
Highway Nos. 108 through 122, in the amount of \$220,662.39;
Escrow No. 6, in the amount of \$875.00; and
SF-1 LVPA No. 3, in the amount of \$38,325.50;
As listed on Abstract No. 8 dated August 12, 2025.

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

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Metzler -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

COMMITTEE/LIAISON REPORTS:

Supervisor Houghtling stated, committee reports as received to her office by Friday afternoon were sent out to the public and the Town Board. She asked if any board members had any questions or need for clarification on any of the committee reports?

Supervisor Houghtling asked the committee chairs that are present, do any of the committees have any further updates or action that is needed by the Town Board?

CAC –Peg Munves: Peg thanked the Town Board for last month for the quick action regarding the grant the CAC was going to apply for. Immediately after the meeting the committee decided to go in a different direction.

Bruce Shenker: Bruce thanked Peg Munves for going to the County Environmental Management Council meeting and making a presentation concerning water testing.

Supervisor Houghtling reported that she removed the Volunteers and Depot Committees due to not having received a written report from either committee in over a year.

Supervisor Houghtling reported she will be reaching out to the BEDC and Shaker Preservation Committee Chairs because she has not received written committee reports from either committee in a while. Supervisor Houghtling will be asking them to submit reports.

OLD BUSINESS:

Feasibility Study:

Supervisor Houghtling reported, this will be tabled. They have not received the study yet.

Playground Bids Received:

Supervisor Houghtling waived the reading of the bid notice and asked the Town Clerk to enter into the minutes.

NOTICE TO BIDDERS
PLAYGROUND IMPROVEMENTS SHATFORD MEMORIAL PARK
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for the PLAYGROUND IMPROVEMENTS SHATFORD MEMORIAL PARK project in the Town's Municipal Public Park. The Town of New Lebanon invites sealed proposals for the construction of new playground equipment, repairs to the existing playground equipment, and other related project improvements. The improvements will include, but are not limited to:

- installation of new playground equipment
- a new fall safety surface system
- new stone dust trails for access to the playground from other existing park trails and features
- Owner selected Add Alternates

The bids are to be submitted and shall cover the costs directly and indirectly associated with furnishing all materials, labor and related equipment necessary for the installation and completion of the work.

Take note that some items of the construction required will be performed by the Town, or, items provided by the Town to be installed/constructed by the Contractor.

This project is funded in part by a grant from the NYS Office of Parks, Recreation and Historic Preservation through Title 9 of the Environmental Protection Act of 1993. All bidders are subject to the terms of the State of New York Contract for Grants – Standard Terms and Conditions, which can be found online at <https://grantsmanagement.ny.gov/state-agency-resources>. New York State has the right to:

- Review and approve every subcontract in excess of \$100,000.
- The requirement that subcontracts contain provisions specifying (1) that work accord with the terms of the State of New York Contract for Grants, (2) that nothing in the subcontract shall impair the rights of the State under the State of New York Contract for Grants, and (3) that nothing in the subcontract, nor under the State of New York Contract for Grants creates any contractual relationship between the subcontractor and the State.
- Contractor's responsibility to submit vendor responsibility information to the State, including a
- Vendor Responsibility Questionnaire for subcontracts that equal or exceed \$100,000.
- Have the Contractor meet Non-discrimination requirements.
- Have the Contractor meet Equal Opportunity provisions, including a requirement that the following provisions be included in construction subcontracts in excess of \$25,000
- Have the Contractor meet Wages and Hours Provisions.
- Have the Contractor meet New York State business requirement.
- Have the Contractor meet Worker's Compensation and Disability Benefits Insurance coverage.

As a Municipal Project, New York State Department of Labor Prevailing Wage Rates apply. Given the limited scope for this project (site work only – no plumbing, no electrical, no mechanical), it is exempt from Wicks Law as it does not require multiple trades and therefore separate trade bids. This is a General Contractor with sub-contractor(s) project. This contract has been designated Contract 2025-01 as set forth in the contract documents, including drawings and specifications.

Bids will be received by the Town Clerk of the Town of New Lebanon, NY, Town Hall, 14755 Route 22 North, New Lebanon, NY 12125, until 4:00 PM on or before Friday, August 8, 2025 at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on August 12, 2025, at the regular Meeting of the New Lebanon Town Board at 14755 Route 22, New Lebanon, NY 12125. That meeting typically begins at 6:00 PM.

All bid and contract documents, including specifications governing the contract, may be examined free of charge at the Town Clerk's office during the Clerk's business hours of

Monday, Wednesday, Thursday, and Friday from 9:00 am to 5:00 pm. Copies of the Bid Documents may be obtained at the Town of New Lebanon Town Hall after June 20, 2025.

No bid will be accepted unless a signed Certificate of Non-Collusion is submitted with the bid.

The Town of New Lebanon Town Board expressly reserves the right to waive any irregularities in, or to accept any bid, or to reject any and all bids, or to award on any or all items. No bidder may withdraw his/her bid within twenty-five (25) days after the actual date of the bid opening.

Project timeliness is important. The project may begin no earlier than August 23, 2025. The entire project must be 100 percent completed by April 30, 2026.

General questions regarding the project shall be directed to the Town Clerk for the Town of New Lebanon. Technical questions and/or requesting a site visit prior to preparing and submitting a bid, shall be directed to the project Design Professional.

By order of the Town Board, Town of New Lebanon, New York.

By: Marcie Robertson, Town Clerk
Town of New Lebanon, NY
6/12/2025
Town of New Lebanon, NY

Supervisor Houghtling reported, they received two bids. Gallo Construction in the amount of \$592,700 and Darcy Construction in the amount of \$675,000. She reported, the Playground Design Committee met and discussed the bids received. The town received a \$500,000 NYS dual Grant for both the walking trail and the playground, the town share was \$125,000 in budgeted funds plus \$75,000 in in-kind donations. To date the committee has received \$24,847 in sponsorships from local businesses and additional donations. Bringing the total to \$649,847.00. The town spent \$177,230.25 on the walking trails, leaving a balance of \$472,616.75 for the playground. The Playground Design Committee is recommending re-bidding the project with less wheelchair accessible equipment, eliminating the we-go-round piece of equipment and keeping the sway-fun glider.

A motion was made by Councilmember Skerkis, seconded by Councilmember Amlaw, and approved unanimously to go back out to bid with the recommendation of the Playground Design Committee with bids due on or before 4:00pm on Thursday, September 4th.

Tree Work Bids Received:

Supervisor Houghtling reported, no bids were received.

**NOTICE TO BIDDERS
TREE WORK FOR
THE HIGHWAY DEPARTEMENT AND TOWN PROPERTIES
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for TREE WORK FOR BOTH THE HIGHWAY DEPARTEMENT AND THE TOWN OWNED PROPERTIES AS NEEDED. The Town of New Lebanon invites sealed proposals to include; the price per hour for labor, the price per hour for equipment. The bidder must include in writing that they have the knowledge and where withal to be able to remove difficult trees, and that they have tree climbing abilities. The bidder must be able to communicate and work with NYSEG and include this in writing in the bid. All services bid must include a driver or operator. In emergency situations must be able to respond within 2 hours.

The bidder must be fully insured with General Liability and Workers' Compensation insurance coverage. Proof of insurance is required with the bid.

As a Municipal job, New York State Department of Labor Prevailing Wage Rates apply.

As a Municipal job, New York State Department of Labor requires that all contractors and subcontractors be registered with NYSDOL, in accordance with NYS DOL, Labor Law Section 220-i(6). Proof of NYSDOL Certificate of Registration is required with the bid.

Bids will be received by the Town Clerk of the Town of New Lebanon, NY, Town Hall, 14755 Route 22 North, New Lebanon, NY 12125, until 4:00 PM on or before Friday, August 8th, 2025 at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on August 12th, 2025, 6:00 PM, at the regular Meeting of the New Lebanon Town Board at 14755 Route 22, New Lebanon, NY 12125.

No bid will be accepted unless a signed Certificate of Non-Collusion is submitted with the bid.

The Town of New Lebanon Town Board expressly reserves the right to waive any irregularities in, or to accept any bid, or to reject any and all bids, or to award on any or all items.

No bidder may withdraw his/her bid within twenty-five (25) days after the actual date of the bid opening.

By order of the Town Board, Town of New Lebanon, New York.

By: Marcie Robertson, Town Clerk
Town of New Lebanon, NY

07/09/2025

Highway Request – Material Storage Location:

Supervisor Houghtling stated, she has not heard back from the Town Attorney regarding the additional location. This is being tabled.

Proposal from Creighton Manning for Design Phase of Sidewalks:

Supervisor Houghtling reported, the town did enter into the contract with the State. The State has given the go ahead to start the engineering phase. The Town Board made an agreement with Creighton Manning that if they applied for the grant free of charge and worked with the town through that process, that they would be the engineer that the town would hire for the project if we got the bid.

The Town Board held discussion and reviewed the proposal. This is being tabled until September.

EV Charging Station:

Councilmember Powers reported, at the last Town Board meeting he proposed that the town accepts a proposal for a level 2 EV Charger at the NL Community Center. There was discussion held about trying to get a level 3 charger. Steve received the quotes, after the state and federal incentives it is over a \$100,000 that the town would have to pay for a level 3 EV Charger. After all of the incentives for the level 2 EV Charger, the town would only have to pay \$9,400. Steve reported, he has learned that hybrid cars cannot be charged with a level 3 charger. Steve reported, there is a balance of \$8,367 from the NYSERDA Grant that can be used, leaving \$1,038 that the CSC would cover for the level 2 charger. He received two quotes, the lower of the two quotes is from Lynkwell in the amount of \$9,405.

A motion was made by Councilmember Amlaw to accept the bid from Lynkwell for the level 2 EV charger in the amount of \$9,405.00, authorize the Supervisor to sign the contract and the CSC to pay the \$1,100 out of their funds. The motion was seconded by Supervisor Houghtling.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Metzler -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

Telecommunications Law – Schedule a Re-opening of the Public Hearing:

Supervisor Houghtling reported, Attorney Tingley did a deep dive and found some things that are substantive that need changing. It was not ready for tonight's meeting.

A motion was made by to Supervisor Houghtling to re-open the public hearing on Introductory Local Law No. 5 of 2025 concerning the proposed amendment of Chapters 189 and 205 of the Town Code in relation to telecommunications facilities to consider additional language changes, with such re-opened public hearing to be held on September 9th, 2025, at 5:45 pm, at Town of New Lebanon Town Hall, and to authorize and direct the posting and publication of notice in relation thereto. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

- Councilmember Powers - Aye
- Councilmember Metzler - Aye
- Supervisor Houghtling - Aye
- Councilmember Amlaw - Aye
- Councilmember Skerkis - Aye

Recreation Commission Vacancy:

Supervisor Houghtling stated, Tammy Warner was appointed but decided not to perform the oath and join the Recreation Commission. There is still a vacancy but the board is not going back out for letters of interest at this time.

NEW BUSINESS:

Councilmember Metzler Appointment End Date:

Councilmember Skerkis stated, at the June 10th meeting the board appointed Councilmember Metzler. He stated, he was notified by a local taxpayer that the board may have done the appointment in error. Councilmember Skerkis reported, he contacted the Association of Town’s attorney and the town attorney and according to town laws 24, 64, and public officers law 42 he’d like to make a motion to amend the previous motion from the June 10th regular town board meeting.

A motion was made by Councilmember Skerkis to amend the previous motion from the June 10th regular town board meeting, appointing Scout Metzler to the vacancy on the Town Board effective immediately and ending on November 4th, 2025, amending to the end date in accordance with the town laws previous stated until December 31st, 2025.

