

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON JUNE 10, 2025**

**Present:** Tistrya Houghtling, Supervisor  
Joanne Amlaw, Councilmember  
Scout Metzler, Councilmember  
Steve Powers, Councilmember  
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  
Mary Young, NL Rep to CC Office For the Aging & Traffic Safety  
Josh Young, Planning Board Member, BEDC & Shaker Preservation Committee Chair (6:11)  
Margaret Robertson, Historic Railroad Depot Committee  
Stacey Breads, Playground Design Committee Member  
Bruce Shenker, NL Rep to CC Env Mgt Council  
Donald Lamonaca, CAC & ZRC Member  
Stephen Houghtling, LVPA Chief  
Ed Godfroy, NL Rep. to Emergency Mgmt., & LVPA  
Candace Balmer, RCAP Solutions  
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](https://townhallstreams.com/towns/new_lebanon_ny)

A moment of silence was held, followed by the flag salute. The emergency exits were pointed out.

**TOWN BOARD VACANCY APPOINTMENT:**

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously to appoint Scout Metzler to the Town Board vacancy effective immediately with the appointment running through the end of the day on November 4<sup>th</sup>, 2025.

**OATH OF OFFICE:**

Town Clerk Robertson performed the Oath of Office for appointed Councilmember Scout Metzler. Councilmember Metzler joined the meeting.

**MINUTES:**

The minutes of the **May 13, 2025 Public Hearing (Intro. LL#2 of 2025)**, **May 13, 2025 Public Hearing (Intro. LL#3 of 2025)**, **May 13, 2025 Public Hearing (Intro. LL#4 of 2025)**, and **May 21, 2025 Special Meeting (TB Interviews)** 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 May 31, 2025 was 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 Amlaw to accept the Supervisor's report for May as typed. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

**PRESENTATION – Water & Wastewater Feasibility Study Update:**

Peg Munves, CAC Co-Chair gave a brief introduction for Candace Balmer from RCAP Solutions. They have been working together on the feasibility study since 2022. Peg gave an update from Brendon Becker, Lamont Engineering.

Candace Balmer of RCAP Solutions, a private not for profit. She has been working with the town helping to explore water and wastewater interest, need and funding eligibility. Candace discussed funding eligibility and the income survey and documenting the town's eligibility for outside funding that may make the project affordable. RCAP provides free technical assistance and training for small, poor, rural communities that are wrestling with water and wastewater challenges and needs. Most of RCAP's funding that enable them to bring their services at no cost to the town is through federal agencies. Candace stated, they assist with project planning and development, help with guiding municipalities through the multiple steps involved in success. They help with funding eligibility determinations to figure out what kind of programs are available, which ones the town

might qualify for, and how to document that eligibility. Candace continued with her presentation to the Town Board focusing on funding eligibility.

Peg Munves, CAC Co-Chair addressed a comment made on social media regarding the CAC water testing that is taking place in town. The CAC work on source water is very different than the feasibility study for wastewater. The town allocated ARPA funds to the CAC for source water testing to be done properly.

The presentation was followed up with questions, answers, and discussion.

### **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](mailto:supervisor@townofnewlebanon.com) during the meeting.

**Mr. Muadin:** (online) Mr. Muadin stated, he appreciated the presentation at last month's meeting on the Mount Lebanon Historic District. He thinks it should have been a meeting in itself not the same night as the board meeting.

### **BUDGET AMENDMENT #6 OF 2025:**

Supervisor Houghtling reported, the Community Center needed a push mower, and the funds are being moved from the .4 account to the .2 account. The Town Hall needed a cell phone booster, we used to have one but it was given to the Highway Department. There is the \$56 insurance fee that was approved at last month's meeting.

#### **General Fund:**

\$	258.00	from A-1520.4 (Community Center – Contractual Exp.)
\$	306.00	from A-1990.4 (Contingency)
\$	258.00	to A-1520.2 (Community Center - Equipment)
\$	250.00	to A-1620.2 (Buildings - Equipment)
\$	56.00	to A-1910.4 (Unallocated Insurance)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #6 of 2025 as typed. The motion was seconded by Councilmember Skerkis.

#### **Roll Call Vote:**

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

## **AUDIT OF BILLS:**

### ***2025 Bills:***

General Nos. 248 through 288, in the amount of \$75,348.05; and  
Highway Nos. 83 through 98, in the amount of \$140,662.55; and  
Escrow No. 5, in the amount of \$871.92;  
As listed on Abstract No. 6 dated June 10, 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
Councilmember Metzler -	Abstain
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:** Supervisor appointed Councilmember Scout Metzler as the Town Board liaison to the Assessor, Building Department, and Traffic Safety.

**Supervisor Houghtling** read a letter submitted from Karen Ross to Peg Munves regarding the CAC and the work they have done with the trees in the park and how happy she is to see the new growth of the trees, the shade they will provide, and thanked them all for their work on this project.

**Mary Young**, Alternate NL Rep. to CC Office for the Aging reported, that the transportation from Chatham to Hudson via the new program started today. She is encouraging people to participate and use this program as much as possible to ensure its success. This happens on Tuesdays and Thursday and more information can be found on the Columbia County Transportation Program on the website.

**Supervisor Houghtling** reported, that she and the Canaan and Chatham Supervisors have been working for about three years on a New Lebanon to Chatham shuttle that would then connect to the Chatham to Hudson bus. Unfortunately the money received through Didi Barrett's office was specifically for the Hudson to Chatham shuttle. They are still working on a solution.

**OLD BUSINESS:**

***Update on Skatepark Insurance and Park Inspections:***

Supervisor Houghtling addressed some questions that came up at last month’s meeting. Park Inspections have been done regularly and are filed in the Town Clerk’s office, and Councilmember Amlaw will be following up with the park staff to make sure they are being completed and filed with the Town Clerk.

Insurance for the skate park, it was a zero cost on the insurance when it first started, our insurance broker switched carriers from Trident to NYMIR, and NYMIR does charge a small annual fee to add the skate park, but it has already been added. It has been budgeted and paid for in the insurance renewal.

***Update Contract for Painting of the Community Center with ARPA Funds:***

Supervisor Houghtling reported, the town had to contract or spend all of the ARPA funds by December 31<sup>st</sup>, 2024. One of the contracted funds was for painting the exterior of the Community Center for \$4,265.00 with Phenomenal Finish. The gentleman, Douglas Finley that the town contracted with who worked for Phenomenal Finish at the time, no longer works there. Phenomenal Finish did not respond to Supervisor Houghtling regarding their bid. Supervisor Houghtling then contacted Douglas Finley directly, who has his own company now, Finley Remodeling and he is willing to honor the same terms of the contract at the same price. Supervisor Houghtling verified with the ARPA consultant that we can do this, they responded that as long as the amount of money and scope of work is the same the town can change who the contract is with.

Originally, the intent was to paint the whole building and trim white. The board inquired what the cost would be to paint the trim and doors white, it was a lot more money so the board decided not to do that and paint the whole building white. The board decided to survey the public for a color choice. The survey results came back with the majority choosing a shaker blue color to paint the building. Supervisor Houghtling stated, she proposed getting volunteers to paint the trim and doors white with the town buying the paint and Mr. Finley would be there to help the volunteers. Mr. Finley agreed and will tape off the trim and doors that are already white, paint the building blue, and be available to help volunteers to paint the trim and doors at no extra cost.

A motion was made by Councilmember Powers to authorize the Supervisor to sign the contract with Finley Remodeling to replace the contract with Phenomenal Finish. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Metzler -	Abstain
Supervisor Houghtling -	Aye

Councilmember Amlaw - Aye  
Councilmember Skerkis - Aye

***Go Out to Bid on Construction of New Playground:***

Supervisor Houghtling reported, the Town Board already approved the details, need to go out to bid. She spoke with Paul McCreary today and he would like to give bidders until August 8<sup>th</sup>.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers and approved unanimously to go out to bid on the new Playground Design Project with bids due on or before 4:00pm on August 8<sup>th</sup>, 2025, and ask the Town Clerk to advertise in the paper.

