

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON OCTOBER 16, 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 (7:04pm)
Margaret Robertson, Historic Railroad Depot Committee
Donald Lamonaca, CAC & ZRC Member
Jim Carroll, Planning Board & ZRC Member
Bruce Shenker, NL Rep to CC Env Mgt Council
Susan Tipograph, Recreation Commission Member
Cathy Wilkerson, CSC Member
Norman Rasmussen, Deputy Town Supervisor
Meghan Knoll, ZBA Member
Elizabeth Brutsch, Planning Board Chair & ZRC Member (7:20pm)
Peter McCagg, Highway Superintendent & Playground Design Committee Member (7:23pm)
Jon Tingley, Attorney
Members of the Public

CALL TO ORDER:

The regular monthly meeting was called to order at 7:00pm 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 **July 8, 2025 Regular Monthly Meeting, July 21, 2025 Special Meeting, August 12, 2025 Regular Monthly Meeting, September 9, 2025 Public Hearing (Telecommunications LL), September 30, 2025 Special Meeting / Budget Workshop, and October 10, 2025 Special Meeting / Budget Workshop** of the Town Board were reviewed.

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

FINANCIAL:

Supervisor’s Report:

The Supervisor’s Report as of September 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 September as typed. 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

BUDGET AMENDMENT #10 OF 2025:

General Fund:

- \$ 2,467.00 from A-1420.42 (Attorney - Litigation)
- \$ 1,041.00 from A-1990.4 (Contingency)
- \$ 1,710.00 from A-6410.4 (Publicity)
- \$ 1,747.00 from A-7140.47 (Stream Bank Stabilization)
- \$ 1,040.00 from A-5031 (Transfer from Landfill Reserve)

- \$ 2,467.00 to A-1420.4 (Attorney – Contractual Expense)
- \$ 118.00 to A-1620.2 (Buildings – Equipment)
- \$ 4,380.00 to A-1650.4 (Central Communications – Cont. Exp.)
- \$ 1,040.00 to A-8161.42 (Landfill Monitoring)

Highway Fund:

- \$ 4,000.00 from DA-9060.8 (Hospital & Medical Insurance)

- \$ 4,000.00 to DA-5142.4 (Snow Removal– Contractual Expense)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #10 of 2025 as typed. 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

AUDIT OF BILLS:

2025 Bills:

General Nos. 445 through 490, in the amount of \$331,304.95;
Highway Nos. 133 through 148, in the amount of \$73,097.02; and
Escrow No. 7, in the amount of \$6,097.25;
As listed on Abstract No. 10 dated October 16, 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 -	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.

No one in person spoke for POF.

Mr. Muadin (Online): Mr. Muadin stated, he is pleased to see the Town Attorney at the meeting.

Supervisor Houghtling: Supervisor Houghtling read an email from JoAnna G. Phillips about the agenda item regarding the Supervisor position being full-term versus part-time, she does not feel that it should be on a regular meeting agenda and should be discussed at the budget workshops.

PRESENTATION: By JUSTWORKS and HR and Payroll Service Provider – Requested by Councilmember Skerkis

Councilmember Skerkis reported that the presenter will not be attending due to another obligation. Councilmember Skerkis explained, that this will not be happening because the company that was to present cannot work with organizations that have union employees.

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?

Mary Young: Mary updated that they have over 1,000 responses from the senior survey. She announced Office of the Aging sponsored driver's education classes.

OLD BUSINESS:

Tennis Court Bathrooms:

Supervisor Houghtling reported, there is a contract for the tennis court bathrooms. The original contract was \$14,200, the add-on total of \$3,293.22. Back in October of 2024, it was unsure of what needed to be added on because of a vandalism that occurred in the bathrooms, which were being renovated anyway. The Town Board passed a motion that Councilmember Skerkis and the Supervisor could work with the contractor and increase the cost up to \$4,000 for the vandalism. The invoice presented for tonight's meeting spells out what the additions and changes are and the cost.