Supervisor Houghtling stated, she spoke to the town attorney about this. She stated for herself, she was only willing to appoint through the election, she would not have voted to appoint if it was through the end of the year. Supervisor Houghtling stated that Scout cannot vote on his own appointment.

Councilmember Skerkis stated he made a motion.

The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

Councilmember Powers -	Nay
Councilmember Metzler -	Abstain

The roll call was interrupted by Councilmember Skerkis asking if they should have a discussion.

Supervisor Houghtling stated, she has been clear from the beginning, she thought the vacancy should stay vacant. She stated, she was willing to compromise by appointing Scout through the election. She stated, it was intentional, it was not an oversight. She stated, Councilmember Skerkis was aware of it, it was discussed in depth that was the compromise to appoint Scout through the election. She stated, if there is no intentional date set in the motion then it is through the end of the year that is correct in town law.

Supervisor Houghtling stated, in talking to the town attorney after Councilmember Skerkis brought this to his attention, Attorney Tingley does not feel like the motion that was previously made does not stand, so if this motion does not pass then the motion that exists stands and Councilmember Metzler gets to stay on the board through the election. She stated, that is her understanding from a legal perspective. She stated, this was not a mistake or an oversight, it was intentional when they did this.

Councilmember Skerkis stated, he has a different take on this matter. He stated, the documentation that was provided from the attorney states that if the board does not rectify this and appoint Councilmember Metzler to the end of the year, the potential exists for people to come back and challenge any of his votes. Councilmember Skerkis asked Supervisor Houghtling, what does it matter? What is the motivation to not have him go to the end of the year?

Supervisor Houghtling responded, she would like to see the outcome of the election and she thinks this board could consider appointing the winner of the election the day after the election. An appointment into a vacancy is a vacancy until the board says it's not. Supervisor Houghtling repeated, she has been clear, her intention was to leave the seat vacant, this was a compromise and she feels this board should reconsider after the election and potentially consider appointing the winner of the election to start early because that is who the taxpayers and the voters have chosen.

Councilmember Skerkis stated, the law does not state that, the law states until December 31st. He stated, if someone wins that Supervisor Houghtling and Councilmember Powers are not in favor of, will Supervisor Houghtling appoint them, he responded no to his own statement because she did not want to appoint anyone anyway. Councilmember Skerkis stated, if someone wins that he and Councilmember Amlaw do not want, they are not going to appoint them. He stated, they will have a vacancy until the end of the year. He stated, that does not do these people any good.

Supervisor Houghtling commented, again she thought they should have had the vacancy for the seven months, two months vacancy is fine by her.

Councilmember Skerkis replied, he guesses but he disagrees.

Supervisor Houghtling replied, that is okay, they can disagree.

Councilmember Amlaw asked, how do you handle a vacancy with the budget when that comes up?

Supervisor Houghtling responded, Councilmember Metzler will be part of the budget process and then for the budget vote they will either have a four member board or a five member board depending on if this board decides to reappoint Councilmember Metzler for the remainder of the year or appoint the winner of the election, or have a four member board for the adoption of the budget.

Councilmember Skerkis stated, he asked that question to the attorney and the attorney told him that typically the budget is voted on within 48 hours after the election but that is not mandatory. Councilmember Skerkis stated, they would just hold the budget vote before the election.

Supervisor Houghtling replied, you cannot have the budget vote before the election.

Councilmember Skerkis stated, that is a false statement, he checked it out. He stated, you can absolutely have the budget vote before the election and that is what they will do.

Councilmember Powers stated, if Councilmember Skerkis has proof of all of this to submit it to the whole board. Councilmember Powers stated, they are just being made aware of all of this. Councilmember Powers stated, that Councilmember Skerkis is always saying he does not want something given to him on Friday to be voted on by Tuesday, and now he is asking the board to vote on something here that he is just proposing without any documentation to substantiate what the laws are.

