

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON MAY 13, 2025**

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

Recording Secretary: Marsha (Marcie) Robertson, Town Clerk

Others Present: Peg Munves, CAC Co-Chair
Ted Salem, ZBA Member & ZRC Chair
Josh Young, Planning Board Member, BEDC & Shaker
Preservation Committee Chair (6:11)
Jim Carroll, Planning Board & ZRC Member
Donald Lamonaca, CAC & ZRC Member
Elizabeth Brutsch, Planning Board Chair & ZRC Member
Rae Gilson, BEDC & Shaker Preservation Committee
Member
Merrill Hesch, Shaker Preservation Committee Member
William Shannon, Ethics Board Member & President of
LV Seniors
Margaret Robertson, Historic Railroad Depot Committee
Sharon Powers, IT Website Support, QOL, & ZBA Member
Bruce Shenker, NL Rep to CC Env. Mgt. Council
John Dax, Shaker Preservation Committee Member
Winfried Fuchshofen, Shaker Preservation Committee
Member
Carol Reichert, Shaker Preservation Committee Member
Mary Young, NL Rep to CC Office For the Aging & Traffic
Safety (6:43pm)
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.

MINUTES:

The minutes of the **April 1, 2025 Public Hearing (Intro. LL#1 of 2025), April 1, 2025 Regular Monthly Meeting, April 28, 2025 Regular Monthly Meeting (to pay bills), and November 12, 2024 Regular Monthly Meeting** of the Town Board were reviewed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Amlaw, and approved unanimously to approve the four sets of minutes as typed.

FINANCIAL:

Supervisor’s Report:

The Supervisor’s Report as of March 31, 2025 and April 30, 2025 were available to the public via the Town Clerk’s email and the Town website and the Town Board was emailed the Supervisor’s Reports by Supervisor Houghtling.

A motion was made by Councilmember Skerkis to accept the Supervisor’s reports for March and April as typed. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

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

PRESERVATION – Mount Lebanon Historic District Working Group Update:

Supervisor Houghtling gave a brief background, the working group is presenting to the Board tonight before going out for public input.

Elizabeth Brutsch, Planning Board Chair presented on behalf of the Mount Lebanon Historic District Re-Zoning Proposal. Josh Young read a letter from Liz Kroboth in support of the proposal. The presentation was followed by Q&A and discussion. The board agreed that after this proposal is brought before the ZRC, Ted Salem will report back to them with any changes that may be made.

Discussion continued. There will be notice of a public input session in the near future.

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.

JoAnna G. Phillips: JoAnna spoke on many topics; Community Center (generator, attendance, & mural), skate park, playground grant money, grants already awarded to the

town, lack of transparency on projects, sidewalk project, landfill status, water treatment study, and mention of the 5/22 meeting at the Community Center.

Susan Tipograph: Susan spoke regarding the attendance of who visits the Free Store and determining who is new and who is reoccurring.

Mr. Muadin: (online) Mr. Muadin spoke in disapproval of the NYSEG Public Announcement that was sent out via email from the Town Clerk's email list regarding smart meters. NYSEG offers an opt-out option. He spoke regarding the health risks of digital meters.

BUDGET AMENDMENT #5 OF 2025:

General Fund:

| | | |
|----|--------|--|
| \$ | 434.00 | from A-003917 (Fund Balance – CSC Funds) |
| \$ | 150.00 | from A-1990.4 (Contingency) |
| \$ | 150.00 | to A-1330.4 (Planning Board – Contractual Expense) |
| \$ | 434.00 | to A-8797.42 (CSC – Solar & Heat Pumps at CC) |

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #5 of 2025 as typed. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

AUDIT OF BILLS:

2025 Bills:

General Nos. 214 through 215, in the amount of \$572.29;
As listed on Abstract No. 4B dated May 13, 2025.

General Nos. 216 through 247, in the amount of \$120,823.92; and
Highway Nos. 76 through 82, in the amount of \$14,258.70; and
SF -1 LVPA No. 2 in the amount of \$38,325.00; and
Escrow No. 4, in the amount of \$50.00;
As listed on Abstract No. 5 dated May 13, 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 |

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 committees have any further updates or action that is needed by the Town Board?

