

**MINUTES OF THE SPECIAL MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
REGARDING EMERGENCY REPAIRS NEEDED  
AT TOWN HIGHWAY GARAGE  
HELD ON FEBRUARY 4, 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:** None

***Call To Order:***

The Special Meeting was called to order at 9:30am by Supervisor Houghtling. The meeting was held in person at the New Lebanon Town Hall, 14755 State Route 22 North, New Lebanon, NY 12125 with members of the public also being able to view the meeting at the following link: [https://townhallstreams.com/towns/new\\_lebanon\\_ny](https://townhallstreams.com/towns/new_lebanon_ny)

***Highway Garage Fire:***

Supervisor Houghtling gave a brief explanation regarding the fire at the Highway garage that occurred on January 26, 2026. Highway Superintendent McCagg is working diligently with the insurance company and the adjuster. He is asking for approval from the Town Board for a contract with Darcy Construction for putting in a concrete floor in the cold storage section of the garage.

Highway Superintendent McCagg is asking for Town Board authorization going forward to be able to make these decisions on his own with a few parameters in place. It has to be covered by insurance funds. If anything requires town budget funds he will still need to come to the Town Board for approval. He would need to follow all competitive bidding, and local procurement procedures. Some things would be exempt from those requirements due to the emergent nature of the situation.

A motion was made by Supervisor Houghtling to authorize the Highway Superintendent to enter into a contract with Darcy Construction for the construction

of a concrete floor at the Town cold storage facility, in an amount not to exceed \$34,609.50 as set forth in Estimate 1028, to deem this contract exempt from competitive bidding and local procurement guidelines due to emergency circumstances arising from a fire at the town highway garage with an emergent need to store highway equipment during repairs, and with the costs thereof to be paid from or reimbursed by insurance proceeds, constituting surplus, and therefore exempt from permissive referendum requirements. The motion was seconded by Councilmember Powers.

Roll Call Vote:

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

Supervisor Houghtling reported, in her brief conversation with Highway Superintendent McCagg it sounds like the insurance company might give the town a lump sum of money. If that occurs, Supervisor Houghtling would open and set up a separate bank account with checks. This would still go through the board at the audit process, bills would be paid on an interim basis with the Highway Superintendent having that authority. It would all be tracked separately, and it would not be any town budgeted funds. This would keep the process moving forward in a timely manner. If that occurs, Supervisor Houghtling might need to get board approval to set up the bank account. The board can decide who the signer on the account would be.

A motion was made by Supervisor Houghtling to authorize the Highway Superintendent to take any and all actions as may be necessary or appropriate to address fire damage at the Town Highway Garage in conjunction with the Town’s insurance carrier, including causing appropriate repairs to be made, provided that (1) all contracts awarded in connection therewith are awarded in accordance with competitive bidding requirements or local procurement policy requirements, as may be applicable, unless otherwise exempt, and (2) the costs thereof are paid for or reimbursed by insurance proceeds. 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

***Adjournment:***

A motion was made by Councilmember Tipograph, to adjourn the special meeting at 9:39am. The motion was seconded by Councilmember Powers.

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

Draft