

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 14, 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 (7:10pm)
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 (6:09)
Tammie Darcy, Tax Collector
Norman Rasmussen, Deputy Supervisor
Stacey Breads, Playground Design Committee
Kim Smith, Assessor
Beth LaGrange, Playground Design Committee & SYP Co-Director
Erminia Rasmussen, Outreach & Marketing Committee
Peter McCagg, Highway Superintendent (6:14)
Adelia Moore, CSC Member
Adam Bosch, Hudson Valley Pattern for Progress (Online)
Steve Rosenberg, Hudson Valley Alliance for Housing & Conservation (Online)
Members of the Public

CALL TO ORDER:

The regular monthly meeting was called to order at 6:00pm by Supervisor Houghtling. The meeting was held in person at the New Lebanon Town Hall, 14755 State

Route 22 North, New Lebanon, NY 12125 with members of the public also being able to view the meeting at the following link: https://townhallstreams.com/towns/new_lebanon_ny

A moment of silence was held, followed by the flag salute. The emergency exits were pointed out.

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of December 31, 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 Skerkis to accept the Supervisor's report for December 2024 as typed. 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

PRESENTATION – Affordable Housing & Conservation PILOT Project:

Supervisor Houghtling gave a brief summary. There are many communities in Columbia County that are interested in being chosen for this PILOT program. New Lebanon is on the list of towns that the group is interested in working with. Adam Bosch with the Hudson Valley Pattern for Progress, and Steve Rosenberg with the Hudson Valley Alliance for Housing and Conservation are both online to present the PILOT program and address any questions or concerns. The Town Board held discussion along with Ted Salem and Tony Murad. The board agreed to have an answer by January 30th for the Supervisor whether they want to move forward with this PILOT program opportunity or not.

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.

Tammie Darcy: Tammie stated she wanted to share her appreciation and observations of how hard the Town Clerk has been working for the town doing her regular duties while working on the Special Election.

Councilmember Kroboth: Councilmember Kroboth commented, she had a resident comment today on how wonderful both the Town Clerk and the Deputy Town Clerk are, they are both very welcoming and helpful.

Supervisor Houghtling: Supervisor Houghtling commented, she doesn't think anyone on the Town Board realized how much work was going to go into the Town Clerk's office for the Special Election. She stated it is great to get the resident's input but the learning curve is to time it for when there is an election to be held anyway.

Councilmember Kroboth: Councilmember Kroboth commented, the Highway Superintendent received a nice email from a resident complimenting him on his fine job.

Jim Carroll: Jim stated, there appears to be some vandalism to the EV Charging station on Tilden Lane. He also spoke regarding the charger only being a Level 2 and suggested that the town apply for a grant for a Level 3 charger and install it at the Community Center.

Supervisor Houghtling: Supervisor Houghtling commented, at the time the town received the grant for the Level 2 charger, there was not grant funding at that time for a Level 3.

Councilmember Powers: Councilmember Powers commented, he thinks there is grant money for a Level 3 charger with a 20% match by the town.

Adelia Moore: Adelia stated, she is in favor of the housing proposal if there is no cost and adds to the possibility of housing. She stated, she thinks there should be less mowing in the park and less often.

Abbie Shoobs: Abbie spoke in favor of the housing proposal pilot program.

Adrien Shoobs: Adrien commented on the presentation and his interest in the Hudson River Estuary's involvement in the housing plan and the possibility of ideas to develop the Shaker Swamp.

Mr. Muadin: (online) Mr. Muadin spoke regarding telecommunications and cell towers.

Supervisor Houghtling: The Supervisor read an email POF from Joanna Phillips regarding the current visual state of the town versus what it used to be many years ago. She spoke about Tony Murad's positive contributions to the town and the possibility of his housing project.

Abbie Shoobs: Abbie commented on the ongoing renovations to the brick apartment building.

BUDGET AMENDMENT #1 OF 2025:

Supervisor Houghtling stated, the insurance was underestimated based on the quotes we received.

General Fund:

\$ 1,937.00 from A-1990.4 (Contingent)
\$ 1,937.00 to A-1910.4 (Unallocated Insurance)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #1 of 2025 as typed. 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

AUDIT OF BILLS:

2025 Bills:

General Nos. 1 through 41, in the amount of \$72,978.46; and
Highway Nos. 1 through 8, in the amount of \$19,329.60;
As listed on Abstract No. 1 dated January 14, 2025.

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 Amlaw - Aye
Councilmember Skerkis - Aye

INTERIM VOUCHER – Darcy Construction:

Supervisor Houghtling stated, they have a voucher from Darcy Construction that they are still waiting for the engineer’s inspection for the walking trail. Supervisor Houghtling thought instead of waiting for the February meeting, the board could authorize her to pay on an interim voucher when the inspection is complete.

A motion was made by Councilmember Powers to authorize Supervisor Houghtling to pay the Darcy Construction invoice on an interim voucher once the engineer’s approval is received. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

Councilmember Powers - Aye
Councilmember Kroboth - Recused
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?

Councilmember Skerkis: Craig acknowledged Peg Munves and the CAC for completing 148 water tests, well done.

Kim Smith, Assessor: Kim gave a short presentation for the Town Board. She did a reassessment last year and we are at 100%. Her plan is to keep us at 100% by making small adjustments each year instead of waiting and then making a larger adjustment assuming the market will continue to go up. She wanted to know the boards thoughts and if she has their blessing. The Board and the Assessor held discussion and the board agreed with the Assessor's recommendation.

OLD BUSINESS:

Planning Board Appointment:

Supervisor Houghtling stated she will be recusing because Stephen Houghtling is an applicant and she left the room.

Councilmember Kroboth made a motion, seconded by Councilmember Amlaw, and approved unanimously to appoint Rick Stall to the Planning Board vacancy for the balance of the term for Monte Wasch through 12/31/2028.

Supervisor Houghtling returned to the room.

PZ Clerk Appointment:

Supervisor Houghtling stated this is being tabled.

Highway Clerk Appointment:

A motion was made by Councilmember Kroboth to appoint Harli Rigg as the Highway Clerk for up to 13 hours a week at the rate of \$20.00 an hour and to complete the next civil service exam. 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

Temporary Court Clerk Appointment:

Supervisor Houghtling reported, she has written consent from both judges for this appointment.

A motion was made by Supervisor Houghtling to create a temporary position of Second Court Clerk in the Town of New Lebanon to expire April 14th, 2025 and to appoint Koni Kraft to the temporary position of Second Court Clerk effective immediately through 4/14/2025 for up to 20 hours per week at a rate of \$20.00 per hour. 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

Supervisor Houghtling stated, she realized that Mark Baumli’s appointment to Second Deputy Court Clerk is through January 28th, 2025. He is willing to stay until February 15th, 2025.

A motion was made by Supervisor Houghtling to extend the temporary position of Second Deputy Court Clerk in the Town of New Lebanon to expire February 15th, 2025 and to continue the appointment of Mark Baumli to the temporary position of Second Deputy Court Clerk effective immediately through 2/15/2025 for up to 15 hours per week at his current rate. 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

Supervisor Houghtling reported, that Mark stated, due to the short time he has to train Koni he will be willing to work up to 40 hours per week.

A motion was made by Supervisor Houghtling to amend her previous motion to change up to 15 hours per week to up to 40 hours per week. 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

Landfill Closure – Out to Bid:

Supervisor Houghtling reported, the bid specs are ready to go out to bid. The engineers to get bid notice to the Town Clerk.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and agreed upon unanimously to go out to bid on the landfill closure with all of the bid specs prepared by Barton & Loguidice with bids due by 4:00pm on Friday, February 28th, 2025 and ask that the Town Clerk advertise in the paper and other means.

Update on Pharmacy:

Supervisor Houghtling stated, she recently updated the Town Board, she does not have another update and asked Councilmember Amlaw if there are specific information that she is looking for.

(A motion was made by Councilmember Skerkis for Supervisor Houghtling to reach out to RX Pharmacy and request our \$40,000 back.

Supervisor Houghtling stated, before there is a second and a vote to Councilmember Skerkis's motion. After the last meeting the Town Board asked her to reach out to the Pharmacy and ask how much of the \$40,000 they have spent. She stated, in her email to them she had contacted them regarding a potential location and had not heard back from them. If they were not interested they should start discussion on how to get the funds back. Supervisor Houghtling stated, she did not receive any response back from the email to the Pharmacy.

Councilmember Powers stated, technically the town cannot ask for the money back until March 12th, 2025.

Councilmember Skerkis asked why the March 12th. Supervisor Houghtling responded, the extended contract states they have until then. If we asked prior to that date we could be in breach of our contract.

Councilmember Kroboth commented, they should all think about how they want to proceed and discuss it at the March meeting.

Councilmember Skerkis stated, if a phone call could make it amendable, he would be willing to make the call.

Supervisor Houghtling commented, she is nervous about having unguided conversations prior to the date set in the contract. The board held discussion and all agreed for the Supervisor to contact the town attorney ahead of the March meeting to gain guidance on options of how to proceed.

The motion made by Councilmember Skerkis did not have a second or a vote, the motion failed. Councilmember Skerkis stated, he will withdraw his motion.

Update on Skate Park:

Councilmember Amlaw stated, she wanted to the know the status of the skate park and if this is something that is still moving forward and if so will there be a professional inspection upon completion. Supervisor Houghtling responded, the have already agreed that once completed the insurance company will come out and perform a full inspection. There is no increase in the insurance and we have full liability. Supervisor Houghtling stated, she will reach out to Jesse Newton to get a status.

NEW BUSINESS:

Policy Review – Pavilion Fee Waiver Policy:

Supervisor Houghtling stated, the Community Center has recently been added for rentals and is suggesting that it be added to this policy as well. The board agreed and it will be reviewed for next month's meeting.

Mowing of Shatford Park – Out to Bid:

Councilmember Amlaw and the board held discussion regarding the mowing of the park and different options of keeping the maintenance in house or going out to bid for mowing and other equipment maintenance. The board agreed to keep the mowing in house but go out for bids on equipment maintenance.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and agreed upon unanimously to go out to bid for maintenance on the mowers for both an hourly

rate and the cost of pickup and drop off, with bids due on or before Friday, February 7th, 2025 at 4:00pm.

Electric Service Upgrade at Pavilion – Out to Bid:

Supervisor Houghtling stated they received an estimate for budgeting purposes and planned to go out to bid in January.

A motion was made by Supervisor Houghtling, seconded by Councilmember Amlaw, and agreed upon unanimously to go out to bid to upgrade the electrical service at the pavilion with bids due on or before Friday, February 7th, 2025 at 4:00pm.

Water Heater Install at Pavilion – Out to Bid:

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and agreed upon unanimously to go out to bid on installation of a water heater at the pavilion with bids due on or before Friday, February 7th, 2025 at 4:00pm.

Recreation Commission Discussion:

Councilmember Amlaw stated, the Recreation Commission has a law and the town has not really been following it and she questioned what the town can do to amend that. Supervisor Houghtling responded, she would like to amend the law to fit what the Recreation Commission is currently doing and to fit more in line with what their actual activities are. The board held discussion and Supervisor Houghtling will check with the town attorney to see how to proceed.

Community Center Coordinator:

Supervisor Houghtling reported, we have a wonderful Coordinator for the Community Center, Alissa Ross and she has requested a second person to share the work load with her. She has also suggested having a dedicated volunteer for the Free Store that is not the Coordinator of the Community Center. The board held discussion.

A motion was made by Supervisor Houghtling to create a temporary position of Second Community Center Coordinator in the Town of New Lebanon to expire April 14th, 2025 and to appoint Saoirse Gardner to the temporary position of Second Community Center Coordinator effective immediately through 4/15/2025, for a total of up to 15 hours per week between the Community Center Coordinator and the Second Temporary Community Center Coordinator at a rate of \$21.96 per hour. 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

ANNOUNCEMENTS:

JANUARY:

Tuesday, January 21st, 2025 – 8:00am to 8:00pm - Special Election

FEBRUARY:

Tuesday, February 11th, 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.

Mr. Muadin (Online): Mr. Muadin praised the town government and the high energy in the room.

EXECUTIVE SESSION – Proposed MOA with Teamsters Union:

A motion was made by Supervisor Houghtling to enter an Executive Session at 8:10pm 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 Powers.

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 8:27pm. 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 Councilmember Skerkis, seconded by Councilmember Amlaw, and approved unanimously to authorize Supervisor Houghtling to sign the revised MOA for the Teamsters Union.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:27pm.
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

