

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON FEBRUARY 11, 2025**

Present: Tistrya Houghtling, Supervisor
Joanne Amlaw, Councilmember
Elizabeth Kroboth, 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
Ted Salem, ZBA Member & ZRC Chair
Mary Young, NL Rep to CC Office For the Aging & Traffic Safety
Josh Young, Planning Board Member, BEDC & Shaker Preservation Committee Chair
Margaret Robertson, Historic Railroad Depot Committee
Jim Carroll, Planning Board & ZRC Member
William Shannon, Ethics Board Member
Tony Murad, ZBA Chair & ZRC Member
Abbie Shoobs, Recreation Commission Chair
Jeff Hattat, CEO
Doug LaRocque, The Columbia Paper
Members of the Public

CALL TO ORDER:

The regular monthly meeting was called to order at 6:03pm 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 **January 2, 2025 Annual Organizational Meeting, January 11, 2025 Special Meeting / Public Information Session (Sidewalk Project), and January 17, 2025 Annual Year End Audit** of the Town Board were reviewed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously to approve the three sets of minutes as typed.

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of January 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 Amlaw to accept the Supervisor's report for January as typed. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

CERTIFICATE OF APPRECIATION:

Supervisor Houghtling presented Susan Tipograph with a certificate of appreciation for stepping up and filling a vacancy on the Town Board and serving for a little over a year.

Susan Tipograph responded with thanks and that the pleasure was hers to serve the community.

PROCLAMATION – BLACK HISTORY MONTH:

Supervisor Houghtling read the Black History Month Proclamation into the record.

Throughout the month of February each year, we recognize and celebrate the contributions of African Americans to this country, and we acknowledge and appreciate their achievements. From February 1 through March 1, 2025, in honor of Black History Month.

African Americans have played a central role in U.S. history. Carter G. Woodson, who in 1915 founded ASNLH (Association for the Study of Negro Life and History), now ASALH (Association for the Study of African American Life and History), sought to preserve such history and to promote Black American achievement. Not until 1976 was Black History Month officially recognized by then President Gerald Ford.

Our collective town history must encompass all citizens, past and present. Remember Harriet Tubman, Martin Luther King, Jr., certainly, but also recognize those who were / are less

fortunate, are / were less renown, but nonetheless belonged / belong to this, our collective community. Resist anything that lessens African Americans. We are better than that - we must do better. Let our legacy be one that aligns ourselves with our neighbors – all of our neighbors, and be good stewards of the history of all who inhabit our county.

*Given under my hand at the New Lebanon Town Hall,
New Lebanon, New York this 11th day of February
in the year 2025.*

***Tistrya Houghtling, Supervisor
New Lebanon Town Board***

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.

Tony Murad: Tony stated he planned on speaking to Councilmember Skerkis's letter to the Town Board.

Councilmember Skerkis: Councilmember Skerkis responded, he did not send the letter regarding the Tiny Home concept. Councilmember Skerkis discussed his idea of creating housing options for the younger generation post high school that maybe they would stay around.

Tony Murad: Tony stated that he commended Councilmember Skerkis for thinking about this. He stated, he likes the biggest challenge is land acquisition and raising funds to do this. Tony mentioned that he and Supervisor Houghtling are working hard to bring Habitat for Humanity to town, again the challenge is land acquisition.

Margaret Robertson: Meg announced a fundraiser on February 15th for the restoration of the Historic Railroad Depot.

Mr. Muadin: (online) Mr. Muadin spoke regarding the draft telecommunications code and thanks to the ZRC for their collaboration with Attorney Campanelli.

BUDGET AMENDMENT #2 OF 2025:

Supervisor Houghtling stated, they are putting back money that came out of highway engineering line for the Old Ghost Road takeover, they received reimbursement from the previous owner of the road. There are vouchers to approve for the heat pumps at the Community Center, they are bringing in the NYSERDA revenue to a budget line.