Councilmember Skerkis replied to Councilmember Powers, that when he spoke to the attorney, the attorney came back to him and said that he had shared all of this information with the Supervisor. Supervisor Houghtling stated, she did not share it with Councilmember Powers.

Roll Call Vote Continued:

Supervisor Houghtling -	Nay
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

Supervisor Houghtling stated, the vote does not pass.

Policy Review – Performance Management Policy, Fund Balance Policy, Electronic Records Policy, and Fair Housing Policy:

Fund Balance, Electronic Records, and Fair Housing Policies:

No discussion, no changes to be made.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to mark the Fund Balance Policy, Electronic Records Policy, and Fair Housing Policy as reviewed with no changes.

Performance Management Policy:

Supervisor Houghtling reported, at the last meeting Councilmember Skerkis recommended eliminating the evaluations. She stated they wanted to check in with all of the employees, the employees resoundingly said no. By getting rid of the evaluations, you will get rid of the merit based raises. Supervisor Houghtling stated, there was much communication shared with the Town Board and the employees, what the employees were asking for is to keep the evaluation in place, go to one written evaluation instead of two per year, to eliminate the self-evaluation, and to decrease the number of questions and the amount of time that it took to do the evaluation form. Supervisor Houghtling drafted the proposed changes of the policy, the training manual, the evaluation form taking 25% of the questions away, and the job descriptions with changes that came from department heads or employees.

Councilmember Skerkis wants to table this. Supervisor Houghtling and Councilmember Skerkis agreed that Supervisor Houghtling will go ahead and do the training and the evaluation based on the current policy.

There was further discussion among the board members. The job description updates have been completed and given to the board today. Supervisor Houghtling stated, if the board needs more time on the job descriptions, she recommends moving forward with the changes to the evaluation process and everything else and table the job descriptions.

Performance Management Policy Resolution:

Town of New Lebanon

Resolution 24, 2025

Performance Management Policy (Previously Compensation Policy)

August 12, 2025

At the regular monthly 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 12th day of August, 2025, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Powers

PERFORMANCE MANAGEMENT POLICY [Adopted 11-13-2018; Revised 8-11-2020; Revised 10-12-2021; Revised 12-14-2021; Revised 12-13-2022; Revised 11-14-2023; Revised 11-12-2024; Revised 8-12-2025]

Purpose; applicability.

To establish practices intended to assist the employees of the Town of New Lebanon to better serve our residents by helping the employees to improve their job performance, based on the duties and responsibilities of each position. The primary focus of these practices is to assist the employee to improve his/her job performance. Compensation is one element of these practices, but it is not the most important one. The most important element of these practices is the open dialogue between employer and employee, all in the interest of better serving our residents.

New Lebanon's Performance Improvement System:

- There will be an annual training of all employees who will evaluate other employees and all employees who will be evaluated regarding the evaluation process, job descriptions, etc. At the training employees should provide any suggestions or input regarding possible updates and/or edits to any of the forms or processes. The training shall occur before April 1st.
- Evaluations of all employees are to be performed by their direct supervisor (according to the "chart for performing employee evaluations" – see addendum C) at least two times a year by April 15th & October 15th. The April evaluation can be a more casual, verbal overview identifying any areas of growth for the employee and creating a plan to provide support and/or training as needed. This verbal evaluation shall be documented with the date it occurred, a brief summary of the conversation and the signatures of all who were present. The written summary shall be submitted to the Town Supervisor. The October evaluation shall be a written evaluation utilizing the "performance evaluation form" – see addendum B. Please note that the procedure lined out in this policy is the minimum requirement for evaluations. Department Heads and Evaluators have the discretion to do more than the minimum such as having 2 or more written evaluations throughout the year, requiring a written self-evaluation as part of the process, etc.

- Job descriptions (see addendum A) and the performance evaluation form (see addendum B) are an integral part of this policy and should be utilized for all October employee evaluations and updated and/or reviewed as needed.

