

**MINUTES OF THE SPECIAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JUNE 1, 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: Mary Young, NL Rep to CC Office for the Aging & Traffic Safety

Call To Order:

The Special Meeting was called to order at 3:00pm 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

SUMMER YOUTH PROGRAM EARLY REGISTRATION DEADLINE:

Supervisor Houghtling reported, they have a request from the Summer Camp Director, Jackie Howe to extend the early registration fee due date. Registrations are taking place at a much slower pace than in prior years. The date due for early registration was set for June 5th and the Summer Youth Camp Director is requesting that it be amended to June 18th.

**TOWN OF NEW LEBANON
RESOLUTION # 20, 2026
SUMMER YOUTH PROGRAM FEES -AMENDED
June 1, 2026**

At a Special 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 1st day of June 2026, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Tipograph

SUMMER YOUTH PROGRAM FEES - AMENDED

BE IT RESOLVED THAT, the New Lebanon Town Board hereby establishes the following rates and fees for the eight-week Town of New Lebanon Summer Youth Program:

Early Registration Fees (if final payment is received by June 18th):

Resident (Town taxes paid to New Lebanon):

1 child	\$384/season
2 children	\$576/season
3 children	\$706/season
4+ children	\$802/season

Local Non-resident (Town taxes not paid to New Lebanon, School taxes paid to NLCS D):

1 child	\$810/season
2 children	\$1,200/season
3 children	\$1,620/season
4+ children	\$1,920/season

Non-resident (Town taxes not paid to New Lebanon; School taxes not paid to NLCS D): Per child \$1,620/season

Registration Fees (if final payment is received after June 18th):

Resident (Town taxes paid to New Lebanon):

1 child	\$600/season
2 children	\$900/season
3 children	\$1,102/season
4+ children	\$1,252/season

Local Non-resident (Town taxes not paid to New Lebanon, School taxes paid to NLCS D):

1 child	\$1,013/season
2 children	\$1,500/season
3 children	\$2,025/season
4+ children	\$2,400/season

Non-resident (Town taxes not paid to New Lebanon; School taxes not paid to NLCS D): Per child \$2,025; and

BE IT FURTHER RESOLVED THAT a weekly fee option is available that is the relevant season cost divided by 8 and multiplied by 2. Discretion is given to the Summer Camp Director as to how many weekly enrollments are allowed with a first come, first serve basis.

Applications must specify what week they are signing up for. It is the right of the

Summer Camp Director to refuse any weekly enrollments based on overall enrollment and staffing levels; and

BE IT FURTHER RESOLVED THAT, these fees are due at the time of registration and they are non-refundable, unless the Town of New Lebanon cancels the Summer Youth Program prior to the program commencing for that season.

BE IT FURTHER RESOLVED THAT the fees for participation in other on-site and off-site programs and field trips will be determined by the Camp Director based on the cost of the program/field trip; and

BE IT FURTHER RESOLVED THAT the registration fee(s) will be reduced by 10% for the children of Town of New Lebanon employees.

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	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.

Dated: June 1, 2026
Marcie Robertson
New Lebanon Town Clerk

UV WATER FILTER SYSTEM AT COMMUNITY CENTER:

Supervisor Houghtling discussed the UV water filtration system that is needed at the Community Center that is needed in order to use the Community Center for a second location for the Summer Youth Program. The quote they received from Galusha was for a residential system, and per the NYS Department of Health’s requirement it needs to be a commercial system that requires an engineered design. The contractor’s quote went from \$4,005 to around \$10,000, no exact quote yet. The commercial system does require a design, Paul McCreary was \$3,500 to \$5,000 to design it. The NYS Department of Health is waiving the engineer requirement and allowing the contractor to design the system. The contractor is quoting \$1,200 to design the system. Once designed, if the cost is at or below \$10,000, two oral quotes will need to be obtained. If the cost is above \$10,000, three written quotes will need to be obtained. The inspection date is June 15th, and due to the time sensitivity, Supervisor Houghtling spoke with Attorney Tingley, and he said that if the Town Board is comfortable with it, the board could approve the \$1,200 design quote to Sam Galusha, Galusha HVAC and then once the design is received obtain quotes. If at

least one of the quotes is at least \$10,000 or less then only two oral quotes are needed, if above \$10,000 then three need to be obtained in writing.

Supervisor Houghtling explained that the attorney recommended one of two things. One is giving the Supervisor the flexibility to undertake procurement of the installation in accordance with the Town’s Procurement Policy, or the Town Board can authorize up to \$10,000 and hope that it comes in under that amount.

Supervisor Houghtling mentioned figuring out the amount needed out of the \$625,000 that the town has for the landfill monitoring, and how much would be needed if the town does not want to add any more tax money over the thirty years to it with the interest accruing. She stated at the 3.75% rate the number was much lower, approximately \$440,000 but Councilmember Powers had the Supervisor ask the bank if they are sure that the 3.75% is going to be stable, the bank responded definitely not. Supervisor Houghtling reported, she emailed this communication to the full Town Board. The bank recommended being more conservative and not going above an estimated 2% yield.

Supervisor Houghtling continued with further explanation and the Town Board held discussion on the matter.

A motion was made by Councilmember Tipograph to authorize the Supervisor to execute a contract with Galusha HVAC for the design of a water filtration system at the community center at a cost not to exceed \$1,200. The motion was seconded by Supervisor Houghtling.

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 authorize the Town Supervisor to undertake procurement of the installation of the water filtration system at the community center in accordance with the Town’s procurement policy, provided such procurement does not require competitive bidding pursuant to General Municipal Law Section 103. The motion was seconded by Councilmember Patterson.

Roll Call Vote:

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

Adjournment:

A motion was made by Supervisor Houghtling, to adjourn the special meeting at 3:19pm. No second to the motion and no roll call at this time.

Councilmember Amlaw interrupted the motion to adjourn to bring up another subject matter.

COMPREHENSIVE PLAN COMMITTEE VACANCY:

Councilmember Amlaw stated, she wants to make a motion before the next Town Board meeting to do the appointment to the Comprehensive Plan Committee. She wanted to know if they could do that now and not have to do it at the next meeting.

Supervisor Houghtling responded, that Ted Salem, the Chair of the committee did ask her about this and she reported that she told him that she likes to keep those items on the regular agenda. Supervisor Houghtling stated, that Ted Salem told her that is fine.

Adjournment:

A motion was made by Supervisor Houghtling, to adjourn the special meeting at 3:20pm. 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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk