

**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 02, 2013**

Present: Michael Benson, Supervisor
Bruce Baldwin, Councilmember
Karl B. Chittenden, Councilmember

Absent: Doug Clark, Councilmember
Matthew Larabee, Councilmember

Recording Secretary: Colleen Teal, Town Clerk

Others Present: Jeff Winestock, Highway Superintendent
Roberts Smith, PB & Ethics Board Member
Scott Larabee, Recreation Commission
Kevin Smith, Ethics Board Member
Tistrya Hamilton, Court Clerk
Jessica Byrne, Town Justice
Tony Murad, ZBA Member
Monte Wasch
Jack Yurish
Gail Heinsohn, Reporter for *The Chatham Courier*
Several members of the public

CALL TO ORDER:

The meeting was called to order at 7:10 p.m. by Supervisor Benson and the flag salute followed a moment of silence.

RESOLUTION #1, 2013 ~ ANNUAL APPOINTMENTS OF TOWN OFFICERS

The following resolution was proposed by Councilmember Bruce Baldwin and seconded by Councilmember Karl (K.B.) Chittenden:

Annual Appointments of Town Officers

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 1/1/13 to 12/31/13 unless noted otherwise:

Accountant for the Town:	Michael Bucci of Pattison, Koskey, Howe & Bucci, CPAs
Attorney for the Town:	Andrew Howard of Freeman Howard
Assessor's Clerk:	Cynthia Creech
Code Enforcement & Zoning Enforcement Officer:	Kent Pratt
Deputy Code Enforcement Officer:	Dean Herrick
Building Department Administrator:	Hazel (Cissy) Hernandez
Planning Board Member:	
• 7 year term (exp. 12/31/2019)	<i>(tabled until February 12th meeting)</i>
Planning Board Chairman:	Ray Herrmann
Zoning Board of Appeals:	
• 5 year term (exp. 12/31/2017)	Tony Murad

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- 2 year term (exp. 12/31/2014) Ted Salem
- Zoning Board of Appeals Chairman: Tony Murad
- Animal/Dog Control Officer: Willard (Wes) Powell
- Constable: Willard (Wes) Powell
- Court Clerk: Tistrya Hamilton
- Deputy Court Clerks: Cynthia Creech/Tammie Darcy
- Camp Director: Michelle Bienes
- Ethics Board:
 - 5 year term (exp. 12/31/2017) Chris Steadman
 - 2 year term (exp. 12/31/2014) Jack Yurish
- Conservation Advisory Council:
 - 2 year term (exp. 12/31/2014) Jack Lancto
 - 2 year term (exp. 12/31/2014) Craig Westcott

New Lebanon Representative to the Columbia

County Office for the Aging: Kathy Murnane

Alt. NL Rep. to CC Office for the Aging: Jean Stelling

New Lebanon Representative to the Columbia County

Traffic Safety Council: Matt Larabee

New Lebanon Representative to the Columbia County Environmental

Management Council: Bruce Shenker

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Bruce Baldwin	Aye
Councilmember Karl B. Chittenden	Aye
Councilmember Doug Clark	Absent
Councilmember Matthew Larabee	Absent
Supervisor Michael Benson	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.

PLANNING BOARD MEMBER:

The town board scheduled a special meeting to be held on Tuesday, January 22nd at 6:00 p.m. at the Town Hall for interviews of candidates for the Planning Board. Candidate Monte Wasch will be interviewed at 6:30 on Tuesday, January 8th.

CLEANING SERVICES:

A motion was made by Supervisor Benson, seconded by Councilmember Chittenden and passed to appoint Deborah Knapp to provide cleaning services in the interim and to seek other quotes.

APPOINTMENTS BY OTHER THAN TOWN BOARD:

Supervisor Michael Benson appointed Councilmember Doug Clark as Deputy Town

Supervisor; Eileen Evans as Confidential Secretary/Bookkeeper; and Kevin Fuerst as Town Historian.

Town Clerk Colleen Teal appointed Marsha Robertson as First Deputy Town Clerk and Deputy Registrar of Vital Records.

RESOLUTION # 2, 2013 ~ SALARIES, WAGES, AND MILEAGE RATE:

The following resolution was proposed by Councilmember Bruce Baldwin and seconded by Supervisor Michael Benson:

Salaries and Wages for all Elected and Appointed Town Officers and Employees & Setting of Mileage Reimbursement Rate

BE IT RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries for elected officials for the year 2013 to be paid monthly:

Town Supervisor	\$5,000
Tax Collector	\$10,300
Town Justices	\$10,000 each

BE IT RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries for elected officials for the year 2013 to be paid biweekly:

Highway Superintendent	\$55,141
Town Clerk	\$34,192

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries and hourly wages for appointed officials and employees for the year 2013 to be paid biweekly and further that, if not paid an hourly rate, will be required to prepare a Quarterly Report unless noted otherwise:

Assessor	\$32,000 annual salary/Quarterly Report
Assessor's Clerk	\$12.00/hour up to \$7,500/year
Bookkeeper/Confidential Secretary	\$12.00/hour up to \$12,480/year
CEO/ZEO	\$38,760 annual salary/Monthly Report
Building Department Administrator – allocated as follows:	
CEO/ZEO Clerk	\$15.69/hour (25 hrs/wk)
Planning Clerk	\$15.69/hour (10 hrs/wk)
ZBA Clerk	\$15.69/hour (5 hrs/wk)
Animal Control Officer	\$2,500 annual salary/Monthly Report
Dog Control Officer	\$2,500 annual salary/Monthly Report
Town Constable	\$4,000 annual salary
Court Clerk	\$14.13/hr (35 hrs/wk)
Deputy Court Clerks	\$12.00/hr
First Deputy Town Clerk	\$12.00/hr (20 hrs/wk)
Other Clerks	up to \$12.00 per hour

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BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual stipends for the year 2013 to be paid in one annual payment at the end of the year unless stipulated otherwise:

Budget Officer	\$500 (@ end of year via payroll)
Councilmembers Report	\$500 each (@ end of year via payroll)

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes rates for the following positions as follows for 2013 to be paid as stipulated:

Deputy Code Enforcement Officer	\$25/hour as needed; \$1,000 max. annual
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Highway Department Employees:

Laborer	\$11.00 to \$14.00 per hour
Equipment Operator	\$11.00 to \$14.00 per hour
Equipment Operator/Mechanic	\$14.00 to \$20.00 per hour

Summer Youth Program Staff:

Camp Director & Co-Program Director:	\$8,275/season
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BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following contractual obligations for the appointed officials and employees noted for the year 2013 to be paid by monthly submission of vouchers unless stipulated otherwise:

Accountant for the Town	\$650/mo. - \$10,500 annual max.
Attorney for the Town	\$15,000 annually
Town Historian	\$750 annually with quarterly payments: 1/15, 4/15, 7/15, 10/15/Quarterly Reports

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon has funded the position of Building Maintenance for 2013 for an amount not to exceed \$1,500 for the year and at a rate to be determined.

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon sets the following mileage rate for reimbursement to town officials and employees for 2013 when applicable:

56.5¢ per mile.

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Bruce Baldwin	Aye
Councilmember Karl B. Chittenden	Aye
Councilmember Doug Clark	Absent
Councilmember Matthew Larabee	Absent

Supervisor Michael Benson

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.

TOWN BOARD COMMITTEES:

Supervisor Michael Benson noted that for now committee appointments would stand as they are:

Economic and Business Development, Councilmember Clark & Supervisor Benson;

Highways, Buildings & Town Property, Councilmembers Baldwin & Chittenden;

Zoning, Planning, Code Enforcement, Assessor; Councilmembers Baldwin & Clark;

Education & Recreation; Kathy Murnane & Councilmember Larabee;

Security, Fire, Law Enforcement, Justice Court & Constable; Councilmembers Chittenden & Larabee; and

Town Hall Project, Councilmember Clark and Supervisor Benson.

RESOLUTION # 3, 2013 ~ REGULAR MEETINGS & OFFICIAL NEWSPAPER:

The following resolution was proposed by Councilmember Karl B. Chittenden and seconded by Councilmember Bruce Baldwin:

Establishment of the Regular Meetings and Designation of Official Newspaper of the New Lebanon Town Board

BE IT RESOLVED THAT the regular meetings of the Town Board of the Town of New Lebanon, throughout the year 2013, be held at 7:00 p.m. on the second 2nd Tuesday of the month and that the fourth 4th Tuesday of the month will be reserved for special meetings.

BE IT FURTHER RESOLVED THAT, the Town Board of the Town of New Lebanon designates *The Chatham Courier* as the official newspaper for the Town of New Lebanon for the year 2013 and further approves the usage of the Register Star for legal and public notices as needed.

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Bruce Baldwin	Aye
Councilmember Karl B. Chittenden	Aye
Councilmember Doug Clark	Absent
Councilmember Matthew Larabee	Absent
Supervisor Michael Benson	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.

RESOLUTION # 4, 2013 ~ DESIGNATION OF DEPOSITORIES AND AUTHORIZATION FOR CHECK SIGNING AND MONEY TRANSFERS:

The following resolution was proposed by Councilmember Karl (K.B.) Chittenden and seconded by Councilmember Bruce Baldwin:

Designation of Depositories and Authorization of Town Supervisor and Deputy Town Supervisor to Sign Checks and Transfer Monies for the Town of New Lebanon

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon designates the *Bank of America, National Union Bank of Kinderhook First Niagara, Berkshire Bank, Trustco, and Bank of Greene County* as the depositories for the Town of New Lebanon for all Town Officers to deposit all moneys coming into their hands by virtue of their offices for the year 2013.

BE IT FURTHER RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes the Town Supervisor and Deputy Town Supervisor to sign checks and transfer monies for the Town of New Lebanon for the year 2013 and that all checks will be countersigned by the Town Clerk or, in her absence, the Deputy Town Clerk

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Bruce Baldwin	Aye
Councilmember Karl B. Chittenden	Aye
Councilmember Doug Clark	Absent
Councilmember Matthew Larabee	Absent
Supervisor Michael Benson	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.

RESOLUTION # 5, 2013 ~ PETTY CASH FUNDS:

The following resolution was proposed by Councilmember Bruce Baldwin and seconded by Supervisor Michael Benson:

Designation of Amounts for Petty Cash Funds for Officers of the Town of New Lebanon

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes the following Town Officers petty cash funds in the following amounts for the year 2013:

Town Supervisor	\$100.00
Town Clerk	\$200.00
Justice Court	\$150.00
Tax Collector	\$250.00
Planning & Zoning; Building Inspector's; & ZEO Clerk	\$150.00
Highway Superintendent	\$100.00

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Bruce Baldwin	Aye
Councilmember Karl B. Chittenden	Aye
Councilmember Doug Clark	Absent
Councilmember Matthew Larabee	Absent
Supervisor Michael Benson	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.

RESOLUTION # 6, 2013 ~ HIGHWAY WORK WITH TOWNS OF CANAAN, CHATHAM, AND STEPHENTOWN:

The following resolution was proposed by Councilmember Bruce Baldwin and seconded by Supervisor Michael Benson:

Highway Work with Towns of Canaan, Chatham, and Stephentown

WHEREAS, it has been the policy of the Highway Superintendent to trade highway labor and/or equipment with other towns when it has been of benefit to the Town of New Lebanon.

NOW THEREFORE, BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes the Highway Superintendent to continue this policy with the Towns of Canaan, Chatham, and Stephentown for the year 2013.

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Bruce Baldwin	Aye
Councilmember Karl B. Chittenden	Aye
Councilmember Doug Clark	Absent
Councilmember Matthew Larabee	Absent
Supervisor Michael Benson	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.

RESOLUTION # 7, 2013 ~ SANDING PLACES OF PUBLIC ASSEMBLY:

The following resolution was proposed by Supervisor Benson and seconded by Councilmember Karl B. Chittenden:

Sanding Places of Public Assembly

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes the Highway Superintendent to sand the Lebanon Valley Protective Association driveways at New Lebanon and West Lebanon, and the driveways at the Walter B. Howard Elementary School and the New Lebanon Central Junior Senior High

School, at the discretion of the Highway Superintendent, per the request of the Head of the Bus Garage and/or the Chief of the Lebanon Valley Protective Association for the year 2013.

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Bruce Baldwin	Aye
Councilmember Karl B. Chittenden	Aye
Councilmember Doug Clark	Absent
Councilmember Matthew Larabee	Absent
Supervisor Michael Benson	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.

RESOLUTION # 8, 2013 ~ DESIGNATION OF VOTING DELEGATE AND ALTERNATE TO ATTEND THE ANNUAL MEETING OF THE NEW YORK STATE ASSOCIATION OF TOWNS:

The following resolution was proposed by Supervisor Michael Benson and seconded by Councilmember Bruce Baldwin:

Designation of Voting Delegate and Alternate to Attend the Annual Meeting of the New York State Association of Towns

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon duly designates Town Supervisor Michael Benson to attend the Annual Business Session of the Association of Towns of the State of New York, for the year 2013, to be held in New York City, on Wednesday, February 20, 2013, and to cast the vote of the Town of New Lebanon, pursuant to §6 of Article III of the Constitution and By-Laws of said Association; and

BE IT FURTHER RESOLVED THAT, in the absence of the person so designated, the Town Board of the Town of New Lebanon duly designates Councilmember Doug Clark as an alternate to attend the Annual Business Session of the Association of Towns of the State of New York, and to cast the vote of the Town of New Lebanon; and

BE IT FURTHER RESOLVED THAT, The Town Board of the Town of New Lebanon further authorizes the payment of the actual and necessary expenses incurred in doing so.

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Bruce Baldwin	Aye
Councilmember Karl B. Chittenden	Aye
Councilmember Doug Clark	Absent
Councilmember Matthew Larabee	Absent
Supervisor Michael Benson	Aye

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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.

ANNOUNCEMENTS:

January:

Tuesday, January 8, 2013 ~ Annual Audit Meeting at 5:00 p.m. at the Town Hall

~ Regular Monthly Meeting at 7:00 p.m. at the Town Hall

PRIVILEGE OF THE FLOOR:

Tony Murad, Zoning Board Chairman, addressed the town board regarding the reestablishment of the Zoning Re-write Committee as a standing committee comprised of two (2) members each from the Zoning Board of Appeals, Planning Board, and the Town Board. The Committee would meet as needed to address things in the new Zoning Regulations that may need to be reviewed, revised, etcetera. Mr. Murad also noted that input from the Conservation Advisory Council and the Zoning Enforcement Officer would be beneficial.

Robert Smith, Planning Board Member, addressed the town board regarding Mr. Murad's suggestion noting that issues have come before the Zoning Board of Appeals; there are areas in the Zoning Regulations that need to be looked at.

Jack Yurish addressed the town board noting that he seconded Mr. Murad's comments and further that it would keep the Zoning Regulations current and viable.

Scott Larabee addressed the town board noting that no appointment was made to the Park Maintenance position. Supervisor Benson noting that the board would be advertising, interviewing and then appointing with an appointment planned for February or March.

ADJOURNMENT:

A motion was made by Councilmember Chittenden and seconded by Councilmember Baldwin to adjourn the meeting at 8:16 p.m.

Respectfully submitted,

Colleen Teal, RMC
New Lebanon Town Clerk