

**MINUTES OF THE SPECIAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
OUTREACH, MARKETING & COMMUNICATIONS COMMITTEE
INTERVIEWS and HIGHWAY GARAGE BILLS
HELD ON MARCH 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: Outreach, Marketing & Communication Committee
Applicants

CALL TO ORDER:

The Special Meeting was called to order at 6:00pm 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

AUDIT OF BILLS:

2026 Bills:

General Nos. 110 through 112, in the amount of \$22,155.75;
As listed on Abstract No. 2C dated March 4, 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

BOND ANTICIPATION NOTE (BAN) - SIDEWALK:

Supervisor Houghtling explained at the last special meeting she spoke in error and wants to correct it for the record. She had stated that the Bond Anticipation Note (BAN) would be for \$100,000 and it is not, it is for \$90,000. She reported that the Town did close on the

BAN this morning. The engineer had given her the amount that they would need for the next year or longer for the engineering process and the engineer thought that the \$90,000 would be enough.

TAP GRANT APPLICATION - SIDEWALK:

Supervisor Houghtling explained that two meetings ago the board authorized Creighton Manning to apply for a second TAP application to add money onto the current sidewalk project to change the surface material to concrete. It would have increased the town's share by \$60,000. They have learned that the minimum grant application amount is \$500,000 which would have made the additional town's share \$125,000. The Town Board decided not to do that and made a motion at the last meeting to withdraw that pre-application.

Supervisor Houghtling reported that DOT is now recommending to apply for a brand new project. You cannot apply for a second TAP application on the same current project but you can apply for a new project and have it be the current project that the town has and changing it to concrete surface material, not stone dust or asphalt and extending the sidewalk to the park which a lot of community members seemed to want. She stated, that DOT also said there is no guarantee but a chance that the state will pitch in on the town's share of that new grant amount because it will be higher. This would allow the town's share to stay at \$500,000 or possibly become less than that amount. There is no cost to the town to have Creighton Manning apply for the TAP application and there is no obligation for the town to accept the new award. We should know by around September if the town got the award or not and how much of the town's share they are willing to cover. At that point the Town Board can decide how to proceed. In the meantime, from now until September the current project will continue to be worked on and engineered. If we receive the new award, all of the engineering that is being done will translate over to the new project. Creighton Manning is coming to the next Town Board meeting to go over the possibilities of how to keep the current project going to asphalt or concrete within the current budget. The application is due March 12th, 2026, Supervisor Houghtling is asking the board to move forward with the new TAP application.

Councilmember Tipograph commented that it seems like a good idea with no obligation on the town.

A motion was made by Councilmember Tipograph to authorize Creighton Manning to apply for a new TAP application. The motion was seconded by Supervisor Houghtling.

Councilmember Powers stated, Creighton Manning had said because the town is already in the system applying for the other grant, the town stands a better chance than someone who is starting new.

Supervisor Houghtling stated, because the town is already mid-design phase our application will carry more chance to get awarded. Supervisor Houghtling reported, she received in writing from DOT that the town can apply for the new TAP application and continue working on the current one, there is a chance they could

cover some of the town's share and a chance that our town's share could be less under the new TAP application.

Roll Call Vote:

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

EXECUTIVE SESSION:

A motion was made by Supervisor Houghtling to enter an Executive Session at 6:07pm to review the medical, financial, credit or employment history of a particular person, corporation, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension, for the purposes of interviewing candidates for the Outreach, Marketing & Communications Committee, and to invite in all of the applicants at different times throughout the executive session. 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

A motion was made by Supervisor Houghtling to exit the Executive Session at 8:27pm. 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

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the special meeting at 8:28pm. The motion was seconded by Councilmember Powers.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Amlaw -	Aye
Supervisor Houghtling -	Aye

Councilmember Tipograph -
Councilmember Patterson-

Aye
Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk

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