

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON JULY 9, 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  
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  
Monte Wasch, Planning Board, Board of Ethics, BEDC, & Shaker Preservation Committee Member  
Joanna Ezinga, Recreation Commission Member  
Jim Carroll, Planning Board & ZRC Member  
Elizabeth Brutsch, Planning Board Chair & ZRC Member  
Sarah Conly, NL Rep to CC Off for the Aging  
Steve Houghtling, LVPA Fire Chief  
Ed Godfroy, NL Rep to Emergency Mgmt & LVPA President  
Chris Dreyfus, MOW  
Steve Pause, Shaker Preservation Committee Member  
Carol Reichert, Shaker Preservation Committee Member  
Norman Rasmussen, Deputy Town Supervisor  
Mark Baumli, Cemetery of the Evergreens  
Bruce Shenker, NL Rep to CC Env Mgt Council  
Adelia Moore, CSC Member  
Andrew Vadnais, Shaker Preservation Committee Member  
Abbie Shoobs, Recreation Commission Chair (6:15pm)  
Tony Murad, ZBA Chair & ZRC Member (6:55pm)  
Paul McCreary, Engineer  
Doug LaRocque, The Columbia Paper  
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](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 **December 12, 2023 Regular Monthly Meeting, December 28, 2023 Year End Meeting, April 9, 2024 Regular Monthly Meeting, April 30, 2024 Special Meeting (Splash Pad Bids), May 3, 2024 Special Meeting (Court Clerk & Deputy Court Clerk), June 11, 2024 Special Meeting (Rail Trail ARPA & ZBA Int.), and June 20, 2024 Special Meeting (SYP staffing)** of the Town Board were reviewed.

Supervisor Houghtling stated, the two December sets of minutes came out before the agenda, the remaining five sets were sent out the night before the meeting, she did not have time to review them but thinks other board members did.

A motion was made by Councilmember Tipograph, seconded by Councilmember Powers, and approved unanimously except for Supervisor Houghtling who abstained to approve the seven sets of minutes as typed.

**FINANCIAL:**

***Supervisor's Report:***

The Supervisor's Report as of June 30, 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 June as typed. 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

**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](mailto:supervisor@townofnewlebanon.com) during the meeting.

**Erminia Rasmussen:** Erminia expressed her support of the sidewalk project.

**Monte Wasch:** Monte expressed his support of the sidewalk project.

**Norman Rasmussen:** Norman expressed his support of the sidewalk project and his opinion on the issue of accepting grant funds.

**Irene Hanna:** Irene expressed her support of the sidewalk project.

**Vivian Steinberg:** Vivian expressed her support of the sidewalk project.

**Josh Young:** Josh expressed his support of the sidewalk project.

**Adelia Moore for Tom Gerety (unable to attend):** Adelia expressed Tom's support of the sidewalk project.

**Adelia Moore:** Adelia expressed her support of the sidewalk project.

**Michael Deegan:** Michael expressed his support of the sidewalk project, and concern for late minutes.

**Ronnie Herman:** Ronnie expressed her support of the sidewalk project.

**Mark Baumli:** Mark raised concerns about the town board potentially violating open meeting laws during a recent executive session regarding ARPA funding for the rail trail. He questioned whether the town could legally give ARPA funding to an entity with an open violation file. Supervisor Houghtling and Councilmember Tipograph responded that the issue would be addressed after consulting with the Association of Towns.

**Andy Vadnais:** Andy expressed his support of the sidewalk project.

**Matthew Fairbank:** Matthew expressed his support of the sidewalk project.

**Abbie Shoobs:** Abbie expressed her family's support of the sidewalk project.

**Joanna Ezinga:** Joanna expressed her support of the sidewalk project.

**Tara Jacobson:** Tara expressed her support of the sidewalk project.

**Steve Pause:** Steve expressed his support of the sidewalk project.

**Judy Zimmer:** Judy expressed her support of the sidewalk project.

**Carolyn Dehner:** Carolyn expressed her support of the sidewalk project.

**Pete McCagg:** Pete asked a question about the park program and assistant counselor eligibility regarding children in the program.