The Supervisor and the Town Attorney had discussion.

A motion was made by Supervisor Houghtling to approve the change order dated October 10th, 2025 and to authorize the Supervisor to negotiate and execute an amendment to the existing contract to provide for completion of the additional work on or before three weeks following completion of the original contract work. 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

Introductory LL#5 of 2025 – Telecommunications:

Supervisor Houghtling reported, the public hearing was held, all of the SEQRA steps have been completed, and later in the agenda is the adoption of the new fee schedule. With all of that we can now motion to adopt the local law.

A motion was made by Supervisor Houghtling to enact Introductory Local Law No. 5 of 2025 Version 2 as final Local Law No. 5 of 2025, to direct the Town Clerk to finalize and submit final Local Law No. 5 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
Councilmember Metzler -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

Landfill Monitoring Bids Received:

**NOTICE TO BIDDERS
POST-CLOSURE MONITORING SERVICES – OLD POST ROAD LANDFILL
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY has issued an addendum to the original bid and is seeking bids for Post-Closure Monitoring Services at the Old Post Road landfill. Copies of the Request for Proposal (RFP) and the addendum may be obtained by emailing townclerk@townofnewlebanon.com. There is no fee for these documents.

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 Friday, October 10, 2025 at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on October 16th, 2025, 7:00 PM, at a Regular Meeting of the 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. All bids must be made on the official bid form and must be submitted in a plain, unmarked envelope with “Post-Closure Monitoring Bid” written on the envelope.

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
9/11/2025

Supervisor Houghtling reported, two bids were received. One bid from Barton & Loguidice in the amount of \$24,366 and the other bid from GAI Engineering & Surveying Consultants of NY in the amount of \$38,260. Barton & Loguidice is the low bid, they are also the engineer that is overseeing the closure of the landfill, and they prepared the closure and monitoring report that was approved by DEC a while ago.

A motion was made by Supervisor Houghtling to accept the bid from Barton & Loguidice in the amount of \$24,366.00 and authorize the Town Supervisor to negotiate and execute a contract pending Town Attorney Tingley's review and approval. 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

Councilmember Powers gave an update on the status of the landfill closing to date.

Highway Request – Material Storage Location:

Supervisor Houghtling stated, the property that Highway Superintendent McCagg had in mind will not work unfortunately due to different infrastructure of the environmental things located there.

Supervisor Houghtling stated, the town has \$300,000 in a Capital Facilities Reserve that originally when it was set up years ago, the potential intent for it was a new highway garage. Supervisor Houghtling and the Highway Superintendent discussed the possibility of finding a property that the town could purchase that fits the town's needs and create proper storage for materials. The board held further discussion.

This is being tabled for now.

Recreation Commission Vacancy – Letter of Interest Received:

Supervisor Houghtling reported, they received a letter of interest from Danielle Patterson, and the Recreation Commission Chair asked that the board considered approving her appointment.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to appoint Danielle Patterson to the vacant position on the Recreation Commission for the remainder of the unexpired term.

Current EV Charging Station:

Supervisor Houghtling reported, the board authorized a new level 2 charging station to be located at the Community Center. Through the NYSEERDA funds it will cover five years of the Charge Point. The old EV charging station has a bill due to Charge Point in November that the town does not want to pay. The town has had a generous offer from the Farmers Market that they would be willing to either take over the charging station or pay those fees. DEC reported back that the charging station needs to stay in the town's name and with the easement that the town has. Supervisor Houghtling stated, if the town would like to accept a donation from an entity to cover the fees the town can do so via a contract which the town attorney will help to prepare. The board held further discussion and agreed to revisit at the November board meeting.

Councilmember Metzler's Appointment:

Supervisor Houghtling reported, this was tabled to obtain more information. Supervisor Houghtling stated, she shared an email with the board from the Association of Towns stating that a Town Board member may not vote to extend his or her own appointment to fill a vacancy on the Town Board.

Councilmember Metzler stated, he did a lot of running around on this because he cares about it and wants his votes to stick. He stated, it has been a struggle and he has gotten back and forth information from the town to the state and different attorneys.

Councilmember Metzler commented, it has been a huge struggle for him, he was hoping to hear back from the town's Board of Ethics rather than just the Association of Towns on whether or not it would be ethical for him to vote to rectify the term length rather than a vote to extend his term length as it was put. Councilmember Metzler stated, the issue with whether his votes stick or are void from the start stems from the issue that he was not appointed using the proper statutory terminology and that has put him in a huge position. He commented, he is wondering where he should go, what he should do, how does he keep his votes on the table, and he still has not gotten an answer on that. He stated, he has gotten differing answers and does not know how to feel about it or where to stand on it.

Councilmember Skerkis stated, he also did some homework on the issue as well. He stated, he thinks they agree to some extent there will be an optical challenge with Councilmember Metzler voting on your extension because of a variety of reasons, even forgoing payment. Councilmember Skerkis stated, he thinks there could be a work around if a motion was made to correct the clerical error of the appointment date to keep it in line with the statutory requirements of the term ending 12/31/2025, if they were to use that language in the motion then he believes Councilmember Metzler could vote on that and it would not be

a problem with ethics, state law 18, or any of the other legal matters that they would encounter. He stated, if Councilmember Metzler is just going to vote on his extension because he would have some benefit from that, in this event they are just correcting an error.

Councilmember Metzler stated, he did state that he is willing to forego his pay if that is the ethical issue.

Councilmember Skerkis stated, he is not sure that is necessary in this event. He asked Attorney Tingley to weigh in on this. Councilmember Skerkis stated, his motion would be something to the effect of moving to correct the error in the date of the termination from November 4th to December 31st, having nothing to do with any benefit to Councilmember Metzler but they as a board, all four unanimously voted and did that in error against the statute. Councilmember Skerkis stated, the other part of the equation, maybe as he often says, what if they do nothing, the operation of the law would then take them through the end of the year anyway.

Attorney Tingley responded, his council to the board has been consistent that the board acted and set the term. It is not consistent with the language of the statute, the fact that it is not consistent with the statute does not necessarily mean that it is automatically extended to the end of the year. Attorney Tingley stated, the board's action was taken four to zero, motion by Supervisor Houghtling and seconded by Councilmember Skerkis was to appoint through the end of the day on November 4th of 2025, which is the board action that is in effect right now. That is the conclusion of Councilmember Metzler's term is going to be November 4th, 2025.

Attorney Tingley addressed the first question from Councilmember Skerkis in rephrasing a motion, it is up to the member who potentially has a conflict of interest in voting to decide whether or not to vote. Whether you phrase it one way or another way, that motion will change the current end date of the appointed term from November 4th, 2025 through the end of the year. Whether you phrase it as an extension, phrase it as correcting a clerical error, the effect of the motion is still the same. Attorney Tingley stated, at the end of the day it is Councilmember Metzler's decision of whether or not he is going to participate in the discussion and or vote on the matter and that is up to Councilmember Metzler not him.

Councilmember Skerkis stated, there is quite a distinction between what he had read and understood between moving to extend Councilmember Metzler's appointment using that language, or moving to correct the appointment. From what he understands Councilmember Metzler can vote on the correction without any concerns. If it is to extend, that leads one to believe that there is some benefit for Councilmember Metzler.

A motion was made by Councilmember Skerkis to correct the June 10th motion appointing Councilmember Metzler, correct the termination date of November 4th through the statutory required December 31st. The motion was seconded by Councilmember Amlaw.

Supervisor Houghtling stated, before they vote she wanted to mention a few things. She addressed Councilmember Metzler asking him if he had a chance to read a document that was received that same day.

Councilmember Metzler responded, he did not.

Supervisor Houghtling commented, that he may want to consider reading it before voting on the motion. Supervisor Houghtling added, the Association of Towns (AOT) had no gray area, a Town Board member may not vote to extend his or her own appointment to fill a vacancy on the Town Board. Supervisor Houghtling stated, the wording of the motion is irrelevant, it is the effect of the motion which is the same. Supervisor Houghtling stated, that if they are intending to go back and correct the motion then only four members voted on that original motion and those are the four members that would vote. She stated, she would not like to see Councilmember Metzler in a position where he gets in trouble for voting on this motion.

Supervisor Houghtling stated, she would like to offer a compromise. She discussed two of her concerns that have been previously discussed in private and in open public meetings, that the community center would be defunded and the issue of a part-time versus full-time Supervisor position. She stated, to be clear it is not about her as Supervisor, it is about the position and what is good for the town. She stated, she was assured by Councilmember Skerkis that that issue was off of the table and she did not need to worry about it. Supervisor Houghtling discussed comments made on Facebook by Councilmember Skerkis that everyone knows where he stands on the issue and this is the time to change it, and he believes he has the votes to change it. Supervisor Houghtling stated, before the appointment was agreed to, she spoke to potential Councilmember Metzler asking where he stood on the full-time/part-time issue and he acknowledged that the workload is so high with all of the projects going on that a full-time Supervisor was needed and he supported funding the Community Center in full. She stated, knowing where he stood on those two issues made her comfortable in making the appointment.

Supervisor Houghtling stated, now that there is conversation again about the funding for the Supervisor and Councilmember Skerkis indicating that he would like to make sure there is the ability to have the Supervisor salary be part-time come next year, which she is okay with if it is up to the Supervisor to make that decision depending on whether the winner of the election wants to work full-time or part-time.

Supervisor Houghtling stated, her compromise is, upon adoption of a final budget in which the Supervisor salary line and the budget officer salary line individually as separate lines stay at least at the level that they are funded in 2025. If a COLA is applied, they could go up but they will not be decreased, upon the adoption of that budget, Councilmember Metzler is appointed through the end of the year. At the November meeting, Councilmember Metzler would miss one vote where they adopt the budget with the Supervisor salary line not decreasing from the 2025 level, and after that Councilmember Metzler would rejoin the board for the rest of the November meeting.

Councilmember Skerkis stated, there is a motion on the floor to correct. He addressed Councilmember Metzler stating that this is entirely his decision and he would hope that he votes to correct this error and move on and not be held hostage by whatever that just was.

Councilmember Powers stated, he thinks that if Councilmember Metzler does vote, then he opens it up for potential ethics violation.

Councilmember Amlaw, stated Scout, whatever you decide it is up to you.

Attorney Tingley stated, for clarity if Councilmember Metzler chooses to recuse, the correct way to do it is to identify that as early in the process as possible and to leave the dais while the vote is being taken and to return after it is done.

Councilmember Metzler stated, he has not even finished reading the five pages of information he received, and he is thinking about everything that has been discussed. He stated, he still does not know enough about this and would rather hear from the Ethics Board.

Supervisor Houghtling asked Councilmember Metzler if he is asking for the motion and second to be rescinded and have more time. Councilmember Metzler responded, yes but his concern is that they are running out of time. He is back in the position of not knowing what decision to make.

Attorney Tingley pointed out, there are a couple of budget workshops that regular business can be addressed at those meetings as well.

Councilmember Metzler stated, he is asking that the motion be rescinded and table this until he knows more.

Councilmember Skerkis stated, he will rescind his motion and Councilmember Amlaw, the second to the motion consents to it.

Agenda Submission Policy Resolution:

Supervisor Houghtling stated, at the last meeting Councilmember Skerkis brought some resolutions to the floor. There were some questions that Supervisor Houghtling offered to help with them, they got together and came up with the next two resolutions.

Councilmember Skerkis stated, he would like to table the resolution to the November meeting because there are a couple of changes he would like to make and he is not ready to do that tonight.

Open Meetings Policy Resolution:

Councilmember Skerkis stated, he wants to table the motion.

Trees for Tribs Proposal:

Supervisor Houghtling commented, Councilmember Amlaw sent a detailed email with the proposed work and the CAC is on board with what is being proposed.

A motion was made by Supervisor Houghtling to authorize Councilmember Amlaw and the CAC to work with Joe Dwileski to implement the changes lined out in an email from Councilmember Amlaw on Tuesday, October 7th, 2025 with Councilmember Amlaw funding the entire project of work, and to accept the gift from Councilmember Amlaw to fund this project. 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

Full Time versus Part Time Supervisor Position:

Supervisor Houghtling stated, she put this on the agenda to have members of this board state for the record where they stand and if there is a plan to try to change the Supervisor position to part-time. She stated, if this Town Board is considering making a decision to make the position a part-time position she thinks it is important to have all of the information. Supervisor Houghtling stated, she thinks it would be hard for anyone on this board to be able to list what it is she does in her 35 hours a week. She stated, she started working on a list back in January or February when Councilmember Skerkis brought it to the agenda. Supervisor Houghtling commented, then when Councilmember Skerkis stated publicly the issue is off the table and they would not be looking to make the position part-time she stopped doing that work of making a list. She is looking to hear if at least three

board members are considering making it a part-time position then she thinks it is important to have a document that shows everything that she does, and a plan on who is going to do those duties if the position becomes part-time.

Supervisor Houghtling stated, she is not in favor of it being part-time, she thinks the Supervisor should be full-time. There is a lot of work, this is not about her personally.

Councilmember Powers stated, he is a no for a part-time Supervisor. He thinks that anyone who has gone into the Supervisor's office and seen how much work is involved would know it is definitely a full-time position.

Councilmember Metzler abstained from giving his opinion.

Councilmember Amlaw, stated she can personally say it is a budget time frame, but she has never had any thought of taking the position to part-time.

Councilmember Skerkis, stated, as he told her in emails this is not the time or the place. He has no comment.

Supervisor Houghtling stated, it sounds like at least three members are a no for taking it to a part-time position so she will not take the time and energy to compile a list of the duties that she does.

NEW BUSINESS:

Policy Review – Fee Schedule, Code of Ethics, Employee Appointment Policy & Firearms and Dangerous Weapons Policy:

Fee Schedule:

Supervisor Houghtling reported, Attorney Tingley prepared a Fee Schedule that includes revised fees for the newly adopted Telecommunications Code as well as revised fees for the Building Department based on their recommendation.

TOWN OF NEW LEBANON

RESOLUTION #29, 2025

ADOPTION OF REVISED FEE SCHEDULE

OCTOBER 16, 2025

At a meeting of the New Lebanon Town Board, duly called and held on the 16th day of October, 2025, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Powers

ADOPTION OF REVISED FEE SCHEDULE

WHEREAS, the Town Board of the Town of New Lebanon seeks to revise the Town fee schedule;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby approves and adopts the Town of New Lebanon Fee Schedule, a copy of which is annexed hereto; and

BE IT FURTHER RESOLVED, that the Town of New Lebanon Fee Schedule as annexed hereto and adopted hereby shall supersede all previous fee schedules of the Town of New Lebanon to the extent same is inconsistent therewith; and

BE IT FURTHER RESOLVED, that the Town Clerk shall maintain a copy of this Resolution and the fee schedule adopted hereby, and shall make same available for copying and inspection in accordance with law and as the Town Board may direct.

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: October 16, 2025
Marcie Robertson
Town Clerk
Town of New Lebanon

Town of New Lebanon Fee Schedule

Fees Derived from Code

The fees referred to in the Code sections enumerated below shall be as follows:

Chapter 71, Animals

Single-Year Application	Application Fee/ Senior Citizen Discount	Mandatory Surcharge	Total Fee/With Senior Citizen Discount
	\$6.50/5.50	\$1	\$7.50/\$6.50

For each dog that is
 spayed or neutered

For each dog that is
 unsprayed or unneutered \$12.50/\$10.50 \$3 \$15.50/\$13.50

Optional Three-Year License (When Qualified)	Application Fee	Mandatory Surcharge	Total Fee
For each dog that is spayed or neutered	\$12.75	\$3	\$15.75
For each dog that is unsprayed or unneutered	\$23.55	\$9	\$32.55

Impoundment Fees: Seizure Fee + Shelter Fee + Emergency Veterinary Costs/Expenses

Seizure Fee

First Offense in 1 year period	\$20
Second Offense in 1 year period	\$30
Each Offense Greater than 2 in 1 year period	\$50

Shelter Fee

Per day fee (first ten days)	\$35/day
After tenth day, add'l flat fee	\$300

Any impoundment fees not paid to C-G Humane Society shall be remitted to the Town

Chapter 81, Building Code Administration

§ 81-4K Building Permits

Roofing Permit	\$75.00
Heating Appliance Installation Permit	\$75.00
New Electric Service Installation Permit	\$75.00
Demolition Permit	\$75.00

	Driveway Permit (for driveways regulated under Uniform Building and Fire Prevention Code)	\$50.00
	All Other Building Permits	Depends on cost; \$75 minimum
	Cost of up to \$2,000	\$75.00
	Cost above \$2,000	\$75.00, plus \$5.00 per \$1,000 of additional estimated cost or fraction thereof
§ 81-4I	Renewals of Building Permits	
	First Renewal (12 months)	\$100.00
	Second Renewal (Additional 12 months)	50% of original permit fee; \$50.00 minimum
	Additional Renewals (Each additional 12 months)	50% of original permit fee, plus 5% of original permit fee for each renewal obtained beyond first 2 renewals; \$50.00 minimum
§ 81-5D	Special Inspection	\$75.00
§ 81-7F	Certificates of Occupancy (including Temporary and Permanent)	
	Single-Family and Two-Family Residential	\$50.00
	All Other Structures/Occupancies	Depends on project cost
	Project cost of up to \$100,000	\$100.00
	Project cost of more than \$100,000 but not more than \$150,000	\$150.00
	Project cost of more than \$150,000	\$200.00
§ 81-10G	Operating Permit	\$100.00
§81-11D	Firesafety/Property Inspections	Maintenance \$50.00 per unit (i.e., per tenant space, per building, etc.)
§81-13B	Certificate of Occupancy/Compliance Search	\$50.00

****Tenant Occupancy Verification Fee listed below under additional fees****

Chapter 88, Campgrounds

§ 88-5C Camping ground license fees

At the time of application for the permit	\$25
Upon issuance of the license	\$5 per site based upon the maximum number of sites shown in the application
Minimum fee	\$25

Chapter 101, Special Events

§ 101-5C License application fee \$100

Chapter 129, Junkyards

§ 129-5A Application/Renewal \$100

Chapter 145, Mobile Home Parks

§ 145-7 Mobile home park license fees

At the time of application for the permit	\$25
Application/Renewal	\$20 per site

Chapter 152, Parks and Recreation

§ 152-3 Pavilion rental fee

Resident	\$50
Nonresident	\$150
Gas Grill Rental	\$35

Chapter 179, Subdivision of Land

§ 179-6A(7) and C	Application for minor subdivision	\$200 plus \$100 per lot
§ 179-8A	Application for major subdivision	\$750 plus \$150 per lot

Chapter 185, Taxation

§ 185-1	Charge for mailing second (or subsequent) notices	\$2
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Chapter 189, Telecommunications Facilities

§ 189-7 (2)	Type I Application Fee	\$1,000
§ 189-7 (2)	Type II Application Fee	\$2,500
§ 189-7 (2)	Type III Application Fee	\$2,000
§ 189-7 (2)	Type IV Application Fee	\$5,000
Escrow:	See § 189-12 (2)	
Bond:	See § 189-21	

Chapter 205, Zoning

§ 205-11B	Zoning Permit Application	\$50.00
§ 205-11C	Certificate of Zoning Compliance	\$50.00
§ 205-12C	Appeals to ZBA (including interpretations, use variance, and area variance applications)	\$50.00
§ 205-13C	Special Use Permit Application	\$200.00
§ 205-14E	Site Plan Application	\$200.00

Additional Fees

Subject	Fee
Tenant Occupancy Verification Fee	\$25
Marriage license (see Domestic Relations Law § 15)	\$40
Marriage transcript	\$10
Death transcript	\$10
Birth transcript	\$10
Individual Town Code chapters and individual ordinances	\$5 per booklet plus \$0.50 per page to a maximum fee of \$25 per booklet
Town History books	\$15
Comprehensive Plan copies	
Color copy	\$35/copy
Black-and-white copy	\$25/copy
Summer Youth Program ^{1,2,3}	
Early registration fees (applicable where final payment is received by June 15)	
Resident (Town taxes paid to New Lebanon)	
1 child	\$480/season
2 children	\$720/season
3 children	\$882/season
4 or more children	\$1002/season
Local nonresident (Town taxes not paid to New Lebanon; school taxes paid to NLCSD)	
1 child	\$810/season
2 children	\$1,200/season
3 children	\$1,620/season
4 or more children	\$1,920/season

¹ Additional fees will be charged for on-site and off-site programs and field trips. These fees will be set by the Summer Youth Camp Director based on the cost of the program or field trip.
² Registration fees will be waived for children of Town of New Lebanon employees.
³ Registration fees must be paid for the entire season. Participation for only part of the season will not result in discounted registration fee.

Subject	Fee
Nonresident (Town taxes not paid to New Lebanon; school taxes not paid to NLCSD) Per child	\$1,620
Registration Fees (applicable where final payment is not received by June 15)	
Resident (Town taxes paid to New Lebanon)	
1 child	\$600/season
2 children	\$900/season
3 children	\$1,102/season
4 or more children	\$1,252/season
Local nonresident (Town taxes not paid to New Lebanon; school taxes paid to NLCSD)	
1 child	\$1,013/season
2 children	\$1,500/season
3 children	\$2,025/season
4 or more children	\$2,400/season
Nonresident (Town taxes not paid to New Lebanon; school taxes not paid to NLCSD) Per child	\$2,025
Swim Program Fees	\$40 per session \$70 for two sessions
Returned check ⁴	\$20

⁴ Said fee will be charged for all checks returned by a financial institution for nonpayment (such as “insufficient funds”; “uncollected funds”; etc.) and notice thereof will be prominently posted in any place where payments are accepted and will be included on any application for which checks are accepted as payment.

Firearms and Dangerous Weapons Policy:

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to mark the Firearms and Dangerous Weapons Policy as reviewed with no changes.

Employee Appointment Policy:

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

Columbia County Climate Smart Task Force – NL Representative:

Supervisor Houghtling stated, each town gets a representative, ours is Councilmember Powers.

A motion was made by Supervisor Houghtling, seconded by Councilmember Amlaw, and approved unanimously to recommend to the County Board of Supervisors to appoint Steve Powers onto the Columbia County Climate Smart Community Task Force representative from January 1st, 2026 through December 31st, 2027.

Resignation From The BEDC Received:

Supervisor Houghtling stated, they received a resignation from Rae Gilson from the BEDC.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to accept the resignation from the BEDC from Rae Gilson.

Resolution to Bring Equipment Capital Reserve Funds into the 2025 Budget for a Skidsteer Purchase for the Highway Department:

Supervisor Houghtling stated, she is still waiting to hear from the Association of Towns. She stated, they could pay the town attorney to do it, she was trying not to. Supervisor Houghtling explained, they have \$85,000 in a Capital Reserve Fund for equipment. When it was set up, it was set up as a more general equipment reserve fund, not identifying a specific piece of equipment so they did not need to go through a permissive referendum process when the account was set up. However, when they go to spend the money on a specific piece of equipment it then needs to go through the permissive referendum process, which is a special resolution that she does not know how to prepare.

Supervisor Houghtling stated, the other potential issue is that the price for the skid steer cannot be locked in enough time to get through the 30 day potential permissive referendum. The skid steer is in stock and ready but they will only hold the quote for 30 days.

Discussion took place with the Town Board, the Attorney, and the Highway Superintendent. Attorney Tingley will prepare the Resolution.

Resolution to Purchase a Skidsteer for the Highway Department:

Tabled, Attorney Tingley will prepare the Resolution.

Summer Camp Transportation Reimbursement – MOU with County:

Supervisor Houghtling stated, the County reimburses the town for transportation for Summer Camp for our field trips. The MOU went out to the Town Board and the public.

A motion was made by Councilmember Amlaw, seconded by Councilmember Powers, and approved unanimously to authorize the Supervisor to sign the MOU with the County for reimbursement for Summer Camp field trips.

Authorization for Town Supervisor to Pay Unemployment Claims to DOL on Interim Vouchers:

Supervisor Houghtling reported the Department of Labor sends out an invoice and you have about 10 days to pay it. She believes there is one coming in, the board had emails regarding it.

A motion was made by Supervisor Houghtling to authorize the Town Supervisor to pay unemployment claims to Department of Labor for a current claim not to exceed \$2,000. 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

Highway Employee Request – Town Pay For Employee / Spouse Vision Plan:

Supervisor Houghtling stated, they have a request from a Highway employee and the Union would like the Town to consider this. As of now, vision insurance is 100% employee paid. They recently made a change that starts December 1st for the town's health insurance. There is one grandfathered employee that had an older plan that did cover eye exam annually and up to \$75 for glasses every two years. She stated, the current vision plan is better than that but it is only \$12.27 per month and the Union and the employee are asking since that benefit is being taken away with the town switching to a new insurance plan that the town authorize paying an employee spouse plan for this employee from now until retirement.

A motion was made by Supervisor Houghtling to authorize the town to pay for an employee spouse vision plan for one highway employee for the plan year December 1st, 2025 through November 30th, 2026 at the amount of \$12.27 per month with no match by the employee. 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

Computer Proposal:

Supervisor Houghtling reported, the board decided at the last budget workshop to go with the new computers. The County is purchasing them from Dell and they cannot lock in the pricing that was quoted. The quote has increased by \$75.00, it is still under the \$10,000 that was budgeted. The Town can sign the contract, County will get the computers ordered and the town does not have to pay until January. She stated because the adoption of the budget has not happened yet, she wanted board authorization specifically for this purchase to be paid out of the 2026 budget.

A motion was made by Councilmember Skerkis to authorize the Supervisor to sign the contract with County MIS for \$9,890 for new computers to be paid out of 2026 budget funds. 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

Budget Dates:

Supervisor Houghtling stated, Councilmember Skerkis is not available on October 27th. Right now for the October 20th workshop all they have is the Highway which should not take too long. The October 27th workshop was going to be .1 accounts. The request was to cancel the Budget Workshop on the 27th and do both .1 accounts and the highway on the October 20th Budget Workshop. The board and the Town Attorney held discussion regarding .1's, voting on the budget, the pending library proposition, and the timeline to hold the public hearing for the 2026 budget. No changes made.

**ANNOUNCEMENTS:
OCTOBER:**

Monday, October 20th, 2025 at 4:30pm – Budget Workshop / Special Meeting - Highway

Monday, October 27th, 2025 at 5:00pm – Budget Workshop / Special Meeting – All Salaries & Appointed Employees

NOVEMBER:

Monday, November 3rd, 2025 at 6:00pm – Public Hearing – 2026 Budget

Thursday, November 13th, 2025 at 7:00pm – 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.

Pat Metzler: Pat spoke regarding the Supervisor position and the pay structure.

Margaret Robertson: Meg announced that the Pow Wow was excellent but unfortunately New Lebanon was not well represented.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:26pm.
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