General Fund:

\$ 250,000.00	from A-3910.1 (State Aid – CSC Grant - CC)
\$ 250,000.00	to A-8797.42 (Climate Smart – Comm. Center)

Highway Fund:

\$ 1,950.00 from DA-003917 (Appropriated Fund Balance)
\$ 1,950.00 to DA-1440.4 ((Engineer-))

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #2 of 2025 as typed. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

AUDIT OF BILLS:

2025 Bills:

General No. 42, in the amount of \$419.20:
As listed on Abstract No. 1A dated February 11, 2025.

General Nos. 43 through 93, in the amount of \$87,596.57;
Highway Nos. 9 through 29, in the amount of \$44,807.82;
Escrow No. 1, in the amount of \$3,450.00; and
SF-1 LVPA No. 1, in the amount of \$38,325.50;
As listed on Abstract No. 2 dated February 11, 2025.

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

Roll Call Vote:

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

Mary Young, NL Rep CC Traffic Safety: Mary reported, at the Traffic Safety meeting, they are requesting that the Highway Superintendents be made aware of what happens at the meeting if they are not attending the meeting. She has added Peter McCagg, Highway Superintendent to her report to make him aware of what's happening.

Steve Powers, CSC Chair: Steve reported, the heat pumps are now installed at the Community Center and working.

OLD BUSINESS:

New Lebanon Chosen for HVAHC PILOT Program – Next Steps:

Supervisor Houghtling reported, at the last meeting there was a presentation about a pilot program between housing and conservation working together. New Lebanon was one of four towns that asked to be considered. She received notification on February 4th that New Lebanon was chosen with zero cost to the town. The town is committing to signing off on a grant application that will be prepared for us. If New Lebanon is not chosen for the grant, they will still fund the whole project.

TOWN OF NEW LEBANON

RESOLUTION # 9, 2025

RESOLUTION AGREEING TO PARTICIPATE IN THE AFFORDABLE HOUSING AND CONSERVATION PILOT PROJECT

FEBRUARY 11, 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 11th day of February 2025, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Skerkis

RESOLUTION AGREEING TO PARTICIPATE IN THE AFFORDABLE HOUSING AND CONSERVATION PILOT PROJECT

WHEREAS, the Town of New Lebanon has been chosen to participate as a model community in the Affordable Housing and Conservation Pilot Project by the Hudson River Estuary Program, Hudson Valley Pattern for Progress, the Pace Land Use Law Center, and the Hudson Valley Alliance for Housing and Conservation (herein the "Project Team"); and

WHEREAS, the Town of New Lebanon recognizes the importance of long-term planning for open space that support food production, public recreation, habitat protection and other goals; and

WHEREAS, the Town of New Lebanon recognizes the importance of housing preservation and development as a critical need to shelter residents of the town, maintain the affordability of living for people of all income levels, and to sustain a full-time workforce and customer

base for its local businesses; and

WHEREAS, the Town Board of the Town of New Lebanon expressed its desire to be a candidate for the pilot project, which has as its goal the creation of a roadmap for the town to integrate planning for both housing and conservation; and

WHEREAS, the Project Team met with the Town Board on January 14, 2025, to explain and discuss the details of the project and the town's involvement; and

WHEREAS, the Town of New Lebanon shall coordinate with the Project Team on a grant application to the Hudson River Valley Greenway to help support the project; and

WHEREAS, the Town of New Lebanon shall not be required to expend any town funds as a result of its participation in the Affordable Housing and Conservation Pilot Project; and

WHEREAS, the Project Team shall work through a committee formed by the town, and provide regular updates as requested by the Town Board;

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of New Lebanon hereby agrees to participate in the Affordable Housing and Conservation Pilot Project, and work with Project Team to submit an application for a Greenway Communities Grant when the annual program opens in March 2025.

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 Elizabeth Kroboth	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: February 11, 2025
Marcie Robertson
New Lebanon Town Clerk

PZ Clerk:

Supervisor Houghtling reported, they went out for letters of interest and held interviews. The Planning Board Chair, Elizabeth Brutsch has asked to go back out for letters of interest.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to go back out for letters of interest for the PZ Clerk position with letters of interest due by 4:00pm on Friday, March 7, 2025, and interviews to be scheduled hopefully prior to the March 11th, 2025 Regular Monthly Town Board meeting.

Mower Maintenance – Bids Received:

Supervisor Houghtling reported, they received one bid from Mark’s Fix It Shop for an hourly rate of \$70.00 and equipment pick up and drop off price of \$100.00.

A motion was made by Supervisor Houghtling to accept the bid from Mark’s Fix It Shop for maintenance on the park mowers as needed. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

Councilmember Amlaw will contact the bidder to notify of acceptance of the bid.

Park Staff Re-Configuration Recommendation:

Supervisor Houghtling reported, she and Councilmember Amlaw met with Park Manager, Charley Sears to discuss how to move forward with park staff. Currently there are three park employees, a seasonal salaried May through October Park Manager, a Park and Buildings Maintenance hourly employee working more hours in the summer and year round for building maintenance, and Park and Building staff who worked very part-time at the discretion of the Superintendent.

Park & Building Maintenance Superintendent – Go Out for Letters of Interest:

After their meeting, they all agreed that two employees would suffice while staying in the current budget. They all recommend making the Park Manager position to hourly and being available year round. Park Manager, Charley Sears felt that he could work up to 20 hours a week and do some of the mowing. The other position would be an up to 20 hours a week as well. All of these potential changes are dependent on letters of interest and what they get.

A motion was made by Supervisor Houghtling, seconded by Councilmember Kroboth, and agreed upon unanimously to go out for letters of interest to be due on or before March 7th, 2025 at 4:00pm with interviews hopefully to be held before the March 11th, 2025 Regular Monthly Town Board meeting.

Electric Service Upgrade at Pavilion – Bids Received:

Supervisor Houghtling reported, they received two bids. Galusha General Contracting submitted a bid in the amount of \$3,680.00, and Markou & Sons Electric LLC submitted a bid in the amount of \$11,800.00. The Town Board held discussion regarding the two bids and the possible differences in what is being included in their bid amounts. The board agreed they are going to do a little more research and decide how to move forward after that. As for now this has been tabled until the March meeting.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously to authorize Councilmember Amlaw to go back out to bid on the electrical service upgrade at the pavilion with more detailed bids specifications if she deems that necessary with those bids due by 4:00pm on March 7th, 2025.

Water Heater Install at Pavilion – Bids Received:

Supervisor Houghtling reported, they received one bid from Galusha General Contracting in the amount of \$1,881.40.

A motion was made by Supervisor Houghtling to accept the bid from Galusha General Contracting for the installation of a 30 gallon water heater for \$1,881.40. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

Park Issues:

Supervisor Houghtling stated, this was not on the agenda but she wanted to discuss it. There have been miscellaneous emails regarding park related issues such as plowing in the park, and replacing of the dog waste bags. She stated, in the past the park has been a seasonal park. In the last four years with the ice skating rink and the walking trails, etc., the park is being used year round. She reported, Highway Superintendent McCagg is happy to plow to the pavilion. Once Park Manager Sears becomes hourly and not seasonal it will be easier and a little bit of time to change out the dog waste bags. She reported that in the email communications she has heard both sides of keeping the park seasonal only and a year round park. She feels strongly that taxpayers who are paying for the park and it's amenities to allow year round usage. She wanted to know what the rest of the board

thinks. The board held discussion and the majority of the board agrees that it should be accessible year round.

Recreation Commission Chair, Abbie Shoobs discussed the ice rink and the possibility of getting it set up before winter weather hits so that it is ready for the skating weather.

Supervisor Houghtling responded, the ice rink is something that the board needs to discuss. There has been discussion that the ice rink may be increasing the cracks in the cement slab in the pavilion. She stated, part of the problem with the rink is the fluctuating weather temperatures and the rink freezing and then thawing, etc. It is a lot of work and effort to keep the rink usable in a short time frame. She stated, when it is open it is definitely being used. As for this season, there will not be a rink. Councilmember Amlaw commented, this is something that they do need to discuss before next year and what options are available. Supervisor Houghtling reiterated the same thing.

Landfill Timeline:

Supervisor Houghtling reported, they completed a walk through with about five companies who attended. One was a liner company and four construction companies. Bids are due by February 28th, 2025. The engineers will review all of the bids and do their vetting process and make a recommendation to the Town Board for the March meeting. The town has 45 days to accept the bid, hopefully it will be ready to approve at the March meeting, if not they will have to schedule a special meeting to accept bids.

Proposed New Telecommunications Code – Schedule Public Input Session:

Supervisor Houghtling stated, they need to schedule a public input meeting, this is not yet the public hearing that will come after there is a drafted local law.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to schedule a Public Input Session for the proposed Telecommunications Code for March 5th, 2025 at 6:00pm at the Town Hall, and live streamed.

Zoning Re-Write Committee Proposed Changes:

Supervisor Houghtling reported, some of the proposed changes have been discussed already, some they have not. Supervisor Houghtling stated, if any board members have anything that they may want to change that they should discuss it before spending money on the town attorney drafting a local law. The board held discussion on the proposed code changes from the ZRC with participation from Ted Salem, Josh Young, Jim Carroll, and Tony Murad.

A motion was made by Councilmember Kroboth, seconded by Councilmember Skerkis, and approved unanimously to allow Ted Salem to proceed with the town attorney with making the code changes as drafted minus the signage.

NEW BUSINESS:

Policy Review – Pavilion Fee Waiver Policy:

Supervisor Houghtling stated, last month the board discussed amending the pavilion fee waiver policy to include the community center, a redline version was provided to the Town Board and the public. The policy was originally adopted by resolution, so it needs to be amended by resolution.

SEE ADDENDUM A – Resolution

Building Department Requests:

Supervisor Houghtling stated, they have a couple of requests from the Building Department. Their first request is codifying into local law that someone must clear and clean up violations or open permits before new applications are allowed to be considered. It is currently a process that Building Department follows in procedure and the attorney recommended that it be codified. The board had no questions.

CEO, Jeff Hattat stated, he is going to rescind the second request because he found in the zoning law a place where he can violate people who are using RV's as home if they do not have a special permit to do so.

Supervisor Houghtling asked Ted Salem if the attorney can incorporate the building department's code change into the local law that the attorney is already working on with the ZRC's recommended code changes and Ted responded yes.

SEQRA Resolution – Feasibility Study - Wastewater:

TOWN OF NEW LEBANON

RESOLUTION #11, 2025

SEQRA RESOLUTION FOR A POTENTIAL WASTEWATER PROJECT

FEBRUARY 11, 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 11th day of February 2025, the following Resolution was proposed and seconded:

Resolution by Councilmember Powers

Seconded by Supervisor Houghtling

SEQRA Resolution For A Potential Wastewater Project

WHEREAS, the Town Board of the Town of New Lebanon has commissioned a Preliminary Engineering Report to evaluate the potential for developing a New Lebanon Sewer Project (herein referred to as “the Project”), which includes the includes the potential for developing a municipal sanitary sewer system to serve the Business District of the Town of New Lebanon along the intersection of US Route 20 and NYS Route 22;

NOW, THEREFORE BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF NEW LEBANON AS FOLLOWS:

1. The Town Board of the Town of New Lebanon intends to proceed with the developing a Map, Plan, and Report for the consideration of the Project to provide municipal sewer for the New Lebanon Business District; and
2. The Town Board hereby determines that the project is a Type I action pursuant to the State Environmental Quality Review Act (SEQRA), Article 8 of the New York Environmental Conservation law and its implementing regulations, 6 NYCRR Part 617 and pursuant to potential funding program requirements; and
3. The Town Board hereby declares itself SEQRA Lead Agency, provided that no involved agency objects within 30 days of the date of this resolution; and
4. The Town Board hereby instructs the Supervisor, with the assistance of the consulting engineer, to prepare a full Environmental Assessment Form and notify involved agencies of the Town Board’s intent to serve as SEQRA lead agency and to further initiate the coordinated review of the Project under the SEQRA regulations, authorizes the Town Supervisor to sign all environmental review documents, and authorizes the Town Supervisor to sign all funding documents for the Project on their behalf.

