

**MINUTES OF THE SPECIAL MEETING (BUDGET WORKSHOP) OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON OCTOBER 16, 2018**

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

Recording Secretary: Tistrya Houghtling, Town Clerk

Others Present: Jeff Winestock, Highway Superintendent

CALL TO ORDER:

The meeting was called to order at 5:34 p.m. by Supervisor Teal.

BIDS: HIGHWAY DIESEL FUEL STORAGE TANK:

Discussion occurred regarding how to proceed with the highway diesel fuel storage tank project. This was tabled until next meeting.

JCAP RESOLUTION:

Supervisor Teal stated that there was language missing in the JCAP Resolution passed last night. We have to re-pass the resolution with wording about the Town being willing to pay for 50% of the generator and installation.

TOWN OF NEW LEBANON

**RESOLUTION #25, 2018 – JUSTICE COURT ASSISTANCE PROGRAM APPLICATION –
AMENDMENT TO RESOLUTION #24 OF 2018
OCTOBER 16, 2018**

At a Special Meeting of the New Lebanon Town Board, held at the Town Hall, 14755 NY SR 22, New Lebanon, New York, duly called and held on the 16th day of October 2018, the following Resolution was proposed and seconded:

**PROPOSED BY COUNCILMEMBER SMITH
SECONDED BY COUNCILMEMBER RASMUSSEN**

AUTHORIZATION FOR APPLICATION TO THE JUSTICE COURT ASSISTANCE PROGRAM

WHEREAS, the Town Board of the Town of New Lebanon approves the active pursuit of grant funding;

AND WHEREAS, the Town Hall has weather related power outages that make the Court and Offices unusable from time to time;

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon duly authorizes the New Lebanon Justice Court to file a grant application in the name of the Town of New Lebanon to the Justice Court Assistance Program for grant funding for the 2018-2019 grant cycle for

court needs/requirements for the justice court/meeting hall, including but not limited to a generator purchase and installation.

BE IT FURTHER RESOLVED THAT, the Town agrees that if the Justice Court Assistance Program grant is approved, the Town will pay 50% of the total cost of the purchase and installation of the grant.

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 Sr.	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.

BUDGET: IT SERVICES – COLUMBIA COUNTY SHARED SERVICES:

Supervisor Teal stated she wants to go over the agreement with the Town Board. It is \$55 per hour and it is billed in 15 minute increments and we are only billed for services that we use. These shared services agreements allow us to engage in performing the duties and services herein described. The County will provide the Town with training as we request it. They will install and remove hardware. The County shall provide services within 4 hours. Either party may terminate this agreement with 30 days written notice.

Supervisor Teal stated that since this new plan is billed as we use it, and there is no way to know how much we will use, she recommends that we keep the budget the same at \$10,000 and try the shared services for 2019 and see how it goes. We can always contract with someone else if it’s not working. She also suggested that we wait to enter into the contract until our next regular meeting or the December meeting so we enter the contract at a regular Town Board meeting instead of a special meeting. She stated that the other towns she has talked to that are switching over the shared services are expending somewhere between one third and one half of what they were previously spending for IT services.

Supervisor Teal stated that part of our contract with Technology for All is a pre-pay of a technology plan she thinks is \$1,500 or \$1,200 and she has asked Laurie to look at that and how we are going to handle that because they owe us a refund. She hasn’t gotten an answer yet but she followed up with another email today marked as a high priority.

NEXT MEETING – THURSDAY, OCTOBER 18th:

Supervisor Teal stated that the next budget workshop is on Thursday, October 18th and the topics will be compensation plan, health benefits and LVPA.

AFLAC:

Supervisor Teal stated that she has been struggling with AFLAC this whole year and several times decided she wanted to quit dealing with them. It is taking way too much time and energy. Councilmember Baumli asked if they are just a supplement. Supervisor Teal stated yes and the employee pays for it. Any employee that is currently getting AFLAC will be allowed to continue it on their own. We will just no longer offer it to our employees through the town.

Supervisor Teal made a motion to cancel AFLAC as an employee benefit. Councilmember Smith 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

2019 TENTATIVE BUDGET REVIEW BY TOWN BOARD:

The following changes were proposed to the tentative budget:

- Page 2 – Attorney – is there enough money to cover the 2019 Attorney needs? – we are hoping to bring legal fees back down to where they used to be now that we are through some of the re-working of local laws and zoning – there are still some pieces to be cleaned up that the Zoning Re-Write Committee is working on now - should we bump up contingency just in case we need more? – it was agreed to keep the Attorney line where it is at in the budget and bump up contingency by \$10,000 bringing budget line A-1990.4 to \$30,000 to have extra just in case we go over on Attorney’s fees – should we go out to bid for Attorney’s fees for 2019?
- Page 2 – Engineer – how is the YTD for 2018 at \$0 when we have done so many projects utilizing the Town Engineer? – Councilmember Smith will check with Engineer McCreary to get him to submit his bills for 2018 – because of training and park projects scheduled for 2019, should we increase the Engineer line? – it was decided to bring the Engineer line (A-1440.4) up to \$15,000
- Page 6 – Pavilion Bathrooms – unsure of the cost of re-doing the bathrooms, but there is a lot of work to be done – there will be around \$29,000 leftover in park surplus that can be used for bathrooms – engineer is estimating around \$50,000 for the bathrooms - bumped pavilion bathroom line (A-7140.42) up to \$35,000
- Page 7 – Historian – are we happy with the performance in 2018? - do we want to advertise for a Historian for 2019?
- Page 8 – West Lebanon Cemetery – can we clean it up legally? – if we clean up one are we obligated to clean up all cemeteries? – Councilmember Smith will reach out to the Association of Towns to see if we are allowed to do it and if we do are we obligated to do all of the cemeteries

ATTORNEY SERVICES OUT TO BID:

Councilmember Smith made a motion to put the Town’s Attorney services out to bid for 2019 with bids to be submitted as an annual retainer rate and as an hourly rate with bids

due on Friday, 11/9 at 4pm for the Town Board to consider at the 11/13 regular monthly meeting at 7pm. 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

ADVERTISE FOR HISTORIAN FOR 2019:

Supervisor Teal made a motion to advertise for the Historian position for the Town of New Lebanon for 2019 with letters of interest due on Friday, December 7th by 4pm. Councilmember Newton 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

LVPA AGREEMENT DISCUSSION:

A general discussion ensued about the 2019 contract with the LVPA. The following topics were discussed:

- Contract – should we put in the contract that the budget and contract negotiation process for 2020 starts no later than 7/15/2019 with the list of required documents (listed in the contract) and the 2020 budget request due no later than 7/15/2019
- Consultant – should we hire a consultant to help us negotiate a contract – we would want to see a proposal – how much would we pay for this service

EXECUTIVE SESSION:

A motion was made by Councilmember Smith and seconded by Supervisor Teal to enter into an executive session at 8:20 pm.

Roll Call Vote:

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

A motion was made by Councilmember Smith and seconded by Supervisor Teal to exit the executive session at 8:45 pm.

Roll Call Vote:

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

ADJOURNMENT:

A motion was made by Supervisor Teal and seconded by Councilmember Rasmussen to adjourn the meeting at 8:45 pm.

Respectfully submitted,

Tistrya Houghtling
New Lebanon Town Clerk