

**TOWN OF NEW LEBANON  
RESOLUTION #XX, 2025  
RESOLUTION IDENTIFYING INDIVIDUALS RESPONSIBLE FOR PURCHASING  
MARCH 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 March 2025, the following Resolution was proposed and seconded:

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

**Identifying Individuals Responsible For Purchasing**

**WHEREAS**, the Town Procurement Policy has a section titled 40-8.1. Individuals responsible for purchasing and their titles; and

**WHEREAS**, this section states “The listing with name(s) and title(s) of the individual(s) responsible for purchasing shall be updated biennially by resolution and kept on file in the Office of the Town Clerk”;

**NOW, THEREFORE, BE IT RESOLVED**, the following names and titles are authorized to make purchases for the Town of New Lebanon out of the appropriate budget accounts:

- Tistrya Houghtling – Town Supervisor
- Marsha Robertson – Town Clerk
- Harli Rigg – Deputy Town Clerk & Highway Clerk
- Peter McCagg – Highway Superintendent
- Any Hwy Staff? – waiting on Pete to reply
- Any Court Staff? – waiting on Judges to reply
- Tamara Darcy – Tax Collector
- Steve Powers – CSC Chair
- Elizabeth Sheffer-Winig – Town Historian
- Abbie Shoobs – Recreation Commission Chair
- Hazel “Cissy” Hernandez – Building Department Administrator
- Kimberly Smith – Town Assessor
- Michelle Bienes – Assessor’s Clerk
- Alissa Ross – Community Center Coordinator
- Charley Sears – Park Manager
- Michael Dimanche – Park/Building Staff Member
- Margaret “Peg” Munves – CAC Co-Chair

William O’Neill – CAC Co-Chair  
Donald Lamonaca – CAC Member  
Robert Gilson – CAC Member  
Jacqueline Howe – SYP Camp Co-Director  
Colleen McCagg – SYP Camp Co-Director  
Beth LaGrange – SYP Camp Co-Director  
Maggie Simmons – Dog Control Officer

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	___
Councilmember Elizabeth Kroboth	___
Supervisor Tistrya Houghtling	___
Councilmember Joanne Amlaw	___
Councilmember Craig Skerkis	___

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: March 11, 2025

Marcie Robertson  
New Lebanon Town Clerk