

**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 2, 2018**

Present: Colleen Teal, Supervisor
Kevin Smith Sr., Councilmember
Mark Baumli, Councilmember
Norman Rasmussen, Councilmember
Jesse Newton, Councilmember

Recording Secretary: Tistrya Houghtling, Town Clerk

Others Present: J.J. Smith, NL Rep to CC Office for the Aging
Bob Smith, Planning Board Member
Hazel "Cissy" Hernandez, CEO/ZEO/Bldg Dept Admin
Jeff Hattat, Deputy CEO/ZEO
Jeff Winestock, Highway Superintendent

CALL TO ORDER:

The meeting was called to order at 6:02 p.m. by Supervisor Teal. A moment of silence was followed by the flag salute. Supervisor Teal pointed out the emergency exits.

EXECUTIVE SESSION:

Supervisor Teal made a motion to enter into an executive session at 6:03 pm to discuss the appointment and employment of a particular employee. Councilmember Baumli seconded that motion.

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Kevin Smith Sr.	Aye
Supervisor Colleen Teal	Aye
Councilmember Jesse Newton	Aye
Councilmember Mark Baumli	Aye

Hazel "Cissy" Hernandez, CEO/ZEO and Jeff Hattat, Deputy CEO/ZEO also attended the executive session.

Councilmember Smith made a motion to exit the executive session at 6:22 pm. Supervisor Teal seconded that motion.

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Kevin Smith Sr.	Aye
Supervisor Colleen Teal	Aye
Councilmember Jesse Newton	Aye
Councilmember Mark Baumli	Aye

APPOINTMENTS:

TOWN OF NEW LEBANON

RESOLUTION #1, 2018

ANNUAL APPOINTMENTS OF TOWN OFFICERS

JANUARY 2, 2018

At the Annual Organizational 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 2nd day of January 2018, the following Resolution was proposed and seconded:

Resolution by Councilmember Smith Sr.

Seconded by Councilmember Newton

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 1/1/18 to 12/31/18 unless noted otherwise:

Accountant for the Town – Brian Fitzgerald

Attorney for the Town – Tuczinski, Gilchrist, Cavalier & Tingley, P.C.

Engineer for the Town – Paul McCreary

Code/Zoning Enforcement Officer and Building Department Administrator – Hazel “Cissy” Hernandez

Deputy CEO/ZEO – Jeff Hattat

Planning/Zoning & Building Department Clerk – tabled

Planning Board Member – 7 year - Robert Smith

Planning Board Chairman – Ray Herrmann

Zoning Board of Appeals Member – remainder of 5 year term to expire 12/31/2020 – Charles Gerald

Zoning Board of Appeals Member – 5 year – Tony Murad

Zoning Board of Appeals Chairman – Tony Murad

Conservation Advisory Council – 2 year – David Farren, Cynthia Creech & Peg Munves

Ethics Board Member – 5 year – Wayne Martin

Assessor’s Clerk – tabled

Animal Control Officer – Wes Powell

Town Constable – Wes Powell

Court Clerk – Cynthia Creech

Deputy Court Clerk – Jennifer McKeon

Recreation Commission Member – 7 year – Amy Fiebke

Park/Grounds & Building Maintenance Co-Superintendent – Donnie Sears

Park/Grounds & Building Maintenance Co-Superintendent – Herb Jones

SYP Camp Director – Michelle Bienes (SYP Staff to be determined by Camp Director)

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

New Lebanon Emergency Management Coordinator – Matt Larabee

Cleaning Service – Judy Zimmer-Sabri

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

Roll Call Vote:

Highway Superintendent	\$61,752
Tax Collector	\$10,812
Town Justices	\$10,931 each

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 2018 to be paid biweekly:

Assessor	\$26,775 annual salary Plus \$1,600 for reval (total \$28,375)
Assessor's Clerk	tabled
CEO/ZEO/Building Dept. Administrator	\$52,000 annual salary (\$25/hr – 40 hr wk) (12 hrs/wk ZEO; 12 hrs/wk CEO; 16 hrs/wk Bldg. Dept. Adm.)
Deputy Code Enforcement Officer	\$18/hour increasing to \$20/hour upon cert. (10 hrs/wk; \$10,140 plus \$1,296 for 72 hours of training)
Planning Clerk	tabled
ZBA Clerk	tabled
Building Dept. Clerical Work	tabled
Animal Control Officer	\$5,520 annual salary
Town Constable	\$4,570 annual salary
Court Clerk	\$15.63/hour (18 hrs/wk)
Deputy Court Clerk	\$13.26/hour (32 hrs/wk)
First Deputy Town Clerk	\$14.00/hour (27 hrs/wk)
Clerical starting rate	\$13.00/hour
Park/Grounds/Bldg Maintenance Co-Superintendents	\$13.50/hour
Park Maintenance Staff	\$12.00/hour

Highway Department Employees:

Equipment Operator/Mechanic \$16.00 to \$22.00 per hour at the discretion
of the Highway Superintendent

Summer Youth Program Staff (seasonal):

Camp/Program Director: \$8,500/season

The rates for the Summer Youth Program staff are as follows:

Assistant Program Director \$16.25/hour if returning; \$15.00/hr for new hires (\$5,000 max.)

Aquatics Director up to \$20.00/hour (\$2,400 max.)

Counselors range \$8.50 to \$10.00 per hour*

Counselors in Training \$7.00/hour (3 maximum)

Water Safety Instructor Aide Only \$8.50/hour

Lifeguard Only \$10.25/hour

(Max. season total for all non-Director positions \$35,000)

(*Counselors' rates are based on number of years working at the program and number of approved certificates (.15 cents per hour for each certificate and for each year))

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 2018 to be paid by monthly submission of vouchers unless stipulated otherwise:

Accountant for the Town	\$12,000 annual per agreement
Attorney for the Town	As needed rate(s) per agreement/proposal
As needed rate(s) per agreement/proposal	
\$750 annually with quarterly payments	
Bus Driver	\$250 per driver per trip
\$100/\$200 per week alternating	

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 2018 when applicable:

\$0.545 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 Norman Rasmussen	Aye
Councilmember Kevin Smith	Aye
Supervisor Colleen Teal	Aye
Councilmember Jesse Newton	Aye
Councilmember Mark Baumli	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.

APPOINTEMENTS BY OTHER THAN TOWN BOARD:

Supervisor Teal appointed Charles "Doug" Banker as Deputy Town Supervisor.

Supervisor Teal tabled the appointment of Town Historian.

Supervisor Teal appointed John Trainor as Assistant Town Historian.

Town Clerk Houghtling appointed Marsha "Marcie" Robertson as Deputy Town Clerk and Deputy Registrar.

TOWN BOARD COMMITTEES (BY SUPERVISOR):

- ◆ *Assessor (Rasmussen)*
- ◆ *Building Department (Baumli)*
- ◆ *Business & Economic Development (Baumli & Rasmussen)*
- ◆ *Conservation Advisory Council & Environmental Management Council (Rasmussen)*
- ◆ *Fire, Law Enforcement & Emergency (Smith & Newton)*
- ◆ *Highway (Smith & Newton & Winestock)*
- ◆ *Historian & LVHS (Baumli & Rasmussen)*
- ◆ *Justice Court/Constable (Newton)*
- ◆ *Parks & Recreation (Smith & Newton)*
- ◆ *Seniors (Baumli & Zimmer)*
- ◆ *Town Assets, Buildings & Property (Smith & Newton)*

◆ *County Updates (Teal)*

MEETINGS & NEWSPAPER:

TOWN OF NEW LEBANON

RESOLUTION #3, 2018

ESTABLISHMENT OF REGULAR MEETINGS & DESIGNATION OF OFFICIAL NEWSPAPER OF THE NEW LEBANON TOWN BOARD

JANUARY 2, 2018

At the Annual Organizational 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 2nd day of January 2018, the following Resolution was proposed and seconded:

Resolution by Supervisor Teal

Seconded by Councilmember Smith

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 2018, 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 Eastwick Press as the official newspaper for the Town of New Lebanon for the year 2018 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 Mark Baumli	Aye
Councilmember Norman Rasmussen	Aye
Councilmember Jesse Newton	Aye
Councilmember Kevin Smith	Aye
Supervisor Colleen Teal	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.

DEPOSITORIES:

TOWN OF NEW LEBANON

RESOLUTION #4, 2018

DESIGNATION OF DEPOSITORIES AND FISCAL AUTHORIZATIONS

JANUARY 2, 2018

At the Annual Organizational 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 2nd day of January 2018, the following Resolution was proposed and seconded:

Resolution by Supervisor Teal

Seconded by Councilmember Newton

Designation of Depositories and Fiscal Authorizations

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon designates the Bank of Greene County as the depositories for the Town of New Lebanon for all Town Officers to deposit all monies coming into their hands by virtue of their offices for the year 2018.

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 2018 and that all checks will be countersigned by the Town Clerk or the Deputy Town Clerk.

BE IT FURTHER RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes all Town Officers to electronically deposit checks received in their respective offices to their respective Bank of Greene County accounts.

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

Roll Call Vote:

Councilmember Mark Baumli	Aye
Councilmember Norman Rasmussen	Aye
Councilmember Jesse Newton	Aye
Councilmember Kevin Smith	Aye
Supervisor Colleen Teal	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.

PETTY CASH FUNDS:

TOWN OF NEW LEBANON

RESOLUTION # 5, 2018

PETTY CASH FUNDS

JANUARY 2, 2018

At the Annual Organizational 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 2nd day of January 2018, the following Resolution was proposed and seconded:

Resolution by Supervisor Teal

Seconded by Councilmember Newton

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 2018:

Town Supervisor	\$100.00
Town Clerk	\$200.00
Justice Court	\$150.00
Tax Collector	\$250.00
Building Department Administrator	\$150.00
Highway Superintendent	\$100.00
Assessor	\$30.00

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

Roll Call Vote:

Councilmember Mark Baumli	Aye
Councilmember Norman Rasmussen	Aye
Councilmember Jesse Newton	Aye
Councilmember Kevin Smith	Aye
Supervisor Colleen Teal	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.

HIGHWAY WORK WITH NEIGHBORING TOWNS:

TOWN OF NEW LEBANON

RESOLUTION # 6, 2018

HIGHWAY WORK WITH TOWNS OF CANAAN, CHATHAM, AND STEPHENTOWN

JANUARY 2, 2018

At the Annual Organizational 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 2nd day of January 2018, the following Resolution was proposed and seconded:

Resolution by Supervisor Teal
Seconded by Councilmember Smith Sr.

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 2018.

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

Roll Call Vote:

Councilmember Mark Baumli	Aye
Councilmember Norman Rasmussen	Aye
Councilmember Jesse Newton	Aye
Councilmember Kevin Smith	Aye

Supervisor Colleen Teal

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.

SANDING PLACES OF PUBLIC ASSEMBLY:

TOWN OF NEW LEBANON

RESOLUTION #7, 2018

SANDING PLACES OF PUBLIC ASSEMBLY

JANUARY 2, 2018

At the Annual Organizational 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 2nd day of January 2018, the following Resolution was proposed and seconded:

Resolution by Supervisor Teal

Seconded by Councilmember Rasmussen

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 2018.

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

Roll Call Vote:

Councilmember Mark Baumli	Aye
Councilmember Norman Rasmussen	Aye
Councilmember Jesse Newton	Aye
Councilmember Kevin Smith	Aye
Supervisor Colleen Teal	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.

DESIGNATION OF VOTING DELEGATE - NYSAOT:

Supervisor Teal asked if there is any interest from any of the Town Board members to attend the Business Session of the New York State Association of Towns in New York City in February. No interest was expressed.

SUMMER YOUTH PROGRAM RATES:

TOWN OF NEW LEBANON

RESOLUTION #8, 2018

SUMMER YOUTH PROGRAM FEES

JANUARY 2, 2018

At the Annual Organizational 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 2nd day of January 2018, the following Resolution was proposed and seconded:

Resolution by Councilmember Supervisor Teal

Seconded by Councilmember Newton

SUMMER YOUTH PROGRAM FEES

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 (*discounted 20% if final payment is received by June 15th*):

Resident (Town taxes paid to New Lebanon):

1 child	\$400/season
2 children	\$600/season
3 children	\$735/season
4+ children	\$835/season

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

1 child	\$675/season
2 children	\$1,000/season
3 children	\$1,350/season
4+ children	\$1,600/season

Non-resident (Town taxes not paid to New Lebanon; School taxes not paid to NLCSD):

Per child	\$1,350
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Registration Fees:

Resident (Town taxes paid to New Lebanon):

1 child	\$480/season
2 children	\$720/season
3 children	\$882/season
4+ children	\$1002/season

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

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 NLCSD):

Per child	\$1,620; and
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BE IT FURTHER RESOLVED THAT due to requirements that all staffing determinations be made based on enrollment numbers, registration fees will be accepted only for the entire season

and participation for only part of the season will not be discounted; and

BE IT FURTHER RESOLVED THAT the fees for participation in various 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 waived 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 Mark Baumli	Aye
Councilmember Dan Evans	Aye
Councilmember Jesse Newton	Aye
Councilmember Norman Rasmussen	Aye
Supervisor Colleen Teal	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.

SET ANNUAL AUDIT MEETING AND QUAD BOARD MEETING:

Supervisor Teal stated that we need to set our Annual Audit Meeting. The Town Board reviews the books of the Court, the Town Clerk, the Town Supervisor, the Tax Collector and the Building Department. January 20th is the latest date that the audit can be performed. The Town Board agreed to hold the Annual Audit Meeting on Wednesday, January 17th at 5pm.

Supervisor Teal stated that she would like to set a Quad Board Meeting sometime in January or early February. The Town Board chose 3 dates that work for the Town Board members and Supervisor Teal will reach out to the Planning Board, Zoning Board of Appeals and Conservation Advisory Council members to see which of those 3 dates work for their members. They will set a date at the January Regular Town Board Meeting.

ANNOUNCEMENTS:

Tuesday, January 9th ~ Town Board Regular Monthly Meeting @ Town Hall @ 7:00 pm
Wednesday, January 17th ~ Town Board Annual Audit Meeting @ Town Hall @ 5:00 pm

OTHER:

Supervisor Teal stated that generally we were reviewing, there are 3 different policies and we were reviewing them each year, and there is not significant changes so she put them on a 3 year cycle. The Procurement Policy would be up again. One of the things that she would ask is that we look closely at the minimum purchasing threshold, which seems very low, and using that to also incorporate an inventory policy. There are two things we want to look at. \$50 for an inventory policy is way too low and she thinks the State sets it at \$500 minimum as the lowest we can go. We can go higher than that. We need to set two sets of numbers for our inventory policy. One is for our internal controls,

which can be as low as that \$500. The other is for our financial reporting and for that you are not going to want anything that is under \$10,000 or \$20,000 that you would do as that is going to be listed on your AUD. She will distribute our current Procurement Policy at the January meeting for the Town Board members to review and then we can discuss any changes at the February meeting.

BENEFITS:

Councilmember Smith asked if we want to start looking into changing our insurance policy. Supervisor Teal asked if he is referring to looking at what the other Towns are doing. Councilmember Smith stated no. He stated that we were just going to do whoever is hired, that employee, like we talked about. Supervisor Teal stated that she thinks what we want to do is look at what other municipalities are doing before we make a decision. Councilmember Smith asked if we want to do that by next month's meeting so we can get started on that. Councilmember Newton asked if there is enough time to see what other Towns are doing before next week's meeting. Town Clerk Houghtling stated you would need at least a month, if not longer, to reach out to all the Towns, get answers back, and compile a comparison. Councilmember Smith stated that it would make sense to get started on that, in case we end up going that way, that way that will be in place and we won't have to worry about it.

Supervisor Teal stated that she wants to be careful about it and make sure that we are looking at the whole picture. She doesn't know if you can do the compensation without the benefits because if we are paying way lower than other Towns. Councilmember Smith stated that he is saying where the employee is the only one eligible. Supervisor Teal stated she understands that but what they are dealing with at County right now is that their benefits are very, very good which used to allow them to pay less but they are having to do exactly what the Town is doing right now because there are two particular departments where they are consistently losing staff because they are going to other Counties because other Counties are paying more. What you have to look at is the whole picture, compensation and benefits when you are talking about acquiring staff. If we are going to just slash the benefits, without looking at what you are doing with compensation compared to other Towns...

Councilmember Smith stated that you are slashing the amount of people that we are going to insure, we weren't talking about slashing the benefits. We are talking about new hires only being covered for the individual for health insurance, not dependents or spouses being covered.

Supervisor Teal stated that she understands however she thinks it should be looked at as a whole package with compensation and benefits together. Councilmember Rasmussen stated that he didn't hear Councilmember Smith state that we are going to implement the new policy, but rather that we should start looking into it. The first step in looking into it is to look at what the other Towns are doing. Town Clerk Houghtling asked if this is something she is looking into. Supervisor Teal asked Town Clerk Houghtling to start with an email blast to other Town Clerk's and to let her know of any Towns she doesn't get an answer from and she will reach out to the Supervisors of those Towns.

ADJOURNMENT:

A motion was made by Supervisor Teal and seconded by Councilmember Rasmussen to adjourn the meeting at 7:15 pm.

Respectfully submitted,

Tistrya Houghtling
New Lebanon Town Clerk