

# Town of New Lebanon

www.townofnewlebanon.com

November 2018

## A Letter from the Supervisor

I cannot believe summer is over already and 2019 is just around the corner. It has been a busy year.

### NEWSLETTER:

You will notice that our newsletter looks different. We have been advised that the newsletter may only report on the activities and events of Town departments, boards, (continued on page 2)

The General Election is Tuesday, November 6, 2018 at the Immaculate Conception Church, 732 US Route 20. The polls are open from 6am – 9pm. On the ballot this election are the Offices of: Governor/Lieutenant Governor, Comptroller, Attorney General, U.S. Senator, State Supreme Court Justice, Representative in Congress, State Senator, Member of Assembly, County Clerk, and County Coroner.

## 3<sup>rd</sup> Annual Holiday Gift Donation Program

The Holiday Gift Donation Program was a huge success for the last two years thanks to the kindness and generosity of our community! Again this year, the Town Clerk will be spearheading a Holiday Gift Drive for families in need in our community. If you are a family in need living in New Lebanon, please contact Tistrya Houghtling at the Town Clerk's office at 518-794-8888 or [townclerk@townofnewlebanon.com](mailto:townclerk@townofnewlebanon.com) or stop by her office M, W, Th, or Fri between 9am and 5pm. She will be making a list of specific gifts needed, distributing the list to people wanting to donate, collecting the donations, wrapping the gifts and delivering them to the families in time for the Holidays. Drop off locations will be at the Town Hall and the New Lebanon Post Office. If you would like to volunteer to help in any way (ie – donating items, wrapping gifts, etc.) please contact Tistrya.

## Town Government



Supervisor – Colleen Teal  
supervisor@townofnewlebanon.com  
518-794-8889

### Councilmembers:

Mark Baumli  
mbaumli@townofnewlebanon.com

Kevin Smith, Sr.  
ksmith@townofnewlebanon.com

Jesse Newton  
jnewton@townofnewlebanon.com

Norman Rasmussen  
nrasmussen@townofnewlebanon.com

Town Clerk – Tistrya Houghtling  
townclerk@townofnewlebanon.com  
518-794-8888

Did you know that the Town Clerk's office maintains an email database that receives all board meeting agendas, meeting minutes and other important documents and updates? If you would like to be added to this database please send request with your email address to [townclerk@townofnewlebanon.com](mailto:townclerk@townofnewlebanon.com). Your email address will not be shared.

Regular Town Board meetings are held the 2<sup>nd</sup> Tuesday of each month at 7pm at the New Lebanon Town Hall, 14755 State Route 22, New Lebanon, NY, 12125

Mailing Address:  
Town of New Lebanon  
PO Box 328  
New Lebanon, NY, 12125

## A Letter from the Supervisor Continued:

commissions, etcetera. We can also include activities and events of other governmental entities (county and state). We are looking for alternative ways to try to boost our sense of community and enhance our Town and we will include information on those in subsequent newsletters as they are developed.

### TOWN BUDGET PROCESS

The Town Board is currently working on the 2019 Town Budget and there will be a public hearing scheduled for the Thursday after the election (November 8<sup>th</sup>). Some important items in the 2019 budget include more improvements at the Town Park. We have put money in the 2019 Budget to upgrade the bathrooms and repair the roof at the Pavilion as well as to repair the fencing around the park. Through funding in the legal and engineering budget lines, we will be providing training to our land use boards (Planning Board and Zoning Board of Appeals).

Through a Compensation Committee comprised of two Town Board members, two town employees, and a community member, we have developed a grading system for positions within the town and base compensation rates for these positions. We also recommended that increases in compensation be based on merit; annual evaluations performed by immediate supervisors would determine if an employee would get a merit increase rather than simply applying a cost of living adjustment (COLA) to all employees unilaterally. As of this writing, the compensation plan has been proposed to the Town Board but no action has been taken. The total cost to make the necessary equity adjustments to implement this plan is under \$3,000.

We are currently negotiating with the Lebanon Valley Protective Association for fire protection services. We have worked with the Chatham Rescue Squad (CRS) to develop a four-year plan to equalize the payments made by each of the towns using their ambulance services. The plan is based on total assessed value of each town they contract with, applied as a percentage of the total assessed value covered, then applied to their total budget. By the end of the fourth year, the taxpayers in New Lebanon will have realized an \$86,000 decrease in the cost of ambulance service.