A performance appraisal:

- Informs employees of what is expected of them;
- Informs employees of how they are performing;
- Recognizes and rewards good work;
- Determines employee weaknesses and suggests alternatives for improvement;
- Identifies employee training needs;
- Maintains a continuing record of employee performance;
- Guides promotions, transfers, and appropriate placement;
- Checks the reasonableness of performance standards, the accuracy of job descriptions and classification, and the effectiveness of recruitment procedures.

In order to accomplish this, there are some common practices that are not acceptable:

- Giving all 5's or all 3's – we all have areas of strength and areas of growth – a score of all 5's communicates that the evaluation is not accurate because nobody is perfect;
- Giving a score without any comments to back up why that score was given;
- Giving higher scores than deserved to avoid having an uncomfortable conversation – this is meant to help support employees who are struggling in certain areas so we must be upfront and honest in our evaluation;
- Giving higher scores than they deserved because you like the person.

At a town board meeting after the October 15th evaluations & before the next year's budget is adopted, the town board will discuss merit raises which will be based off the October 15th evaluations and at the discretion of the town board each budget season as to how much of a merit raise is applied to which levels of scoring on the evaluations. Although these merit raises are at the discretion of the town board, the evaluations should be used to determine these merit raises and a level of consistency should be followed across positions.

COMPENSATION:

Grade Levels & Starting Rates:

1. Appointed Positions: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Assessor	1	\$27,038	In-house reval: annual stipend \$1,600
Highway MEOs	2	CBA	All wages set via union contract
Code Enforcement Officer (CEO)	2	\$27.50/hr	
Deputy CEO	2	\$22.00/hr	

Bookkeeper to the Supervisor	2	\$21.63/hr	
Zoning Enforcement Officer (ZEO)	3	\$22.00/hr	
Deputy ZEO	3	\$18.50/hr	
Land Use Administrator	3	\$20.00/hr	
Deputy Town Clerk	3	\$20.00/hr	
Court Clerk	3	\$20.00/hr	
SYP Camp Director (seasonal)	3	\$23.00/hr	Per season – 40 hrs/wk for 8 week summer camp program plus 100 extra hours prep & follow up @ \$23/hr – could be multiple positions or 1
Community Center Coordinator	3	\$16,380	Salary based on 15 hrs/wk at \$21/hr
Park & Buildings Manager	3	\$23.00/hr	
Highway Clerk	3	\$20/hr	
Dog Control Officer (DCO)	3	\$4,140	
Park & Buildings Superintendent	4	\$18.50/hr	
Deputy Court Clerk	4	\$18.00/hr	
Assistant Camp Director (seasonal)	4	\$21.00/hr	Add .50¢ for each year worked @ program up to \$22.50/hr cap
Planning/Zoning Clerk	4	\$18.50/hr	
Assessor Clerk	4	\$18.00/hr	
Park & Buildings Maintenance Staff	5	\$17.00/hr	
SYP Staff **(seasonal)			
Counselors	5	\$15.00/hr	Add .50¢ for each approved certification and .50¢ for each year worked @ program up to \$20.50/hr cap
Counselors-in-Training (CITs)	X	\$12.00/hr	

2. Elected Officials: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Supervisor	1	\$42,933	35 hrs/wk @ \$28.73/hr; there is an additional \$9,354 in the budget for budget officer to get to the 35 hrs/wk (can be held by Supervisor or separate individual appointed by Supervisor)
Town Board – As a whole	1	\$16,480	\$4,120 each
Highway Superintendent	1	\$77,318	Full time, working highway superintendent
Town Clerk	2	\$45,027	35 hrs/wk @ \$24.74/hr
Judges	2	\$11,259 ea	Do not apply COLA to these positions until the starting salary is in line with other level 2 positions who work a similar amount of annual hours
Tax Collector	3	\$10,812	Do not apply COLA to these positions until the starting salary is in line with other level 3 positions who work a similar amount of annual hours
Town Board Individually	5	\$4,120 ea	

Adjustments to rates:

- Starting rates will be evaluated at least every three (3) years and adjusted as needed.
- Adjustments to only one position will be made only when appropriate based on changes in duties for the position.
- All positions should be adjusted as needed and re-evaluations of the long-term program will be done to preserve the plan.
- If cost-of-living adjustments (Cola) are applied, the compensation base rates and established ranges will be adjusted accordingly (base rates and cap rates will be adjusted at the same rate as the cola).

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that this Performance Management Policy (formerly Compensation Policy) is adopted by the Town. Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Scout Metzler	Aye

Supervisor Tistrya Houghtling	Aye
Councilmember Joanne Amlaw	Aye
Councilmember Craig Skerkis	Nay

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: August 12, 2025
Marcie Robertson
New Lebanon Town Clerk

Issue RFP for Ongoing Landfill Monitoring After Closure:

Supervisor Houghtling stated, they received \$625,000 under prior Supervisor Mike Benson to pay for the 30 year monitoring that is required once the landfill is closed. Supervisor Houghtling stated, the landfill should be finished by September or October. In their last meeting, the recommendation is for the town to go out for an RFP for the ongoing monitoring.

A motion was made by Councilmember Skerkis, seconded by Councilmember Metzler, and approved unanimously to go out for an RFP on the ongoing landfill monitoring with proposal due by 4:00pm on September 4th, 2025.

Special Event Application to TB from Darrow School:

Supervisor Houghtling stated, Darrow School is having an event in October. The Town’s Special Event law states that if you expect under 500 people to be in attendance, you go through Jeff Hattat, CEO in the Building Department. If you expect over 500 people to be in attendance, the application will go through the Town Clerk’s office and the Town Board for review. Darrow School reported today that they will not have anywhere near 500 people in attendance for the event. This is not a school event. The school is renting their property to a group that is putting on the event. Supervisor Houghtling reported, the event will not go over 500 people so this will go back to the Building Department.

Tilden Commons:

Supervisor Houghtling stated, the Tilden Commons is an application in front of the Planning Board. The Planning Board intends to be the lead agency for SEQRA which is always true of a Planning Board application. They originally did not include the Town Board as a potential interested party. When the Planning Board sent out their notices they did not include the Town Board. There was discussion of a PILOT so the Planning Board needed to include the Town Board. The Planning Board Clerk and the attorney for the project contacted the Town Board and are asking the Town Board to vote on consenting to the Planning Board serving as lead agency under Article 8 of the Environmental

Conservation Law in connection with Tilden Commons. If a PILOT does come up, the Town Board would like to be involved in that discussion.

**TOWN OF NEW LEBANON
RESOLUTION #25, 2025
RESOLUTION Consenting to the Town of New Lebanon Planning Board Serving as Lead Agency Under Article 8 of the Environmental Conservation Law in Connection with the Tilden Commons Proposed by Tilden Project, LLC
August 12, 2025**

At the Regular Monthly 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 12th day of August 2025, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Powers

Resolution Consenting to the Town of New Lebanon Planning Board Serving as Lead Agency Under Article 8 of the Environmental Conservation Law in Connection with the Tilden Commons Proposed by Tilden Project, LLC

WHEREAS, Tilden Project LLC (Applicant) has submitted an application (Application) to the Town of New Lebanon Planning Board (Planning Board) in connection with its efforts to develop the Tilden Commons project (the Project) at 538 Route 20 New Lebanon, New York 12125 (Tax Map ID 19.2-1-69) (Property) in the Town of New Lebanon, New York (Town), a copy of which Application, including the Full Environmental Assessment Form (FEAF Part D), is on file at the Town Hall and on the Town’s website; and,

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law (SEQRA) and its implementing regulations, the Planning Board has indicated its intent to serve as Lead Agency with respect to the environmental review of the Project pursuant to SEQRA; and

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Town Board hereby consents to the Planning Board serving as Lead Agency with respect to the environmental review of the Project pursuant to SEQRA.
2. The Town Clerk is hereby directed to notify the Planning Board of the consent by the Town Board that the Planning Board serve as Lead Agency with respect to the Project.

