MINUTES OF THE SPECIAL MEETING OF THE TOWN BOARD OF THE TOWN OF NEW LEBANON HELD ON OCTOBER 22, 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 12:00pm 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

2027 TENTATIVE BUDGET DISCUSSION - PAYROLL:

Supervisor Houghtling gave a brief recap of yesterday's payroll discussion in regards to giving raises. Supervisor Houghtling put together several examples for the board of what it would cost to give small raises for 2027. One correction made was the highway union employees are actually getting a 3.5% raise per the union contract, not the 1.5% that was stated at yesterday's meeting. There were a few employees that stated they wish to forego a raise if the board decides to give raises. The board held discussion and it was decided to enter an executive session.

EXECUTIVE SESSION:

A motion was made by Supervisor Houghtling to enter an Executive Session at 12:06pm to discuss employment matters. 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

A motion was made by Supervisor Houghtling to exit the Executive Session at 12:23pm. The motion was seconded by Councilmember Amlaw.

Draft

Roll Call Vote:

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

DISCUSSION – PAYROLL:
Once out of executive session, the board talked among themselves to see if any board members are in favor of giving pay raises. Supervisor Houghtling and Councilmember Amlaw stated they are not in favor of raises given the tight budget. Councilmember Powers stated he thought they should go with the lower option that the Supervisor presented. Councilmembers Tipograph and Patterson stated, they are both torn, but Councilmember Patterson commented that due to the tight budget he is leaning towards no raises. The board continued discussion and it was determined that three of the five members would not be in favor of pay raises for 2027, that would decrease the temporary pay budget line to $0.

BASKETBALL COURT REPAIR BUDGET:
Supervisor Houghtling commented, if they want to make the $7,300 for the basketball court repairs budget neutral there is $45,000 in the Shatford Park Reserve account, they could do an inter-fund transfer from the reserve account into the budget line for the basketball court. This would have to be done by a resolution. The board held discussion on this matter.

RECREATION COMMISSION & NONESSENTIAL COMMITTEE BUDGETING:
Supervisor Houghtling reported, the Recreation Commission had a change of Chair to their committee, resulting in them not submitting a budget request by the deadline. Supervisor Houghtling met with them and they are requesting $600 in their budget. She reviewed their budget request with the board. Supervisor Houghtling stated, had they gotten their request in on time, they would have gotten $300 in their budget, half of the request the same as done for all other committees.

Councilmember Amlaw stated, she feels they should not give them any money due to the tight budget. Councilmember Patterson asked how she proposes for them to do any work then. Further discussion was had between them on the matter. There were differing opinions among the board members regarding the funding of nonessential expenses. The board did agree that all nonessential funding of boards, committees, and organizations should be treated equally. Board discussion continued on the subject, not all but the majority of the board agreed to budgeting 50% of the requested budget from the nonessential committees, boards, etc.

Supervisor Houghtling commented, her original approach was to allow the individual committees and boards to use the money budgeted to them in the way that they saw fit.

Draft

She stated, she has received several emails from residents that feel the Town Board should oversee all of the spending of the budgeted money to these committees and boards. She asked the entire board how they felt about it. The board held discussion and it was agreed to allow committee discretion in spending their budgeted money as long as it is something that was on their budget request worksheet.

The topic of the money budgeted to the Outreach, Marketing & Communication Committee (OM&C) for the purpose of getting Town Hall Streams up and running at the Community Center was discussed by the board. It is not something that is used specifically for the OM&C, it would be used by any board or committee that held a public meeting at the Community Center. The board decided that budgeted money should come out of the OM&C's budget request and put into a different budget line. The board decided to decrease the OM&C budget amount to $900, pulling Town Hall Streams (THS) out of their budget, and discuss THS at the next meeting

MISCELLANEOUS BUDGET DISCUSSION & CHANGES:
SUMMER YOUTH PROGRAM SALARY CHANGES: SYP Director, Jackie Howe offered pay changes for the head counselor to $19 an hour and counselors ranging from $16-$19 an hour.

LANDFILL MONITORING: Inadvertently left out of the tentative budget, put back in: $25,000 in landfill reserve budget line and revenue.

NEW REVENUE SHARED W/TOWN – SHORT TERM RENTAL: Supervisor Houghtling reported, short term rental tax went into effect, the County collects it, they do not have to share it with the town but similar to the sales tax they are sharing it with the town. The County Treasurer estimated $7,475 as a new revenue for the town.

TOWN CLERK .4 ACCOUNT: The Town Clerk offered up the $1,000 budgeted for training in 2027.

ADJUST GENERAL HEALTH INSURANCE: To account for the one employee who is grandfathered in for the town to pay 100% of insurance premium.

Councilmember Amlaw made a suggestion to incorporate a punch card system with a small payment fee and once the card punch is full they can "shop" for free at the free store. Councilmember Powers and Supervisor Houghtling both commented, but it is the "free store". Supervisor Houghtling commented, you want it to be a thrift store and she is not sure if the town can legally run a thrift store. Conversation took place among the board regarding the suggestion and the majority of the board was not in favor of the idea.

The following changes were made:

A motion was made by Supervisor Houghtling, to make the following changes to the 2027 preliminary budget:

Draft

General Appropriations Page 9. –**Recreation Commission** (Contractual) **A-7020.41,** $0 - **increase** by - $300 to change to $300.

General Appropriations Page 8. –**Outreach, Marketing & Communications** (Contractual) **A-6410.4,** $1,800 - **decrease** by - $900 to change to $900, with the caveat that Town Hall Streams is going to be a separately discussed budget item.

The motion was seconded by Councilmember Patterson.

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 make the following changes to the 2027 preliminary budget:

General Appropriations Page 1. –**Contingent Temp Pay Raises** (Contractual) **A-1990.4tem,** $5,000 - **decrease** by - $5,000 to change to $0.

General Appropriations Page 13. –**Landfill Closure - Monitoring** (Contractual) **A-8161.42,** $0 - **increase** by - $25,000 to change to $25,000.

General Appropriations Page 3. – **Town Clerk** (Contractual) **A-1410.4**, **$**4,100 - **decrease** by - $1,000 to change to $3,100.

General Appropriations Page 14. –**Hosp & Medical Insurance - A-9060.8,** $52,411 - **increase** by - $2,095 to change to $54,506;

And to make the following changes to the 2027 preliminary budget, general revenue:

General Revenues Page 4. –**Shatford Park Reserve, A-5031,** $0 - **increase** by - $7,300 to change to $7,300.

General Revenues Page 4. –**Landfill Reserve, A-5031,** $0 - **increase** by - $25,000 to change to $25,000.

General Revenues Page 1. –**Short Term Rental Revenue, A-1113, Add** with - $7,475;

And to make the following changes to the 2027 preliminary budget, Salaries:

SYP Head Counselor Page 2. – **Decrease** from $20.00 to $19.00

Draft

SYP Counselors Page 3. – **Decrease the range** from $16.00 - $19.50 to $16.00 - $19.00.

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

Supervisor Houghtling gave a brief summary recap. The general budget has decreased by $14,349 and the highway budget increased by $55,168 for a total net increase at this point from tentative to preliminary of $40,819; bringing that percentage from 14.86% to 19.52%; and the amount per $1,000 assessed from $2.00 to $2.08.

ADJOURNMENT*:*

A motion was made by Supervisor Houghtling, to adjourn the special meeting at 1:15pm. 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

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk

Draft