

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JUNE 11, 2024**

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

Recording Secretary: Marsha (Marcie) Robertson, Town Clerk

Others Present: Sharon Powers, IT Website Support, BEDC & QOL Com. Member
Peg Munves, CAC Co-Chair
Margaret Robertson, Historic Railroad Comm. Member
Peter McCagg, Highway Superintendent (6:15pm)
Ted Salem, ZBA Member & ZRC Chair
Mary Young, NL Rep to CC Office for the Aging & Traffic Safety
Stacey Breads, Playground Design Committee Member
Beth LaGrange, Playground Design Committee Member
Joanne Amlaw, Recreation Commission Member
Joe Ogilvie, Recreation Commission Member
Monte Wasch, Planning Board, Board of Ethics, BEDC, & Shaker Preservation Committee Member
Donald Lamonaca, CAC & ZRC Member
Jim Carroll, Planning Board, & ZRC Com. Member (5:46pm)
Samantha Long, PZ Clerk
Rob Long, SYP Director & Community Center Coordinator
Melba Kurman, Shaker Preservation & Quality of Life Committee Member
Josh Young, Planning Board & Quality of Life Member, BEDC & Shaker Preservation Committee Chair
Mark Baumli, Cemetery of the Evergreens
Doug LaRocque, The Columbia Paper
Members of the Public

CALL TO ORDER:

The regular monthly meeting was called to order at 6:08pm 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:

None at this time.

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of May 31, 2024 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 Tipograph to accept the Supervisor's report for May as typed. 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

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.

Monte Wasch: Monte thanked the Town Board and the Supervisor for starting the ball rolling on the closing of the landfill on Old Post Road. Monte thanked Assembly Member Barrett, Senator Hinchey, and Speaker Heastie for stepping forward and providing the funds needed to close the landfill. Monte spoke on the required closing of the landfill.

Mark Baumli: Mark spoke regarding the ARPA funds that were allocated to the Rail Trail and his concern that there are currently open violations. Mark questioned how many parcels have given permission for the Rail Trail to come on their property.

Supervisor Houghtling read the following privilege of the floor emails:

Hod Lipson: Hod wrote in with his concerns about re-zoning efforts on Darrow Road as a strategy to preserve Shaker buildings.

Mr. Muadin: (Online) Mr. Muadin spoke online regarding the dangers of exposure to cell towers.

CERTIFICATE OF APPRECIATION – JACK NEVERS:

Supervisor Houghtling presented past Town Justice, Jack Nevers with a certificate of appreciation and thanked him for his years of service to the community.

BUDGET AMENDMENT #6 OF 2024:

Supervisor Houghtling stated, at the last meeting, the board approved up to \$59,000 for the feasibility study with the town paying up to \$6,150. \$3,000 from CAC water testing ARPA line and \$3,000 from the BEDC childcare funds and \$150 from contingent. The Town Board account went over \$2.00, put \$100 in there from contingent so there is some money for future Town Board needs. The Board agreed to pay the Assessor the \$3,000 that was allocated for the consultant at the last meeting. Kim thought he would mostly be paid from the 2023 budget as most of the work should have been done by then, so we need to move \$2,100 from contingent into her account to pay this. The highway miscellaneous went over in a .2 so Pete asked that it be transferred from his .4.

General Fund:

\$ 52,850.00	from A-3920 (State Aid – Feasibility Study)
\$ 3,000.00	from A-4900 (ARPA – Revenue Acct.)
\$ 3,000.00	from A-8710.4A (CAC – ARPA Funds)
\$ 2,350.00	from A-1990.4 (Contingent)
\$ 2,100.00	to A-1355.4 (Assessor – Cont. Exp.)
\$ 59,000.00	to A-6410.42 (Feasibility Study – Cont. Exp.)
\$ 100.00	to A-1010.4 (Town Board – Cont. Exp.)

Highway Fund:

\$ 975.00	from DA-5140.4 (Brush & Weeds – Cont. Exp.)
\$ 975.00	to DA-5140.2 (Brush & Weeds - Equipment)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #6 of 2024 as typed. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

AUDIT OF BILLS:

2024 Bills:

General Nos. 214 through 256, in the amount of \$66,745.29; and
Highway Nos. 72 through 90, in the amount of \$109,651.14;

As listed on Abstract No. 6 dated June 11, 2024.

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

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	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 committee have any further updates or action that is needed by the Town Board?

Councilmember Tipograph: Susan thanked all of the committees for their work.

Councilmember Kroboth: Liz thanked Rob on his report on the Community Center.

Councilmember Powers: Steve commended the Recreation Commission for the two events they held on Sunday.

Steve commented that he heard from a new resident that they heard of the good things that the CSC is doing in town and it played a role in them moving to town.

Councilmember Skerkis: Craig updated on the status of getting the old bleachers removed from the park by the ball fields.

Mary Young: Mary reported, the CC Sheriff's Dept. has reset their safety speed limit trailer on County 9. She reported it is no passing from both ways from Wastequip to Webster Hill Road. Mary reported, to be aware that Rensselaer County is doing guardrail replacement, filling potholes on the extension of Route 20. The guardrails on Route 22 in Canaan going south will be fixed or replaced before the end of summer.

Supervisor Houghtling: Tistrya thanked everyone that works and volunteers for the Town.

Councilmember Skerkis: Craig reported on the Trees for Tribes in the park. He stated the CAC will be focusing more on the water testing. He and Joanne Amlaw met with Joe Zema in the park to get his opinions on the plantings in the park.

Craig reported, there are bleachers for the little league that are in need of painting and they will get some volunteers to do that. The same with the cupola.

OLD BUSINESS:

Tennis Court Bathrooms Renovation – Go Out To Bid:

The board discussed going out to bid for the tennis court bathroom renovations. Councilmember Kroboth had prepared a rough list of items needing attention, but felt a more formal bid specification was needed. After discussion, the board decided that some items could be handled by park staff, such as painting, while other work would be bid out including replacement of roof shingles, soffit repairs, and potential door expansion for accessibility.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to go out to bid on the tennis court bathroom renovation with bids due on or before 4:00pm on Friday, July 5th, 2024.

A motion was made by Supervisor Houghtling to authorize Councilmember Kroboth to hire Paul McCreary as needed at his hourly rate for any bid specs that are needed. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:	
Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

Highway Roof – Bids Received:

Supervisor Houghtling waived the reading of the notice, to be entered in the minutes.

**NOTICE TO BIDDERS
SEALING OF HIGHWAY GARAGE ROOF
TOWN OF NEW LEBANON**

NOTICE IS HEREBY GIVEN that the New Lebanon Town Board is seeking sealed bids from Contractors to SEAL THE HIGHWAY GARAGE ROOF at 14755 State Route 22.

The Town Garage roof is (approximately 5100 sq ft) to be sealed with Gaco sealant per manufacturer specs. Also need removal of 8 translucent roof light panels approximately 10 feet in length and replacement with metal roof sheets and removal of 1 unused roof pipe. For more information contact Steve Powers- spowers@townofnewlebanon.com

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

Bids MUST be in a SEALED, PLAIN WHITE ENVELOPE (no logo); marked “HIGHWAY GARAGE ROOF BID;” include a NON-COLLUSIVE BIDDING CERTIFICATION and received in the Office of the Town Clerk at the New Lebanon Town Hall, 14755 Route 22, New Lebanon, New York, no later than 4:00 P.M. ON FRIDAY, JUNE 7TH, 2024. The bids will be opened at the Office of the Town Clerk at 4:00 p.m. on Friday, June 7th. The Town Board reserves the right to accept or reject any or all bids.

Marcie Robertson
Town Clerk
5/17/2024

Councilmember Powers reported they received one bid from Gaco in the amount of \$28,555.12 for the highway roof coating, which would prepare the roof for solar panel installation. The board discussed the warranty terms and the need to confirm that installing solar panels would not void the warranty. The CSC committee would cover approximately half the cost from grant funds they had accumulated over the years, with the remainder coming from ARPA funds. The roof needs to be sealed regardless of solar installation, and this work would help secure an additional \$250,000 in NYSERDA funding.

A motion was made by Councilmember Kroboth to accept the bid of \$28,555.12, pending written confirmation that solar panel installation will not void the warranty. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

Excavator – Bids Received:

Supervisor Houghtling waived the reading of the notice to be entered in the minutes.

NOTICE TO BIDDERS
HIGHWAY DEPARTMENT
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA

NOTICE IS HEREBY GIVEN that the TOWN OF NEW LEBANON HIGHWAY DEPARTMENT is seeking sealed bids for one (1) **used mini-excavator** with the following specifications:

500 hours or less; 10,000lb machine, a hydraulic thumb; both grading and digging buckets; a progressive 3 stage pump hydraulic system; a hydraulic quick coupler – pin grabber style; an

enclosed cab with heat and A/C; cylinder rod guards; and a zero-tail swing.

NOTICE IS HEREBY GIVEN that the TOWN OF NEW LEBANON HIGHWAY DEPARTMENT is seeking sealed bids for one (1) **used 2015 or newer 12,500 GVW equipment trailer** with a toolbox in the tongue of the trailer, and full width ramps with spring assist.

Bids MUST be in a SEALED, PLAIN WHITE ENVELOPE (no logo); marked "EXCAVATOR/TRAILER BID;" include a NON-COLLUSIVE BIDDING CERTIFICATION and received in the office of the Town Clerk at the New Lebanon Town Hall, 14755 Route 22, New Lebanon, NY, no later than 4:00PM. on FRIDAY, JUNE, 7TH, 2024.

The bids will be opened at the office of the Town Clerk at 4:00pm. on FRIDAY, JUNE 7TH, 2024. Bids will be reviewed by the Highway Superintendent and the New Lebanon Town Board at the Regular Town Board Meeting at the New Lebanon Town Hall, 14755 State Route 22, New Lebanon, NY at 6:00pm. on June 11th, 2024. The Town Board reserves the right to accept or reject any or all bids.

Peter McCagg
Highway Superintendent
5/16/2024

Supervisor Houghtling reported, they received one bid from PLT for a mini excavator at \$64,800 and a CAM trailer for \$4,950. Supervisor Houghtling explained that while these items were not in the budget, the highway department has sufficient unallocated fund balance of about \$141,000 to cover the purchase. Highway Superintendent McCagg indicated this was the top priority equipment item on his wish list.

A motion was made by Supervisor Houghtling to approve the bid from PLT in the amount of \$64,800 for the excavator and \$4,950 for the CAM trailer. 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

Highway Equipment Wish List:

The board discussed the other items on the Highway Superintendent's equipment wish list, including a chipper (approximately \$126,000) and a roller (\$68,500). Currently the town rents the chipper for \$7,500 per month when needed. Supervisor Houghtling expressed concern about purchasing additional unbudgeted equipment this year but suggested looking at these purchases for next year's budget. Highway Superintendent McCagg noted that

there are over 600 culverts in town that need maintenance, and the equipment would help with this ongoing work. Discussion took place.

Hallway Reconstruction – Re-Visit Conversation:

The board revisited the hallway reconstruction project approved at the previous meeting. Some town employees suggested they would be satisfied with a simpler solution like split doors or transaction windows rather than a full hallway reconstruction. Councilmember Skerkis, as building liaison, will look into pricing for doors with windows for the town clerk, assessor/tax collector, and building department offices.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to undo the motion at the last meeting to go out to bid on hallway reconstruction.

Open Swim Agreement with NLCSD for 24-25 School Year – Slight Amendment:

Supervisor Houghtling reported that the previously approved amount for the open swim program needed a slight adjustment from \$3,834 to \$4,260.

A motion was made by Councilmember Skerkis to approve the amended amount of \$4,260 for the open swim program and authorize the Supervisor to sign the agreement. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

ARPA Draft Budget Review:

Supervisor Houghtling provided an update on the ARPA draft budget. The town has spent \$125,444 of the \$227,717 total funding, leaving \$95,273.22 remaining. She noted several updates, including:

The LVCC does not need any more funds; The Quality of Life Committee does not need the \$15,000 allocated for yoga and Zumba; The BEDC is on track for increasing access to childcare and will provide a written proposal by next month's meeting; The Community Center is at about 25% of its allocated budget through May.

The board held discussion regarding the purchase of the building for a community center.

ZBA Vacancy – term expiring 12/31/2026:

Councilmember Powers recused and left the room for this agenda item.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously, except for Councilmember Powers (who recused and left the room) to appoint Sharon Powers to the ZBA vacancy expiring 12/31/2026.

Councilmember Powers came back into the meeting.

NEW BUSINESS:

Policy Review – SYP ADA Policy, Procedures & Acknowledgement (3), & Procurement Policy:

The board reviewed the Summer Youth Program ADA policies and procedures with no changes recommended.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to mark the summer youth program ADA policy, procedures, and acknowledgment as reviewed with no changes.

The board discussed updating the Procurement Policy thresholds, which have not been changed in many years. Highway Superintendent McCagg requested increasing the discretionary purchase threshold from \$1,000 to \$5,000. The board agreed to have the attorney draft a local law to update these thresholds.

Cameras in Shatford Park:

Supervisor Houghtling announced that John Earl of PC Infinity has offered to install security cameras in Shatford Park at no charge to the town. The installation would be equivalent to a previously received proposal from Doyle for \$8,495.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously to accept the proposal from PC Infinity to install cameras in the park free of charge.

Judge Vacancy – Next Steps:

Following Judge Nevers' resignation, the board discussed options for filling the vacancy. They decided to request the Office of Court Administration appoint someone to the vacancy rather than having the Town Board make the appointment.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously for the Town Board to request the Office of Court Administration appoint to the Judge vacancy.

The board also discussed the possibility of reducing the number of town judges from two to one, noting that court dockets have decreased significantly. Supervisor Houghtling will research the process and report back.

Annual Highway Bids – Fuel, Calcium Chloride, Equipment, & Tree Work:

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to go out to bid for fuel, liquid calcium chloride, equipment rental with operator, and tree work with bids due on or before 4:-00pm on July 5th, 2024.

Hazard Mitigation Plan Recommendations:

Councilmember Powers explained that every five years the county and town must update their hazard mitigation plans with FEMA. The town is working with Cornell graduate students who have identified six potential areas to address:

Community engagement and education programs; Park Creek erosion; Backup generators for critical facilities; Establishment of a New Lebanon Office of Emergency Management; Updating flood maps (currently using maps from 1985); Culvert and dam assessments.

A public presentation is scheduled for July 1st at 5pm in Shatford Park.

Proposals from Cornell Cooperative Extension RE Emergency Preparedness and Culverts & Dams:

Councilmember Powers presented proposals from Cornell Cooperative Extension to prepare social media emergency preparedness materials and conduct culvert assessments. The maximum cost to the town would be \$2,500 for culvert assessment and \$1,500 for education materials, which could be covered through in-kind volunteer hours from the CSC.

A motion was made by Councilmember Tipograph, seconded by Councilmember Kroboth, and approved unanimously to authorize Supervisor Houghtling and Highway Superintendent McCagg to sign the letters supporting the grant applications.

ANNOUNCEMENTS:

JUNE:

Thursday, June 13 ~ FREE Community Dinner @ 6:00 pm at Community Center

Thursday, June 20 ~ FREE Bingo @ 2:00 pm at Community Center w/prizes

Saturday, June 22 ~ FREE Ice Cream Social @ 6:00 pm at Community Center

JULY:

Tuesday, July 9 ~ Regular Monthly Meeting @ 6:00 pm at Town Hall

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.

Peg Munves: Peg thanked the board for their work and asked about containment methods for sandblasting the highway garage roof.

Monte Wasch: Monte spoke as a trustee of the Lebanon Valley Community Corporation, thanked members of the public who contributed to the camp program to help families in financial need and encouraged additional donations.

Joanne Amlaw: Joanne asked about the pool heater at the high school, a culvert at the park entrance that appeared to have issues, and little league buildings.

Mark Baumli: Mark suggested considering ground-mounted solar panels instead of roof-mounted ones and expressed concern about reducing the number of town judges, noting the need for backup if one judge is unavailable.

Meg Robertson: Meg suggested looking into coordination with Canaan if the town decides to reduce to one judge.

Peter McCagg: Pete noted that rental fees for a chipper over time would eventually equal the purchase price, and suggesting the town consider bonding for the equipment.

Mr. Muadin: (Online): Mr. Muadin commended the board for seeking professional advice regarding the Judge vacancy and suggested the town consider maintaining two judges.

Supervisor Houghtling: Tistrya announced that the new Tourism Brochure has arrived. It was updated by the Outreach & Marketing Committee.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 7:52pm. The motion was seconded by Councilmember Kroboth.

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