

**MINUTES OF THE YEAR END MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON DECEMBER 30, 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:** Mary Young, NL Rep to CC Office For the Aging & Traffic Safety  
William Shannon, Board of Ethics  
Ted Salem, ZBA Member & ZRC Chair  
Bob Gilson, CAC Member  
Rae Gilson, BEDC Member  
Joanne Amlaw, Recreation Commission Member  
Margaret Robertson, Historic Railroad Depot Committee Member  
Peg Munves, CAC Co-Chair  
Tony Murad, ZRC Member & ZBA Chair  
Members of the Public

**CALL TO ORDER:**

The year-end meeting was called to order at 5:00pm 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)

**BUDGET AMENDMENT #13 OF 2024:**

**General Fund:**

\$ 3,529.00	from A-7140.42 (Tennis Court Bathrooms)
\$ 7,266.00	from A-7110.2 (Parks - Equipment)
\$ 1,348.00	from A-8020.4 (Planning - Contractual)
\$ 845.00	to A-1010.4 (Town Board – Contractual)
\$ 126.00	to A-1110.4 (Justices Contractual)
\$ 3.00	to A-1450.4 (Elections - Contractual)
\$ 5.00	to A-1520.2A (Community Center - Equipment)
\$ 1,679.00	to A-1620.4 (Buildings - Contractual)

- \$ 493.00 to A-1670.4 (Central Printing & Mailing)
- \$ 79.00 to A-3510.4 (Control of Dogs - Contractual)
- \$ 55.00 to A-4020.4 (Registrar)
- \$ 6,921.00 to A-5132.4 (Garage - Contractual)
- \$ 339.00 to A-5182.4 (Street Lighting - Contractual)
- \$ 622.00 to A-7110.4 (Parks - Contractual)
- \$ 976.00 to A-1520.4A (Community Center – Contractual - ARPA)
- \$ 1,348.00 to A-8020.2 (Planning - Equipment)

**Highway Fund:**

- \$ 5,869.00 from DA-5142.4 (Snow Removal – Contractual)
- \$ 20,515.00 from DA-004001 (ARPA Revenue)
- \$ 1,403.00 from DA-003409 (Appropriated Fund Balance)
  
- \$ 5,869.00 to DA-5130.4 (Machinery – Contractual)
- \$ 21,918.00 to DA-5130.2 (Machinery – Equipment)

A motion was made by Supervisor Houghtling to approve budget amendment #13 of 2024 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

**AUDIT OF BILLS:**

**2024 Bills:**

General No. 582, in the amount of \$419.20; and  
Highway Nos. 191 through 198, in the amount of \$15,940.90;  
As listed on Abstract No. 12A dated December 30, 2024.

General Nos. 583 through 621; in the amount of \$55,117.89;  
As listed on Abstract No. 12B dated December 30, 2024.

A motion was made by Supervisor Houghtling to pay the bills. 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

**ENCUMBERANCE RESOLUTION:  
TOWN OF NEW LEBANON  
RESOLUTION 25, 2024  
ENCUMBER FUNDS FROM 2024 TO 2025 BUDGET  
DECEMBER 30, 2024**

At a year-end 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 30th day of December, 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Skerkis

***ENCUMBER FUNDS FROM 2024 BUDGET TO 2025 BUDGET***

WHEREAS, the Town of New Lebanon Town Board budgeted to build a BBQ Pit Roof and Walking Bridge in line item A-7110.2 in the 2024 budget; budgeted to renovate the tennis court bathrooms in line item A-7140.42 in the 2024 budget; budgeted to paint the community center in line item A-1520.4A; budgeted to test water in line item A-8710.4A; and budgeted to purchase a leaf blower in line item DA-5130.2A; and

WHEREAS, the Town of New Lebanon Town Board has accepted a quote from Galusha General Contracting for the BBQ Pit Roof, Walking Bridge and Tennis Court Bathrooms; has accepted a quote from Phenomenal finish for painting the community center; has accepted a quote from Capital Region Environmental Lab for water testing; and has accepted a quote from Leonard's for the leaf blower; and

WHEREAS, the Town of New Lebanon has contracted for these services in 2024 and begun these projects in 2024 however the projects will not be completed and paid for until 2025; and

WHEREAS, all of these projects will need to be paid for in 2025 from the money budgeted in the 2024 budget;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of New Lebanon hereby moves to encumber the remaining balance of line items A-7110.2, A-7110.42, A-1520.4A, A-8710.4A and DA-5130.2A in the 2024 budget into line items A-7110.2, A-7140.42, A-1520.4A, A-8710.4A and DA-5130.2A in the 2025 budget.

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 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 30, 2024  
Marsha “Marcie” Robertson  
Town Clerk  
Town of New Lebanon

**BIDS FOR SOLAR PANELS, HEAT PUMPS & BATTERY BACKUP AT COMMUNITY CENTER:**

Supervisor Houghtling waived the reading of the bid notices and ask the Town Clerk include them in the minutes.

**HEAT PUMPS:**

**NOTICE TO BIDDERS**  
NEW LEBANON COMMUNITY CENTER BUILDING HEAT PUMPS INSTALLATION  
523 County Route 20  
TOWN OF NEW LEBANON  
COUNTY OF COLUMBIA

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for 6 Super High Efficiency Heating, Cooling, Dehumidification, and Air Purification Mitsubishi heat pumps fully installed as indicated below. The Town of New Lebanon invites sealed bids for this work. The bid is for supplying and installing the heat pumps, and must include delivery, installation and full set up including electrical connections as well as applying for all available NYSERDA rebates and discounts which should be deducted in the final project cost. Applicants must be an accredited NYSERDA contractor to qualify.

The bid shall include all necessary equipment, parts, labor, materials, etc. for the Community Center and shall include, minimally, the following:

- Mitsubishi Smart Multi ODU (MXZ-SM48NAMHZ2-U1) – 2 units**
- M-Series 24,000 BTU Wall Mount (MSZ-GS24NA-U1) - 3 units**
- M-Series 18,000 BTU Wall Mount (MSZ-GS18NA-U1) - 1 units**
- M-Series 9,000 BTU Wall Mount (MSZ-GS09NA-U1) - 2 units**

- Provide line voltage between condensing units and main breaker panel. Linesets, line hide, R-410a refrigerant, drain provision
- 12-year parts and compressor warranty
- 3-year labor warranty
- Optional Wi-Fi capability
- The above is to be performed in accordance with the manufacturer's recommendation, the requirements of the NEC and NFPA as applies to such installations, and, any/all related building codes. The intent is to have functioning heat pumps (with a 12-year parts and compressor warranty & 3-year labor warranty) that will service the Community Center building.

**PLEASE NOTE:** New York State Prevailing Wage Rates must be met/used as this is a public project. NYSERDA will only consider solar contractors who are part of the NY-Sun program.

**Insurance:**

Simultaneously with the execution of the contract, the Contractor shall provide, at his/her own cost and expense, proof of the following insurance to the Town, in the form of a Certificate of Insurance:

- a) Statutory Worker's Compensation coverage, in compliance with the Compensation Law of the State of New York.
- b) General Liability Insurance coverage in the comprehensive general liability form, including blanket contractual coverage for the operation of the program under the Agreement in the amount of \$1,000,000.00 each occurrence and \$2,000,000.00 General Aggregate. The Town must be listed as additional insured.
- c) Automobile Liability Insurance coverage for all owned, leased or non-owned vehicles in the amount of \$1,000,000.00 per occurrence. This insurance shall include coverage for bodily injury and property damage. The Town must be listed as additional insured.

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the Town Clerk by registered mail, return receipt requested, at the address listed below:

Town of New Lebanon, NY Marcie Robertson, Town Clerk,  
14755 State Route 22 North  
PO Box 328  
New Lebanon, NY 12125

Upon receipt of such notice, the Town shall have the option to cancel the agreement without further expense or liability to the Town or to require the Contractor to replace the canceled insurance policy or rectify any material change in the policy or to purchase insurance coverage itself and charge-back the Contractor, so that the insurance coverage required is maintained continuously throughout the terms of the agreement in the form and substance acceptable to the Town. Failure of the Contractor to take out or maintain, or the taking out or maintenance of any required insurance shall not relieve the Contractor from any liability under the Contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

All property losses shall be made payable to and adjusted with the Town.

All insurance policies referred to above shall be underwritten by companies authorized to do business in the State of New York and acceptable to the Town.

In the event that claims in excess of these amounts are filed by reason on any operations under the agreement, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Contractor until such time as the Contractor shall furnish such additional security concerning such claims as may be determined by the Town.

The work shall be substantially completed within 90 calendar days of the date of the Notice to Proceed.

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 12:00 PM on December 30, 2024 at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, at the Year End Meeting of the Town Board on December 30, 2024 at 14755 Route 22, New Lebanon, NY 12125.

All interested Bidders are encouraged, welcomed and urged to visit the site during the allotted time below. A project representative from the Town of New Lebanon will be available on December 26, 2024 from 2:00 PM to 3:00 PM to discuss the project and answer questions. Questions can be directed to the Town Clerk during the Clerk's business hours of Monday, Wednesday, Thursday, and Friday from 9:00 am to 5:00 pm. There are no bid documents. All bids must include a non-collusive bidding certificate which can be obtained from the Town Clerk's office by emailing [townclerk@townofnewlebanon.com](mailto:townclerk@townofnewlebanon.com).

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  
12/13/2024

Councilmember Powers reported, they received two quotes for the CC heat pumps. Stuyvesant Mechanical, LLC in the amount of \$64,591.32 and The Radiant Store in the amount of \$48,723.06. Councilmember Powers is recommending going with the lower bid from The Radiant Store.

A motion was made by Councilmember Powers to accept the bid from The Radiant Store in the amount of \$48,723.06 and authorize the Supervisor to sign the contract and any other necessary documentation with the company. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

**SOLAR PANELS:**

**NOTICE TO BIDDERS**

**NEW LEBANON COMMUNITY CENTER ROOF MOUNTED SOLAR ARRAY**  
**523 County Route 20**  
**TOWN OF NEW LEBANON**  
**COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for a roof mounted solar PV system on the Community Center roof at 523 County Route 20, fully installed as indicated below to offset the building’s electricity use. The Town of New Lebanon invites sealed bids for this work. The bid is for supplying and installing the solar panels, and must include delivery, installation and full set up as well as applying for all available NYSERDA rebates and discounts which should be deducted in the final project cost.

The system installation will include all required engineering design, permits, materials, tools, labor, new equipment; training, support, and expertise, under the requirements to install for customer interconnect to the utility grid and commission system for use under the NYSERDA Clean Energy Communities Program

The bid shall include, minimally, the following:

- Minimum size of 33.6 kW**
- Grid tied Solar Electric PV**
- (80) IQ8H Enphase Energy Micro Inverters**
- Roof mounted installation**
- Data Communications Systems included**
- Full 5 Year Warranty**
- Including Parts and Labor at Prevailing wage**

**PLEASE NOTE:** New York State Prevailing Wage Rates must be met/used as this is a public project. NYSERDA will only consider solar contractors who are part of the NY-Sun program.

**Insurance:**

Simultaneously with the execution of the contract, the Contractor shall provide, at his/her own cost and expense, proof of the following insurance to the Town, in the form of a Certificate of Insurance:

- a) Statutory Worker's Compensation coverage, in compliance with the Compensation Law of the State of New York.
- b) General Liability Insurance coverage in the comprehensive general liability form, including blanket contractual coverage for the operation of the program under the Agreement in the amount of \$1,000,000.00 each occurrence and \$2,000,000.00 General Aggregate. The Town must be listed as additional insured.
- c) Automobile Liability Insurance coverage for all owned, leased or non-owned vehicles in the amount of \$1,000,000.00 per occurrence. This insurance shall include coverage for bodily injury and property damage. The Town must be listed as additional insured.

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the Town Clerk by registered mail, return receipt requested, at the address listed below:

Town of New Lebanon, NY Marcie Robertson, Town Clerk,  
14755 State Route 22 North  
PO Box 328  
New Lebanon, NY 12125

Upon receipt of such notice, the Town shall have the option to cancel the agreement without further expense or liability to the Town or to require the Contractor to replace the canceled insurance policy or rectify any material change in the policy or to purchase insurance coverage itself and charge-back the Contractor, so that the insurance coverage required is maintained continuously throughout the terms of the agreement in the form and substance acceptable to the Town. Failure of the Contractor to take out or maintain, or the taking out or maintenance of any required insurance shall not relieve the Contractor from any liability under the Contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

All property losses shall be made payable to and adjusted with the Town.

All insurance policies referred to above shall be underwritten by companies authorized to do business in the State of New York and acceptable to the Town.

In the event that claims in excess of these amounts are filed by reason on any operations under the agreement, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Contractor until such time as the Contractor shall furnish such additional security concerning such claims as may be determined by the Town.

The work shall be substantially completed within 90 calendar days of the date of the Notice to Proceed.

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 12:00 PM on December 30, 2024 at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, at the Year End Meeting of the Town Board on December 30, 2024 at 14755 Route 22, New Lebanon, NY 12125.

All interested Bidders are encouraged, welcomed and urged to visit the site during the allotted time below. A project representative from the Town of New Lebanon will be available on December 26, 2024 from 2:00 PM to 3:00 PM to discuss the project and answer questions.

Questions can be directed to the Town Clerk during the Clerk's business hours of Monday, Wednesday, Thursday, and Friday from 9:00 am to 5:00 pm. There are no bid documents. All bids must include a non-collusive bidding certificate which can be obtained from the Town Clerk's office by emailing [townclerk@townofnewlebanon.com](mailto:townclerk@townofnewlebanon.com).

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  
12/13/2024

Councilmember Powers reported, they received two quotes. One from High Peaks Solar in the amount of \$125,710.00, they are the company that did the Town Hall and Highway Garage solar install. The second bid is from KRN Contractors in the

amount of \$112,560.00. Councilmember Kroboth noticed that the second quote was not quoting the same number of panels, and the KW were lower than the High Peaks bid. The bid did state the lower KW of 33.6KW. The board held discussion and all agreed to get more information and double check the NYSERDA contract. The board decided to table this until the organizational meeting.

**BATTERY BACKUP:**

**NOTICE TO BIDDERS  
NEW LEBANON COMMUNITY CENTER SOLAR BATTERY STORAGE PROJECT  
523 County Route 20  
TOWN OF NEW LEBANON  
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for a battery storage project in conjunction with a rooftop solar PV system at the Community Center at 523 County Route 20, fully installed as indicated below. The Town of New Lebanon invites sealed bids for this work. The bid is for supplying and installing the batteries, and must include delivery, installation and full set up as well as applying for all available NYSERDA rebates and discounts which should be deducted in the final project cost.

The system installation will include all required engineering design, permits, materials, tools, labor, new equipment; training, support, and expertise, under the requirements to install for customer interconnect to the utility grid and commission system for use under the NYSERDA Clean Energy Communities Program

The bid shall include, minimally, the following:

- (8) Enphase IQ5P Wall Mounted Batteries**
- (1) Enphase IQ System Controller 3**
- Full 2 Year Warranty**
- Construction of a wall to mount all necessary equipment on**
- Including Parts and Labor at Prevailing wage**

**PLEASE NOTE:** New York State Prevailing Wage Rates must be met/used as this is a public project. NYSERDA will only consider solar contractors who are part of the NY-Sun program.

**Insurance:**

Simultaneously with the execution of the contract, the Contractor shall provide, at his/her own cost and expense, proof of the following insurance to the Town, in the form of a Certificate of Insurance:

- a) Statutory Worker's Compensation coverage, in compliance with the Compensation Law of the State of New York.
- b) General Liability Insurance coverage in the comprehensive general liability form, including blanket contractual coverage for the operation of the program under the Agreement in the amount of \$1,000,000.00 each occurrence and \$2,000,000.00 General Aggregate. The Town must be listed as additional insured.
- c) Automobile Liability Insurance coverage for all owned, leased or non-owned vehicles in the amount of \$1,000,000.00 per occurrence. This insurance shall include coverage for bodily injury and property damage. The Town must be listed as additional insured.

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the Town Clerk by registered mail, return receipt requested, at the address listed below:

Town of New Lebanon, NY Marcie Robertson, Town Clerk,  
14755 State Route 22 North  
PO Box 328  
New Lebanon, NY 12125

Upon receipt of such notice, the Town shall have the option to cancel the agreement without further expense or liability to the Town or to require the Contractor to replace the canceled insurance policy or rectify any material change in the policy or to purchase insurance coverage itself and charge-back the Contractor, so that the insurance coverage required is maintained continuously throughout the terms of the agreement in the form and substance acceptable to the Town. Failure of the Contractor to take out or maintain, or the taking out or maintenance of any required insurance shall not relieve the Contractor from any liability under the Contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

All property losses shall be made payable to and adjusted with the Town.

All insurance policies referred to above shall be underwritten by companies authorized to do business in the State of New York and acceptable to the Town.

In the event that claims in excess of these amounts are filed by reason on any operations under the agreement, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Contractor until such time as the Contractor shall furnish such additional security concerning such claims as may be determined by the Town.

The work shall be substantially completed within 90 calendar days of the date of the Notice to Proceed.

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 12:00 PM on December 30, 2024 at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, at the Year End Meeting of the Town Board on December 30, 2024 at 14755 Route 22, New Lebanon, NY 12125.

All interested Bidders are encouraged, welcomed and urged to visit the site during the allotted time below. A project representative from the Town of New Lebanon will be available on December 26, 2024 from 2:00 PM to 3:00 PM to discuss the project and answer questions. Questions can be directed to the Town Clerk during the Clerk's business hours of Monday, Wednesday, Thursday, and Friday from 9:00 am to 5:00 pm. There are no bid documents. All bids must include a non-collusive bidding certificate which can be obtained from the Town Clerk's office by emailing [townclerk@townofnewlebanon.com](mailto:townclerk@townofnewlebanon.com).

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  
12/13/2024

Councilmember Powers reported that we received one quote from High Peaks Solar in the amount of \$81,000.00 for the battery backup.

A motion was made by Councilmember Powers to accept the bid from High Peaks Solar in the amount of \$81,000.00 for the battery storage units for the Community Center and authorize the Supervisor to sign the contract and any other necessary documentation with the company. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

**SET DATE FOR 2024 AUDIT:**

Supervisor Houghtling stated, the audit needs to be completed by January 20<sup>th</sup>, 2025.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and agreed upon unanimously to schedule the annual audit of the 2024 books for Friday, January 17<sup>th</sup>, 2025 at 5:00pm and ask the Town Clerk to advertise as such.

**POLICY REVIEW – PETTY CASH POLICY:**

Supervisor Houghtling stated, anywhere the policy states weekly is being changed to monthly, anywhere it states week is being changed to month. The section on page 4, monthly reporting of petty cash fund activity, is being removed. The board agreed to all of the changes.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and agreed upon unanimously to amend the Petty Cash Policy as drafted.

**CERTIFICATE OF APPRECIATION – Wanda Pritchett:**

Supervisor Houghtling on behalf of the Town and the Town Board presented Wanda Pritchett with a certificate of appreciation for her many years of service to the town with the Lebanon Valley Seniors.

**ADJOURNMENT:**

A motion was made by Supervisor Houghtling, to adjourn the meeting at 5:21pm. 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