

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON NOVEMBER 12, 2024**

Present: Tistrya Houghtling, Supervisor
Elizabeth Kroboth, Councilmember
Steve Powers, Councilmember
Susan Tipograph, Councilmember

Absent: Craig Skerkis, Councilmember

Recording Secretary: Marsha (Marcie) Robertson, Town Clerk

Others Present: Sharon Powers, IT Website Support, QOL, & ZBA Member
Peg Munves, CAC Co-Chair
Ted Salem, ZBA Member & ZRC Chair
Tony Murad, ZBA Chair & ZRC Member
Joanne Amlaw, Recreation Commission
Mary Young, NL Rep to CC Office For the Aging & Traffic Safety
Bruce Shenker, NL Rep to CC Env. Mgt. Council
Josh Young, Planning Board Member, BEDC & Shaker Preservation Committee Chair
Margaret Robertson, Historic Railroad Depot Committee (6:32pm)
Monte Wasch, Planning Board, Board of Ethics, BEDC, & Shaker Preservation Member (7:08pm)
Members of the Public

CALL TO ORDER:

The regular monthly meeting was called to order at 6:08pm 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.

MINUTES:

The minutes of the **May 14, 2024 Regular Monthly Meeting, August 2, 2024 Special Meeting, September 10, 2024 Special Meeting, September 26, 2024 Special Meeting, October 3, 2024 Special Meeting/Budget Workshop, October 8, 2024 Special Meeting, October 17, 2024 Special Meeting/Budget Workshop, October 29, 2024**

Special Meeting/Budget Workshop, and November 7, 2024 Public Hearing of the Town Board were reviewed.

A motion was made by Councilmember Tipograph, seconded by Councilmember Powers, and approved unanimously except for Councilmembers Skerkis, who is absent, and Supervisor Houghtling abstained, to approve the nine sets of minutes as typed.

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of October 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 Tipograph to accept the Supervisor's report for October as typed. The motion was seconded by Councilmember Kroboth.

Roll Call Vote:

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

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 spoke regarding the telecommunications code.

BUDGET AMENDMENT #11 OF 2024:

General Fund:

\$ 1,225.00	from A-7110.2 (Parks - Equipment)
\$ 10,883.00	from A-1990.4 (Contingent)
\$ 154.00	to A-1110.4 (Justices – Contractual)
\$ 250.00	to A-1355.4 (Assessor – Contractual)
\$ 1,091.00	to A-1670.41 (Newsletter – Contractual)
\$ 2,659.00	to A-5132.4 (Garage – Contractual)
\$ 19.00	to A-7110.4 (Parks – Contractual)
\$ 56.00	to A-8664.2 (Code/Zoning - Equipment)
\$ 5,076.00	to A-9050.8 (Unemployment Insurance)
\$ 2,803.00	to A-9010.8 (State Retirement)

Highway Fund:

- \$ 17,937.00 from DA-5110.4 (General Repairs – Contractual)

- \$ 190.00 to DA-5140.2 (Brush & Weeds – Equipment)
- \$ 15,878.00 to DA-5130.4 (Machinery - Contractual)
- \$ 1,869.00 to DA-9010.8 (State Retirement)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #11 of 2024 as typed. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

AUDIT OF BILLS:

2024 Bills:

General Nos. 469 through 471, in the amount of \$5,844.00:
As listed on Abstract No. 10A dated November 12, 2024.

General Nos. 472 through 521, in the amount of \$98,122.25;
Highway Nos. 155 through 176, in the amount of \$89,542.76; and
SF-1 LVPA No. 4, in the amount of \$57,075.50;
As listed on Abstract No. 11 dated November 12, 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 - Absent

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?

Community Center: Supervisor Houghtling spoke regarding the success of the Community Center events and attendance.

LVPA: Supervisor Houghtling stated, Ed Godfroy has just been honored for fifty years of service to the LVPA.

Recreation Commission: Supervisor Houghtling stated, in the committee report they expressed interest in the projector and screen that is no longer needed at the Town Hall being useful to the Recreation Commission.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Skerkis who is absent, to transfer the projector and screen from the town meeting room inventory to the recreation commission inventory and ask that it be stored at the Town Hall.

Steve Powers, CSC Chair: Steve reported, on the \$260,000 NYSERDA grant money that the town qualified for.

A motion was made by Supervisor Houghtling, to authorize the \$260,000 in NYSERDA funding to be spent on solar panels, heat pumps, and a battery back up at the Community Center and authorize Steve Powers to put the application in as soon as the email comes in.

No second, no vote. Motion wording changed.

A motion was made by Councilmember Tipograph, seconded by Councilmember Kroboth, and approved unanimously with the exception of Councilmember Skerkis, who is absent, to authorize Steve Powers to apply for the NYSERDA funds as he laid out, and to authorize the Supervisor to sign that request on behalf of the Town of New Lebanon.

OLD BUSINESS:

Old Ghost Road Takeover:

Supervisor Houghtling stated, the Highway Superintendent asked that this be on the agenda. Councilmember Kroboth reported, there is no action needed at tonight's meeting. She stated after, after many meetings, the Highway Superintendent is ready to take Old Ghost Road over as a town road. They had hoped to take action at tonight's meeting, but the survey is not complete. Tony Murad spoke regarding the road as well.

Text My Gov Contract Approval:

Supervisor Houghtling reported, this was budgeted for and thanked Sharon Powers for researching this product. Sharon found that this company provides a great product and we

are getting a very good price for it. The contract will start right away from signing it and we do not get billed until January 1st.

A motion was made by Councilmember Tipograph, seconded by Councilmember Powers, and approved unanimously with the exception of Councilmember Skerkis who is absent, to authorize the Supervisor to sign the partnership agreement with Text My Gov.

Introductory Local Law #3 of 2024 – FOIL:

Councilmember Tipograph reported, on the proposed changes to be made. Supervisor Houghtling stated, this will be tabled. She will get the fees to Mr. Muadin and they will revisit this introductory law at the next meeting.

Central Commercial District Committee Recommendations to the Town Board

Supervisor Houghtling stated, this was on last month’s meeting agenda, the board wanted another month to review. The board agreed that there were no changes that they wanted made, no motion needs to be made. Supervisor Houghtling stated, it is good to go to the ZRC at this point.

BBQ Roof Quotes:

Supervisor Houghtling reported, they received one bid from Galusha General Contracting in the amount of \$6,980.00.

A motion was made by Supervisor Houghtling to approve the bid from Galusha General Contracting in the amount of \$6,980.00 for the roof over the BBQ pit. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:	
Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Absent

Recreation Commission Letters of Interest:

Supervisor Houghtling reported, there were no letters received.

ARPA Draft Budget & Contracting Funds into 2025:

Supervisor Houghtling stated, ARPA funds need to be spent or contracted by December 31st, 2024. Anything that can be spent will be, anything remaining will need to have a contract in place and approved.

Supervisor Houghtling mentioned, that the board had decided that they did not want any outstanding violations on the Rail Trail owned property before the ARPA money would be spent. It is not realistic to do by the December 31st, 2024 deadline and asked for a plan and a timeline from the Rail Trail. To date, nothing has been received by the board. The board held discussion and agreed that the ARPA funds need to be reallocated. The board held further discussion and decided to reallocate those funds to highway equipment.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Skerkis who is absent, to go out to bid for a leaf vacuum and trailer with bids due on or before December 6th, 2024 at 4:00pm, and the Highway Superintendent is to get the bid specs to our Town Clerk by this Thursday.

Community Center Next Steps – Orkin Contract, Consolidated Contract, Current Services Extended, Painting Exterior & Setting Rental Fees:

Painting Bids:

Supervisor Houghtling stated, it is too cold to paint the exterior of the Community Center this year, but the money is allocated in ARPA funds, it just needs to be contracted by the deadline.

Supervisor Houghtling reported, they received two quotes as required by the Procurement Policy. One received from Phenomenal Carpentry & Painting Finish for \$4,265.00, which includes in writing, all of the lead abatement to seal in the lead, the second quote is from The Handyman for \$15,600.00. Both quotes are labor only, the town will purchase the paint.

A motion was made by Councilmember Tipograph to accept the Phenomenal Carpentry & Painting Finish quote of \$4,265.00, and authorizing the Supervisor to sign the contract with the inclusion of the lead removal. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

LVPA Bills to Town:

Supervisor Houghtling stated, the bills need to either be changed to the town's name or change the provider. The current provider for internet and phone is Spectrum and they

quoted \$263.36. We received a quote from Consolidated for under \$200 and we already have Consolidated as our account. The board agreed to go with Consolidated.

A motion was made by Councilmember Powers to authorize the Supervisor to sign both business services agreements with Consolidated. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

The plowing is currently being done by Joe Saviano, the Highway Superintendent has offered to do the plowing.

The NYSEG account for the electric will be transferred to the Town's name.

The town's current cleaner, Jody will do the cleaning at the Community Center, it was already budgeted for her to clean both in 2025.

Garbage:
Supervisor Houghtling stated, the LVPA has County Waste and the town uses Barbatos, she has not yet received a quote from them to add in the Community Center but they are typically less expensive.

A motion was made by Councilmember Kroboth to authorize the Supervisor to enter an agreement with Barbatos to add a dumpster to the Community Center. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

Heating:
Supervisor Houghtling stated, they are currently using HL Fuel for heating fuel. It will have to be switched to our fuel provider, John Ray & Sons for the heating fuel because we go out to bid for this service and they currently hold our bid. The propane is low enough that they can keep it local and set up an account with HL Fuel for propane only because the town does not use propane anywhere else.

A motion was made by Councilmember Kroboth to add the heating fuel at the Community Center to our John Ray & Sons account and transfer the account on propane with HL Fuel & Propane to the Town's name. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

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

Rugs:

Supervisor Houghtling reported, that the entry rugs at the Community Center are currently on a contract with UniFirst and she is suggesting to cancel that service and just buy a couple of entry rugs like the Town Hall has. The board agreed.

Orkin:

Supervisor Houghtling stated, the board already budgeted for pest control service with Orkin.

A motion was made by Councilmember Tipograph to authorize the Supervisor to sign the contract with Orkin. The motion was seconded by Councilmember Kroboth.

Roll Call Vote:

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

Rental Fees:

Supervisor Houghtling reported, they are getting requests to rent the Community Center. Alissa is working on a rental form, she will be in charge of facilitating all of the rentals at the center. The board held discussion and decided on the rental fee charge for the Community Center.

A motion was made by Supervisor Houghtling to set the rental fees for the Community Center at \$100 for New Lebanon residents and \$200 for non-residents per rental, not to exceed 12 hours. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

- Councilmember Powers - Aye

Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Absent

NEW BUSINESS:

Policy Review – Performance Management Policy:

Supervisor Houghtling reviewed the supporting documents with the board. Addendum B, Performance Evaluation Form, no changes are to be made. Addendum C, Review Chart, changes will be made. Addendum A, Job Descriptions were reviewed by the board, changes will be made.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously with the exception of Councilmember Skerkis who is absent, to adopt Addendum A with the Deputy Town Clerk and Town Clerk job descriptions being changed as discussed, the Town Supervisor as drafted and sent out in advance of the meeting, the CEO as drafted and sent out in advance of the meeting, the Planning Zoning Clerk as drafted and sent out in advance of the meeting, and the Assessor as drafted and sent out before the meeting with one edit #13, to change hours to years, and all other job descriptions plus the Deputy Town Clerk and Town Clerk to have the new starting rate based on the Performance Management Policy to be adopted, and to add in the Civil Service wording "this position is subject to all applicable civil service rules", and the Community Center Coordinator job description as drafted and sent out in advance of the meeting.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Skerkis who is absent, to adopt Addendum B as reviewed with no changes.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously with the exception of Councilmember Skerkis who is absent, to adopted Addendum C as drafted and sent out in advance of the meeting.

**TOWN OF NEW LEBANON
RESOLUTION #22, 2024
PERFORMANCE MANAGEMENT POLICY (PREVIOUSLY COMPENSATION POLICY)
NOVEMBER 12, 2024**

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 12th day of November, 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Tipograph

PERFORMANCE MANAGEMENT POLICY [Adopted 11-13-2018; Revised 8-11-2020; Revised 10-12-2021; Revised 12-14-2021; Revised 12-13-2022; Revised 11-14-2023; Revised 11-12-2024]

Purpose; applicability.

To establish practices intended to assist the employees of the Town of New Lebanon to better serve our residents by helping the employees to improve their job performance, based on the duties and responsibilities of each position. The primary focus of these practices is to assist the employee to improve his/her job performance. Compensation is one element of these practices, but it is not the most important one. The most important element of these practices is the open dialogue between employer and employee, all in the interest of better serving our residents.

New Lebanon's Performance Improvement System:

- There will be an annual training of all employees who will evaluate other employees and all employees who will be evaluated regarding the evaluation process, job descriptions, etc. At the training employees should provide any suggestions or input regarding possible updates and/or edits to any of the forms or processes. The training shall occur before April 1st.
- Evaluations of all employees are to be performed by their direct supervisor (according to the "chart for performing employee evaluations" – see addendum C) two times a year by April 15th & October 15th.
- Job descriptions (see addendum A) and the performance evaluation form (see addendum B) are an integral part of this policy and should be utilized for all employee evaluations and updated and/or reviewed as needed.

A performance appraisal:

- Informs employees of what is expected of them;
- Informs employees of how they are performing;
- Recognizes and rewards good work;
- Determines employee weaknesses and suggests alternatives for improvement;
- Identifies employee training needs;
- Maintains a continuing record of employee performance;
- Guides promotions, transfers, and appropriate placement;
- Checks the reasonableness of performance standards, the accuracy of job descriptions and classification, and the effectiveness of recruitment procedures.

In order to accomplish this, there are some common practices that are not acceptable:

- Giving all 5’s or all 3’s – we all have areas of strength and areas of growth – a score of all 5’s communicates that the evaluation is not accurate because nobody is perfect;
- Giving a score without any comments to back up why that score was given;
- Giving higher scores than deserved to avoid having an uncomfortable conversation – this is meant to help support employees who are struggling in certain areas so we must be upfront and honest in our evaluation;
- Giving higher scores than they deserved because you like the person.

At a town board meeting after the October 15th evaluations & before the next year’s budget is adopted, the town board will discuss merit raises which will be based off the October 15th evaluations and at the discretion of the town board each budget season as to how much of a merit raise is applied to which levels of scoring on the evaluations. Although these merit raises are at the discretion of the town board, the evaluations should be used to determine these merit raises and a level of consistency should be followed across positions.

COMPENSATION:

Grade Levels & Starting Rates:

1. Appointed Positions: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Assessor	1	\$27,038	In-house reval: annual stipend \$1,600
Highway MEOs	2	CBA	All wages set via union contract
Code Enforcement Officer (CEO)	2	\$27.50/hr	
Deputy CEO	2	\$22.00/hr	
Bookkeeper to the Supervisor	2	\$21.63/hr	
Zoning Enforcement Officer (ZEO)	3	\$22.00/hr	
Deputy ZEO	3	\$18.50/hr	
Land Use Administrator	3	\$20.00/hr	
Deputy Town Clerk	3	\$20.00/hr	
Court Clerk	3	\$20.00/hr	
SYP Camp Director (seasonal)	3	\$23.00/hr	Per season – 40 hrs/wk for 8 week summer camp program plus 100 extra hours prep & follow up @ \$23/hr – could be multiple positions or 1

Community Center Coordinator	3	\$16,380	Salary based on 15 hrs/wk at \$21/hr
Park Manager	3	\$3,500	Seasonal May – Oct – salary based on 6 hrs/wk X 26 weeks at \$23/hr
Highway Clerk	3	\$20/hr	
Dog Control Officer (DCO)	3	\$4,140	
Park & Buildings Superintendent	4	\$18.50/hr	
Deputy Court Clerk	4	\$18.00/hr	
Assistant Camp Director (seasonal)	4	\$21.00/hr	Add .50¢ for each year worked @ program up to \$22.50/hr cap
Planning/Zoning Clerk	4	\$18.50/hr	
Assessor Clerk	4	\$18.00/hr	
Park & Buildings Maintenance Staff	5	\$17.00/hr	
SYP Staff **(seasonal)			
Counselors	5	\$15.00/hr	Add .50¢ for each approved certification and .50¢ for each year worked @ program up to \$20.50/hr cap
Counselors-in-Training (CITs)	X	\$12.00/hr	

2. Elected Officials: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Supervisor	1	\$42,933	35 hrs/wk @ \$28.73/hr; there is an additional \$9,354 in the budget for budget officer to get to the 35 hrs/wk (can be held by Supervisor or separate individual appointed by Supervisor)
Town Board – As a whole	1	\$16,480	\$4,120 each
Highway Superintendent	1	\$77,318	Full time, working highway superintendent
Town Clerk	2	\$45,027	35 hrs/wk @ \$24.74/hr
Judges	2	\$11,259 ea	Do not apply COLA to these positions until the starting salary is in line with other level 2 positions who work a

			similar amount of annual hours
Tax Collector	3	\$10,812	Do not apply COLA to these positions until the starting salary is in line with other level 3 positions who work a similar amount of annual hours
Town Board Individually	5	\$4,120 ea	

Adjustments to rates:

- Starting rates will be evaluated at least every three (3) years and adjusted as needed.
- Adjustments to only one position will be made only when appropriate based on changes in duties for the position.
- All positions should be adjusted as needed and re-evaluations of the long-term program will be done to preserve the plan.
- If cost-of-living adjustments (Cola) are applied, the compensation base rates and established ranges will be adjusted accordingly (base rates and cap rates will be adjusted at the same rate as the cola).

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that this Performance Management Policy (formerly Compensation Policy) is adopted by the Town.

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
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Craig Skerkis	Absent

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: November 12, 2024
 Marcie Robertson
 New Lebanon Town Clerk

Highway Clerk Position:

Councilmember Kroboth reported, that Highway Superintendent McCagg would like to wait to go out for letters of interest at this time.

Recommendation from the NL Planning Board RE County Exemptions:

Supervisor Houghtling reported, that she received a memo from the County about exempt actions. In summary, the town Planning Board is sending things to the Columbia County Planning Board that do not necessarily have to be sent. Supervisor Houghtling forwarded the memo to the Planning Board Chair and the board is recommending that the town adopts the list and passes the sample resolution provided by the County. The board agreed, and the Town Clerk will create the resolution for the next meeting.

Adoption of 2025 Town Budget:

Supervisor Houghtling stated, a Public Hearing was held without any public input.

A motion was made by Supervisor Houghtling to adopt the 2025 Preliminary Town Budget as the 2025 Final Town Budget. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Resignation from the Planning Board, Ethics Board and BEDC:

Supervisor Houghtling stated, Monte Wasch has submitted resignations as of 12/31/2024. When he becomes a sitting Judge in January, he will no longer be able to serve on a lot of committees that he currently serves on, the NL Planning Board, the NL Board of Ethics, the NL Business and Economic Development Committee, and the Shaker Preservation Committee. She believe they need to go out for letters of interest for the Planning Board and Ethics Board vacancies. They will hold off on the BEDC, and the Shaker Preservation Committee.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Skerkis who is absent, to accept Monte Wasch’s resignations effective 12/31/2024 from the NL Planning Board, the Board of Ethics, the BEDC, and the Shaker Preservation Committee.

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

who is absent, to go out for letters of interest for the NL Planning Board, and the NL Board of Ethics with letters of interest due on or before 12/6/2024 at 4:00pm.

Retainer Agreement Update – Hinman Straub:

Supervisor Houghtling stated, they have not increased their fees for a long time, and for an HR attorney their fees are pretty low. Effective 1/1/2025, they are increasing their rates guaranteed through 12/31/2027.

A motion was made by Councilmember Tipograph to authorize the Supervisor to sign the retainer agreement with Hinman Straub. The motion was seconded by Councilmember Powers.

Roll Call Vote:	
Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Absent

December Regular Monthly Town Board Meeting Conflict:

Supervisor Houghtling stated, the High School Winter Concert is the same night as the December board meeting.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Skerkis who is absent, to reschedule the Regular Monthly Meeting of the Town Board to Tuesday, December 10th, 2025 at 7:30pm.

Schedule Year End Meeting, Organizational Meeting and 2024 Annual Audit:

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously with the exception of Councilmember Skerkis who is absent, to schedule the Year End Meeting for 5:00pm on Monday, December 30th, 2025 and to schedule a Special Meeting at 5:15pm to interview for Planning Board and Ethics Board.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously with the exception of Councilmember Skerkis who is absent, to schedule the Swearing In and Organizational Meeting for January 2nd, 2025 at 6:00pm.

The scheduling of the annual audit is being tabled until the next meeting.

Action Item for QOL Committee from Comprehensive Plan:

Supervisor Houghtling stated, the QOL has completed the action item.

A motion was made by Supervisor Houghtling to accept the action plan and conceptual framework submitted by the Quality of Life Committee as amended. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Review Comprehensive Plan Action Plan for Outstanding Items:

Supervisor Houghtling and the Town Board reviewed and discussed the Comprehensive Plan action items for completion.

Councilmember Tipograph left the meeting at 7:43pm.

Supervisor Houghtling discussed the transportation survey.

ANNOUNCEMENTS:

DECEMBER:

Tuesday, December 10th, 2024 at 7:30pm- Regular Monthly Meeting

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

Monday, December 30th, 2024 at 5:15pm- Special Meeting Interviews (PB & Ethics)

JANUARY 2025:

Thursday, January 2nd, 2025 at 6:00pm- Swearing In & Organizational 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.

Margaret Robertson: Meg discussed the plaque for the tree in memory of John Trainor and an upcoming dedication ceremony taking place.

Meg asked if there is a State requirement for the Community Center to have an AED, Supervisor Houghtling will look into that. The town did purchase one for the SYP that can be used when Summer Camp is not in session.

David McGuinness: David suggested the Community Center offering a CPR course for the town that could include defibrillator training.

David asked what the annual cost to the town would be relating to the Old Ghost Road takeover and the expense in maintaining it. Supervisor Houghtling responded that it is hard to break out the cost to maintain one road. Councilmember Kroboth added, the town is already maintaining all of the other roads in the development, this is a small addition.

Mr. Muadin: (Online) Mr. Muadin expressed his satisfaction with the board's decision to postpone the final vote on proposed Local Law #3 until the next meeting.

Mr. Muadin spoke about the contributions that Councilmember Tipograph has brought to the board and the town.

Mr. Muadin congratulated Monte Wasch on becoming Town Justice.

EXECUTIVE SESSION – Proposed MOA with Teamsters Union RE: Waiver of Fees:

Tabled, did not occur.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:00pm. The motion was seconded by Councilmember Kroboth.

Roll Call Vote:

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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk