

**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 02, 2017**

Present: Colleen Teal, Supervisor
Dan Evans, Councilmember
Mark Baumli, Councilmember
Kevin Smith Sr., Councilmember

Absent: Chuck Geraldi, Councilmember

Recording Secretary: Tistrya Houghtling, Town Clerk

Others Present: Jeff Winestock, Highway Superintendent
Cynthia Creech, Deputy Supervisor, Court Clerk,
Rec. Commission, CAC & ZRC Member
Cissy Hernandez, Building Department Administrator
Robert Smith, Ethics Board
JJ Smith, NL Rep to CC Office for the Aging
Several members of the public

CALL TO ORDER:

The meeting was called to order at 6:05 p.m. by Supervisor Teal. There was a moment of silence. The moment of silence was followed by the flag salute.

RESOLUTION #1, 2017 ~ ANNUAL APPOINTMENTS OF TOWN OFFICERS

The following resolution was proposed by Councilmember Smith Sr. and seconded by Supervisor Teal:

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 1/1/17 to 12/31/17 unless noted otherwise:

Accountant for the Town – Brian Fitzgerald

Attorney for the Town – Dan Tuczinski & Stephanie Ferradino of Tuczinski, Cavalier & Gilchrist, P.C.

Engineer for the Town – Paul McCreary

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

Interim Code Enforcement Officer (table)

Deputy Code Enforcement Officer – Dean Herrick

Planning/Zoning & Building Department Clerk – Lisa Henry

Planning Board Member – 7 year (table)

Planning Board Chairman – Ray Herrmann

Zoning Board of Appeals Member – 5 year – Jeannine Tonetti

Zoning Board of Appeals Chairman – Tony Murad

Conservation Advisory Council – 2 year – Jack Lancto & Craig Westcott

Ethics Board Member – 5 year – Georgette Tefoe

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Assessor's Assistant – Lisa Henry
Animal Control Officer – Wes Powell
Town Constable – Wes Powell
Court Clerk – Cynthia Creech
Deputy Court Clerk – Jennifer McKeon
Recreation Commission Member – 5 year (table)
Park/Grounds & Building Maintenance Superintendent – Donnie Sears
Maintenance Staff – 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 (table)
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:

Councilmember Mark Baumli	Aye
Councilmember Dan Evans	Aye
Councilmember Chuck Geraldi	Absent
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.

APPOINTMENTS BY OTHER THAN TOWN BOARD:

Town Historian (by Town Supervisor) – Kevin Fuerst
Assistant Town Historian (by Town Supervisor) – John Trainor

RESOLUTION # 2, 2017 ~ SALARIES, WAGES, AND MILEAGE RATE:

The following resolution was proposed by Supervisor Teal and seconded by Councilmember Smith Sr.:

Salaries and Wages for all Elected and Appointed Town Officers and Employees & Setting of Mileage Reimbursement Rate

BE IT RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries for elected officials for the year 2017 to be paid monthly:

Town Councilmembers	\$2,000 each
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BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries for elected officials for the year 2017 to be paid biweekly:

Town Supervisor (Full Time) & Bookkeeper	\$17,772
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Town Clerk	\$36,997
Highway Superintendent	\$60,541
Tax Collector	\$10,600
Town Justices	\$10,716 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 2017 to be paid biweekly:

Assessor	\$26,254 annual salary Plus \$1,600 for reval (total \$27,584)
Assessor's Assistant	\$13.00/hour (\$3,380 annual max.)
CEO/ZEO/Building Dept. Administrator	\$41,600 annual salary (\$20/hr – 40 hr wk) (12 hrs/wk ZEO; 12 hrs/wk CEO; 16 hrs/wk Bldg. Dept. Adm.) (To be increased to \$22/hr upon completion of CEO certification – additional \$2,080 for 26 weeks)
Planning Clerk	\$13.00/hr (2 hrs/wk; \$1,352 annual max.)
ZBA Clerk	\$13.00/hr (2 hrs/wk; \$1,352 annual max.)
Building Dept. Clerical Work	\$13.00/hr (up to 2.5 hrs/wk as needed; \$1,690 annual max.)
Animal Control Officer	\$5,411 annual salary
Town Constable	\$4,480 annual salary
Court Clerk	\$15.33/hour (24 hrs/wk)
Deputy Court Clerk	\$12.25/hour (24 hrs/wk)
First Deputy Town Clerk	\$13.32/hour (27 hours per week)
Clerical starting rate	\$12.25/hour

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes rates for the following positions as follows for 2017 to be paid as stipulated:

Interim Code Enforcement Officer	(table until 1/10/16 meeting)
Deputy Code Enforcement Officer	\$25/hour as needed; \$1,000 max. annual
Park/Grounds/Bldg Maintenance Superintendent	\$13.50/hour
Maintenance Staff	\$12.25/hour
Highway Department Employees:	
Equipment Operator/Mechanic of the Highway Superintendent	\$15.00 to \$21.00 per hour at the discretion
Summer Youth Program Staff:	
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 \$8.25 to \$9.75 per hour*
Counselors in Training	\$6.85/hour (3 maximum)
Water Safety Instructor Aide Only	\$8.25/hour
Lifeguard Only	\$10.00/hour
	(Max. season total for all non-Director positions \$33,000)
	(*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)
Bus Driver – per driver per trip	\$100/\$150

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 2017 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
Engineer for the Town	As needed rate(s) per agreement/proposal
Town Historian	\$750 annually with quarterly payments
Cleaning Service	\$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 2017 when applicable:

\$0.535 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 Mark Baumli	Aye
Councilmember Dan Evans	Aye
Councilmember Chuck Gerald	Absent
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.

TOWN BOARD COMMITTEES:

Supervisor Colleen Teal made the following appointments for Town Board Committees:

Assessor, Councilmember Dan Evans;
Broadband, Supervisor Teal;
Building Department, Councilmember Chuck Geraldi & Councilmember Mark Baumli;
Business & Economic Development, TBD
CAC & Environmental Management Council, Deputy Supervisor Cynthia Creech;
Fire, Law Enforcement & Emergency, Councilmember Kevin Smith Sr &
Councilmember Baumli;
LVPA Building, Councilmember Geraldi;
Highway, Superintendent Winestock & Councilmember Kevin Smith Sr;
Historian & LVHS, Councilmember Mark Baumli;
Justice Court & Constable, Councilmember Chuck Geraldi;
Parks & Recreation, Councilmember Kevin Smith Sr.;
Seniors, Councilmember Mark Baumli;
Town Assets, Buildings & Property, Supervisor Colleen Teal & Councilmember
Kevin Smith Sr.; and
County Updates, Supervisor Colleen Teal.

RESOLUTION # 3, 2016 ~ REGULAR MEETINGS & OFFICIAL NEWSPAPER:

Discussion:

Supervisor Teal stated that it is expensive to use both The Eastwick Press and The Columbia Paper as the Town's official newspapers. Town Clerk Houghtling stated that we spend between \$1,000 and \$1,500 per year per newspaper for publications so by using two papers instead of one, our publication costs are increased by between \$1,000 and \$1,500 per year. Councilmember Baumli asked if we only designate one as our official newspaper, can we still advertise in both for certain notices that we want to be more seen. Supervisor Teal stated that all notices have to be printed in the Town's official newspaper or newspapers, but we can always advertise in more newspapers that are not the official newspaper.

The following resolution was proposed by Councilmember Smith Sr. and seconded by Supervisor Teal:

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 2017, 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 2017 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 Dan Evans	Aye
Councilmember Chuck Geraldi	Absent
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.

RESOLUTION # 4, 2016 ~ DESIGNATION OF DEPOSITORIES AND FISCAL AUTHORIZATIONS:

The following resolution was proposed by Supervisor Teal and seconded by Councilmember Evans:

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 moneys coming into their hands by virtue of their offices for the year 2017.

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 2017 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 Dan Evans	Aye
Councilmember Chuck Geraldi	Absent
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.

RESOLUTION # 5, 2016 ~ PETTY CASH FUNDS:

The following resolution was proposed by Supervisor Teal and seconded by Councilmember Baumli:

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 2017:

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 Dan Evans	Aye
Councilmember Chuck Gerald	Absent
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.

RESOLUTION # 6, 2016 ~ HIGHWAY WORK WITH TOWNS OF CANAAN, CHATHAM, AND STEPHENTOWN:

The following resolution was proposed by Supervisor Teal and 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.

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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 2017.

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 Chuck Geraldi	Absent
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.

RESOLUTION # 7, 2016 ~ SANDING PLACES OF PUBLIC ASSEMBLY:

The following resolution was proposed by Supervisor Teal and seconded by Councilmember Evans:

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 2017.

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 Chuck Geraldi	Absent
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.

NYS Association of Towns:

Supervisor Colleen Teal talked about the Annual Organizational Meeting of the New York Association of Towns for the year 2017 to be held in New York City on February 19th, 2017. Supervisor Teal asked the Town Board members if anybody was interested in attending the Session for the Town of New Lebanon. Nobody expressed interest in attending the New York City Session.

Building Department Discussion:

Supervisor Teal stated that at the January meeting she will have a budget amendment that will take the 2017 budget and edit it to reflect the changes in compensation for the Building Department that the Town Board discussed. Anything in excess, she thinks around \$20,000, will transfer into contingency.

Annual Audit Meeting Discussion:

Supervisor Teal stated that the annual audit meeting must be held before January 20, 2017. The Town Board agreed to hold the annual audit meeting on Thursday, January 19, 2017 at 6:00pm.

ANNOUNCEMENTS:

January:

Tuesday, January 10, 2017:

Public Hearing on the LVPA Contract for 2017 at 6:55pm at the Town Hall

Regular Monthly Meeting at 7:00 p.m. at the Town Hall

Tuesday, January 19, 2017:

Annual Audit Meeting at 6:00 p.m. at the Town Hall

Tuesday, January 24, 2017:

Tri-Board Meeting (Town Board, Planning Board & ZBA) at 6:30 p.m. at the Town Hall

OTHER:

Review of rules of procedure for meetings:

Supervisor Teal stated that we have the Privilege of the Floor and she has tried to follow the guidelines for this throughout the meetings and allow the public to speak during the meetings when they have something to say as long as they follow the rules of procedure. This has been very successful so far and she would like to continue doing this.

Review of Procurement Policy:

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Supervisor Teal distributed a copy of the Town of New Lebanon's Procurement Policy to all of the Town Board members and asked them to review it. Last year they looked at the Town's Personnel Policy and now it is time to look at the Procurement Policy to see if there is anything that needs to be changed or updated.

EXECUTIVE SESSION:

A motion was made by Supervisor Teal to enter into an executive session to discuss a specific personnel issue. Councilmember Smith Sr. seconded that motion. The Town Board entered into an executive session at 6:40pm.

A motion was made at 6:55 p.m. by Councilmember Smith Sr. to exit the executive session. Councilmember Evans seconded that motion.

ADJOURNMENT:

A motion was made by Supervisor Teal and seconded by Councilmember Smith Sr. to adjourn the meeting at 6:56 p.m.

Respectfully submitted,

Tistrya Houghtling
New Lebanon Town Clerk