

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 13, 2026**

Present: Tistrya Houghtling, Supervisor
Joanne Amlaw, Councilmember
Chris Patterson, Councilmember
Steve Powers, Councilmember
Susan Tipograph, Councilmember

Recording Secretary: Marsha (Marcie) Robertson, Town Clerk

Others Present: Peg Munves, CAC Co-Chair
Jim Carroll, Planning Board & ZRC Member
Sharon Powers, IT Website Support, Shaker Preservation
Committee & ZBA Member
Ted Salem, ZBA Member & ZRC Chair
Bruce Shenker, NL Rep to CC Env Mgt Council
Josh Young, Planning Board Member, BEDC & Shaker
Preservation Committee Chair
Mary Young, NL Rep to CC Office for the Aging & Traffic
Safety
Elizabeth Brutsch, Planning Board Chair, ZRC & HVAHC
Pilot Committee Member
Members of the Public

CALL TO ORDER:

The regular monthly meeting was called to order at 6:53pm 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 in memory of Tony Winig who recently passed away, followed by the flag salute. The emergency exits were pointed out.

MINUTES:

The minutes of the **December 29, 2025 Special Year End Meeting**, of the Town Board were reviewed.

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

FINANCIAL:

Supervisor's Report:

The Supervisor's Report as of December 31, 2025 was available to the public via the Town Clerk's email and the Town website and the Town Board was emailed the Supervisor's Report by Supervisor Houghtling.

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

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Amlaw -	Abstain
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Patterson -	Aye

CERTIFICATES OF APPRECIATION:

Supervisor Houghtling presented Certificates of Appreciation to outgoing Town Board members Craig Skerkis and Scout Metzler.

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.

Bonnie Lichak: Bonnie presented the board and Town Clerk with information regarding what she feels is an ongoing Planning Board conflict of interest ethics violations and spoke on her complaint.

Mr. Muadin (Online): Mr. Muadin spoke regarding proposed LL#6 of 2025 and late minutes.

Supervisor Houghtling: The Supervisor read an email POF that was submitted by Cassidy Lancelin on affordable housing.

BUDGET AMENDMENT #2 OF 2026:

General Fund:

\$	3,045.00	from A-1990.4 (Contingent)
\$	3,045.00	to A-1910.4 (Unallocated Insurance)

A motion was made by Supervisor Houghtling to approve the above noted budget amendment #2 of 2026 as typed. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Amlaw -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Patterson -	Aye

AUDIT OF BILLS:

2026 Bills:

General Nos. 1 through 42, in the amount of \$84,932.14; and
Highway Nos. 1 through 13, in the amount of \$33,255.49;
As listed on Abstract No. 1 dated January 13, 2026.

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 Amlaw -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Patterson -	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?

Peg Munves: Peg, CAC Co-Chair is requesting that they move the CAC meeting to the first Monday of the month at 5:00pm. No board approval is needed, cleared through the Town Clerk for the meeting schedule for the room. The Town Clerk will notice the public and update the meeting calendar.

OLD BUSINESS:

EV Charging Station Agreement:

Supervisor Houghtling reported, they have not had a response from the town attorney, this is tabled for now.

Recreation Commission – Accept Resignation:

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to accept the resignations from the Recreation Commission from Abbie Shoobs, Rochelle Dire, Kimberly Favre, Shantel Schonour, and Joe Ogilvie.

Appointment Resolution – Planning Board & Recreation Commission:

Supervisor Houghtling stated, they received letters of interest for both the Planning Board and the Recreation Commission on time and late submissions. The Town Board decided to interview everyone. It was decided letters of interest received on time should be considered first. Further Town Board discussion took place.

Councilmember Chris Patterson recused and left the room at 7:17pm.

TOWN OF NEW LEBANON

RESOLUTION #9, 2026

ANNUAL APPOINTMENTS OF TOWN OFFICERS - CONTINUED

JANUARY 13, 2026

At the Regular Monthly Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 13th day of January 2026, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Tipograph

Annual Appointments of Town Officers - Continued

BE IT RESOLVED THAT the Town Board of the Town of New Lebanon makes the following appointments for a term of one (1) year to run from 1/1/26 to 12/31/26 unless noted otherwise:

Planning Board Member – remainder of 7 year term to expire 12/31/2032

Jeff Zimmerman

Planning Board Alternate Member – remainder of 3 year term to expire 12/31/2027

Josh Young

Recreation Commission Member – remainder of 7 year term to expire 12/31/2026

Emily Alimonti

Recreation Commission Member – remainder of 7 year term to expire 12/31/2027

Pat Mittnight-Metzler

Recreation Commission Member – remainder of 7 year term to expire 12/31/2030

Daniel VanKeuren

Recreation Commission Member – remainder of 7 year term to expire 12/31/2031

Stuart Raab

Recreation Commission Member – remainder of 7 year term to expire 12/31/2032

Scout Metzler
Recreation Commission Chair – Danielle Patterson

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 Joanne Amlaw	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Chris Patterson	Recused

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: January 13, 2026
Marcie Robertson
New Lebanon Town Clerk

Councilmember Chris Patterson returned to the meeting at 7:19pm.

New Events Committee:

Supervisor Houghtling stated, they have created a new committee and three members from the original Recreation Commission wished to continue and move to the new Events Committee.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to create a new Events Committee with Abbie Shoobs, Joe Ogilvie, and Rochelle DiRe, with Abbie Shoobs as the Chair with the Events Committee working on events in the town such as Music In The Park, the Community Picnic, the Newcomers Events, and all of the things that the old Recreation Commission was previously working on.

A motion was made by Supervisor Houghtling, seconded by Councilmember Tipograph, and approved unanimously to go out for letters of interest for the Events Committee with letters of interest due on or before February 6, 2026 by 4:00pm and ask the Town Clerk to advertise in the paper.

Re-Implement Outreach & Marketing Committee and Add Communications:

Supervisor Houghtling reported, the Outreach & Marketing Committee was paused and she would like to re-implement the committee and add in a communications piece. Even with all of the things that the town is currently doing to get information out to the public, there are people who are still not in the know of what is going on.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to re-implement the Outreach & Marketing Committee and add a communication component and go out for letters of interest due by February 6, 2026 by 4:00pm.

Introductory LL#6 of 2025 – Garbage Cans:

Councilmember Tipograph stated, she is not really into creating laws, the Highway Superintendent has stated that this is an issue, the local law is a solution. She discussed the topic of the fines.

Councilmember Powers commented to Ted Salem, in his research with other towns that have this law, did they have another procedure prior to ticketing. Ted, responded that the Highway Superintendent did most of the research, as far as Ted understood him this seemed to be the procedure that other towns that have implemented something similar follow.

Councilmember Amlaw spoke regarding the time frame. Supervisor Houghtling responded with the time frame specifics. Councilmember Amlaw asked about the monitoring. Supervisor Houghtling responded that the duty falls on the Highway Superintendent to prove that the person was in violation.

Supervisor Houghtling stated, she feels strongly that when an elected official comes to the town board with an issue and requests a tool needed to better do their job, done the work of coming up with a solution that could help, she is in support of what is being requested.

A motion was made by Supervisor Houghtling to adopt Part 2 of the Short Environmental Assessment Form for the proposed adoption of Introductory Local Law No. 6 of 2025 as prepared by the Attorney for the Town. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

- | | |
|---------------------------|-----|
| Councilmember Powers - | Aye |
| Councilmember Amlaw - | Nay |
| Supervisor Houghtling - | Aye |
| Councilmember Tipograph - | Aye |
| Councilmember Patterson - | Aye |

A motion was made by Supervisor Houghtling to adopt the Part 3 of the Short Environmental Assessment Form as prepared by the Attorney for the Town for the proposed adoption of Introductory Local Law No. 6 of 2025, to determine that the proposed action will not result in any significant adverse environmental impacts

and to adopt a Negative Declaration under the State Environmental Quality Review Act for the action, and to authorize and direct the Supervisor to execute the Part 3 of the Short Environmental Assessment Form as required under applicable regulations. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

- Councilmember Powers - Aye
- Councilmember Amlaw - Nay
- Supervisor Houghtling - Aye
- Councilmember Tipograph - Aye
- Councilmember Patterson - Aye

A motion was made by Supervisor Houghtling to enact Introductory Local Law No. 6 of 2025 as final Local Law No. 1 of 2026, and to direct the Town Clerk to finalize and submit final Local Law No. 1 of 2026 to the New York State Department of State for filing in accordance with law. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

- Councilmember Powers - Aye
- Councilmember Amlaw - Nay
- Supervisor Houghtling - Aye
- Councilmember Tipograph - Aye
- Councilmember Patterson - Aye

HR Proposal – Board of Investigation:

Supervisor Houghtling reported, Councilmember Powers presented an idea at the end of 2025 for HR complaints. Currently complaints come to the Supervisor or if people are not comfortable going to the Supervisor, they go to the Town Clerk. If the Supervisor recuses from HR complaints that have to do with people that she has a working relationship with then the Deputy Supervisor does the investigation.

This proposal brings the investigation of any HR complaints to the entire Town Board. If the complaint is about the Supervisor or a Town Councilmember then that person gets replaced by the Deputy Supervisor. She stated if this is something that the board would like to implement she will need to discuss with the union and the HR attorney. Further explanation of the proposal and discussion took place among the board members. It was decided that Councilmember Tipograph would talk to the town staff and see how they feel about the current procedure.

Update on Walkable Downtown Project:

Supervisor Houghtling gave an update on the project. She discussed different surface material options and prices. Initially DOT approved the application with crusher run as a surface material. Currently DOT is not in favor of crusher run, they prefer concrete. Stone dust to asphalt increases the project cost by approximately \$300,000, if the town got the 2nd TAP grant that would be \$240,000 from the state and \$60,000 from the town (80/20 split). Stone dust to concrete increases the project cost by approximately \$900,000, increasing the town share by \$180,000. Further explanation and Town Board discussion took place.

Supervisor Houghtling went over the details on extending the sidewalk from the High School to Shatford Park. Stone dust is a \$600,000 project increase, town share increase is \$120,000. Asphalt is a \$670,000 project increase, town share increased by \$135,000. Concrete is a project increase of \$850,000, town share increase of \$170,000. Supervisor Houghtling stated, her opinion is that the High School to the Park is for another project for later. Further Town Board discussion took place.

A motion was made by Supervisor Houghtling to ask the engineers on the Walkable Downtown Project to apply for a second TAP application to increase the current path proposal to asphalt from stone dust. The motion was seconded by Councilmember Tipograph.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Amlaw -	Nay
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Patterson -	Aye

Town Request to OSC for Audit and Investigation:

Supervisor Houghtling reported, on December 29th three out of the five Town Board members voted to send a letter to the NYS Comptroller asking for an audit and an investigation. She received a call from an investigator with Office of the State Comptroller asking if the town was accusing anyone of fraud or theft of funds. She advised him that she did not think so based on Facebook posts and discussion but that she was not part of asking for the investigation. He advised her that the request got sent to his office because it asked for an investigation but an investigation is only for suspected theft or fraud. She gave him cell phone numbers for Councilmember Amlaw, Councilmember Metzler, and Councilmember Skerkis and advised that they were the three who voted for it and they might have more information as to what they are requesting the investigation for. She advised him that if after talking to them he felt the need for an investigation, she would happily open her office, files, financials, etc. or anything else he needed. He also advised her that the OSC books audits out 2 to 3 years and even if the CFO (Town Supervisor) were requesting the audit unless there was suspected theft or fraud, they have their audits

scheduled out years ahead and towns are audited when their turn comes up. She told him we had specific questions regarding cash balance vs. budgeted funds and whether or not towns can pay expenditures out of cash balance while waiting for reimbursable. He said he cannot answer those questions but he strongly suggested sending our questions to OSC so the correct department can get us the answers we need to either ensure we are in compliance or let us know a different way we need to do it.

Councilmember Amlaw reported, she received a call from the investigator asking her if she believed that there was any theft. In her letter it did not state that, there were other things stated in her letter and most definitely there was no time frame put on it. He told her he would send it to the audit department and they would be in touch.

Councilmember Tipograph suggested that they send a letter to OSC with specific questions that they have that were raised during all of the conversations in hopes that they can get answers before our turn comes up to be audited. If there are mistakes, they want to correct them. Further Town Board discussion took place.

It was agreed that Councilmember Tipograph will gather the questions people had and draft a letter to the Office of the State Comptroller.

NEW BUSINESS:

Policy Review – Petty Cash Policy & Bank Reconciliation Policy:

There were no questions or suggested changes by anyone on the Town Board.

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

2025 Required Trainings:

Supervisor Houghtling reported, there are six town employees or committee members who have not completed the required training. This is a NYS required training.

Councilmember Amlaw suggested offering an in person option for the training. Supervisor Houghtling responded, that she could put that together.

A motion was made by Supervisor Houghtling, seconded by Councilmember Patterson, and approved unanimously to require the six remaining employees to complete all three required trainings by end of day February 9th, 2026 or be removed from their position.

Supervisor Houghtling suggested implementing a training policy going forward. The board agreed.

Board of Assessment Review Clerk:

Supervisor Houghtling stated, the Board of Assessment Review requested to have a clerk and they did budget for 20 hours for the 2026 budget year at \$18.00 per hour. The Assessor and Gregg Carroll put together a job description.

A motion was by Supervisor Houghtling, seconded by Councilmember Tipograph and approved unanimously to go out for letters of interest for the Board of Assessment Review Clerk with letters of interest due on or before 4:00pm on February 6, 2026.

Pause BEDC and Have CAC Continue To Work On Water/Wastewater Feasibility:

Supervisor Houghtling stated, she doesn't want to not have a BEDC Committee but would like to put the committee on pause, they have not been actively working on anything at this time other than the water/wastewater in conjunction with the CAC. Both the BEDC and CAC Chairs are in agreement that the CAC can oversee the water and wastewater project that is ongoing.

A motion was made by Supervisor Houghtling, seconded by Councilmember Powers, and approved unanimously to pause the Business and Economic Development Committee (BEDC) and task the CAC on continuing the work on the water/wastewater feasibility study.

ANNOUNCEMENTS:

JANUARY:

Tuesday, January 20th, 2026 at 5:00pm – 2025 Annual Audit of the Books

FEBRUARY:

Tuesday, February 10th, 2026 at 5:30pm – Special Meeting – SYP Director Interviews

Tuesday, February 10th, 2026 at 6:30pm – 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.

Margaret Robertson: Meg announced that Sunday, January 18th at 2:00pm, the Friends of the New Lebanon Railroad Station Inc. are presented a program on the Boston/Albany Railroad.

Bonnie Lichak: Bonnie clarified from her earlier POF that she is not against housing, she is against the ethical issues. She talked about unconscious bias.

Pat Metzler: Pat discussed the Chair of the Recreation Commission and the board wanting a member who has been on the Commission. She questioned how long Danielle has been a member. Pat also stated, the need for a sidewalk is greatest from the school to the park.

Mark Baumli: Mark commented on the earlier discussion of the Marketing and Communications Committee and the mention of getting together for unofficial discussion and board members attending to help answer questions and take part in the discussions. He reminded that they can only have two Town Board members present at any committee meeting, and to be careful of those numbers. Supervisor Houghtling responded that the intention would be to hold them as a Town Board Meeting.

Mark also commented on the sidewalk going from stone dust to asphalt possibly and the fact that it went to referendum for a dollar amount. If that amount changes will it go to referendum again. Supervisor Houghtling responded that if the town has to bond more than the current amount, it has to go back out for permissive referendum.

Mr. Muadin: (Online) Mr. Muadin spoke regarding fiscal prudence.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 8:11pm. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Amlaw -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Patterson -	Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk