

**MINUTES OF THE SPECIAL MEETING
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON APRIL 28, 2025**

Present: Tistrya Houghtling, Supervisor
Joanne Amlaw, Councilmember
Steve Powers, Councilmember
Craig Skerkis, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk

Others Present: Darla Dobert, Deputy Court Clerk
Members of the Public

CALL TO ORDER:

The 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

AUDIT OF BILLS:

2025 Bills:

General Nos. 179 through 213, in the amount of \$146,512.13; and
Highway Nos. 63 through 75, in the amount of \$51,478.42;
As listed on Abstract No. 4A dated April 28, 2025.

A motion was made by Supervisor Houghtling to pay the bills. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

Councilmember Powers -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

TIME SENSITIVE ACTION NEEDED: (Vacation Time Carry Over)

Supervisor Houghtling stated, the Personnel Policy allows full-time employees to carry up to 40 hours of vacation time six months after their anniversary date, upon approval of the Town Board. She received an email from the Building Department Administrator requesting to

carry over her vacation time, her anniversary date is before the next regular Town Board meeting.

A motion was made by Supervisor Houghtling authorizing Hazel “Cissy” Hernandez to carry over up to 40 hours of vacation time through November 7th, 2025. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

Councilmember Powers -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

NYSEG:

Councilmember Powers reported, they have been waiting for NYSEG to get back to High Peaks Solar in order to get the solar panels and batteries hooked up at the Community Center. NYSEG reported, they have to update the transformer at a cost of \$350.00. The town has to pay that expense before High Peaks can move forward.

A motion was made by Councilmember Powers authorizing the Supervisor to pay on an interim voucher or the Town Clerk to pay on the town credit card for the NYSEG invoice up to \$350.00. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

Councilmember Powers -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

COMPTROLLER (COURT):

Supervisor Houghtling reported, she received a call from the NYS Comptroller regarding the discrepancy in the court. Judge Sack was short \$151.00, they knew this at the time of the audit. They have attempted to find the discrepancy but have been unsuccessful. Per the Comptroller, the town is liable. The Supervisor has to pay the Court \$151.00 to Judge Sack’s fine account, the court deposits it and then cuts a check to the Supervisor for the full amount to match the audit and control report.

A motion was made by Councilmember Skerkis authorizing the Supervisor to cut a check for \$151.00 to Judge Sack on an interim voucher. The motion was seconded by Councilmember Powers.

Roll Call Vote:

Councilmember Powers -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

EXECUTIVE SESSION: - TOWN BOARD VACANCY

A motion was made by Supervisor Houghtling to enter an Executive Session at 5:06pm 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, more specifically to discuss the candidates for the Town Board vacancy.

Councilmember Skerkis mentioned, emails that were sent from members of the public to the Town Board regarding filling the board vacancy. He also commented, that there are people present to speak on the same topic.

Supervisor Houghtling stated, there is usually not privilege of the floor at special meetings of this nature. She is willing to open the floor for this.

The motion was seconded by Councilmember Powers.

Roll Call Vote:

Councilmember Powers -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

PRIVILEGE OF THE FLOOR:

JoAnna Phillips: JoAnna addressed the board regarding the Town Board vacancy and the importance to fill the vacancy.

A motion was made by Supervisor Houghtling to exit the Executive Session at 5:34pm. The motion was seconded by Councilmember Powers.

Roll Call Vote:

Councilmember Powers -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

Councilmember Skerkis reported, they are in some agreement on possible candidates and are going to move forward with interviews for potential candidates to fill the Town Board vacancy.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to schedule a Special Meeting for the purpose of interviewing Town Board candidates for May 21st, 2025 at 5:00pm and ask the Town Clerk notice the paper.

ADJOURNMENT:

A motion was made by Councilmember Skerkis, to adjourn the meeting at 5:38pm. The motion was seconded by Supervisor Houghtling.

Roll Call Vote:

Councilmember Powers -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk