

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JULY 8, 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
Donald Lamonaca, CAC & ZRC Member
Stephen Houghtling, LVPA Chief
Jim Carroll, Planning Board & ZRC Member
Tony Murad, ZBA Chair & ZRC Member
Jackie Howe, SYP Co-Camp Director
Joanna G. Phillips, HVAHC Pilot Committee Member
John Dax, Shaker Preservation Committee Member
Norman Rasmussen, Deputy Town Supervisor
Peter McCagg, Highway Superintendent & Playground Design Committee Member
Robert Gilson, CAC Member (7:02pm)
Rae Gilson, BEDC & Shaker Preservation Committee Member (7:02pm)
Elizabeth Brutsch, Planning Board Chair & ZRC & HVAHC Pilot Committee Member (Online)
Brendon Becker, Lamont Engineers
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 **May 13, 2025 Regular Monthly Meeting**, and **June 10, 2025 Public Hearing (Intro. LL#5 of 2025 –Telecommunications)** of the Town Board were reviewed.

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

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of June 30, 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 Report by Supervisor Houghtling.

A motion was made by Councilmember Powers to accept the Supervisor's report for June as typed. The motion was seconded by Councilmember Metzler.

Roll Call Vote:

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

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.

Susan Tipograph: Susan complimented the CSC for their hard work with the solar and the discounts received because of it.

Mr. Muadin: (online) Mr. Muadin commented his satisfaction that the ZRC and the SPC are holding public input sessions regarding the Mt. Lebanon Historic District. He expressed disappointment that the Telecommunication Code is not on the meeting agenda.

Supervisor Houghtling: Supervisor Houghtling responded for the record, they removed the fees out of the code and are putting them in the fee schedule so that when they want to change any of the fees they do not need to do a local law to do so. The attorney is working on amending the fee schedule.

BUDGET AMENDMENT #7 OF 2025:

Supervisor Houghtling explained, in the past the town budgeted for a new computer every three years for every computer and that seemed like a waste. Now we budget for one computer a year. It just happened that the Tax Collector and the Building Department both needed new computers this year without advance notice, so we are adding money to that budget line. The landfill closing costs were moved from one account to another.

General Fund:

| | |
|--------------|---|
| \$ 4,138.00 | from A-8161.41 (Landfill Closure – Attorney Fees) |
| \$ 7,760.00 | from A-1990.4 (Contingency) |
| \$ 10,638.00 | to A-1010.4 (Town Board – Contractual Exp.) |
| \$ 1,260.00 | to A-1680.2 (Central Data Processing - Equipment) |

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #7 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 No. 289, in the amount of \$11,388.00;
As listed on Abstract No. 6A dated July 8, 2025.

General Nos. 290 through 336, in the amount of \$47,540.58; and
Highway Nos. 99 through 107, in the amount of \$27,309.68;
As listed on Abstract No. 7 dated July 8, 2025.

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

Roll Call Vote:

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

SYP INVOICES – INTERIM VOUCHERS NECESSARY:

Supervisor Houghtling reported, she received an invoice from the Summer Camp for a field trip and it has to be paid but was not submitted in time to be included in the vouchers. Also, the August field trip is the day after the board approves bills. Supervisor Houghtling is looking for authorization to pay these invoices on interim vouchers. These field trips are paid for by the camper's parents. The town pays them and is then reimbursed. The rates for the bus drivers for these field trips have increased to approximately \$35.00 an hour.

A motion was made by Supervisor Houghtling to pay \$266.00 per driver for the Valley Cat field trip, and \$308.00 per driver for the Howe Caverns field trip via voucher. 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 |

A motion was made by Councilmember Skerkis to authorize the Supervisor to pay six vouchers, two bus drivers for each trip, and two to Howe Caverns and Valley Cats on an interim basis to then be approved by the board at the August meeting. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

| | |
|-------------------------|-----|
| Councilmember Powers - | Aye |
| Councilmember Metzler - | 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?

CAC –Peg Munves: Peg provided a brief update on the Open Space Inventory (OSI) that the CAC is currently revising. The CAC is looking for funding to digitize the OSI to put on the town website. The CAC is working with Nan Stolzenburg and her team to create

new digital interactive maps with new data, the cost would be between \$9,000 and \$10,000, funding is available from the Hudson River Estuary Program. The minimum grant the CAC can apply for is \$10,500, if the grant is awarded it will cover 85% of the project. Peg gave further information regarding the grant specifics.

Discussion was held between the Town Board and Peg Munves, CAC Co-Chair.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously to authorize the CAC to apply for the grant for Hudson River Estuary Program to update our OSI and digitize our OSI maps.

OLD BUSINESS:

Planning Board Appointments – 1 Member & 2 Alternates:

Supervisor Houghtling recused from the discussion and left the room at 6:23pm.

A motion was made by Councilmember Powers to appoint Stephen Houghtling to the Planning Board for the town, effective immediately and to expire 12/31/2028.

There was no second to the motion, the motion did not pass.

A motion was made by Councilmember Skerkis, seconded by Councilmember Amlaw, to appoint Mike Crosby to the Planning Board with the term effective immediately with the expiration of 12/31/2028.

Discussion took place:

Councilmember Powers commented, in the event a Planning Board member resigns, the Town Board agreed to a process of two Town Board members, and the Planning Board Chair interviewing the potential candidates and then the full Town Board would go with their recommendation for a replacement. He stated, previously when they were interviewing ZBA replacements, Councilmember Skerkis had said he would go with the decision of the chair of that committee, and Councilmember Powers stated he agrees with the weight of the committee chair's opinions for replacements. He stated, the Planning Board Chair, Elizabeth Brutsch had requested two alternates to be chosen as backups in case any Planning Board member needs to recuse themselves or are unable to attend meetings for any reason, and the Town Board approved that.

Councilmember Powers stated, he, Councilmember Skerkis, and Elizabeth Brutsch interviewed the candidates and came to a unanimous decision to appoint Steve Houghtling to the permanent position on the Planning Board, and Mike Crosby and Jeff Zimmerman as the alternates. He stated, a few days later Councilmember Skerkis emailed them that he had changed his mind, wanting Mike Crosby as the permanent member and the other two candidates as alternates. Councilmember Powers stated, he personally finds this disrespectful to the Planning Board Chair because this is twice that Councilmember Skerkis

has disregarded her opinion. He stated, they have a process in place and thinks they should go with the majority of the search committee and what they recommended.

Councilmember Skerkis, responded, he is not even going to rebut.

Roll Call Vote:

| | |
|-------------------------|---------|
| Councilmember Powers - | Nay |
| Councilmember Metzler - | Aye |
| Supervisor Houghtling - | Recused |
| Councilmember Amlaw - | Aye |
| Councilmember Skerkis - | Aye |

A motion was made by Councilmember Skerkis to appoint Stephen Houghtling and Jeff Zimmerman as the alternate members of the Planning Board with a term effective immediately to expire 12/31/2027.

Councilmember Skerkis followed his motion by commenting that they are in a unique situation, they had a vacancy when Judge Wasch was elected, the board appointed Rick Stall to the vacancy, unfortunately Rick had unforeseen personal issues that required him to resign. He stated, they had some excellent candidates that they interviewed and as Councilmember Powers mentioned it was unanimous, it was, all three of the candidates selected were the best of the candidates that were interviewed. Councilmember Skerkis stated, they are splitting hairs because the reality is that the three people selected will be sitting on the Planning Board as voting members in about a week, July 16th.

Councilmember Powers stated, an issue now is that Stephen Houghtling had agreed to be a Planning Board member. He asked Stephen Houghtling if he agreed to be an alternate member of the Planning Board. Stephen Houghtling responded that he respectfully declines. Councilmember Powers continued that the board has to appoint three members at this meeting which means the board will have to go into an executive session.

Councilmember Skerkis responded, he did not know if they necessarily have to appoint three people at this meeting. The Planning Board can operate on the 16th with six people.

Councilmember Powers responded, it was the Chair of the Planning Board's request and recommendation to appoint three people.

Elizabeth Brutsch, Planning Board Chair (Online) stated, it was a unanimous decision when they came out of the interview room that they would be appointing Stephen Houghtling as the permanent member and Michael Crosby and Jeff Zimmerman as the alternate members. She stated, that was the agreement that the three of them had when they left. She stated, they do need a seven member board for a case such as the Tilden Plaza Project. She is strongly encouraging the Town Board that since this process has started, if they are not willing to appoint the additional members they will have to do this again with letters of interest and the whole interview process again. Elizabeth stated that

given at least half of the Town Board does not currently respect her opinion as the Planning Board Chair she does not want to go through this a third time. She is encouraging the board to find a second alternate in addition to Jeff Zimmerman at tonight's meeting. Elizabeth stated, she had communication with all of the Town Board members today and unfortunately Councilmember Skerkis could not be reached and she had to leave a message. Elizabeth stated she relayed to Councilmember Powers in Councilmember Skerkis's absence who she would pick as an additional alternate should Mr. Houghtling or Mr. Zimmerman decline being alternates.

Councilmember Skerkis commented to Stephen Houghtling, that it has been mentioned that later this year there may be a permanent opening on the Planning Board. He commented that he seemed interested in the permanent position but not that it is an alternate he is declining. Stephen Houghtling responded, yes and they just did this two months ago, first he was chosen and now they have changed their mind for some reason and chosen someone else.

Councilmember Skerkis responded, he appreciates being told that he has changed his mind but he can assure them that he did not change his mind. He stated, from day one Michael Crosby is his selection.

Discussion took place regarding having the Supervisor brought back into the meeting.

Supervisor Houghtling returned to the room and rejoined the meeting at 6:33pm.

EXECUTIVE SESSION:

A motion was made by Supervisor Houghtling to enter an Executive Session to discuss the medical, financial, credit or employment history of a particular person, corporation, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension 6:34pm to discuss. 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 |

A motion was made by Supervisor Houghtling to exit the Executive Session at 6:46pm. 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 |

A motion was made by Councilmember Skerkis, seconded by Councilmember Powers, and approved unanimously to appoint Jeff Zimmerman and David McGinness as alternate members of the Planning Board with terms effective immediately with both to expire 12/31/2027.

Supervisor Houghtling stated, for the record, moving forward the entire Town Board will hold interviews so that they do not have to defer to committee recommendations that they are not deferring to.

Feasibility Study – Complete SEQRA:

Supervisor Houghtling reported, Brendon Becker from Lamont Engineering will be talking the board through the next steps of SEQRA parts two and three.

Brendon reported that in February, the Town Board made a motion to act as the lead agency to complete the SEQRA review for a potential water or wastewater system to serve what is being called the hamlet of New Lebanon, the downtown business district. The part one document was sent to all of the interested or involved agencies that might be reviewing the project for any permits, to include DEC, DOT, Ag & Markets, etc. The town is the lead agency.

Councilmember Skerkis stated, in his opinion, there are questions on parts two and three that would require having the completed Feasibility Study which they hope to have later in the month. He thinks they should wait for the Feasibility Study before answering the questions on parts two and three that will be answered by the completed Feasibility Study.

Councilmember Powers, agreed that he also has questions regarding the lack of a stated location on parts two and three.

Brendon replied, that they do have the location. He stated, it is part of what he wanted to review with the Town Board at tonight's meeting, the scope of work that they have done over the last few months with regard to investigation. Brendon stated, he would like to secure the SEQRA to include it in his report.

Councilmember Skerkis stated, before they begin with the SEQRA he thinks they need the completed Feasibility Study.

Supervisor Houghtling stated, she believes the study is almost completed. She asked Brendon if there are any questions in parts two and three that change depending on the production of the Feasibility Study. Brendon responded, no and that if there are any questions on parts two and three he feels they should review them now.

Councilmember Skerkis read the first question on part two and stated that they do not know where it is. He stated he is not prepared to move forward until he has the Feasibility Study.

The board members had conversation about moving forward with the presentation.

Supervisor Hougling asked Brendon about the September deadline and holding a special meeting in a couple of weeks and if the timeline still works if they complete SEQRA and all other steps needed at that meeting to stay in check with the timeline. Brendon replied, he does not think it will mess up anything with the timeline.

Brendon Becker from Lamont Engineering moved forward with his presentation, went over the work that has been done in the past few months, reviewed the two SEQRA documents, and held discussion with the Town Board.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to schedule a Special Meeting for July 21st, 2025 at 5:00pm for the purposes of the SEQRA process and review of the Feasibility Study, and any other business that comes in front of the Town Board.

Councilmember Metzler left the meeting at 7:14pm due to a previous commitment.

Highway Annual Bids:

Supervisor Houghtling reported, the town went out to bid on six different items.

Highway Equipment:

The Supervisor waived the reading of the bid notice and asked the Town Clerk to include it in the minutes.

**NOTICE TO BIDDERS
HIGHWAY
DEPARTMENT TOWN
OF NEW LEBANON
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon Highway Department is seeking sealed bids for the following equipment for hire from 8/1/2025 through 7/31/2026:

1. Bulldozer, 8 to 10 ton – 70 or more horsepower, hourly with operator & hourly without operator. Please include year and make in the bid.
2. Excavator – 8 to 16 ton – 70 or more horsepower, hourly with operator &

hourly without operator Please include year and make in the bid.

3. Dump truck – 10 wheeler or tri-axle, hourly rates
Please state whether the bid is for a 10 wheeler or a tri-axle Please include year and make in the bid.
4. Mini excavator
Hourly with operator & hourly without operator. Please include year and make in the bid.
5. Mini Track Loader
Hourly with operator & hourly without operator. Please include year and make in the bid.

Bids **MUST** be in a **SEALED, PLAIN WHITE ENVELOPE (no logo)**; marked **“BID”**; and received in the office of the New Lebanon Town Clerk at the Town Hall, 14755 Route 22, New Lebanon, New York, no later than 4:00 p.m. on Thursday, July 3rd, 2025. All bids must include a *Non-Collusive Bidding Certificate*. The bids will be opened at the Office of the Town Clerk on Thursday, July 3rd, 2025 at 4:00 p.m. Bids will be considered at the regular monthly Town Board meeting to be held on Tuesday, July 8th, 2025 at 6:00 p.m. at the New Lebanon Town Hall at 14755 Route 22, New Lebanon, New York.

The Town Board reserves the right to reject or accept all bids.

Peter McCagg
Highway Superintendent
6/10/2025

Supervisor Houghtling reported, we received one bid from D&J Excavating. Highway Superintendent McCagg agreed with the bid received.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously, with the exception of Councilmember Metzler who left the meeting early to accept the bid from D&J Excavating for highway equipment.

Highway Road Materials:

The Supervisor waived the reading of the bid notice and asked the Town Clerk to include it in the minutes.

NOTICE TO BIDDERS
HIGHWAY DEPARTMENT
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA

NOTICE IS HEREBY GIVEN that the TOWN OF NEW LEBANON is seeking bids for supplying the following items for use by the NEW LEBANON HIGHWAY DEPARTMENT through 7/31/2026:

1. Gravel
 - A- Item #3, 1 inch minus gravel
Surface Course: Surface quality material with a maximum particle size of 1 inch.
Materials Requirements: Provide materials well graded from coarse to fine, and free from organic or other deleterious materials.

BIDS MUST BE SUBMITTED ON THE BID FORM PROVIDED BY THE TOWN:

- A – Delivered to the Town Highway Garage in New Lebanon
B – Picked up by the highway department (**MUST INCLUDE IF LOADER IS AVAILABLE**)

Bids must be received in the office of the Town Clerk at the New Lebanon Town Hall, 14755 Route 22 North, New Lebanon, New York, no later than 4:00 pm on Thursday, July 3rd, 2025. Bids will be opened at the Office of the Town Clerk at 4:00 pm on Thursday, July 3rd, 2025 and bids will be considered by the Town Board at the Regular Monthly Meeting at the New Lebanon Town Hall at 6:00 p.m. on Tuesday, July 8th, 2025. The Highway Superintendent reserves the right to inspect and/or reject any materials. The Town Board reserves the right to reject any and all bids, or to accept more than one bid as determined by location and needs of the town. All bidders should present the town clerk with a valid mining permit and/or an agreement with the town, must include a “Non-Collusion Bidding Certificate,” and must be submitted on the bid form provided by the town.

Peter McCagg
Highway Superintendent
6/10/2025

Supervisor Houghtling reported, they received two bids but only one bidder, Polaro Sand & Gravel, Inc. bid on the product the highway was going out to bid for, gravel, item #3. Highway Superintendent McCagg agreed with the bid received.

A motion was made by Supervisor Houghtling, seconded by Councilmember Amlaw, and approved unanimously with the exception of Councilmember Metzler who left the meeting early to accept the bid on 1 inch minus gravel from Polaro Sand & Gravel.

Liquid Calcium Chloride:

The Supervisor waived the reading of the bid notice and asked the Town Clerk to include it in the minutes.

NOTICE TO BIDDERS
HIGHWAY DEPARTMENT
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA

NOTICE IS HEREBY GIVEN that the TOWN OF NEW LEBANON HIGHWAY DEPARTMENT is seeking bids for liquid calcium to be applied to town roads from 8/1/2025 through 7/31/2026.

Bids must be submitted on the bid form provided by the town. Bids must include the percentage (%) of calcium and the percentage (%) of water. Bids must be in a PLAIN ENVELOPE and labeled only with the item being bid and must include a “Non-Collusion Bidding Certificate.”

Bids must be received in the office of the Town Clerk at the New Lebanon Town Hall, 14755 Route 22 North, New Lebanon, New York, no later than 4:00 pm on Thursday, July 3rd, 2025. Bids will be opened at the Office of the Town Clerk at 4:00 pm on Thursday, July 3rd, 2025 and will be considered by the Town Board at the Regular Monthly Meeting at the New Lebanon Town Hall at 6:00 p.m. on Tuesday, July 8th, 2025. The Town Board reserves the right to reject or accept all bids.

Peter McCagg
Highway Superintendent
6/10/2025

Supervisor Houghtling reported, they received one bid from Peckham Materials. Highway Superintendent McCagg agreed with the bid received.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously with the exception of Councilmember Metzler who left the meeting early to accept the bid from Peckham Materials for liquid calcium chloride.

Fuel –Highway & Buildings:

The Supervisor waived the reading of the bid notice and asked the Town Clerk to include it in the minutes.

NOTICE TO BIDDERS
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA

NOTICE IS HEREBY GIVEN that the TOWN OF NEW LEBANON is seeking bids for the following items for use by the NEW LEBANON HIGHWAY GARAGE and the NEW LEBANON TOWN HALL FROM 8/1/2025 through 7/31/2026:

LOW SULFUR HEATING FUEL (Number 2 Heating Fuel) – Delivered to the Town Hall and Town Highway Garage for heating,

LOW SULFUR DIESEL FUEL – Delivered to the Town Highway Garage, and

KEROSENE – Delivered to the Town Highway Garage as needed (will call) to fill three 55 Gallon drums that the Highway Superintendent will put outside of the garage when they need kerosene delivered.

Bidder must guarantee to deliver fuel products at such times and places, and in such quantities, as may be ordered by the Town Highway Superintendent or other Town personnel. Failure on the part of the contractor to make timely deliveries of fuel products upon requisition of the Town may be regarded, at the option of the Town of New Lebanon, as a forfeiture of this contract upon the part of the bidder.

Bids are to be presented as a FIXED ADD to the posted gross rack price at the port of Albany, or the port of Rensselaer at noon on Monday, July 1, 2025.

Proof of posted rack price for any invoice/bill must be made available upon request of the Town Board.

The **FIXED ADD** will remain constant and will be added to the same terminals gross rack price as originally bid on the date of each delivery. Use of an alternate rack price will be allowed if it results in a lower net price for the Town, in which case documentation will be required for the original terminals gross rack pricing, as well as the alternate terminals rack price. An Alternate Fixed Price per Gallon Bid (*good through 7/31/2026*) may be submitted for each of the fuel items.

Sealed bids (*on the form provided by the Town of New Lebanon*) must be in plain envelopes, clearly labeled only with the item being bid, and must include a “Non-Collusive Bidding Certificate.” Bids must be received in the office of the Town Clerk at the New Lebanon Town Hall, 14755 Route 22, New Lebanon, New York, no later than 4:00 pm on Thursday, July 3rd, 2025. Electronic and faxed bids will not be accepted.

Bids will be opened at the Office of the Town Clerk on Thursday, July 3rd, 2025 at 4:00 pm and they will be considered by the Town Board at the Regular Monthly Meeting at the New Lebanon Town Hall at 6:00 p.m. on Tuesday, July 8th, 2025. The Town Board reserves the right to reject or accept all bids.

Marcie Robertson
New Lebanon Town Clerk
6/10/2025

Supervisor Houghtling reported, they received one bid from John Ray & Sons. Highway Superintendent McCagg asked if it is possible to go back out to bid. Discussion took place between the Highway Superintendent and the Town Board. After the discussion, Highway Superintendent McCagg agreed with the bid received.

A motion was made by Supervisor Houghtling, seconded by Councilmember Amlaw, and approved unanimously with the exception of Councilmember Metzler who left the meeting early to accept the bid from John Ray & Sons.

On Site Service & Repairs – Highway Equipment:

The Supervisor waived the reading of the bid notice and asked the Town Clerk to include it in the minutes.

**NOTICE TO BIDDERS
SERVICE AND REPAIRS ON HIGHWAY EQUIPMENT
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon Highway Department is in search of bids for service and repair to highway equipment on site. The Town of New Lebanon invites sealed proposals to include an hourly rate for such services.

The bidder must be fully insured with General Liability and Workers' Compensation insurance coverage. Proof of insurance is required.

As a Municipal job, New York State Department of Labor Prevailing Wage Rates apply.

Bids will be received by the Town Clerk of the Town of New Lebanon, NY, Town Hall, 14755 Route 22 North, New Lebanon, NY 12125, until 4:00 PM on or before Thursday, July 3rd, 2025, at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on July 8th, 2025, 6:00 PM, at the regular Meeting of the New Lebanon Town Board at 14755 Route 22, New Lebanon, NY 12125.

No bid will be accepted unless a signed Certificate of Non-Collusion is submitted with the bid. The Town of New Lebanon Town Board expressly reserves the right to waive any irregularities in, or to accept any bid, or to reject any and all bids, or to award on any or all items.

No bidder may withdraw his/her bid within twenty-five (25) days after the actual date of the bid opening.

By order of the Town Board, Town of New Lebanon, New York.

By: Marcie Robertson, Town Clerk

Town of New Lebanon, NY
6/10/2025

Supervisor Houghtling reported, they did not receive any bids. Supervisor Houghtling stated, there is not a current contract for this service. She asked the Highway Superintendent if he had anyone in mind for this service that just did not get a bid in, he replied no he did not.

Tree Work – Highway & Town Properties:

The Supervisor waived the reading of the bid notice and asked the Town Clerk to include it in the minutes.

**NOTICE TO BIDDERS
TREE WORK FOR
THE HIGHWAY DEPARTEMENT AND TOWN PROPERTIES
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for TREE WORK FOR BOTH THE HIGHWAY DEPARTEMENT AND THE TOWN OWNED PROPERTIES AS NEEDED. The Town of New Lebanon invites sealed proposals to include; the price per hour for labor, the price per hour for equipment, the bidder must have the knowledge and where withal to be able to remove difficult trees, and tree climbing abilities. The bidder must be able to communicate and work with NYSEG.

The bidder must be fully insured with General Liability and Workers' Compensation insurance coverage. Proof of insurance is required.

As a Municipal job, New York State Department of Labor Prevailing Wage Rates apply.

Bids will be received by the Town Clerk of the Town of New Lebanon, NY, Town Hall, 14755 Route 22 North, New Lebanon, NY 12125. until 4:00 PM on or before Thursday, July 3rd, 2025, at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on July 8th, 2025, 6:00 PM, at the regular Meeting of the New Lebanon Town Board at 14755 Route 22, New Lebanon, NY 12125.

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No bidder may withdraw his/her bid within twenty-five (25) days after the actual date of the bid opening.

By order of the Town Board, Town of New Lebanon, New York.

By: Marcie Robertson, Town Clerk
Town of New Lebanon, NY
6/10/2025

Supervisor Houghtling reported, they received two bids, Cassidy Tree Service and New England Property Maintenance with NE Property Maintenance being the low bidder. Highway Superintendent McCagg spoke up and discussed his opinions of the two bids received and why he feels that NE Property Maintenance may not necessarily be the lowest bid received. Discussion took place between the Town Board and the Highway Superintendent as they reviewed the actual bids that were submitted. Supervisor Houghtling stated, by law the town has to go with the lowest responsible bidder. Highway Superintendent McCagg requested to go back out to bid.

A motion was made by Supervisor Houghtling, seconded by Councilmember Amlaw, and approved unanimously with the exception of Councilmember Metzler who left the meeting early to go back out to bid for tree work for the Town of New Lebanon, with new bid specs, with bids due on or before August 8, 2025 at 4:00pm.

Highway Request – Material Storage Location:

Supervisor Houghtling reported, about a year ago the Highway Superintendent had asked for a West Lebanon location to store materials. At that time, the Highway Superintendent had a location in mind, but the Town Board wanted to look into a different location, which did not work out. This was tabled at that time to be revisited later.

Highway Superintendent McCagg has asked to revisit the additional location in West Lebanon for the storage of materials such as salt and sand before winter comes. Having a location at the other end of town will make it more efficient for reloading the trucks while out plowing and maintaining the roads versus traveling back and forth from one end of the town to the other. The board and the Highway Superintendent held discussion on this matter and it was agreed that they would gather more information. The Supervisor stated, she would need to check with the Town Attorney to see how it works to enter into a land agreement. The board agreed to have the Supervisor reach out to the Attorney to find out what needs to be done to do this.

Update on Landfill Closure & Next Steps:

Supervisor Houghtling reported, they have closed on the landfill property and the Town now owns the landfill, it is a requirement to own the property to receive the grant money. Supervisor Houghtling gave a review of what has taken place so far and what the next steps are.

**TOWN OF NEW LEBANON TOWN BOARD
Resolution #23 for 2025**

**Authorizing Supervisor to Take All Further Actions Necessary to Commence and Complete the Former Town of New Lebanon Landfill Closure Construction Project
July 8, 2025**

WHEREAS, that certain +/- 10.31-acre property located along Old Post Road, Town of Lebanon, Columbia County, New York, identified as Town of Lebanon Tax Map. No. 9.-1-17.3 (the “Property”) is the site of a former landfill (the “Landfill”); and

WHEREAS, pursuant to that certain Schedule of Compliance (the “Schedule”) in Order on Consent R4-20040302-28, effective August 18, 2008 (the “Order”), issued by the New York State Department of Environmental Conservation (the “DEC”), the Town of New Lebanon (the “Town”) is required to complete final closure of the Landfill in accordance with applicable law, including, without limitation, the regulations of the DEC (the “Project”); and

WHEREAS, pursuant to 6 NYCRR § 617.5(c)(35), SEQRA review of activities associated with the Town’s actions to comply with the Order is not required; and

WHEREAS, on May 14, 2024, by resolution of the Town Board of the Town (the “Town Board”), the Town Supervisor was authorized to enter into an agreement with Barton & Loguidice (the “Engineer”) to prepare the closure plan and bid documents for the Project and apply for certain permits from the DEC for the Project; and

WHEREAS, on May 14, 2024, by resolution of the Town Board, the Town Supervisor was authorized to retain Whiteman Osterman and Hanna LLP (the “Town Special Counsel”) as legal counsel for the Town in connection with the Project; and

WHEREAS, on October 8, 2024 by the Resolution #20 of 2024, the Town Board authorized the Town Supervisor to take all actions necessary for the Town to (i) acquire the Property from the current owner, Sherman Development, LLC, and (ii) acquire certain easements and other real property interests from the adjoining property owner, Amlaw Pit, LLC, as may be necessary in connection with the Project (the “Easements”); and

WHEREAS, on January 1, 2025, the Town Board authorized the Town Supervisor to issue a Request For Bids from qualified contractors for the furnishing of all labor and materials necessary for the Project (the “RFB”); and

WHEREAS, on February 7, 2025, the Town issued the RFB; and

WHEREAS, on March 11, 2025, by Resolution #13 of 2025, the Town Board preliminarily awarded the RFB to Wm. J. Keller & Sons Construction Corp. (the “General

Contractor”); and

WHEREAS, on June 18, 2025, the DEC approved the Town’s closure plan and construction documents for the Project; and

WHEREAS, on June 26, 2025, the Town Supervisor received satisfactory written confirmation of State funding for the Project; and

WHEREAS, on June 27, 2025, the Town acquired the Property and the Easements; and

WHEREAS, the performance of the Project requires the Town to enter into certain construction agreements with the General Contractor, certain grant disbursement agreements with the Dormitory Authority of the State of New York (“DASNY”) and/or such other New York State agencies providing funding for the Project, certain amendments to the Order and other agreements with the DEC, and such other documents and agreements necessary to effectuate the Town’s performance and completion of the Project and the reimbursement of the costs incurred by the Town related to the Project (collectively, the “Project Agreements”).

NOW THEREFORE BE IT RESOLVED, that the Town Board authorizes and directs the Town Supervisor, on behalf of and in the name of the Town, to cause the negotiation, review, execution and delivery of the Project Documents, on terms and conditions the Town Supervisor determines, upon advice of the Engineer and Town Special Counsel, to be in the best interests of the Town; and

BE IT FURTHER RESOLVED, that the Town Board authorizes and directs the Town Supervisor, on behalf of and in the name of the Town, to take all actions and to execute and deliver any and all documents which the Town Supervisor deems necessary, advisable or appropriate to effectuate the Town’s performance and completion of the Project and the reimbursement of the costs incurred by the Town related to the Project, without further authority or approval by the Town Board; and

BE IT FURTHER RESOLVED, that all actions taken and all instruments executed by the Town Supervisor, prior to the adopting of these resolutions with respect to the matters set forth herein, are hereby ratified by the Town Board and approved and confirmed as actions of the Town; and

BE IT FURTHER RESOLVED, that all of the foregoing resolutions are in furtherance of the purposes of the Town; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

[Certification Page Follows]

Motion by: Councilmember Powers

Seconded by Councilmember Amlaw

The foregoing resolution was voted upon with all members of the Town Board voting as follows:

| | <u>Yes</u> | <u>No</u> | <u>Abstain</u> | <u>Absent</u> |
|--------------------------------|------------|-----------|----------------|---------------|
| Tistrya Houghtling, Supervisor | <u>XXX</u> | _____ | _____ | _____ |
| Joanne Amlaw, Councilmember | <u>XXX</u> | _____ | _____ | _____ |
| Scout Metzler, Councilmember | _____ | _____ | _____ | <u>XXX</u> |
| Steve Powers, Councilmember | <u>XXX</u> | _____ | _____ | _____ |
| Craig Skerkis, Councilmember | <u>XXX</u> | _____ | _____ | _____ |

Dated: July 8, 2025
 New Lebanon, New York

VOTE IS CERTIFIED BY:

 Marcie Robertson, Town Clerk

 Date

Assessor Re-Appointment:

Supervisor Houghtling reported, the Assessor, Kim Smith’s term ends 9/30/2025. NYS sent the Supervisor the documents needed to be completed to reappoint her. The Assessor’s appointment is a six year term with the new term starting October 1st, 2025.

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis and approved unanimously with the exception of Councilmember Metzler who left the meeting early to appoint Kimberly Smith as the Town Assessor from 10/1/2025 through 9/30/2031.

HVAC Services Bids:

The Supervisor waived the reading of the bid notice and asked the Town Clerk to include it in the minutes.

**NOTICE TO BIDDERS
 HVAC SERVICES FOR ALL TOWN PROPERTIES
 TOWN OF NEW LEBANON
 COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for HVAC SERVICES FOR ALL TOWN OWNED PROPERTIES AS NEEDED. The Town of New Lebanon invites sealed proposals to include; the price per hour for labor for regular services, the price per hour for labor for emergency calls, and flat or set rates for any services listed below (if hourly rates don't apply).

Regular annual services are to include:

Turning the water on in Shatford Park – must be done after risk of freezing and before April 1st

Turning the water off in Shatford Park – must be done before risk of freezing and after October 31st

Servicing all Town Furnaces – must be done before September 1st

Servicing of all Heat Pumps – as needed

Any and all HVAC related services needed on an on call basis

The bidder must be fully insured with General Liability and Workers' Compensation insurance coverage. Proof of insurance is required.

As a Municipal job, New York State Department of Labor Prevailing Wage Rates apply.

Bids will be received by the Town Clerk of the Town of New Lebanon, NY, Town Hall, 14755 Route 22 North, New Lebanon, NY 12125. until 4:00 PM on or before Thursday, July 3, 2025, at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on July 8, 2025, 6:00 PM, at the regular Meeting of the New Lebanon Town Board at 14755 Route 22, New Lebanon, NY 12125.

No bid will be accepted unless a signed Certificate of Non-Collusion is submitted with the bid.

The Town of New Lebanon Town Board expressly reserves the right to waive any irregularities in, or to accept any bid, or to reject any and all bids, or to award on any or all items. Successful bidder will be expected to enter into a contract for services with the Town with a start date of 8/1/2025 and no pre-determined end date. The contract can be renegotiated or cancelled at any time by either party with 60 days written notice.

No bidder may withdraw his/her bid within twenty-five (25) days after the actual date of the bid opening.

By order of the Town Board, Town of New Lebanon, New York.

By: Marcie Robertson, Town Clerk

Town of New Lebanon, NY

5/15/2025

Supervisor Houghtling reported, they received two bids, one from BPI Mechanical Service and one from Galusha General Contracting. In her evaluation, BPI Mechanical Service was lower on their bid. The other bidder was missing proof of insurance with their bid.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously with the exception of Councilmember Metzler who left the meeting early to accept the bid from BPI Mechanical Service.

NEW BUSINESS:

Policy Review – Performance Management Policy, Credit Card Use Policy, and CDL & Drug and Alcohol Testing Plan & Policy:

Credit Card Use and CDL & Drug and Alcohol Testing Plan & Policies:

No discussion, no changes.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously with the exception of Councilmember Metzler who left the meeting early to mark the Credit Card Use Policy and the CDL & Drug and Alcohol Testing Plan & Policy as reviewed with no changes.

Performance Management Policy:

Councilmember Skerkis sent a redline version to the Town Board today. The board held discussion and tabled this policy review.

Speed Enforcement Request:

Supervisor Houghtling stated, they received an email from Mr. Dax regarding a request for increased speed enforcement on County Route 9. The Supervisor stated, the State Police and the Sherriff are pretty responsive when the town requests extra coverage on roads of concern. She stated the only way for the town to get dedicated speed enforcement is for the town to contract with the Sherriff's office and pay that cost. The Town currently contracts with the Sherriff for Court security and is paying approximately \$400 for about four to five hours a month.

Mr. Dax addressed the board asking the Town Board to go on record requesting the Sherriff to enforce the County highway speed limits, they are not asking the town to spend money. Mr. Dax discussed police coverage and the recorded speeds on his road.

Supervisor Houghtling has verbally expressed the speed concerns on the County roads in New Lebanon to the law enforcement. Mr. Dax would like a letter from the Town Board expressing the concerns. Supervisor Houghtling replied, she will draft a letter and send it out to the board members for their signatures.

Playground Design Committee Resignation:

Supervisor Houghtling reported, they received a letter of resignation.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers and approved unanimously with the exception of Councilmember Metzler who left

the meeting early to accept the resignation from Alia Muadin from the Playground Design Committee.

EV Charging Station:

Councilmember Powers reported, after completing the solar panels, heat pumps, and batteries at the Community Center we have \$8,366.94 left over from the \$250,000 NYSERDA Grant that we received to use for energy savings projects. He stated, one approved option is to install a new Level 2 EV Charging Station at the Community Center. Councilmember Powers stated, after the incentives, a new Level 2 Charger would cost about \$9,400. A Level 3 Charger would cost \$20,000 to \$30,000 more than the Level 2. The CSC will cover the difference in cost after applying the NYSERDA funds for a Level 2 Charger.

The board held discussion and Councilmember Skerkis asked Councilmember Powers to do some research on the cost and benefits of the Level 3 Charger over the Level 2 Charger.

The Town Board held further discussion. Councilmember Powers stated, he will come back to the board with a comparison.

Doyle Security Contract Renewal:

Supervisor Houghtling stated, the town has not updated their contract with Doyle Security in a long time, our rate lock was only for three years back in 2016. The new contract rates are going from \$25.39 a month to \$29.07 a month for the panic buttons and \$67.00 to \$71.69 for alarm monitoring.

A motion was made by Councilmember Skerkis to authorize the Supervisor to sign the new contract with Doyle Security and prepare a voucher for next month's meeting. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Health Insurance Renewal:

Supervisor Houghtling reported, typically the health insurance broker meets with the Supervisor and one other board member to go over the upcoming renewal and increase in rates. The board suggested Councilmember Metzler to join in the meeting with the broker and the Supervisor.

Tax Certiorari Matter:

A motion was made by Supervisor Houghtling to authorize the attorney for the Town to negotiate and execute a settlement of the Tazmutt, Inc. v. Town of New Lebanon tax certiorari proceeding for 2024 at a settled assessed value of \$820,000, with RPTL 727 to apply and with no interest due on refunds if paid within 60 days of service of a certified copy of the settlement order.

Councilmember Skerkis explained more about this matter and motion.

The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

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

ANNOUNCEMENTS:

JULY:

Monday, July 21st, 2025 at 5:00pm – Special Town Board Meeting

AUGUST:

Sunday, August 10th, 2025 at 12:00-4:00pm – Community Picnic & Music In The Park – Shatford Park Pavilion

Tuesday, August 12th, 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.

Jim Carroll: Jim spoke regarding the EV Chargers and recommends getting the higher speed one.

Jim gave his opinion on the Performance Management Policy.

Peg Munves: Peg announced, on July 25th the CAC is sponsoring a Bird of Prey event for the SYP at 1:00pm at the Shatford Park Pavilion.

Peg gave a shout out to Engineer Paul McCreary, the CAC is getting educated in SEQRA because the CAC is getting more involved with the Planning Board, and Mr. McCreary has been very generous with his time and education.

Amy Brueckmann: Amy asked questions regarding the town water and sewer and what paper will it be advertised in. Supervisor Houghtling responded the town's official paper is the Columbia Paper.

Amy asked questions regarding the districts and how they will know if they fall within a district. Supervisor Houghtling replied, there will be a map coming out and gave further explanation.

Meg Robertson: Meg requested that the mobile speed sign gets a turn on Cemetery Road, there is lots of speeding on her road.

Meg asked if the board did any comparisons with other towns on their performance review process, etc.

Meg asked questions on the landfill and if the water is going to be tested before any major digging starts and tested after. She stated, there is a lot of stuff down in the dirt in the landfill. Meg mentioned, property across the street from the landfill is actually part of the landfill.

Meg announced, this Sunday, July 13th at 2:00pm the LVHS is hosting Eleanor Roosevelt at the Town Hall.

Supervisor Houghtling responded to Meg's questions regarding the Landfill. She stated, there are five monitor wells and one is on a property across the street and DEC does regular testing and will continue to. She stated part of the land swap was that the town current easements for all of the monitoring wells, because over the next thirty to fifty years, the town has to continue to monitor the water.

Michael Deegan: Michael stated, he is concerned that Councilmember Metzler left in the middle of the meeting. Supervisor Houghtling responded, he had a commitment from before he was appointed to the board and he let her know ahead of time and the Supervisor said it was not a problem, we all have personal commitments that cannot always be changed. Michael continued with his concerns that a Councilmember left during a meeting.

Mr. Muadin: (Online) Mr. Muadin spoke regarding the SEQRA reviews for the wastewater project, he appreciates the board slowing down on this at tonight's meeting.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:20pm. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

| | |
|-------------------------|--------|
| Councilmember Powers - | Aye |
| Councilmember Metzler - | Absent |

Supervisor Houghtling -
Councilmember Amlaw -
Councilmember Skerkis -

Aye
Aye
Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk

Draft