**Mr. Muadin:** Mr. Muadin expressed concerns about the telecommunications code being prepared for New Lebanon, particularly regarding macro cell tower placement and setback requirements.

**Supervisor Houghtling** read the following emails for privilege of the floor:

**Bob & Rae Gilson:** emailed expressing their support of the sidewalk project and the acceptance of grant funds for the project.

**Peg Munves:** emailed expressing her support of the sidewalk project.

**Ben Radcliff & Kate Reynolds:** emailed expressing their support of the sidewalk project.

**Meghan Knoll:** emailed expressing her support of the sidewalk project.

**Steffie Woolhandler:** emailed expressing her support of the sidewalk project.

**Rich Donato & Christa Huth:** emailed expressing their support of the sidewalk project and the acceptance of grant funds to do so.

**Liz Leone:** emailed expressing her support of the sidewalk project.

**Lorie Krane:** emailed expressing her support of the sidewalk project.

**Britt Buckenroth:** emailed expressing her support of the sidewalk project.

**Jerry Bernstein:** emailed expressing his and his wife's support of the sidewalk project.

**Adele & George Wailand:** emailed expressing their support of the sidewalk project.

**Jean-Georges Perrin:** emailed expressing his support of the sidewalk project.

**Sasha Bush:** emailed expressing his support of the sidewalk project.

**Phoebe Young:** emailed expressing her support of the sidewalk project.

**Jim Shapiro:** emailed expressing his support of the sidewalk project.

**Rosanna & Joe Perna:** emailed expressing their support of the sidewalk project.

**Abigail & Cary Miller:** emailed expressing their support of the sidewalk project.

**Deb Gordon:** emailed expressing her support of the sidewalk project.

**Marcangelo Puccio:** emailed expressing his support of the sidewalk project.

**JoAnna Phillips:** emailed with many questions and concerns; tax warrant, sidewalks, affordable housing, water treatment, landfill, Rail Trail, state law vs. town law on public votes, and how to go about getting answers to questions.

**Supervisor Houghtling:** responded that anyone can email her or the board with their questions.

**Becky Segal:** emailed expressing her support of the sidewalk project.

**Chris Dreyfus:** emailed expressing her support of the sidewalk project.

**Lynn Ciccone:** emailed expressing that she does **not** support the sidewalk project.

**Nina Keller & Rich Adago:** emailed expressing their support of the sidewalk project.

**Joel & Chris Besemer:** emailed expressing that they do **not** support the sidewalk project.

**Joe Ogilive & Family:** emailed expressing their family's support of the sidewalk project.

**Councilmember Kroboth** addressed a concern raised about minutes being late, explaining that the Town Clerk has been managing a heavy workload with training a new deputy, numerous FOIL requests, and a death in her family. She noted they had learned that minutes could be more abbreviated, which was helping the clerk catch up. Town Clerk Robertson also explained she provides support to many departments and new staff members.

#### **CERTIFICATE OF APPRECIATION – DANIEL LYNCH:**

The Town Board presented a certificate of appreciation to Daniel Lynch, who has been volunteering with Meals on Wheels since 2018 and is now retiring.

#### **HIGHWAY 284 AGREEMENT AMENDMENT:**

Highway Superintendent McCagg explained the need to amend the Highway 284 agreement, as they had gone over budget by approximately \$60,000 on Cemetery Road. This amendment was necessary before the related bills could be paid.

A motion was made by Supervisor Houghtling to approve the amended Highway 284 agreement. 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

**BUDGET AMENDMENT #7 OF 2024:**

Supervisor Houghtling explained, General Fund: Adding funds for street lighting (overage cause under investigation) and bringing in landfill closure revenues of \$500,000, with \$400,000 allocated for engineering fees and \$100,000 for attorney fees.

Highway Fund: Increasing CHIPS revenue/expenditure to match actual amounts and allocating funds for the excavator purchase from highway fund balance.

**General Fund:**

\$ 500,000.00	from A-5031 (Interfund Revenue – Landfill Closure)
\$ 289.00	from A-1990.4 (Contingent)
\$ 289.00	to A-5182.4 (Street Lighting – Cont. Exp.)
\$ 400,000.00	to A-8161.4 (Landfill Closure – Cont. Exp.)
\$ 100,000.00	to A-8161.41 (Landfill Closure – Atty. Fees)

**Highway Fund:**

\$ 15,796.00	from DA-3505.1 (CHIPS – PAVE NY)
\$ 49,309.00	from DA-3505.3 (CHIPS – PAVE Our Potholes)
\$ 49,148.00	from DA-3501 (CHIPS)
\$ 69,750.00	from DA-003917 (Appropriated Fund Balance)
\$ 270.00	from DA-5140.4 (Brush & Weeds – Cont. Exp.)
\$ 15,796.00	to DA-5112.21 (CHIPS – PAVE NY)
\$ 49,309.00	to DA-5112.23 (CHIPS – PAVE Our Potholes)
\$ 49,148.00	to DA-5112.2c (CHIPS – Reimbursable)
\$ 69,750.00	to DA-5130.2 (Machinery: Equipment - Excavator)
\$ 270.00	to DA-5140.2 (Brush & Weeds – Equipment)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #7 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:**

Supervisor Houghtling noted two changes to the bills: removing a Doyle invoice, voucher #273 in the amount of \$1,274.12 requiring correction and adding a Cloud Permit invoice,

making it voucher #273 in the amount of \$5,000 that needed immediate payment.

**2024 Bills:**

General Nos. 257 through 311, in the amount of \$54,106.81; and  
Highway Nos. 91 through 109, in the amount of \$345,854.20;  
As listed on Abstract No. 7 dated July 9, 2024.

A motion was made by Supervisor Houghtling to pay the bills as amended. 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 Skerkis:** Craig provided an update on park matters, including:

Working with John Earl on cameras for the park; progress on the bleachers; Cleanup behind the tennis court bathrooms completed; the summer youth program had started on July 1<sup>st</sup>; and the pavilion sink had been unclogged.

**OLD BUSINESS:**

***Update from Mt. Lebanon Historic District Working Group:***

Merrill Hesch, representing the Shaker Preservation Committee and Zoning Rewrite Committee work group, provided a detailed update on their progress since March. The group has been working on four key components for the district:

- Identifying responsible and compatible uses - they identified 16 new uses while removing hospital and commercial excavation, and specifically avoiding industrial uses
- Drawing the district boundaries - starting with the NHL designation area with possible expansion to the west and south
- Creating a three-tier system with design standards based on sound preservation practices
- Implementation through the Planning Board's existing site review process

Merrill explained that the group created a new use category called "artisanal assembly and fabrication" that would be compatible with Shaker traditions. The proposed district would have a three-tiered structure with different lot sizes and building requirements for each tier.

Councilmember Skerkis expressed concern about ensuring building owners reinvest in preservation.

Supervisor Houghtling emphasized the importance of getting input from affected property owners and holding multiple public sessions before making final decisions, noting that not all neighbors were supportive of the proposal.

***Tennis Court Bathrooms Renovation – Bids Received:***

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

**NOTICE TO BIDDERS  
SHATFORD PARK BATHROOM REPAIRS  
TOWN OF NEW LEBANON  
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for the REPAIRS TO THE TENNIS COURT BATHROOMS at Shatford Park, the Town's Municipal Public Park. The Town of New Lebanon invites sealed proposals for the repair and safety improvements for the existing splash pad. The construction will consist of removal of the existing roof shingles and replacement with ice & water shield roof underlayment and 25 year, 3 tab, charcoal colored, architectural shingles; removal of rotted roof soffits and trim and replacement with material to match existing; prime and paint all roof soffits and trim white; removal of bathroom stalls and filling holes in walls and floor with mortar; and electrical and lighting upgrades. An alternate bid item will include removal of one bathroom entry door, widen entry door opening, install new entry door with all related hardware; remove wooden "screening" at doorway and grade entrance for handicap accessibility.

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.

As a Municipal Project, New York State Department of Labor Prevailing Wage Rates apply. This project is exempt from Wicks Law.

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, July 5, 2024, at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on July 9, 2024, 6:00 PM, at the regular Meeting of the New Lebanon Town Board at 14755 Route 22, New Lebanon, NY 12125.

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 on or after June 21, 2024.



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 6/14/2024

Supervisor Houghtling reported, no bids were received by the deadline, though one local bidder had misunderstood the due date. The board discussed whether to wait a month or schedule a special meeting for new bids.

A motion was made by Councilmember Skerkis, seconded by Councilmember Tipograph, and approved unanimously to go back out to bid for the tennis court bathrooms with bids due on or before on August 2<sup>nd</sup>, 2024 by 2:00pm.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to schedule a Special Meeting for August 2<sup>nd</sup>, 2024 at 4:00pm to consider bids received.

***Highway Equipment, Fuel, & Calcium Chloride – Bids Received:***

Supervisor Houghtling waived the reading of the notices, to be entered into minutes.

**Highway Equipment:**

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 the following equipment for hire from 8/1/2024 through 7/31/2025:

1. Bulldozer, 8 to 10 ton – 70 or more horsepower  
Hourly with operator & hourly without operator  
Please include year and make in the bid.
2. Excavator – 14 to 16 ton – 70 or more horsepower  
Hourly with operator & hourly without operator Please  
include year and make in the bid.

3. Dump truck – 10 wheeler or tri-axle

Hourly rates

Please state whether the bid is for a 10 wheeler or a tri-axle  
Please include year and make in the bid.

4. Mini excavator

Hourly with operator & hourly without operator  
Please include year and make in the bid.

5. Mini Track Loader

Hourly with operator & hourly without operator  
Please include year and make in the bid.

Bids **MUST** be in a **SEALED, PLAIN WHITE ENVELOPE (no logo)**; marked **“BID”**; and received in the office of the New Lebanon Town Clerk at the Town Hall, 14755 Route 22, New Lebanon, New York, no later than 4:00 p.m. on Friday, July 5th, 2024. All bids must include a *Non-Collusive Bidding Certificate*. The bids will be opened at the Office of the Town Clerk on Friday, July 5th, 2024 at 4:00 p.m. Bids will be considered at the regular monthly Town Board meeting to be held on Tuesday, July 9th, 2024 at 6:00 p.m. at the New Lebanon Town Hall at 14755 Route 22, New Lebanon, New York.

The Town Board reserves the right to reject or accept all bids.

Peter McCagg  
Highway Superintendent  
6/12/2024

**Fuel:**

**NOTICE TO BIDDERS  
TOWN OF NEW LEBANON  
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the TOWN OF NEW LEBANON is seeking bids for the following items for use by the NEW LEBANON HIGHWAY GARAGE and the NEW LEBANON TOWN HALL FROM 8/1/2024 through 7/31/2025:

**LOW SULFUR HEATING FUEL (Number 2 Heating Fuel)** – Delivered to the Town Hall and Town Highway Garage for heating,

**LOW SULFUR DIESEL FUEL** – Delivered to the Town Highway Garage, and

**KEROSENE** – Delivered to the Town Highway Garage as needed (will call) to fill three 55 Gallon drums that the Highway Superintendent will put outside of the garage when they need kerosene delivered.

Bidder must guarantee to deliver fuel products at such times and places, and in such quantities, as may be ordered by the Town Highway Superintendent or other Town personnel. Failure on the part of the contractor to make timely deliveries of fuel products upon requisition of the Town may be regarded, at the option of the Town of New Lebanon, as a forfeiture of this contract upon the part of the bidder.

**Bids are to be presented as a FIXED ADD to the posted gross rack price at the port of Albany, or the port of Rensselaer at noon on Monday, July 1, 2024.**

**Proof of posted rack price for any invoice/bill must be made available upon request of the Town Board.**

The **FIXED ADD** will remain constant and will be added to the same terminals gross rack price as originally bid on the date of each delivery. Use of an alternate rack price will be allowed if it results in a lower net price for the Town, in which case documentation will be required for the original terminals gross rack pricing, as well as the alternate terminals rack price. An Alternate Fixed Price per Gallon Bid (*good through 7/31/2025*) may be submitted for each of the fuel items.

Sealed bids (*on the form provided by the Town of New Lebanon*) must be in plain envelopes, clearly labeled only with the item being bid, and must include a "Non-Collusive Bidding Certificate." Bids must be 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 pm on Friday, July 5th, 2024. Electronic and faxed bids will not be accepted.

Bids will be opened at the Office of the Town Clerk on Friday, July 5th, 2024 at 4:00 pm and they will be considered by the Town Board at the Regular Monthly Meeting at the New Lebanon Town Hall at 6:00 p.m. on Tuesday, July 9th, 2024. The Town Board reserves the right to reject or accept all bids.

Marcie Robertson  
New Lebanon Town Clerk  
6/12/2024

**Calcium Chloride:**

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 bids for liquid calcium to be applied to town roads from 8/1/2024 through 7/31/2025.

**Bids must be submitted on the bid form provided by the town.** Bids must include the percentage (%) of calcium and the percentage (%) of water. Bids must be

in a PLAIN ENVELOPE and labeled only with the item being bid and must include a “Non-Collusion Bidding Certificate.”

Bids must be received in the office of the Town Clerk at the New Lebanon Town Hall, 14755 Route 22 North, New Lebanon, New York, no later than 4:00 pm on Friday, July 5th, 2024. Bids will be opened at the Office of the Town Clerk at 4:00 pm on Friday, July 5th, 2024 and will be considered by the Town Board at the Regular Monthly Meeting at the New Lebanon Town Hall at 6:00 p.m. on Tuesday, July 9th, 2024. The Town Board reserves the right to reject or accept all bids.

Peter McCagg  
Highway Superintendent  
6/12/2024

**Tree Work:**

**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 have a log truck, a crane with operator, a chipper (15” minimum), and tree climbing abilities. The bidder must be able to communicate and work with NYSEG.

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

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

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, July 5, 2024, at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on July 9, 2024, 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 6/14/2024

Supervisor Houghtling reported, one bid was received for tree work ranging from \$85 to \$250 per hour depending on equipment and work needed. One bid was received for each of the following services: heating fuel received from John Ray and Sons, calcium chloride from Peckham Materials, Equipment from D&J, and trucking of materials from J. Bergeron.

A motion was made by Supervisor Houghtling to accept all bids received for tree work, fuel, calcium chloride, and equipment. 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

***Update on New Office Doors:***

Councilmember Skerkis provided an update on the Dutch doors for town offices. Solid doors would cost approximately \$1,200 each, while doors with windows would cost about \$2,500 each. He recommended the solid doors as more cost-effective for the three needed locations.

Supervisor Houghtling requested actual quotes for the next meeting and reminded the board to follow proper procurement procedures. Tabled for now.

***ARPA Draft Budget Review:***

Supervisor Houghtling reported, that the Business and Economic Development Committee had released the \$8,500 allocated for child care to be used for other purposes. She agreed to update the ARPA spreadsheet for the August meeting to show available funds for reallocation.

***Town Justices – Continue Conversation of 1 Justice or 2 Justices:***

Councilmember Tipograph noted she had begun researching the topic by speaking with people involved in the court system to gather information for the next meeting. Tabled for now.

***Introduction of Introductory Local Law #2 – Procurement Policy***

***Amendment:***

A motion was made by Supervisor Houghtling to introduce Introductory Local Law #2 of 2024 regarding the procurement policy and to schedule a public hearing for 5:55 PM on Tuesday, August 13<sup>th</sup>, 2024. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

***NYS DOT Response to TB Request for Speed Study on Route 20:***

Supervisor Houghtling reported, the DOT had denied the town's request for a speed study on Route 20 near Lebanon Valley Speedway, both during regular times and during racing events. DOT indicated they would not lower the speed limit or make changes to existing conditions. The Board noted that after a fatal accident involving two pedestrians, a crosswalk had been painted and a no-passing zone created, but further safety improvements were needed.

***Request for Town to Takeover Old Ghost Road:***

Supervisor Houghtling explained that for the town to take over Old Ghost Road, both the Highway Superintendent and Town Board must agree. Highway Superintendent McCagg had determined that some work needed to be done on the road, and discussions had been ongoing with the developers, Tony Murad and Rick McCarthy.

Highway Superintendent McCagg requested \$20,000 for future materials needed to add 4 inches of top material to the road. The developer initially felt the road was already in good condition, but ultimately agreed to provide the funds.

Further discussion took place with Paul McCreary, Highway Superintendent McCagg, Tony Murad, and the board.

After substantial discussion about road conditions and the funding mechanism, the board agreed to move forward with the attorney drafting an agreement.

A motion was made by Supervisor Houghtling to authorize Highway Superintendent McCagg and Engineer Paul McCreary to work with Attorney Tingley and the developer team to draft an agreement for the takeover of Old Ghost Road. 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

***Landfill Update and Next Steps:***

Supervisor Houghtling clarified that the town had secured \$1 million from the State Senate and \$1.5 million from the State Assembly for a total of \$2.5 million for the landfill closure. The Assembly funding is contingent on the town having ownership of the property, which needs to be subdivided from the larger parcel. The attorney has recommended steps to acquire the property through donation.

A motion was made by Councilmember Tipograph to authorize Supervisor Houghtling and Councilmember Powers to work with the attorneys and all involved parties to acquire ownership of the property, with expenses not to exceed \$7,500. 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 question was raised about the existing \$625,000 in escrow. Supervisor Houghtling explained these funds are specifically for the 30 years of post-closure monitoring and cannot be used for the closure itself.

**NEW BUSINESS:**

***Policy Review – Data Breach Notification Policy, Pavilion Fee Waiver Policy, & Investment Policy:***

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously to mark the Data Breach Notification Policy, Pavilion Fee Waiver Policy, and Investment Policy as reviewed with no changes

***Solar Panels, Heat Pumps & Electrical for Highway Garage – Go Out to Bid:***

Councilmember Powers explained that NYSERDA had approved the town's \$175,000 grant for solar panels, heat pumps, and electrical upgrades for the highway garage. He requested authorization to go out to bid with approval planned for the August 2nd special meeting.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to go out to bid for solar panels, heat pumps, and electrical for the highway garage, to be advertised in both the Columbia Paper and the Register Star, with bids due by 2:00pm on August 2<sup>nd</sup>, 2024 and a special meeting to consider the bids at 4:00pm on August 2<sup>nd</sup>, 2024.

***Letter of Interest to Join Mt. Lebanon Historic District Working Group:***

Supervisor Houghtling reported, the board received a letter of interest from Mark Walcroft to join the Shaker Preservation Committee. It was clarified that although the committee was already at capacity, this was a special request from the Abode to have representation.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to appoint Mark Walcroft to the Shaker Preservation Committee.

***Community Center Evaluation:***

Supervisor Houghtling presented an evaluation of the potential community center, analyzing expenses, revenues, and community benefits to help the board decide whether to purchase the building from the LVPA.

Engineer Paul McCreary provided an update on the building's condition, noting it was in good shape but identified two issues: possible asbestos tiles in the front room and the need for a public water supply certification if the kitchen would be used for cooking.

Estimated annual expenses included:

- Community Center Coordinator (\$10,400)
- Operating expenses (\$20,000)
- Programming expenses (\$5,000)
- Insurance (\$550)
- Purchase price (unknown, pending LVPA appraisal)

Potential revenues included:

- Sheriff's Office rental (\$6,500)
- Facility rentals (\$7,200)
- Potential savings of \$2,400 on senior meeting space

The net annual cost would be approximately \$20,000 (\$1,600 per month).

Supervisor Houghtling noted that using \$125,000 of upcoming NYSERDA funding for energy upgrades to the building would increase its value and decrease operating costs.

Community benefits would include:

- Meeting space for seniors
- Expanded hours for the Free Store
- Indoor space for summer camp during inclement weather
- Increased Sheriff presence
- Warming/cooling station during emergencies
- Recreation space for community events
- Potential commercial kitchen for local businesses
- Space for expanded community programming

Ed Godfroy from the LVPA stated that their board had voted to negotiate with the town on the sale but preferred not to discuss pricing in a public forum. Supervisor Houghtling suggested scheduling an executive session after receiving the engineering report.

Board members expressed varying opinions. Councilmember Tipograph generally supports



a community center but wants to review all information before making a final decision. Councilmember Kroboth expressed concerns about tax impacts and suggested better utilization of school facilities.

The board agreed to aim for a decision by October, with the trial period ending in December.

***Walkable Downtown Application - \$1,999,316 in Funding Approved for NL:***

Supervisor Houghtling announced that the town had been awarded a \$1,999,316 grant for the walkable downtown project. The next step would be for the engineer, Supervisor, and Councilmember Powers to meet with New York State officials before bringing the grant agreement to the board for approval.

She clarified that construction would not begin until 2027, which would align with any potential water/wastewater project timeline to avoid installing sidewalks that might later need to be removed. The town's portion of approximately \$500,000 could be funded through multiple options: bonding, using fund balance, or budgeting over several years.

**ANNOUNCEMENTS:**

***AUGUST:***

***Friday, August 2nd, 2024 at 4:00pm ~ Special Meeting - Bids***

***Sunday, August 11<sup>th</sup>, 2024 at 12:00pm ~ Music in the Park & Community Picnic***

***Tuesday, August 13<sup>th</sup>, 2024 at 5:55pm ~ Public Hearing - Intro LL#2 of 2024***

***Tuesday, August 13<sup>th</sup>, 2024 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](mailto:supervisor@townofnewlebanon.com) during the meeting.

**Bruce Shenker:** Bruce announced that the Corkscrew Rail Trail has come into compliance regarding the violation previously mentioned.

**Steve Pause:** Steve asked about potential restrictions on selling a building after using NYSERDA funds for upgrades. Supervisor Houghtling was not certain but suggested the money should be reinvested in energy upgrades if that were to happen.

**Mark Baumli:** Mark suggested looking into flashing crosswalk lights similar to ones in Nassau for the racetrack area and recommended simplifying meeting minutes to focus just on motions and votes rather than extensive transcripts.

**Mr. Muadin: (Online)** Mr. Muadin thanked the board for postponing the justice discussion, congratulated the town on securing funding for various projects, and commended Town Clerk Robertson for her work during a challenging period.

**EXECUTIVE SESSION:**

A motion was made by Supervisor Houghtling to enter executive session at 8:33pm to discuss the proposed acquisition, sale or lease of real property when publicity might affect value, and invited Ed Godfroy and Stephen Houghtling from the LVPA into the executive session. 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

A motion was made by Supervisor Houghtling to exit the executive session at 8:40pm. 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

**ADJOURNMENT:**

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:41pm. 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

*Respectfully submitted,*

Marcie Robertson  
New Lebanon Town Clerk