

**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 02, 2014**

Present: Michael Benson, Supervisor
Bruce Baldwin, Councilmember
Dan Evans, Councilmember
Chuck Gerald, Councilmember
Matthew Larabee, Councilmember

Recording Secretary: Colleen Teal, Town Clerk

Others Present: Jeff Winestock, Highway Superintendent
Roberts Smith, PB & Ethics Board Member
Jack Nevers, Town Justice
Tistrya Houghtling, Court Clerk
Several members of the public

CALL TO ORDER:

The meeting was called to order at 7:06 p.m. by Supervisor Benson and the flag salute followed a moment of silence. Supervisor Benson welcomed the new board members, Dan Evans and Chuck Gerald.

RESOLUTION #1, 2014 ~ ANNUAL APPOINTMENTS OF TOWN OFFICERS

The following resolution was proposed by Councilmember Matt Larabee and seconded by Councilmember Bruce Baldwin:

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 1/1/14 to 12/31/14 unless noted otherwise:

Accountant for the Town:	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
Building Department Administrator:	Hazel (Cissy) Hernandez
Planning Board Chairman:	Ray Herrmann
Zoning Board of Appeals Chairman:	Tony Murad
Animal Control Officer:	Willard (Wes) Powell
Court Constable:	Willard (Wes) Powell
Court Clerk:	Tistrya Houghtling
Grounds Maintenance Superintendent:	Donald Sears
Registrar of Vital Records:	Colleen Teal
Deputy Court Clerk:	Cynthia Creech
Camp Director:	Michelle Bienes

New Lebanon Representative to the Columbia County
Traffic Safety Council: Matt Larabee

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New Lebanon Representative to the Columbia County Environmental
Management Council: Bruce Shenker

The following positions were tabled:

Planning Board Member

Zoning Board of Appeals Member

Ethics Board Member

Conservation Advisory Council (3 members/2 student members)

Recreation Commission Member (2 members)

New Lebanon Representative to Columbia County Office for the Aging

Alternate Representative to Columbia County Officer for the Aging

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 Dan Evans Aye

Councilmember Chuck Geraldini Aye

Councilmember Matthew Larabee Aye

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.

APPOINTMENTS BY OTHER THAN TOWN BOARD:

By Supervisor:

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

By Town Clerk:

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

RESOLUTION # 2, 2014 ~ SALARIES, WAGES, AND MILEAGE RATE:

The following resolution was proposed by Councilmember Bruce Baldwin and seconded
by Councilmember Matt Larabee:

***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 2014 to be paid once annually:

Town Councilmembers \$500 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 2014 to be paid monthly:

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Town Supervisor	\$5,000
Tax Collector	\$10,600
Town Justices	\$10,300 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 2014 to be paid biweekly:

Highway Superintendent	\$56,800
Town Clerk	\$35,218

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 2014 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	\$24,720 annual salary/Quarterly Report
Assessor's Clerk	\$12.36/hour
Bookkeeper/Confidential Secretary	\$12.36/hour
CEO/ZEO	\$39,922 annual salary/Monthly Report
Building Department Administrator – allocated as follows:	
CEO/ZEO Clerk	\$16.16/hour (25 hrs/wk)
Planning Clerk	\$16.16/hour (10 hrs/wk)
ZBA Clerk	\$16.16/hour (5 hrs/wk)
Animal Control Officer	\$5,000 annual salary/Monthly Report
Town Constable	\$4,120 annual salary
Court Clerk	\$26,481 annual salary
Deputy Court Clerk	\$12.36/hour
First Deputy Town Clerk	\$12.36/hour

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes rates for the following positions as follows for 2014 to be paid as stipulated:

Deputy Code Enforcement Officer	\$25/hour as needed; \$1,000 max. annual
Grounds Maintenance Superintendent	\$11.07/hour
Grounds Maintenance Staff	\$9.77/hour
Building Maintenance	\$11.07/hour

Highway Department Employees:

Equipment Operator/Mechanic	\$15.00 to \$20.00 per hour at the discretion of the Highway Superintendent
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Summer Youth Program Staff:

Camp Director & Co-Program Director:	\$8,500/season
Bus Drivers	\$80/\$120 per trip paid by submission of a Voucher

The following pay rates to be set by the Camp Director:

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Assistant Camp Director, Aquatics Director, Counselors, Counselors-In-Training, Water Safety Instructor, and Lifeguards.

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 2014 to be paid by monthly submission of vouchers unless stipulated otherwise:

Accountant for the Town	\$10,500 annually
Attorney for the Town	\$15,000 annually
Town Historian	\$750 annually with quarterly payments: 1/15, 4/15, 7/15, 10/15/Quarterly Reports
Cleaning Service	\$7,800 annually

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 2014 when applicable:

56¢ 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 Dan Evans	Aye
Councilmember Chuck Gerald	Aye
Councilmember Matthew Larabee	Aye
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 LIAISONS:

Supervisor Michael Benson made the following appointments as town liaisons:

Economic Development, Councilmember Dan Evans;

Highways Department, Councilmember Bruce Baldwin;

Town Property & Assets, Councilmember Bruce Baldwin;

Zoning, Planning, Code Enforcement, Councilmember Chuck Gerald;

Town Assessment Office, Councilmember Dan Evans;

Education & Recreation, Councilmember Matt Larabee;

Security, Fire, Law Enforcement, Councilmember Matt Larabee; and

Justice Court & Constable, Councilmember Chuck Geraldi.

RESOLUTION # 3, 2014 ~ REGULAR MEETINGS & OFFICIAL NEWSPAPER:

The following resolution was proposed by Councilmember Matt Larabee and seconded by Councilmember Dan Evans:

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 2014, 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 2014 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 Dan Evans	Aye
Councilmember Chuck Geraldi	Aye
Councilmember Matthew Larabee	Aye
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, 2014 ~ DESIGNATION OF DEPOSITORIES AND AUTHORIZATION FOR CHECK SIGNING AND MONEY TRANSFERS:

The following resolution was proposed by Councilmember Bruce Baldwin and seconded by Councilmember Matt Larabee:

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 2014.

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

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transfer monies for the Town of New Lebanon for the year 2014 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 Dan Evans	Aye
Councilmember Chuck Gerald	Aye
Councilmember Matthew Larabee	Aye
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, 2014 ~ PETTY CASH FUNDS:

The following resolution was proposed by Councilmember Matt Larabee and seconded by Councilmember Bruce Baldwin:

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 2014:

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 Dan Evans	Aye
Councilmember Chuck Gerald	Aye
Councilmember Matthew Larabee	Aye
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, 2014 ~ HIGHWAY WORK WITH TOWNS OF CANAAN, CHATHAM, AND STEPHENTOWN:

The following resolution was proposed by Councilmember Matt Larabee and seconded by Councilmember Dan Evans:

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 2014.

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 Dan Evans	Aye
Councilmember Chuck Gerald	Aye
Councilmember Matthew Larabee	Aye
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, 2014 ~ SANDING PLACES OF PUBLIC ASSEMBLY:

The following resolution was proposed by Councilmember Dan Evans and seconded by Councilmember Matt Larabee:

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 2014.

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 Dan Evans	Aye
Councilmember Chuck Gerald	Aye
Councilmember Matthew Larabee	Aye
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, 2014 ~ 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 Councilmember Matt Larabee and seconded by Councilmember Dan Evans:

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 Michael Benson, Town Supervisor, to attend the Annual Business Session of the Association of Towns of the State of New York, for the year 2014, to be held in New York City, on Wednesday, February 19, 2014, 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, 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 Dan Evans	Aye
Councilmember Chuck Gerald	Aye
Councilmember Matthew Larabee	Aye
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.

ANNOUNCEMENTS:

January:

Tuesday, January 14, 2014 ~ Annual Audit Meeting at 6:00 p.m. at the Town Hall
~ Regular Monthly Meeting at 7:00 p.m. at the Town Hall

OTHER:

Councilmember Bruce Baldwin asked for an update from the Town Attorney regarding the Proposed Zoning Amendments, the Proposed Noise Ordinance, and the town hall remodeling at the regular meeting on January 14th; Supervisor Benson noted that he would also like an update on the zoning enforcement issues.

PRIVILEGE OF THE FLOOR:

Tistrya Houghtling, Court Clerk, addressed the town board regarding the recurring freezing of the pipes in the chase in the hallway across from the Town Clerk's Office. She noted that, according to Scott, the problem is that the chase is not insulated. She further noted that this may be covered under the warranty on the new addition or put it into the proposal for the remodeling of the old portion of the town hall. Councilmember

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Larabee noted that the problem with insulating that chase is that if the pipes do freeze, they will not be able to get heat into the chase to thaw them. Councilmember Larabee noted that an option would be to install a register in the chase to encourage the flow of warm air around the pipes. Supervisor Benson noted that it is definitely not a warranty issue; that is a design issue. The board decided to try the registers (one at the bottom and one at the top) to see if this will resolve the problem.

ADJOURNMENT:

A motion was made by Councilmember Larabee and seconded by Councilmember Baldwin to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Colleen Teal, RMC
New Lebanon Town Clerk