3. This Resolution shall take effect immediately.

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

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Scout Metzler	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Joanne Amlaw	Aye
Councilmember Craig Skerkis	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: August 12, 2025

Marcie Robertson

New Lebanon Town Clerk

ANNOUNCEMENTS:

SEPTEMBER:

Tuesday, September 9th, 2025 at 5:45pm – Public Hearing – Telecommunications Law

Tuesday, September 9th, 2025 at 6:00pm – Regular Monthly Meeting

PRIVILEGE OF THE FLOOR:

In addition to an in-person privilege of the floor, Supervisor Houghtling will read all comments, questions and concerns emailed to supervisor@townofnewlebanon.com during the meeting.

Susan Tipograph: Susan spoke regarding Councilmember Metzler’s appointment. Suggested having the attorney write something that regular people can understand on what the law is regarding the appointment term.

Councilmember Skerkis: Craig replied, there is no case law to date on this matter.

Mark Baumli: Mark commented, he agreed with what Susan said and suggested having the Town Attorney come to the next meeting or be available for a conference call.

Mark commented on the sidewalks and the worst place to walk is not up the miracle mile, it is around the corner by the Rte. 20 and Rte. 22 intersection. He suggested extending the sidewalks in that direction.

Margaret Robertson: Meg commented on sidewalks and the dangers of walking along Route 20 and she agreed with Mark on how dangerous the Rte. 20/22 intersection is.

Meg discussed the Town Board vacancy and her past experience with this situation.

Darla Dobert: Darla commented, she also likes Mark's idea of having the town attorney present to explain this law regarding Councilmember Metzler's appointment. She also suggested having the Board of Elections. She is not in favor of leaving the seat vacant from November 5th through the end of the year.

Darla spoke regarding the employee evaluations and when she was the Deputy Town Clerk there were no job evaluations. She talked about prior raises.

Councilmember Skerkis: Craig replied, his concern with the merit raises and the evaluation system based on the chart, you have people evaluating others and it just does not make sense to him. He would refer to them as longevity raises on top of the COLA that is decided upon.

Supervisor Houghtling: Tistrya replied, that is what used to happen before the evaluation based raise. When she worked in the Court, one department head would come and advocate for their employee and other department heads would not be at the budget workshops to advocate for theirs. She further elaborated on raises and the policy.

Councilmember Amlaw: Joanne stated, when she became a liaison her role was to evaluate the SYP shortly after she got on the board and the program had not started yet. It is not easy to evaluate someone when you are not with them on a daily basis to observe their work quality. Joanne also discussed the level ratings for the positions.

Supervisor Houghtling: Tistrya replied, only the Justices and the Tax Collector did not get COLA's based on the hours worked as reported on retirement calendar because their hourly rates were so high.

Councilmember Skerkis: Craig stated, his recommendation is to give COLA's across the board and longevity raises based on number of years worked.

Supervisor Houghtling: Tistrya responded, every single employee that replied was not in favor of eliminating the evaluations. Hearing from almost all of the employees.

Margaret Robertson: Meg asked if the landfill is going to be re-landscaped and trees planted. Supervisor Houghtling responded, with grass, not trees. The roots of the trees could eat through the membrane. Meg asked what will happen with the County's deposit of tires. Supervisor Houghtling responded, DEC is requiring all tires and tire pieces to be removed from the site.

Mr. Muadin: (Online) Mr. Muadin spoke regarding the Telecommunications Code revisions and he is requesting to receive a copy of the revised Telecommunications Code along with a breakdown of the changes that have been made at least 2 weeks in advance of the scheduled Public Hearing.

Mr. Muadin spoke regarding the Town Board and as a taxpayer he wants a full five person board.

Mr. Muadin spoke regarding the Tilden Commons Project and the board's decision to give over its authority on the environmental review to the Planning Board. He mentioned in the committee reports he noted that the Planning Board is working with the CAC on the environmental review. He had further comments regarding the CAC and their training.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 7:34pm. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Metzler -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk