

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON DECEMBER 10, 2024**

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

**Absent:** Steve Powers, Councilmember (Present Online)

**Recording Secretary:** Marsha (Marcie) Robertson, Town Clerk

**Others Present:** Peter McCagg, Highway Superintendent & Playground Design Committee Member  
Mary Young, NL Rep to CC Office for the Aging & Traffic Safety  
Tony Murad, ZRC Member & ZBA Chair  
Ted Salem, ZBA Member & ZRC Chair  
Ed Godfroy, NL Rep to Emergency Management & LVPA  
Stacey Breads, Playground Design Committee Member  
Beth LaGrange, Playground Design Committee Member & SYP Camp Co-Director  
Jackie Howe, SYP Camp Co-Director  
Joanne Amlaw, Recreation Commission Member  
Josh Young, Planning Board Member, BEDC & Shaker Preservation Committee Chair (7:33pm)  
Members of the Public

**CALL TO ORDER:**

The regular monthly meeting was called to order at 7:33pm 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)

Peter McCagg, Highway Superintendent said a few words on the passing of Jeffrey Winestock, retired Highway Superintendent with 39 years of service to the town. A moment of silence was held in his memory.

Supervisor Houghtling said a few words in memory of Butch McGuire, who worked at the local recycling center for many years and has also recently passed away. A moment of silence was held in his memory.

The flag salute took place and the emergency exits were pointed out.

**FINANCIAL:**

***Supervisor’s Report:***

The Supervisor’s Report as of November 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 November as typed. The motion was seconded by Councilmember Kroboth.

Roll Call Vote:

Councilmember Powers -	Online –Unable to Vote
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

**CERTIFICATE OF APPRECIATION:**

Supervisor Houghtling presented Ed Godfroy a certificate of appreciation for 50 years of service with our local volunteer fire company serving the community on the Lebanon Valley Protective Association. Ed has also served as the Emergency Management Coordinator for the past five years, has volunteered in the Cemetery of The Evergreens for many years, and does many things for the community.

**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.

No one in person spoke.

**Michael Muadin (Online):** Mr. Muadin spoke regarding a letter to the editor in the Columbia Paper on November 7<sup>th</sup>, 2024 regarding a cell tower proposal in Spencertown, NY, and telecommunications code for New Lebanon.

**BUDGET AMENDMENT #12 OF 2024:**

Supervisor Houghtling stated, this is a different version that went out to the public, she realized that there needed to be shifts within the Community Center ARPA budget. The payroll account was a bit low, and the equipment account was a bit high.

**General Fund:**

\$ 3,342.00	from A-1520.2A (Community Center – Equipment ARPA)
\$ 1,401.00	from A-1010.41 (Town Board - Volunteers)
\$ 1,500.00	from A-1680.2 (Central Data Processing - Equipment)
\$ 3,782.00	from A-9060.8 (Hospital & Medical Insurance)

- \$ 93.00 to A-1110.2 (Justices – Equipment)
- \$ 1,000.00 to A-1110.4 (Justices – Contractual)
- \$ 203.00 to A-1220.4 (Supervisor – Contractual)
- \$ 69.00 to A-1330.4 (Tax Collector – Contractual)
- \$ 1,195.00 to A-1460.4 (Records Management – Contractual)
- \$ 2,392.00 to A-1620.4 (Buildings – Contractual)
- \$ 464.00 to A-1650.4 (Central Communications – Contractual)
- \$ 300.00 to A-3510.4 (Control of Dogs – Contractual)
- \$ 102.00 to A-5132.4 (Garage – Contractual)
- \$ 167.00 to A-5182.4 (Street Lighting – Contractual)
- \$ 697.00 to A-7110.4 (Parks – Contractual)
- \$ 920.00 to A-1520.1A (Community Center – Payroll ARPA)
- \$ 2,423.00 to A-1520.4A (Community Center – Contractual ARPA)

**Highway Fund:**

- \$ 1,850.00 from DA-5110.4 (General Repairs – Contractual)
- \$ 1,851.00 from DA-5142.4 (Snow Removal – Contractual)
  
- \$ 3,701.00 to DA-5130.4 ((Machinery – Contractual)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #12 of 2024 as amended. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

- |                           |                        |
|---------------------------|------------------------|
| Councilmember Powers -    | Online –Unable to Vote |
| Councilmember Kroboth -   | Aye                    |
| Supervisor Houghtling -   | Aye                    |
| Councilmember Tipograph - | Aye                    |
| Councilmember Skerkis -   | Aye                    |

**AUDIT OF BILLS:**

**2024 Bills:**

General Nos. 522 through 524, in the amount of \$381,303.00:  
As listed on Abstract No. 11A dated December 10, 2024.