***Columbia County Recovery Kitchen Fridge at Community Center - Contract:***

Supervisor Houghtling reported, the Town Board has already approved this, at the time Supervisor Houghtling did not realize there was a contract to be signed by the Town.

A motion was made by Councilmember Amlaw, seconded by Councilmember Skerkis and approved unanimously to authorize the Supervisor to sign the contract with Columbia County Recovery Kitchen for the free fridge.

***Broadband Update:***

Supervisor Houghtling stated, this was under Congressman Delgato that the Town received funding for New Lebanon, Canaan, Ghent, and Austerlitz to provide broadband to every household. In New Lebanon there are still approximately 50 households that do not have access to high speed internet. We are down to the last item prior to receiving authorization to begin construction, they need approval of Consolidated contracts with their sub-contractors. The hope is that installation will begin July 1<sup>st</sup>, and all houses will have broadband high speed by the end of September of 2025.

***Comprehensive Plan Committee Appointments – ZRC Recommendation:***

Supervisor Houghtling reported that the Zoning Rewrite Committee made a recommendation for the committee appointments.

Councilmember Skerkis recused himself and left the room at 6:50pm.

Supervisor Houghtling reported, they had four interested applicants, one had to withdraw due to being on other town committees. The ZRC recommended appointing all three.

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

recused, to appoint Ron Nakovics, Adrienne Allen, and David McGinness and the ZRC as our Comprehensive Plan Committee.

Councilmember Skerkis returned to the room and rejoined the board at 6:51pm.

***Update on Landfill Closure:***

Supervisor Houghtling gave a status update, addressed why it is taking so long, and why the town had to go in the order that it is.

**NEW BUSINESS:**

***Policy Review – Performance Management Policy, Bank Reconciliation Policy & Petty Cash Policy:***

*Performance Management Policy:*

Tabled

*Bank Reconciliation Policy & Petty Cash Policy:*

No discussion, no changes.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to mark the Bank Reconciliation Policy and the Petty Cash Policy as reviewed with no changes.

***LVPA Request Regarding ECHO Level Response:***

Steve Houghtling, LVPA Fire Chief reported that they are looking at a possible change to the response protocol for the LVPA. The EMS system for Columbia County is overwhelmed and understaffed. The County reached out to Steve to discuss the possibility of the fire company doing an ECHO level response which is response to three calls; cardiac arrest, respiratory arrest, and choking. The LVPA is willing to do this but there is an additional expense for the needed equipment and training. The LVPA is asking for a verbal commitment from the Town Board for a \$5,000 increase in their operational budget to cover the additional expenses.

A motion was made by Councilmember Skerkis to approve a \$5,000 increase to the operating budget for the LVPA going into 2026. The motion was seconded by Supervisor Houghtling.

Roll Call Vote:

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

***New York Main Street Grant – Phase 2 Application:***

Supervisor Houghtling stated, the town applied for Phase 1 a couple of years ago, it is a two phase grant. Phase 1 was the design guidelines, Phase 2 is where the business owners get cash, \$.75 on the dollar to do exterior improvements and beautify our downtown.

Supervisor Houghtling gave a brief explanation of the next steps.

**TOWN OF NEW LEBANON  
RESOLUTION # 21, 2025  
NY MAIN STREET GRANT –PHASE 2  
JUNE 10, 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 10th day of June 2025, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Amlaw

***NEW YORK MAIN STREET GRANT – PHASE 2***

WHEREAS, the Town of New Lebanon desires to apply for up to \$275,000 in financial assistance through the 2025 Consolidated Funding Application (CFA) under the from the New York Homes and Community Renewal (NYHCR) and Housing Trust Fund Corporation (HTFC) New York Main Street Grant Program; and

WHEREAS, the application proposes funding to assist property owners to complete building renovations to downtown “main street” buildings in the Downtown Target Area previously identified on NYS Route 20 between Lovers Lane to the west and the NYS Route 22 cutoff to the east; and

WHEREAS, the proposed funding will contribute to ongoing community revitalization efforts; and

WHEREAS, the grant application requires the approval and endorsement of the governing body of the municipality in which the project will be located.

NOW, THEREFORE, BE IT RESOLVED, that the Town of New Lebanon approves and endorses the 2025 application to the New York Homes and Community Renewal (NYHCR) and Housing Trust Fund Corporation (HTFC) New York Main Street Grant Program to be submitted through the 2025 Consolidated Funding Application (CFA).

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 Scout Metzler	Abstain

Supervisor Tistrya Houghtling	Aye
Councilmember Joanne Amlaw	Aye
Councilmember Craig Skerkis	Aye

I, Marcie Robertson, do hereby certify that Resolution #21 was passed at a meeting of the Town of New Lebanon held on June 10<sup>th</sup>, 2025, and is incorporated in the original minutes of said meeting OR on file and of record, and that said Resolution has not been altered, amended or revoked and is in full force and effect.

Dated: June 10, 2025  
Marcie Robertson  
New Lebanon Town Clerk

***Recreation Commission Resignation & 2 Letters of Interest:***

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis and approved unanimously to accept the resignation from Joanna Ezinga.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis and approved unanimously to remove Joanne Amlaw as a Recreation Commission Member and leave her as the Town Board Liaison to the Recreation Commission and to appoint Tammy Warner to Joanna Ezinga's position and Rochelle DiRe to Joanne Amlaw's position.

***Request for FB & Instagram Town Pages for Community Center:***

Supervisor Houghtling stated, the Community Center Coordinator has requested authorization to have a Facebook page and Instagram account specific to the Community Center.

A motion was made by Supervisor Houghtling, seconded by Councilmember Amlaw and approved unanimously to authorize Alissa Ross to create a Facebook group and an Instagram account for the Town Community Center and Free Store.

***Authorization for SYP FB Town Page:***

Supervisor Houghtling stated, when the new Summer Youth staff approached her regarding a new Summer Camp Facebook page she was not thinking of the Social Media Policy. The issue now is that it is a page not a group and they have worked very hard to get the page going and it could be detrimental to the summer camp communication with parents to change it a month before camp starts. If the board agrees to let them get through this summer camp season and start a new group in the fall.

A motion was made by Councilmember Skerkis seconded by Supervisor Houghtling and approved unanimously to allow the current Summer Camp Facebook page to continue with a waiver and then to transfer to a group after this season.

**Signage for Walking Trails:**

The Town Board held discussion to decide what signs, how many, and where they will be placed in the park.

A motion was made by Supervisor Houghtling to put at each point where the walking trails intersect with the driving roads in the park; a double sided sign, one side says no horses, quads, motorized vehicles, the other side says pedestrians be careful there are cars; and three signs at each entrance to the park that says please drive slow there's kids, pedestrians, etc. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

- Councilmember Powers - Aye
- Councilmember Metzler - Abstain
- Supervisor Houghtling - Aye
- Councilmember Amlaw - Nay
- Councilmember Skerkis - Aye

**Traffic Logix Renewal:**

Supervisor Houghtling stated, they budgeted \$500 for the renewal, she needs authorization to sign the quotation.

A motion was made by Councilmember Skerkis to authorize the Supervisor to sign the Traffic Logix renewal quotation. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

**Shared Highway Services with Columbia County:**

Supervisor Houghtling reported, the town already does shared services with Canaan and Stephentown. The County is now looking for the town to enter into an inter-municipal agreement

TOWN OF NEW LEBANON  
RESOLUTION # 22, 2025  
HIGHWAY INTER-MUNICIPAL COOPERATION AGREEMENT  
JUNE 10, 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 10th day of June 2025, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Skerkis

***HIGHWAY WORK INTER-MUNICIPAL AGREEMENT***

THIS INTER-MUNICIPAL COOPERATION AGREEMENT IS MADE THIS 1<sup>ST</sup> DAY OF MAY, 2025 BY AND BETWEEN THE COUNTY OF COLUMBIA, THE TOWNS OF ANCRAM, AUSTERLITZ, CANAAN, CHATHAM, VILLAGE OF CHATHAM, CLAVERACK, CLERMONT, COPAKE, GALLATIN, GERMANTOWN, GHENT, GREEPORT, HILLSDALE, KINDERHOOK, VILLAGE OF KINDERHOOK, LIVINGSTON, NEW LEBANON, VILLAGE OF PHILMONT, STOCKPORT, STUYVESANT, TAGHKANIC, VILLAGE OF VALATIE, AND CITY OF HUDSON.

Each party hereto is a municipal corporation (hereinafter referred to as party/parties) created under the laws of the State of New York. This agreement is authorized pursuant to Article 5-G of the General Municipal Law.

WHEREAS, each of the parties' desire cooperation and assistance by and between their respective Superintendent of Highways and Highway Departments for Public Works and including, but not limited to, the general maintenance, construction and repair of municipal roads, highways, bridges and property, as well as assistance during emergency situations.

NOW THEREFORE, for good and valuable consideration both tangible and intangible, each party hereto agrees as follows:

1. Each party herein is authorized to provide services and assistance to another party or parties to this agreement when requested by a party hereto. Such assistance, however, may only be provided to the extent that such assistance does not interfere with or materially diminish the level of services provided by the assisting party to its' own residents or is deemed inappropriate, by the Superintendent of Highways of the assisting party.
2. Although providing assistance by way of manpower and equipment is permissible, no party to this agreement may gift any materials or parts to the other parties.
3. Each party to this agreement warrants to the others that it maintains its own liability, property damage, motor vehicle and workers' compensation insurance and each municipality will hold the others harmless and indemnify the other(s) for its own acts or the acts and omissions of its employees.

This agreement will commence on May 1<sup>st</sup>, 2025 terminating on the 30<sup>th</sup> day of April 2030. Any party may cancel and exclude itself from this agreement upon thirty (30) days' notice to the others.

Should one or more parties cancel this agreement, said cancellation does not impair the validity of this agreement by and between the remaining parties.

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 Scout Metzler	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: June 10, 2025

Marcie Robertson

New Lebanon Town Clerk

***Highway Annual Bids:***

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to go out to bid for tree work, fuel, equipment, liquid calcium, repairs on site for highway equipment, and one inch minus gravel with a certain mixed percentage that the Highway Superintendent will get to the Town Clerk, and ask that the Town Clerk advertise in the paper with bids due on or before July 3<sup>rd</sup>, 2025 at 4:00pm.

**ANNOUNCEMENTS:**

***JUNE:***

***Friday, June 13th, 2025 at 6:00pm - Celebration of Bicentennial of Lafayette’s visit to Lebanon Springs at Lafayette Trail Marker***

***Tuesday, June 17<sup>th</sup>, 2025 12:00-8:00pm – School Budget Vote at WBH Elementary School***

***JULY:***

***Tuesday, July 8<sup>th</sup>, 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](mailto:supervisor@townofnewlebanon.com) during the meeting.

**Margaret Robertson:** Meg announced, on June 22<sup>nd</sup> at 2:00pm at the Town Hall, the Historical Society will be showing a video documentary about Dave McDonald. On June 29<sup>th</sup> at 2:00pm at the Town Hall will be showing a video documentary of Rutland Remanence.

**ADJOURNMENT:**

A motion was made by Supervisor Houghtling, to adjourn the meeting at 7:24pm.  
The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

*Respectfully submitted,*

Marcie Robertson  
New Lebanon Town Clerk

