TOWN OF NEW LEBANON
RESOLUTION # 11, 2026
TOWN TRAINING POLICY
FEBRUARY 10, 2026

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 10th day of February, 2026, the following Resolution was proposed and seconded:

Resolution by Councilmember Tipograph
Seconded by Councilmember Patterson

Town Training Policy

WHEREAS, there are mandatory trainings required by NYS that must be taken annually by all town employees (paid employees as well as unpaid board and committee members) such as workplace violence and sexual harassment as well as mandatory trainings for certain town employees per various Town laws and policies such as the town purchasing policy and procurement policy; and

WHEREAS, the Town of New Lebanon would like to clearly define the delegation of duties for ensuring compliance with all required trainings; and

WHEREAS, the Town of New Lebanon would like to make the required trainings as accessible as possible to all town employees;

Now, therefore be it resolved by the New Lebanon Town Board that in order to be in compliance with all required trainings and to define the delegation of duties for such required trainings, the following is adopted as the ***Town Training Policy***:

1. The Town Supervisor is responsible for notifying all town employees of what trainings are required of them each year by March 1st.
2. The Town Supervisor will provide at least one in person option for each required training as well as an online option for all required trainings and will send the date of the in person training(s) and the instructions for the online option to all town employees by April 1st.
3. Any town employee who has taken any of the required trainings within the current calendar year through an employer, another town, or any other appropriate venue, can provide proof of that training to the Town Supervisor and will not need to re-take the same training through the Town.
4. For any town employee who has not completed all required trainings by June 1st, the Town Supervisor will notify the chair, TB liaison and/or department head for each town employee who will then be responsible to ensure compliance for those employees before December 31st.
5. Any town employee who has not completed all required trainings by December 31st, will be removed from their position or not re-appointed to their position in the following calendar year.
6. This policy DOES NOT apply to additional training requirements for certain employees, boards and committees such as the Planning Board, CEO, ZEO, Court

Staff, etc. These content specific trainings will continue to be offered and tracked as they have been before the adoption of this policy.

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 Joanne Amlaw	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Chris Patterson	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: February 10, 2026

Marcie Robertson
Town Clerk
Town of New Lebanon