General Nos. 525 through 581, in the amount of \$89,524.18;  
Highway Nos. 177 through 190, in the amount of \$9,543.86; and  
Escrow No. 5, in the amount of \$1,325.00;  
As listed on Abstract No. 12 dated December 10, 2024.

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

Roll Call Vote:

- |                        |                        |
|------------------------|------------------------|
| Councilmember Powers - | Online –Unable to Vote |
|------------------------|------------------------|

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 committees have any further updates or action that is needed by the Town Board?

**Steve Powers, CSC Chair:** Steve reported, the CSC has been fully refunded from the \$175,000 grant for the garage upgrades and received the commitment from NYSERA for the \$250,000 grant for the energy upgrades for the Community Center. Steve needs Town Board approval for the Supervisor to sign a contract with NYSERDA.

A motion was made by Councilmember Tipograph, seconded by Councilmember Kroboth, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to authorize the Supervisor to sign the contract with NYSERDA in order to get the \$250,000 grant for energy upgrades at the Community Center building.

Steve stated, the CSC would like to move ahead quickly to go out to bid for heat pumps, solar panels, and battery backup for the solar panels for the Community Center based on the \$250,000 grant. He will get all of the bid specs to the Town Clerk.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to go out to bid for solar panels, heat pumps, and battery backups at the Community Center with bids due on or before 12:00pm on Monday, December 30<sup>th</sup>, 2024, and ask the Town Clerk to advertise in both the Columbia Paper and the Register Star.

### **OLD BUSINESS:**

#### ***Old Ghost Road Takeover:***

Supervisor Houghtling, thanked all that worked on this and stated that she received a signed dedication and release.

TOWN OF NEW LEBANON

**RESOLUTION #23, 2024**

**CONSENTING TO TOWN SUPERINTENDENT OF HIGHWAYS MAKING AN ORDER LAYING OUT OLD GHOST ROAD AS A TOWN HIGHWAY**

**DECEMBER 10, 2024**

At the 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 10th day of December, 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Tipograph

***RESOLUTION CONSENTING TO TOWN SUPERINTENDENT OF HIGHWAYS MAKING AN ORDER LAYING OUT OLD GHOST ROAD AS A TOWN HIGHWAY***

WHEREAS, on or about November 25th, 2024, New Lebanon Ventures, Inc. delivered to the Town of New Lebanon an executed Dedication and Release for Old Ghost Road, a copy of which Dedication and Release is attached hereto and made a part hereof; and

WHEREAS, the Town Board desires to give its consent to the Town Superintendent of Highways making an order laying out Old Ghost Road as a town highway;

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of New Lebanon as follows:

1. Upon satisfaction of the conditions set forth below, the Town Board hereby gives its consent to the acceptance of Old Ghost Road located within the Deer Ridge Subdivision in the Town of New Lebanon as described in the Dedication and Release.
2. The Town Board's consent set forth herein is conditioned upon the following:
  - a. Payment by or on behalf of New Lebanon Ventures, Inc. to the Town of New Lebanon in the amount of Twenty Thousand and 00/100 Dollars (\$20,000.00), such payment to be made by bank check payable to the Town of New Lebanon and delivered to the Town Supervisor, to be used for town highway purposes in connection with Old Ghost Road; and
  - b. Payment by or on behalf of New Lebanon Ventures, Inc. to the Town of New Lebanon in the amount of One Thousand Nine Hundred Fifty and 00/100 Dollars (\$1,950.00), such payment to be made by check drawn on good and sufficient funds made payable to the Town of New Lebanon and delivered to the Town Supervisor, to be used to reimburse expenses incurred by the Town for town consulting engineer services rendered in connection with dedication of the Old Ghost Road.
3. Upon satisfaction of the foregoing condition, the Town Clerk is authorized and directed to record the Dedication and Release in the Office of the Clerk of the Town of New Lebanon.

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	Absent – (Online –unable to vote)
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	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: December 10, 2024  
Marcie Robertson  
New Lebanon Town Clerk

***Bids Received – Highway Equipment – Leaf Loader/Vacuum Debris Collector:***

Supervisor Houghtling stated, we went out to bid on a leaf loader vacuum debris collector and received one bid from Leonard’s for \$34,400. She stated there is about \$20,515.34 in ARPA funds left and approximately \$12,482.02 in surplus funds, equipment line for a total of \$32,997.36 leaving an amount of \$1,402.64. Pete McCagg, Highway Superintendent agreed to take the \$1,402.64 from his fund balance to purchase the leaf vacuum.

A motion was made by Supervisor Houghtling to accept the bid from Leonard’s for the trailer mounted leaf loader / vacuum debris collector in the amount of \$34,400.00, to be paid roughly \$20,515.34 from ARPA, \$12,482.02 from equipment funds in the budget, and \$1,402.64 from highway fund balance with the exact amounts to be prepared for the voucher for the year end meeting. A check will be available on the 31<sup>st</sup> or it can be mailed. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

Councilmember Powers -	Online –Unable to Vote
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

A motion was made by Councilmember Kroboth, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to authorize the Supervisor to sign the contract with Leonard’s for the trailer mounted leaf loader / vacuum debris collector to be manufactured for the town.

***Introductory Local Law #3 of 2024 – FOIL – Current Applicable Fees can be found here:*** [https://opengovernment.ny.gov/system/files/documents/2024/09/foil-law-text-09112024\\_0.pdf](https://opengovernment.ny.gov/system/files/documents/2024/09/foil-law-text-09112024_0.pdf)

Supervisor Houghtling stated, this was tabled last month in order to get the applicable fees out to Mr. Muadin and the public. The fees were also included in the agenda per his request.

A motion was made by Supervisor Houghtling to enact Introductory Local Law #3 of 2024 as Local Law #3 of 2024 and to authorize and direct the Town Clerk to undertake all necessary filing requirements. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

Councilmember Powers -	Online –Unable to Vote
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

***ARPA Draft Budget & Contracting Funds into 2025:***

Supervisor Houghtling stated, she compared the ARPA funds expended from the Town Clerk's office and the accountant, making sure everything matched to the penny. The CAC has \$8,057.64 to be used for Capital Region Environmental Lab.

***CAC:***

A motion was made by Councilmember Skerkis, seconded by Councilmember Kroboth, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to authorize the Supervisor to sign the contract with Capital Region Environmental Lab for \$8,057.64 in ARPA funds for water testing in 2025.

***Painting of the Exterior of the Community Center: & ARPA Draft Budget & Contracting Funds into 2025:***

Supervisor Houghtling stated, she was contacted by a resident who is upset that the town is going to paint the building white and recommended a different color. This can be discussed later, it will not be painted until the spring or summer of 2025. The resident also wanted the trim painted a different color, Supervisor Houghtling reached out to Phenomenal Finish and to change the trim color from white to anything else would be triple the quote the town had received. The board agreed not to spend the additional money to have the trim color changed by the painting contractor.

A motion was made by Councilmember Kroboth, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to authorize the Supervisor to enter into a contract with Phenomenal Finish to paint the Community Center for \$4,265.00 in ARPA funds.

***ARPA Draft Budget & Contracting Funds into 2025: (CONTINUED)***

Supervisor Houghtling stated, the last amount that is being contracted into 2025 is \$5,900.00 for the feasibility study but that contract was already signed a while ago when the grant was accepted.

All of the ARPA funds have been spent or are contracted, leaving the town at \$0 of ARPA funds.

***Resolution RE County Exemptions for Planning Board Applications:***

Supervisor Houghtling stated, this was looked at last month.

**TOWN OF NEW LEBANON**

**RESOLUTION #24, 2024**

**EXEMPTING CERTAIN REFERRALS MANDATED BY GENERAL MUNICIPAL LAW SECTION 239-M**

**DECEMBER 10, 2024**

At a duly called and noticed meeting of the New Lebanon Town Board, held on the 10th day of December, 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Tipograph

***EXEMPTING CERTAIN REFERRALS MANDATED BY GENERAL MUNICIPAL LAW SECTION 239-M***

WHEREAS, New York State General Municipal Law Section 239-m requires that certain planning and zoning actions be referred to the County Planning Board before final action is taken by the city, town or village having jurisdiction, and

WHEREAS, many of these mandated referrals have no identifiable countywide or inter-community impact, and

WHEREAS, New York State General Municipal Law, Section 239-m-3-c, allows for the municipality having jurisdiction and the County Planning Board to enter into an agreement that exempts certain actions from mandatory referral, and

WHEREAS, the Columbia County Planning Board has determined that the following actions will not have an identified countywide or inter-community impact:

1. Any area variance seeking relief from a front yard, side yard or rear yard setback on an existing or prior approved parcel
2. Any variance, site plan review or special permit for an oversized sign, for additional signage in excess of what is permitted in a specific zone or any sign that exceeds the maximum allowed height.
3. Any variance, site plan review or special permit required for the conversion of a single family residence into a two family residence, providing provisions are included in the local ordinance for Health Department approval of any on-lot system serving such conversion.
4. Any variance, site plan review or special permit required for any temporary use established pursuant to the provisions of the local ordinance.
5. Any variance required for any fence including height, setback, materials or construction methods, except that no fence required by the N.Y.S. Uniform Fire Prevention and Building Code shall be the subject of any variance considered by the local Zoning Board of Appeals.
6. Any Site Plan Review, Special Use Permit or variance required pursuant to a Historic District Review of an existing or new structure.
7. Any area variance required for the creation of an undersized parcel via the subdivision process, providing the Health Department has approved the on-lot well and septic system locations.
8. Any variance, site plan review or special permit required for the expansion of an existing business or commercial use providing the expansion is located in the side or rear yard of the parcel and that the expansion does not exceed 50% of the existing building size.
9. Any variance, site plan review or special permit required to establish a permitted home occupation within an existing residence or accessory structure.
10. Any variance, site plan review or special permit required for the replacement of an existing mobile home with another.
11. Any area variance, site plan review or special permit required for the erection of any permitted accessory structure or use within the required side or rear yards of an existing parcel.

12. Any variance, site plan review or special permit required to establish more than one residence on a single parcel providing that each residence is located in a manner that would allow for a theoretical sub-division at a future date.
13. Any variance, site plan review or special permit for a mining operation of a scale that would not require a Mined Land Reclamation Permit from N.Y.S.D.E.C.
14. Any action by a local municipal board that would establish a temporary developmental moratorium providing the length of the moratorium does not exceed three (3) months.
15. Any area variance, site plan review or special permit required for the installation of any type of radio communication antenna, but not including cellular or digital telephone towers or other personal wireless communications facilities.
16. Any variance, site plan review or special permit required for the installation of any requirements pursuant to the American Disabilities Act.
17. Any variance, site plan review or special permit required for the creation of a pond, provided no N.Y.S.D.E.C. permit is required due to the limited size and/or location of the pond.
18. Any variance, site plan review or special permit required for the establishment of a residential use on the second floor of a structure whose ground floor is occupied by a business or commercial use.
19. Any variance, site plan review or special permit required to establish a dwelling unit that is smaller in size than allowed by the local zoning ordinance.
20. Any variance, site plan review or special permit required to establish a second or subsequent business entity, not exceeding 10,000 square feet, operated by the owners of and located on an active farm operation.
21. Any variance, site plan review or special permit required to establish a residential solar energy system that provides energy for the use of the property.
22. Any Site Plan Review, Special Use Permit, or Area Variance required for a building integrated solar energy system proposed for an existing structure, provided the Local Fire Chief review is required.
23. Any Site Plan Review, Special Use Permit, or Area Variance required to establish a single-family, duplex or two-family residential dwelling in a single structure.

24. Any Site Plan Review, Special Use Permit or Area Variance required to establish a short term rental use in an existing structure, or accessory structure.
25. Any abbreviated, and/or expedited Site Plan Review.
26. Any Site Plan Review, Special Use Permit, or Area Variance required to establish a Home Occupation in an existing primary or accessory structure.
27. Any Site Plan Review, Special Use Permit, or Area Variance required to install an electric vehicle charging device for single-family or multi-family-residential use of four (4) units or fewer, housed in the one (1) structure

Now therefore be it

RESOLVED, that the Town Board of the Town of New Lebanon, does hereby concur that the aforementioned exemptions do not have an identified countywide or inter-community impact and agree that such actions shall no longer be referred to the Columbia County Planning Board for review and recommendation, and be it further

RESOLVED, that the Town Board of the Town of New Lebanon, hereby reserves the right to request a review and recommendation on any of the aforementioned exempt actions, if in their opinion such review and recommendation are warranted due to the specific circumstances of the requested action.

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	Absent – (Online –Unable to vote)
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	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: December 10<sup>th</sup>, 2024

Marcie Robertson

New Lebanon Town Clerk

***Special Election RE Walkable Downtown Project – Public Info Sessions:***

Supervisor Houghtling reported, there is a Special Election coming up on January 21<sup>st</sup>, 2025 for the walkable downtown. The board agreed to hold two public information sessions and all information going out to the public would be neutral, facts, not swaying, and it

would all come to the Town Board. The committee met and the proposed dates are Monday, December 30<sup>th</sup>, 2024 at 6pm at the Town Hall, and the other one is Saturday, January 11<sup>th</sup>, 2025 at 11am at the NL Community Center.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to schedule two informational sessions for the Walkable Downtown Project; Monday, December 30<sup>th</sup>, 2024 at 6:00pm at Town Hall, and Saturday, January 11<sup>th</sup>, 2025 at 11:00am at the NL Community Center, and ask that the Town Clerk notice those two meetings with the Columbia Paper.

Supervisor Houghtling discussed the fact sheet mailer that the committee would like to be mailed to every resident using the town's bulk mailing permit. Tony Murad generously offered to personally donate the money to pay for the mailing of the fact sheet.

Supervisor Houghtling clarified special election details.

Councilmember Skerkis had edits that he'd like made to the fact sheet mailer. The entire board held in-depth discussion with what changes they would like to have made to the mailer.

The board discussed the slideshow presentation that will be shown for the public at both of the public informational sessions. The board agreed to email any edits to the Supervisor by Monday, December 16<sup>th</sup>.

A motion was made by Supervisor Houghtling to approve the four page informational sheet as amended with the new section to be reviewed by the Town Board via email and approve for it to be paid out of town funds for printing and mailing and a donation for that amount to be accepted from Tony Murad. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

Councilmember Powers -	Online –Unable to Vote
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

***Proposed 2025 Contract with Chatham Rescue Squad:***

A motion was made by Councilmember Tipograph to ratify the agreement with the Chatham Rescue Squad for ambulance services for 2025 and to deem the Supervisor's signature to be effective immediately. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

- Councilmember Powers - Online –Unable to Vote
- Councilmember Kroboth - Aye
- Supervisor Houghtling - Aye
- Councilmember Tipograph - Aye
- Councilmember Skerkis - Aye

A motion was made by Councilmember Tipograph to ratify the Chargeback Agreement with Columbia County relating to ambulance services for 2025. The motion was seconded by Councilmember Kroboth.

Roll Call Vote:

- Councilmember Powers - Online –Unable to Vote
- Councilmember Kroboth - Aye
- Supervisor Houghtling - Aye
- Councilmember Tipograph - Aye
- Councilmember Skerkis - Aye

**Proposed 2025 Contract with Lebanon Valley Protective Association:**

A motion was made by Councilmember Skerkis to authorize the Supervisor to sign the contract for 2025. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

- Councilmember Powers - Online –Unable to Vote
- Councilmember Kroboth - Aye
- Supervisor Houghtling - Aye
- Councilmember Tipograph - Aye
- Councilmember Skerkis - Aye

**Central Commercial District Recommendations – Clarification Needed:**

Supervisor Houghtling stated, there was one mistype under Specific Recommendations: 2.) Uses – Discontinue the following uses that were permitted in General Commercial: \*Motor Vehicle Fueling Station, that is an error it is supposed to be \* Motor Vehicle Sales not Fueling Station. Supervisor Houghtling stated, the board made a motion to send this to the ZRC as drafted.

A motion was made by Supervisor Houghtling to amend the recommendation to the ZRC to change Motor Vehicle Fueling Station to Motor Vehicle Sales. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

- Councilmember Powers - Online –Unable to Vote
- Councilmember Kroboth - Aye
- Supervisor Houghtling - Aye

Councilmember Tipograph - Aye  
Councilmember Skerkis - Aye

***Summer Camp Directors – Split of Responsibilities:***

Supervisor Houghtling stated, she and Councilmember Skerkis met with the three new Summer Camp Directors and gave them the job description that used to be for one person and asked them to split the responsibilities out among the three of them. They broke it out into Director of Communications, Director of Activities and Events, and Director of Compliance. They broke it down further into what some of the individual responsibilities for each of those positions would be. The board agreed to these changes and the Supervisor will prepare three separate job descriptions for the Organizational meeting in January.

***Letters of Interest Received – Ethics Board and Planning Board:  
Ethics Board:***

Supervisor Houghtling stated, they received a letter of interest from William Shannon for the Ethics Board vacancy past the due date deadline. She checked with the town attorney and he said it does not matter. The Chair of the Ethics Board sent a letter of recommendation for William Shannon. The board was comfortable in appointing.

Supervisor Houghtling stated, Monte Wasch's resignation was originally effective at the end of the year, and he sent a new letter of resignation stating effective immediately.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to accept Monte Wasch's resignation from the Ethics Board effective immediately.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to appoint William Shannon to the remainder of the vacant term on the Ethics Board effective immediately.

***Planning Board:***

Supervisor Houghtling stated, they received three letters of interest from Ted Salem, Rick Stall, and Stephen Houghtling. Supervisor Houghtling stated, she will be recusing from the interviews and any conversation regarding the appointment. She stated, she has invited Councilmember Amlaw to be part of the interviews on December 30<sup>th</sup>.

***Update on Proposed Pharmacy:***

Supervisor Houghtling gave a brief update. The contract states that if they do not open a wellness center within twelve months of the amended MOU, which was March of 2024 the company will reimburse the \$40,000 back to the town. The board held further discussion.

***Update on Landfill Closure:***

Supervisor Houghtling gave a brief update and stated she is limited in what she can state publicly because there is land acquisition going on, the board can discuss it in executive session if they wish. She reported from the landfill attorney “the town is in productive conversations with Amlaw regarding rights the town needs to access Amlaw’s property in connection with the closure and we are hopeful at arriving at a mutually agreeable resolution with Amlaw”. Supervisor Houghtling reported, as far as the engineering goes, the closure draft is almost ready to go to DEC for their review and approval. They are hopeful they will go out to bid in early winter, around February to have construction start in the spring. The board held further discussion.

***Update on Playground Project:***

Supervisor Houghtling gave a brief update and stated the committee has been meeting monthly. At the last meeting, the engineer presented a conceptual design to the committee that incorporates the Town Board’s suggestion to keep the location where it is, and to incorporate keeping all of the current equipment and making all necessary repairs and upgrades to said equipment. She stated, the current proposal at this time is to keep the same location, put down ADA compliant surfacing, to extend the playground area a bit and add two pieces of wheelchair accessible equipment, replacing a current swing with an ADA compliant swing, and doing upgrades to some of the existing equipment.

**NEW BUSINESS:**

***Policy Review – Workplace Violence Prevention Policy, Policy & Complaint Procedure Regarding Discrimination & Harassment, Social Media Use Policy, and Petty Cash Policy:***

***Workplace Violence Prevention Policy:***

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to mark the Workplace Violence Prevention Policy reviewed with no changes.

***Policy & Complaint Procedure Regarding Discrimination & Harassment:***

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to mark the Policy & Complaint Procedure Regarding Discrimination & Harassment Policy reviewed with no changes.

***Social Media Use Policy:***

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember

Powers who is online and unable to vote, to mark the Social Media Use Policy reviewed with no changes.

***Petty Cash Policy:***

Supervisor Houghtling stated, the weekly closing reconciliation is onerous and she would like to recommend making it monthly. She discussed it with the town attorney who created this policy with guidance from the NYS Comptroller, he did not think it is required to be weekly. The board agreed to make it monthly. Supervisor Houghtling will make the changes and present it at the 12/30/2024 meeting.

***Highway Clerk Position; PZ Clerk Position; Court Clerk Temporary Position:***

Peter McCagg stated, he does want to go out for letters of interest and have them due in January.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to go out for letters of interest for a Highway Clerk, the Planning Zoning Clerk, and the Temporary Court Clerk positions with all letters of interest due on or before 4:00pm Friday, January 3<sup>rd</sup>, 2025 with interview dates to be determined.

***Resignation from the Ethics Board and Quality of Life Committee:***

Supervisor Houghtling stated, they already accepted the Ethics Board resignation from Monte Wasch.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to accept the resignation from Kyle Kuffel for the Quality of Life Committee.

***2025 Shared Services Agreement with Columbia County MIS:***

A motion was made by Councilmember Tipograph, seconded by Councilmember Skerkis, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to authorize the Supervisor to sign the Shared Services Agreement with the Columbia County MIS.

***Mobile Home Park License Renewal:***

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to approve the 2025 Mobile Home License Renewal of Sherman's Mobile Home Park, Ski Lodge Mobile Home Park, Shaker Flats Mobile Home Park, Shaker Meadows Mobile Home Park, Adams Crossing

(Garden Homes) Mobile Home Park, and Hanson's Mobile Home Park per the recommendation of our Code Enforcement Officer.

***Request to DOT RE School Zones:***

Supervisor Houghtling stated, she briefly met with the Superintendent, he asked that the town requests DOT to lower the speed limit in front of the High School and make it a school zone. Mary Young stated, at the traffic safety meeting they said DOT is already on it and it is under discussion and evaluation. A letter from the town never hurts.

A motion was made by Councilmember Tipograph, seconded by Councilmember Skerkis, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to authorize the supervisor to write a letter to NYS DOT with unanimous support of the Town Board.

***Columbia-Greene Humane Society Annual Renewal:***

A motion was made by Councilmember Tipograph, seconded by Councilmember Skerkis, and approved unanimously with the exception of Councilmember Powers who is online and unable to vote, to authorize the Supervisor to sign the contract with the Columbia-Greene Humane Society for boarding of dogs for 2025.

**ANNOUNCEMENTS:**

***DECEMBER:***

***Monday, December 30th, 2024 at 5:00pm- Year End Meeting at Town Hall***

***Monday, December 30th, 2024 at 5:15pm- Special Meeting for Interviews at Town Hall***

***Monday, December 30th, 2024 at 6:00pm- Special Meeting – Public Input Session – Sidewalks at Town Hall***

***JANUARY:***

***Thursday, January 2nd, 2025 at 6:00pm- Swearing In & Organizational Meeting at Town Hall***

***Saturday, January 11th, 2025 at 11:00am- Special Meeting – Public Input Session – Sidewalks at NL Community Center***

***Tuesday, January 14th, 2025 at 6:00pm- Regular Monthly Meeting 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](mailto:supervisor@townofnewlebanon.com) during the meeting.

**Peter McCagg:** Peter commented on the sidewalks and who will be maintaining them. Supervisor Houghtling responded the Town Board will have to decide, most likely contracted out but it has not been officially discussed. Peter commented more regarding the sidewalk project.

**Tony Murad:** Tony commented on the sidewalk project.

**EXECUTIVE SESSION:**

A motion was made by Supervisor Houghtling to enter an Executive Session at 9:03pm to discuss the medical, financial, credit or employment history of a particular person, corporation, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

Councilmember Powers -	Online –Unable to Vote
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 9:11pm. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

Councilmember Powers -	Online –Unable to Vote
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 9:12pm. The motion was seconded by Councilmember Kroboth.

Roll Call Vote:

Councilmember Powers -	Online –Unable to Vote
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

*Respectfully submitted,*

Marcie Robertson  
New Lebanon Town Clerk