### TOWN CODE REVIEW

We are also closing in on some of the amendments to our Town Code. The Town Board procured a legal and editorial analysis of the New Lebanon Town Code and using that information, we reviewed our entire town code (rules and regulations). There are some sections that require a more in-depth review and this will be conducted by the Town Board or the Zoning Re-Write Committee depending on the content of the section. As these changes are put into local law format for possible enactment, public hearings will be held to get input from you before they are adopted. In some cases, we are looking to repeal outdated laws; in other cases, we are looking to amend the laws to make them more fitting to our Town.

### NEW YORK STATE POLICE BARRACKS RELOCATING

I am sure many of you have heard that the New York State Police Barracks will be moving to the Town of Chatham. This move will take a couple of years to fully complete the move but we have worked with the Columbia County Sheriff's Office to provide a satellite office here in New Lebanon starting as early as 2019.

## A Letter from the Supervisor Continued:

### COLUMBIA COUNTY RECYCLING

Recycling is changing significantly due to changes in recycling protocols. The new protocols are not just in Columbia County, they are across the U.S. They are a response to the recent strain in the recycling market after China banned recycled plastic and paper imports and tightened standards for accepted materials. The products that can now be recycled are much more limited and there will be a fee for recycling in Columbia County. Please see more information on pages 4 & 5 regarding changes in the Columbia County Recycling Program protocols.

Enjoy the upcoming holidays and be safe! As always, thank you for the opportunity to serve as your Town Supervisor.

Warmest regards,

*Colleen*

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## HEAP Applications open 11/13/2018

The Home Energy Assistance Program (HEAP) for the 2018-19 season will be accepting applications starting on November 13, 2018. You can pick up an application at the New Lebanon Town Clerk's Office starting on November 14. If you received a regular benefit last year and are over 60 years old, you should have already received your application. If you are receiving food stamps, you are automatically enrolled in HEAP. If you would like to apply for HEAP and did not receive it last year, you must have an interview and may opt for an in person or phone interview beginning November 13, 2018. To qualify for HEAP you must make under \$2,391 per month gross for a household of 1, under \$3,127 per month gross for a household of 2, and under \$3,863 per month gross for a household of 3. New applicants must have proof of each household member's identity, proof of applicant's social security number and for each household member, proof of residence, proof of fuel and/or utility bill if you pay for heat or proof that you pay rent which includes heat, and proof of income for all household members. If you need assistance applying you can contact Columbia Opportunities (if under 60 years old) at 518-828-4611 or Office for the Aging (if over 60 years old) at 518-828-4258. You can also contact the Department of Social Services at 518-828-9411 with any questions. You can also apply online at [www.mybenefits.ny.gov](http://www.mybenefits.ny.gov). For more information about HEAP go to <http://www.ny.gov/services/apply-heap>.

If you are eligible for HEAP, you may also be eligible for the Columbia Opportunities Inc. Weatherization Program. COI provides energy audits to eligible homeowners and renters to find the best way to make their homes more energy efficient. Weatherization measures - such as furnace repair or replacement, wall and attic insulation, air sealing, energy efficient refrigerators - are installed to make residences safe, comfortable and less expensive to heat. Most people see a 20% reduction in their home heating bills after the weatherization work is done! Please call 518-828-4611 or 518-672-7268 for more information and an application.

## The Next KISS Program at the Town Hall

The Columbia County KISS Program is once again available to seniors in every town in Columbia County. The KISS Program, founded by Columbia County Clerk Holly Tanner, stands for Keeping the Identities of Seniors Safe. It was designed to protect the identities of our seniors while assisting them in the shredding of their sensitive materials. Seniors are encouraged to contact their local Town Hall for hours of operation and more information on the program. Justin Weaver, Columbia County Clerk's Records Services Manager, is overseeing the program and can also be contacted with any questions at 518-822-0143. The next KISS program runs at the NL Town Hall from December 3 – December 14. Please stop in the Town Clerk's office first before putting your papers in the shred bin.

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## New Recycling Protocols

Columbia County like many other municipalities around the Country is dealing with the actions taken by China over the past year to propose standard quality limits on the recyclable material that is accepted. Their guidelines are far more stringent than any existing international standard and the fallout has resulted in very high processing fees to recyclable material.

Although the US exports a significant amount of recyclables, domestic markets do exist and may expand, however these developments may take time.

Columbia County is committed to continuing to maintain the recycling program that was started back in 1989.

Effective January 1, 2019 residents that utilize the Columbia County Solid Waste Stations will be required to purchase annual permits to recycle their material. The annual fee will be \$50.00 a year for County residents, \$35.00 a year for our County seniors over 65 years old and \$100.00 for out of County residents.

The permits will be in the form of a sticker that will be placed on your vehicle and will be available by most municipal clerks and at all of the waste stations.

In addition, our goal moving forward is to ensure the highest quality material that could be marketed. Please see our new "recycling protocol" that we are implementing in coordination with our vendor and NYSDEC.

Residents having questions may contact the Columbia County Administrative Office at 518-828-2737 for clarification.

**COLUMBIA COUNTY RECYCLING PROTOCOL**

**ACCEPTABLE ITEMS:**

<ul style="list-style-type: none"> <li>• NEWSPAPER</li> <li>• MAGAZINES</li> <li>• CARDBOARD BOXES</li> <li>• BROWN BAGS</li> <li>• JUNK MAIL</li> <li>• CATALOGS</li> <li>• SOFT COVER BOOKS</li> <li>• ENVELOPS</li> <li>• ADVERTISEMENTS &amp; INSERTS</li> <li>• BOXBOARD &amp; PAPERBOARD             <ul style="list-style-type: none"> <li>○ CEREAL BOXES</li> <li>○ PASTA BOXES</li> <li>○ SHOE BOXES</li> <li>○ MIXED OFFICE PAPER</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• PLASTIC BOTTLES             <ul style="list-style-type: none"> <li>○ Milk jugs</li> <li>○ Bleach/detergent bottles</li> <li>○ Soda/juice bottles</li> <li>○ Shampoo bottles</li> <li>○ Water bottles</li> <li>○ Cottage Cheese containers</li> <li>○ Margarine containers</li> <li>○ Yogurt containers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Aluminum cans &amp; bottles</li> <li>• Pie plates/trays/foil</li> <li>• Tin Cans             <ul style="list-style-type: none"> <li>○ Steel</li> </ul> </li> <li>• Glass bottles &amp; jars</li> </ul>
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**NOT ACCEPTABLE**

<p><b>NO PLASTIC BAGS OR BAGGED RECYCLABLES</b></p> <p><b>NO COATED PAPER ITEMS</b></p> <ul style="list-style-type: none"> <li>○ Waxed coffee or soda cups</li> <li>○ Waxed paper plates</li> <li>○ Items with any type of plastic coated lining</li> </ul> <p><b>NO DISPOSAL ITEMS:</b></p> <ul style="list-style-type: none"> <li>○ Styrofoam</li> <li>○ Napkins</li> <li>○ Tissues</li> <li>○ Paper Towels</li> <li>○ Plastic Utensils</li> <li>○ Dirty Recyclables</li> <li>○ Register Tape</li> <li>○ Condiment packets</li> <li>○ Straws, Stirrers, Coffee Pods</li> </ul>	<p><b>NO TOYS, CLOTHING OR HANGERS</b></p> <p><b>NO WOOD WASTE OR WASTE (bodily or food)</b></p> <ul style="list-style-type: none"> <li>• Rope</li> <li>• Twine</li> <li>• Diapers</li> <li>• Food</li> <li>• Pet Waste</li> <li>• Yard Waste</li> </ul> <p><b>NO PLASTIC WRAP, FILM, TARPS</b></p> <ul style="list-style-type: none"> <li>• Food bags</li> <li>• Wrappers</li> <li>• Plastic or shrink wrap</li> </ul> <p><b>NO HAZARDOUS MATERIAL</b></p> <p>Fire Extinguishers Propane Tanks Paint cans Held a toxic substance</p>	<p><b>NO RUBBER OR SCRAP METAL</b></p> <p><b>NO MEDICAL WASTE</b></p> <p><b>NO CERAMICS, POTS, PANS or BAKING DISHES</b></p> <ul style="list-style-type: none"> <li>• NO window glass</li> <li>• Mirrors</li> </ul> <p><b>NO ELECTRONIC ITEMS, BATTERIES, BULBS</b></p> <p><b>NO APPLIANCES</b></p> <p><b>NO RIGID PLASTIC</b></p> <ul style="list-style-type: none"> <li>• Laundry baskets</li> <li>• Large Buckets</li> <li>• Plastic Chairs</li> </ul>
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From the Assessor's Office

## The Enhanced STAR Program is changing!

Beginning with the 2019-20 school year, the Department of Taxation and Finance (DTF) will annually review applicants' income to determine their eligibility for the Enhanced STAR exemption. For the upcoming renewal time period you will receive your renewal applications from the Assessor. All paperwork will be mailed to you around December 1<sup>st</sup>. You will return the information to the ASSESSOR.

All recipients of the Enhanced Star program **MUST** submit the income verification form along with their 2017 Income taxes and the Enhanced Renewal form.

Property owners who are already participating in the Income Verification Program (IVP) will **NOT** need to submit any information to Assessor. You will receive a post card from the ASSESSOR around December 1<sup>st</sup> if you are in this program and have been approved.

Following your eligibility determination, the Tax Department will use the Social Security numbers to confirm the income eligibility of the property owners. If the Tax Department changes your determination, they will notify you.

In subsequent years, the Tax Department will determine income eligibility using the Social Security numbers. If additional information is needed, the DTF will contact the property owner directly.

### **Impact on applications for the senior citizens (467) exemption also known as "AGED"**

The new provisions ***remove the connection between applications for the senior citizens exemption and the Enhanced STAR exemption.*** To be eligible for the Enhanced STAR exemption for the 2019-20 school year, property owners applying or reapplying for the senior citizens exemption must complete both the Enhanced STAR forms AND the Seniors Exemption Forms!!!!

Due to the complicated process in the first year the ASSESSOR has decided to invite the recipients of the SENIOR Exemption to apply with her in person prior to the usual renewal time period. An invitation has been sent to those people involved.

## From the Code/Zoning Enforcement Officer

Dear New Lebanon Residents:

Most importantly, I would like to wish everyone a very happy, safe and healthy Holiday Season!!

With the Holidays fast approaching, it was suggested that as the Fire Code Official, I provide a courtesy announcement regarding the Fire Code regulation regarding the indoor use of Natural Cut Trees and Artificial Vegetation. These regulations do not apply to private residences.

Attached to this letter, you will find Section 806 of Chapter 8 of the Fire Code. While most of the attached Code explains general safety regulations, you will note that Section 806.1.1 lists "categories" of establishments where natural cut trees are prohibited. Since these facilities are listed by an alphanumeric category code, I thought it might be helpful if I explain what each category of occupancy means:

**Group A** – Places of Public Assembly: For the gathering of persons (50 or more) for purposes such as civic, social or religious functions, recreation, food or drink consumption, or awaiting transportation.

**Group E** - Educational Group: Includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12<sup>th</sup> grade. (**Schools**)

**Group I** (1-4) – Institutional Groups: There currently are no Group I facilities in the Town of New Lebanon.

**Group M** – Mercantile Groups: Includes, among others, the use of a building or structure, or a portion thereof, for the display and sale of merchandise, and involves stock or goods, wares or merchandise incidental to such purposes and accessible to the public, including but not limited to: **Department stores, Drugstores, Markets, Motor Fuel dispensing Facilities, Retail or Wholesale Stores, Sales Rooms.**

**Group R1** – Residential Group: Occupancies containing sleeping units where the occupants are primarily transient in nature, including: **Boarding houses (transient) with more than 10 occupants, Congregate living facilities (transient with more than 10 occupancies), Hotels (transient), Motels (transient).**

**Group R2** – Residential Group: Occupancies containing sleeping units with more than two dwelling units where the occupants are primarily permanent in nature, including: **Apartment Houses, Boarding houses (non-transient) with more than 16 occupants, Convents, Dormitories, Fraternities & Sororities, Hotels, Live/Work Units, Monasteries, Motels (non-transient), Vacation Timeshare Properties.**

**Group R4** – Residential Group: There currently are no Group I facilities in the Town of New Lebanon

Should you have any questions or require additional information, please contact this office.

Cissy Hernandez  
Code/Zoning Enforcement Officer

## 2015 International Fire Code – Chapter 8

**806.1** Natural Cut trees, where allowed by this Section, shall have the trunk bottoms cut off not less than .5 inches above the original cut and shall be placed in a support device complying with Section 806.1.2

**806.1.1 Restricted Occupancies.** Natural cut trees shall be prohibited within ambulatory care facilities and Group A, E, I-1, I-2, I-3, I-4, M, R-1, R-2 and R-4 occupancies.

**Exceptions:**

- 1) Trees located in areas protected by an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 shall not be prohibited in Groups A, E, M, R-1 and R-2;
- 2) Trees shall be allowed within dwelling units in Group R-2 occupancies;
- 3) In places of public assembly, as defined in Article 1 of the Labor Law, natural cut trees shall be permitted without the installation of an approved automatic sprinkler system provided that an approved two and one-half gallon fire extinguisher that (1) conforms with NPFA 10 and (2) is a loaded stream fire extinguisher or other approved fire extinguisher, shall be kept in plain sight within 15 feet of such tree [Title 12 NYCRR Part 36, Section 36- 2.9(a)(4)].

**806.1.2 Support Devices.** The support device that holds the tree in an upright position shall be of a type that is stable and that meets all of the following criteria:

1. The device shall hold the tree securely and be of adequate size to avoid tipping over the tree.
2. The device shall be capable of containing a minimum two-day supply of water.
3. The water level, when full, shall cover the tree stem no less than 2 inches. The water level shall be maintained above the fresh cut and checked not less than once daily.

**806.1.3 Dryness.** The tree shall be removed from the building whenever the needles or leaves fall off readily when a tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger. The tree shall be checked daily for dryness.

**806.2 Artificial Vegetation.** Artificial decorative vegetation shall meet the flame propagation performance criteria of test method 1 or test method 2, as appropriate, of NFPA 701. Meeting the flame propagation performance criteria of test method 1 or test method 2, as appropriate, of NFPA 701 shall be documented and certified by the manufacturer in an approved manner. Alternatively, the artificial decorative vegetation item shall be tested in accordance with NFPA 289, using the 20 kW ignition source and shall have a maximum heat release rate of 100 kW.

**806.3 Obstruction of Means of Egress.** The required width of any portion of a means of egress shall not be obstructed by decorative vegetation. Natural cut trees shall not be located within an exit corridor or a lobby or vestibule.

**806.4 Open Flame.** Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents and any open flame or heat-producing devices at least equal to the height of the tree.

**806.5 Electrical Fixtures and Wiring.** The use of unlisted electrical wiring and lighting on natural cut trees and artificial decorative vegetation shall be prohibited. The use of electrical wiring and lighting on artificial trees constructed entirely of metal shall be prohibited.

## 2019 Town Clean Up Day

Please be advised that the 2019 Clean Up Day (AKA: Dump Day or Trash Day) will be held May 18, 2019 from 8:00 am – 2:00 pm rain or shine. For those of you who are not familiar with Clean Up Day, this is a one day event held annually by the Town for its residents to provide access to trash dumpsters also known as roll-offs. The roll-offs (dumpsters/bins) are set up in the Town Hall parking lot in the space between the Highway Garage and the basketball courts and behind the Highway Garage. The fee for this service is a non-perishable food donation to Charlie's Pantry which can be dropped off at the Town Hall when you pick up your punch card. Please be mindful of the expiration dates on your donated food as expired food cannot be accepted.

This event is a structured event, meaning that you don't just pull up and off-load into a dumpster by yourself and items are parsed out into categories. There are separate dumpsters/bins for different categories of items and is operated by a great group of volunteers who will be assisting you in off-loading your vehicles which helps keeps the line moving. For this reason, it is a great idea to keep tires at the top of your pile so that they can easily be off-loaded and rolled to their designated dumpster while you are waiting in line to off-load the rest. It is a good idea to also keep metal and appliances toward the back or bottom of your pile as there are designated bins for those items as well.

We are always very grateful for the generous folks who donate their time and muscle, especially on a Saturday, to be a part of the off-loading crew. They are fabulous to work with and actually make 'trash day' a fun day. If you are interested in volunteering we would be happy to add you to the crew simple call our office at (518) 794-8884 to request to be placed on our list.

For residents with physical/medical challenges who may need assistance getting their items loaded and/or transported to town hall, please call us well in advance of the event so that we have ample time to try to find an available volunteer(s) with a large enough vehicle and who is physically able to assist you. We currently have generous Town Officials who have offered their services in the past.

We look forward to see you in the Spring!

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## Meeting Dates

Town Board meets the second Tuesday of each month at 7:00pm

Planning Board meets the third Wednesday of each month, as necessary at 7:30pm

Zoning Board of Appeals meets the first Tuesday of each month, as necessary at 7:00pm

Zoning Re-write Committee meets the fourth Tuesday of each month, as necessary at 6:30pm

Recreation Commission meets the third Tuesday of each month, as necessary at 6:30pm

Conservation Advisory Council meets the second Monday of each month, as necessary at 6:30pm – Please note that the CAC now meets at the Town Hall, NOT at Darrow

Lebanon Valley Senior Citizens meet the first and third Fridays each month at 1:00pm

All of the above meetings, unless otherwise specified, are held at the Town Hall, 14755 State Route 22, New Lebanon, NY, 12125.