Supervisor Houghtling: The Supervisor gave an update on the Court audit and the shortage. There is no shortage on the bail account.

OLD BUSINESS:

Generator at the Community Center:

Supervisor Houghtling reported, the generator was not included in the sale. Everything that came with the building came as is. The Town Board knew previous to the purchase that the generator was not working. The LVPA offered to attempt to repair the generator at no charge for time and labor but the town would have to purchase the estimated \$3,000 in needed parts. They can attempt to weld the broken part at no guarantee that the weld will hold up. To replace this type of generator new it would cost over \$40,000.

Supervisor Houghtling stated, that she did not find anywhere in the budget for this expense and she suggests budgeting for it in the 2026 budget. This also allows for time to see if the battery backups prove to be enough and no need for the generator.

This was tabled for now and Councilmember Powers will find out more information on the battery backups and how they will support heat for the building.

Adoption of LL #2 of 2025 – Planning Board Alternates:

A motion was made by Supervisor Houghtling to enact Introductory Local Law No. 2 of 2025 as final Local Law No. 2 of 2025, and to direct the Town Clerk to finalize and submit final Local Law No. 2 of 2025 to the New York State Department of State for filing in accordance with law. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Adoption of LL #3 of 2025 – Chapter 101 of the Town Code:

A motion was made by Councilmember Amlaw to adopt Part 2 of the Short Environmental Assessment Form for the proposed adoption of Introductory Local Law No. 3 of 2025 relating to special events. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

A motion was made by Councilmember Skerkis to adopt the Part 3 of the Short Environmental Assessment Form as prepared by the Attorney for the Town [if applicable: and as amended by the Town Board] for the proposed adoption of Introductory Local Law No. 3 of 2025 relating to special events, to determine that the proposed action will not result in any significant adverse environmental impacts and to adopt a Negative Declaration under the State Environmental Quality Review Act for the action, and to authorize and direct the Supervisor to execute, file, and circulate the Part 3 of the Short Environmental Assessment Form as required under applicable regulations. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

A motion was made by Supervisor Houghtling to enact Introductory Local Law No. 3 of 2025 as final Local Law No. 3 of 2025, and to direct the Town Clerk to finalize and submit final Local Law No. 3 of 2025 to the New York State Department of State for filing in accordance with law. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Adoption of LL #4 of 2025 – Chapters 81 & 205 of the Town Code:

A motion was made by Councilmember Amlaw to adopt Part 2 of the Full Environmental Assessment Form for the proposed adoption of Introductory Local Law No. 4 of 2025. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

A motion was made by Councilmember Skerkis to adopt the Part 3 of the Full Environmental Assessment Form as prepared by the Attorney for the Town for the proposed adoption of Introductory Local Law No. 4 of 2025, to determine that the proposed action will not result in any significant adverse environmental impacts and to adopt a Negative Declaration under the State Environmental Quality Review Act for the action, and to authorize and direct the Supervisor to execute, file, and circulate the Part 3 of the Full Environmental Assessment Form as required under applicable regulations. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

A motion was made by Supervisor Houghtling to enact Introductory Local Law No. 4 of 2025 as final Local Law No. 4 of 2025, to direct the Town Clerk to finalize and submit final Local Law No. 4 of 2025 to the New York State Department of State for filing in accordance with law and to submit a final report of action to the Columbia County Planning Board. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Proposal to Paint a Mural on the Community Center Building:

Supervisor Houghtling reported, there is not a lot of wiggle room in the budget to spend the money for supplies for the mural at this time. The volunteer is willing to do this next summer. This was tabled for now and will be revisited during budget prep.

Update on the Skatepark:

Supervisor Houghtling reported, the skate lite material is outdoor skate lite and that is the expensive part of the skate park. It can be outdoors in weathers. The part that has potential damage is the plywood and 2x4's and they have already been budgeted for. That is part of what Jesse is volunteering his time for, to replace those damaged parts. Supervisor Houghtling went over the timeline of the skate park from 2021 to current.

Councilmember Amlaw went over her timeline and concerns regarding the skate park.

Supervisor Houghtling and Councilmember Amlaw held further discussion regarding the skate park and the insurance concerns, park inspection reports, and other park related items.

Park & Buildings Superintendent Position:

A motion was made by Supervisor Houghtling to appoint Michael Dimanche as the Park and Buildings Superintendent effective immediately through December 31st, 2025 at a rate of \$18.50 an hour for up to 20 hours a week for May through October and up to 5 hours a week for November through April. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

Community Center Coordinator:

Supervisor Houghtling reported, that Saoirse's last day is May 31st, 2025. Alissa is willing and able to take back the full job that she was doing before at a salaried rate now that there are volunteers doing the Free Store.

A motion was made by Supervisor Houghtling effective June 1st, 2025 and valid through December 31st, 2025 to appoint Alissa Ross as the only Community Center Coordinator and move her back to a salary of \$17,130 annually. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

NEW BUSINESS:

Policy Review – Investment Policy, Data Breach Policy, & Public Health Emergency Plan:

Supervisor Houghtling clarified a concern that Councilmember Powers had last year when the Public Health Emergency Plan was reviewed. The first page is when the policy is adopted for the first time, signed and dated by the Supervisor. At the time of adoption and signing there were no unions nor unionized employees at that time, the date signed. If the policy is ever amended, the union has to be notified and have input.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to mark the Investment Policy, the Data Breach Policy, and the Public Health Emergency Plan as reviewed by the Town Board with no changes.

Introduction of Introductory LL#5 of 2025 – Telecommunications:

Supervisor Houghtling stated, there is a new version that will be circulated to the public before the Public Hearing on it. The new version has the indemnification wording in it.

A motion was made by Supervisor Houghtling to introduce Introductory Local Law #5 of 2025 and schedule a Public Hearing for Tuesday, June 10th, 2025 at 5:45pm and to direct the Town Clerk post and publish notice of Public Hearing in accordance with applicable law. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

A motion was made by Councilmember Amlaw to classify the proposed adoption of Introductory Local Law No. 5 of 2025 as a Type I action under the State Environmental Quality Review Act, and to authorize the Supervisor to execute Part 1 of the Full Environmental Assessment Form as prepared by the Attorney for the Town. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

A motion was made by Supervisor Houghtling to refer Introductory Local Law No. 5 of 2025 to the Columbia County Planning Board for report and recommendation. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

A motion was made by Supervisor Houghtling to refer Introductory Local Law No. 5 of 2025 to the Town Planning Board for report and recommendation. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

NYS Retirement Annual Resolution:

Supervisor Houghtling answered Councilmember Skerkis's questions about the Retirement Resolution.

TOWN OF NEW LEBANON

RESOLUTION #19, 2025

STANDARD WORK DAY AND REPORTING RESOLUTION FOR 2025

May 13, 2025

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 Route 22, New Lebanon, New York, duly called and held on the 13th day of May 2025, the following Resolution was put forth for enactment:

Proposed by Supervisor Houghtling
Seconded by Councilmember Powers

Standard Work Day and Reporting Resolution for 2025

BE IT RESOLVED, that the New Lebanon Town Board hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

| Title | Name | Standard Work Day (Hrs/day) | Term Begins/Ends | Participates in Employer's Time Keeping System (Y/N) | Days/Month (based on Record of Activities) | Not Submitted |
|----------------------------|--------------------|-----------------------------|-----------------------|--|--|---------------|
| Elected Officials | | | | | | |
| Highway Superintendent | Peter McCagg | 6 | 1/1/2024 – 12/31/2027 | No | 40.46 | |
| Town Supervisor | Tistrya Houghtling | 6 | 1/1/2022-12/31/2025 | No | 26.84 | |
| Town Clerk | Marsha Robertson | 6 | 1/1/2024-12/31/2027 | No | 27.00 | |
| Town Justice | Lorrie Wechter | 6 | 1/1/2025-12/31/2028 | No | 2.19 | |
| Tax Collector | Tamara Darcy | 6 | 1/1/2024-12/31/2027 | No | 3.46 | |
| Appointed Officials | | | | | | |
| Assessor | Kimberly Smith | 6 | 10/1/2019-9/30/2025 | No | 10.027 | |
| Dog Control Officer | Maggie Banker | 6 | 1/1/2025-12/31/2025 | No | 0.857 | |
| Title | Name | Standard Work Day (Hrs/day) | Term Begins/Ends | Participates in Employer's Time Keeping System (Y/N) | Days/Month (based on Record of Activities) | Not Submitted |
| Appointed Officials | | | | | | |
| | | | | | | |
| | | | | | | |

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

| | |
|-------------------------------|-----|
| Councilmember Steven Powers | Aye |
| 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: May 13, 2025
Marcie Robertson
Town Clerk
Town of New Lebanon

Letter of Support for Grant by LVCC for Playground:

Supervisor Houghtling addressed JoAnna G. Phillips’s questions from her privilege of the floor regarding this topic.

A motion was made by Councilmember Powers, seconded by Councilmember Skerkis, and approved unanimously to authorize the Supervisor to write a letter of support for a playground grant that the LVCC is applying for.

Trees for Tribs Proposal:

Councilmember Amlaw stated, residents have come to her wondering what is happening with the trees in the park, why so many trees, why are the tubes still on them, etc. Councilmember Amlaw reported, that she spoke to Joe Zemma, Zemma’s Nursery who connected her with Joe Dwileski, a licensed and insured arborist. She then met with the CAC and discussed their recommendations. Councilmember Amlaw went over these recommendations. The board held further discussion and agreed to table this for now.

Walkable Downtown Grant Resolution:

Supervisor Houghtling explained that this resolution is to show that the town has access to the funding. She stated this is a NYS DOT Grant through the State and is not at risk of losing its funding. Once you are contracted, the money is already there and available to the town on a reimbursement basis.

TOWN OF NEW LEBANON
RESOLUTION #20, 2025
RESOLUTION AUTHORIZING THE IMPLEMENTATION AND FUNDING OF A TRANSPORTATION

**FEDERAL-AID PROJECT
MAY 13, 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 13th day of May 2025, the following Resolution was proposed and seconded:

Resolution by Councilmember Powers

Seconded by Supervisor Houghtling

Authorizing the implementation, and funding in the first instance 100% of the federal-aid [[[and State "Marchiselli" Program-aid]]] eligible costs, of a transportation federal-aid project, and appropriating funds therefore.

WHEREAS, a Project for the New Lebanon Walkability Improvement, New Lebanon, Columbia County, PIN 8763.43 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the Town of New Lebanon desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of preliminary design, detailed design, and right-of-way incidentals.

NOW, THEREFORE, the Town Board, duly convened does hereby

RESOLVE, that the Town Board hereby approves the above-subject project; and it is hereby further

RESOLVED, that the Town Board hereby authorizes the Town of New Lebanon to pay in the first instance 100% of the federal and non-federal share of the cost of preliminary design, detailed design, and right-of-way incidentals work for the Project or portions thereof; and it is further

RESOLVED, that the sum of \$287,250 is hereby appropriated from a bond and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Town of New Lebanon shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Town Supervisor thereof, and it is further

RESOLVED, that the Town Supervisor of the Town of New Lebanon be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or applicable Marchiselli Aid on behalf of the Town of New Lebanon with the New York State Department of Transportation in connection with the advancement or

approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

RESOLVED, that in addition to the Town Supervisor, the following municipal titles: Town Clerk are also hereby authorized to execute any necessary Agreements or certifications on behalf of the Municipality/Sponsor, with NYSDOT in connection with the advancement or approval of the project identified in the State/Local Agreement;

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately.

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 | |
| 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: May 13, 2025
Marcie Robertson
New Lebanon Town Clerk

Walkable Downtown Committee:

A motion was made by Councilmember Powers, seconded by Supervisor Houghtling, and approved unanimously to appoint Ingrid Benson and Corey Stall to the Walkable Downtown Committee.

Go Out to Bid for HVAC Services:

Supervisor Houghtling stated, HVAC service is not something that has to go out to bid for every time, it has been a while since it's been out to bid. She stated, it is good to go out to bid every so often and this time there needs to be a contract in place.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to go out to bid for HVAC services with bids due on or before Thursday, July 3rd, 2025 at 4:00pm and ask the Town Clerk to notify the papers.

OFA Appointment:

Supervisor Houghtling reported, there are currently three Office for the Aging Representatives that do not have any terms. There is a new head of the OFA at the County that realized they are supposed to be 2 year terms. Mary Young clarified that there are actually only two members and one alternate, she is the alternate and still needs to be appointed by the board.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously to appoint Mary Young as the Alternate and Sarah Conly as the OFA Rep. retroactively effective January 1st, 2025 for a two year term to expire December 31st, 2026.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to appoint David Russell as the OFA Rep. retroactively effective January 1st, 2024 for a two year term to expire December 31st, 2025.

Contract for All Bid Projects:

Supervisor Houghtling reported, the town currently gets contracts when it is a large project. On the smaller projects, they are not currently paying an engineer or attorney to draft a contract. Councilmember Amlaw had the idea of creating a generic contract that can be used for the smaller projects. Attorney Tingley may have a template that he can send to the Supervisor. The board agreed to have and use a generic contract going forward for every bid.

Insurance Coverage of Forgery & Alterations:

Supervisor Houghtling stated, our insurance broker reached out to see if the town wanted to add coverage of forgery and alterations for an additional \$92.00 a year. Supervisor Houghtling explained this coverage is for check washing and fraud. Supervisor Houghtling reached out to the town's bank and they recommended that the town consider adding this additional coverage and enrolling in the bank's positive pay services for added protection against check fraud, including check washing. The service through the bank is free. The board agreed to add the coverage to the insurance as well.

A motion was made by Supervisor Houghtling to add the insurance coverage for check washing for \$92.00 a year and to enroll in Positive Pay through the bank for free. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

ANNOUNCEMENTS:

MAY:

Wednesday, May 21st, 2025 at 5:00pm – Special Meeting – Interviews (TB Vacancy)

Thursday, May 22nd, 2025 @ 6:00pm – Public Meeting on Conservation & Housing at the NL Community Center

JUNE:

Tuesday, June 10th, 2025 at 5:45pm – Public Hearing (Intro. LL#5 of 2025) - Telecommunications

Tuesday, June 10th, 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.

Councilmember Skerkis: Craig spoke on Local Law #4 of 2025, walkable downtown, and the potential change happening in New Lebanon and he hopes that residents are paying attention and aware of what is going on.

Councilmember Powers: Steve thanked all of the Repair Café volunteers for another successful event.

JoAnna G. Phillips: JoAnna asked about the estimated size of the trees in the park and future crowding. She commented on the re-zoning and brought up the community center from her first privilege of the floor.

Mr. Muadin (Online): Mr. Muadin complimented the presentation on the historic district and how pleased he was there was going to be a public input session. He stated his appreciation for Councilmember Skerkis's observations on what took place at the meeting. Mr. Muadin commented on the importance of transparency, the Community Center costs, and disabled residents who cannot participate in Community Center events.

Margaret Robertson: Meg spoke in regards to Councilmember Skerkis's comments regarding the potential changes and the new local law. She talked about the history of the town and the potential changes may make the "miracle mile" more like it was in the past, a booming downtown.

Councilmember Skerkis: Craig stated, he is not against or for the effort, he is concerned with the gentrification and potential increase in the cost to live here for the older generation on fixed incomes.

Corey Stall: Corey thanked the board for selecting him to the Walkable Downtown Committee and he is looking forward to being able to contribute in any way he can.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:10pm.
The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk