

**TOWN OF NEW LEBANON  
RESOLUTION #18, 2025  
RESOLUTION IDENTIFYING INDIVIDUALS RESPONSIBLE FOR PURCHASING  
APRIL 1, 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 1st day of April 2025, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Powers

**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

Todd Hover – Foreman

Logan Hatch - Laborer

Monte Wasch – Town Justice

Lorrie Wechter – Town Justice

Koni Kraft – Court Clerk

Darla Dobert – Deputy Court Clerk

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    | Aye    |
| VACANT                        | Vacant |
| 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: April 1, 2025

Marcie Robertson  
New Lebanon Town Clerk