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 Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Joanne Amlaw	Nay
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: February 11, 2025
Marcie Robertson
New Lebanon Town Clerk

SEQRA Resolution – Feasibility Study - Water:

TOWN OF NEW LEBANON

RESOLUTION #12, 2025

SEQRA RESOLUTION FOR A POTENTIAL WATER PROJECT

FEBRUARY 11, 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 11th day of February 2025, the following Resolution was proposed and seconded:

Resolution by Councilmember Powers

Seconded by Supervisor Houghtling

SEQRA Resolution For A Potential Water Project

WHEREAS, the Town Board of the Town of New Lebanon has commissioned a Preliminary Engineering Report to evaluate the potential for developing a New Lebanon Water Project (herein referred to as “the Project”), which includes the potential for developing a municipal water system to serve the Business District of the Town of New Lebanon along the intersection of US Route 20 and NYS Route 22 and surrounding service areas;

NOW, THEREFORE BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF NEW LEBANON AS FOLLOWS:

1. The Town Board of the Town of New Lebanon intends to proceed with the developing a Map, Plan, and Report for the consideration of the Project to provide municipal water for the New Lebanon Business District and surrounding service areas; and
2. The Town Board hereby determines that the project is a Type I action pursuant to the State Environmental Quality Review Act (SEQRA), Article 8 of the New York Environmental Conservation law and its implementing regulations, 6 NYCRR Part 617 and pursuant to potential funding program requirements; and
3. The Town Board hereby declares itself SEQRA Lead Agency, provided that no involved agency objects within 30 days of the date of this resolution; and
4. The Town Board hereby instructs the Supervisor, with the assistance of the consulting engineer, to prepare a full Environmental Assessment Form and notify involved agencies of the Town Board’s intent to serve as SEQRA lead agency and to further initiate the coordinated review of the Project under the SEQRA

regulations, authorizes the Town Supervisor to sign all environmental review documents, and authorizes the Town Supervisor to sign all funding documents for the Project on their behalf.

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 Elizabeth Kroboth	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: February 11, 2025
Marcie Robertson
New Lebanon Town Clerk

2025 Little League Contract:

Supervisor Houghtling stated, there are no proposed changes other than dates and contact information.

A motion was made by Councilmember Skerkis, seconded by Councilmember Kroboth, and approved unanimously to authorize the Supervisor to sign the Nassau-Shatford Youth Association contract with the town for 2025.

April Town Board Meeting Conflict:

Supervisor Houghtling reported that she will be out of town for the regularly scheduled April Town Board meeting on April 8th, 2025. The board discussed different options for the April meeting and all agreed to change the date of the meeting to April 1st, 2025.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously to move the April meeting to Tuesday, April 1st, 2025 at 6:00pm instead of April 8th, 2025 and ask the Town Clerk to advertise accordingly.

Playground Design Committee Design Proposal & Change in Members:

Supervisor Houghtling reported, they have been working for a while with Paul McCreary, Engineer who is volunteering his time to Chair the Playground Committee. When it comes to the actual engineering he will be charging but the grant will cover that expense.

The committee is now ready to present a proposal to the Town Board. They went with Councilmember Kroboth's recommendation to keep the location of the playground where it currently is, keeping the existing equipment, and using some of the grant money to upgrade the equipment that needs upgrades. The committee is looking at adding two larger pieces of equipment that can accommodate a wheelchair as well as all kids. Supervisor Houghtling stated, the committee wants to ask for add alternates, they are not sure how far the budget of about \$500,000 in grant funding will go. The surfacing material will cost at least half of the budget. The add alternates the committee is looking into are some sensory panels, musical instrument panels, and lower height monkey bars to better create an all-inclusive playground.

Supervisor Houghtling reported, if the board has no changes to the committee recommendations, she and Paul McCreary will meet with the state to get approval for the changes because in the original application it was all new equipment and in a new location. They will hope for an answer from the state within 4-6 weeks and Paul will need 1-2 months to get detailed bid specs prepared with the goal of going out to bid with construction to start at the end of summer camp in August and completed before snow falls in the winter of 2025. The board was in agreement.

Supervisor Houghtling stated, she is making the following changes to the Playground Design Committee; Councilmember Amlaw to replace Councilmember Skerkis. She stated, they are having a hard time meeting a quorum because there are a few committee members that do not attend meetings regularly. Supervisor Houghtling stated, she is removing Casey Lambert Ward and Chris Ward from the Playground Design Committee and keep them on as advisory non-voting members.

Quality of Life and Outreach & Marketing Committee:

Supervisor Houghtling stated, she is on both of these committees and she has a lot on her plate. Neither committee has a current scope of work in front of them. Both committees have done a lot of great work but they do not need to meet monthly at this time. At this time Supervisor Houghtling is putting a pause on both committees.

Tourism Brochure Distribution 2025 Agreement:

Supervisor Houghtling reported, in 2022 they created a tourism brochure and they worked with Berkshire Brochure to do professional distribution in six different areas. The Town Board held discussion on this and agreed to move forward for this year and reevaluate for next year's budget.

A motion was made by Councilmember Powers to authorize the Supervisor to sign the 2025 Distribution Service Agreement contract with Berkshire Brochure Display. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

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

2 Potential Local Laws – Firefighter’s Exemption & PB/ZBA Alternates:

Supervisor Houghtling discussed two potential local laws to come in the future. One is the firefighter exemption and expanding it to people who might serve on the Canaan Fire Dept. but live in New Lebanon. The other is a request from the Chair of the Planning Board, Elizabeth Brutsch to create two alternate members for the Planning Board in the event of a medical absence or a conflict of interest with a certain application. The Town Board was in agreement with the town attorney to move forward in crafting these two local laws.

ANNOUNCEMENTS:

MARCH:

Wednesday, March 5th, 2025 at 6:00pm- Special Meeting – Public Input Session – Telecommunications Code

Tuesday, March 11th, 2025 at 6:00pm- Regular Monthly Meeting

APRIL:

Tuesday, April 1st, 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 thanked the board on the length of the meeting.

Mary Young: Mary asked why the firefighter exemption referenced Canaan and not Stephentown. Supervisor Houghtling responded, she only used Canaan as an example. The law is to add any neighboring town as long as you live in New Lebanon.

Mr. Muadin (Online): Mr. Muadin expressed gratitude for rescheduling the April meeting.

EXECUTIVE SESSION – Proposed MOA with Teamsters Union:

A motion was made by Supervisor Houghtling to enter an Executive Session at 7:55pm to discuss the medical, financial, credit or employment history of a particular person/corp., or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

A motion was made by Supervisor Houghtling to exit the Executive Session at 8:03pm. The motion was seconded by Councilmember Kroboth.

Roll Call Vote:

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

A motion was made by Councilmember Kroboth to authorize Supervisor Houghtling to sign the revised MOA for the Highway Department. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:04pm. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk

Addendum A

TOWN OF NEW LEBANON

RESOLUTION#10, 2025

AMENDMENT OF TOWN OF NEW LEBANON PAVILION FEE WAIVER POLICY

February 11, 2025

At a regular 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 11th day of February 2025, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Kroboth

AMENDMENT OF PAVILION FEE WAIVER POLICY

WHEREAS, the Town Board of the Town of New Lebanon adopted a Pavilion Fee Waiver Policy in 2019; and

WHEREAS, the Town Board of the Town of New Lebanon purchased a community center in 2024 and started renting the community center for a fee in 2025; and

WHEREAS, the Town Board of the Town of New Lebanon now charges a fee to rent the Shatford Park Pavilion and the Community Center to individuals and organizations; and

WHEREAS, the Town of New Lebanon wishes to also waive the rental fee for the community center for local organizations who are funded by tax payer dollars as well as other specific organizations including local churches and schools;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of New Lebanon hereby amends the Pavilion Fee Waiver Policy as the Pavilion & Community Center Rental Fee Waiver Policy, as attached;

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 Elizabeth Kroboth	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.

Marcie Robertson

Town Clerk
Town of New Lebanon