

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON FEBRUARY 11, 2020**

**Present:** Tistrya Houghtling, Supervisor  
Jesse Newton, Councilmember  
Norman Rasmussen, Councilmember  
Deborah Gordon, Councilmember  
John Trainor, Councilmember

**Recording Secretary:** Marsha “Marcie” Robertson, Town Clerk

**Others Present:** Ed Godfroy, LVPA  
Mary Young, LVPA  
Bud Godfroy, LVPA  
Eugenia Browning, LVPA  
David Farren, CAC Member & ZRC Member  
Judy Zimmer, CC Office of the Aging & Cleaner  
Jeff Winestock, Highway Superintendent  
Cynthia Creech, Deputy Court Clerk, CAC & ZRC Member  
Samantha Long, Court Clerk  
Peg Munves, CAC Member  
Robert Smith, Ethics Board & Planning Board Member  
Bruce Shenker, NL Rep to CC Environmental Management  
Hazel “Cissy” Hernandez, CEO/ZEO  
Jeff Hattat, Deputy CEO  
Doug Banker, Deputy Supervisor  
Kevin Smith Sr., NL Rep to Emergency Mgmt. & CC Traffic  
Safety Council  
Ted Salem, ZBA Member & ZRC Chair  
Elizabeth Sheffer-Winig, Historian  
Jeannine Tonetti, ZBA Member  
Jill Falchi, Capital District Regional Planning Commission  
Atty. Jon Tingley, Town Attorney (arrived at 8:15pm)  
Michelle VanHorn, Reporter, *The Eastwick Press*  
John & Terri Ann Koepf  
Steve Caporizzo, News Chanel 10, ABC  
Several members of the public

**CALL TO ORDER:**

The meeting was called to order at 7:00 p.m. by Supervisor Houghtling. A moment of silence was held followed by the flag salute. Supervisor Houghtling pointed out the emergency exits.

**MINUTES:**

The minutes of the **January 14, 2020 Regular Meeting** and the **January 21, 2020 Special Meeting** were reviewed. A motion was made by Supervisor Houghtling, seconded by Councilmember Newton and approved unanimously to approve the minutes as typed.

Supervisor Houghtling made an announcement that we are trying something new with the public packets. Supervisor Houghtling stated that the public packets will now have everything that the Town Board has except for items that are confidential in nature and non-foilage.

**FINANCIAL:**

***Supervisor's Report:***

Supervisor Houghtling provided the public and TB members with a copy of the Supervisor's Report as of January 31, 2020. A motion was made by Councilmember Newton to accept the Supervisor's report as typed. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

**CERTIFICATE OF APPRECIATION:**

Supervisor Houghtling presented a Certificate of Appreciation to John Koepp for his many years of service to the Town of New Lebanon. John served on the board and kept records for the Cemetery of the Evergreens. John and his wife Terry Ann started Rainbows End Day Care. In his daily rounds, John made note of and reported of streetlight outages and anything that wasn't working that the town maintained. John and his wife also decorated the Christmas tree in the park for many years and when unable to do it themselves, he made sure that the tree was decorated. Due to John's love of and extensive knowledge of the railroad and train cars, he was an expert source of information for the Town Historian and the Historical Society regarding the history of the Rutland Railroad in the town. He also made oval boxes as gifts with Shaker Oval Box forms he acquired from his father, Edward. In addition to everything he has done for the town, he is a Veteran who served in the US Navy during the Vietnam War. Supervisor Houghtling thanked John for his many years of service to our country and our community.

Steve Caporizzo from News Chanel 10, ABC who is a longtime friend of John and Terri Ann Koepp came to the meeting tonight to be a part of John receiving this certificate of appreciation. Steve Caporizzo stated that New Lebanon is a town that loves its people and its community. Steve said that he has known John and Terri Ann Koepp for thirty years, they were so kind to him, they took him under their wing and loved him like he was their own. Steve stated that John put Lebanon Springs on the map as a weather watcher. Steve

stated that John and Terri Ann Koepp were the only two weather watchers that Steve invited to his wedding. Steve still has the wedding gifts that John and Terri Ann made for him and thinks of them every day. Steve thanked them for being his friend and congratulated John on his certificate of appreciation and presented John and Terri Ann with a couple of gifts.

John Koepp thanked everyone who showed up.

**CLIMATE SMART COMMUNITIES PRESENTATION:**

Jill Falchi-Henck from Capital District Regional Planning Commission (CDRPC), Regional Planning Commission also funded by New York State Grants did a presentation to the Town Board. Jill stated that she works on NYSEDRA funded programs called the Clean Energy Communities Program as well as the Climate Smart Communities Program. The Town Board and some concerned and interested residents asked Jill to come and present about the Climate Smart Communities Program.

Jill stated that the Climate Smart Communities Program is a voluntary certification program that is an inter-agency program that is administered by the DEC. Basically it is a state program that has technical assistance attached to it through coordinators like herself. Jill stated Climate Smart Communities is a guideline to show communities how they can make a difference in terms of climate adaptation, energy reduction and making moves to adjust to our changing climate. Jill stated again that this is a voluntary program, nothing is mandated, you take each action as you go and referred to her handout with the actions. Jill stated that there are some advantages to participating in this program, specifically there are grants associated with the Climate Smart Communities Program. They are DEC grants that require a fifty / fifty match. You do not have to be a Certified Climate Smart Community to be eligible for those grants, but they are very competitive grants, being a Certified Climate Smart Community is beneficial. In terms of what grants are available, there are grants for greenhouse gas inventories (energy use from municipal buildings and operations), culvert upgrades, sidewalk upgrades, comprehensive plan and zoning updates. Jill stated that the first step in the Climate Smart Communities Program is to pass a resolution that says we acknowledge that climate change is happening and in order to adapt to those changes we are going to pledge to work towards ten elements. Jill referred to the resolution that was included in everyone's packet to see the ten elements. Jill stated again that this is not a mandate, this is voluntary and this is something that the town can work towards over time.

Jill stated that another advantage to the Climate Smart Communities Program is by certifying the town, the town's name will go onto the DEC's website where all other Climate Smart Certified Towns are listed. There are ten certified climate smart communities in Columbia County. Jill stated that she encourages us to look over the actions, there are a handful that the town has already completed. There are a handful that are the next steps if the town moves forward with the Certification Resolution. One of those is to compile a Climate Smart Communities Task Force, made up of residents as well as town officials and staff.

Jill stated the first steps would be passing the resolution to be certified, forming a Climate Smart Task Force and appointing one person as the coordinator for the Task Force. The coordinator would work directly with Jill and she would help walk through this whole program.

Supervisor Houghtling stated that she just wants to make sure in summation if the town were to pass the resolution, form the task force and appoint a point person that it is a pledge that the town will work towards these things, there is no penalty or otherwise if we pass the resolution and work towards these elements but the town is not successful on any or all of them. The town will get credit for what we have already done under the Clean Energies Community Program and there is absolutely nothing regulatory towards residents. Jill confirmed this.

Councilmember Gordon asked how long this program has been going? Jill responded that it started in 2014. Jill also stated that there are 291 registered communities across the state that have taken the pledge, there are 32 bronze certified and 2 silver certified. Jill stated that is fairly difficult to reach the highest level of certification, that being said bronze is absolutely attainable for small towns. Councilmember Gordon asked what are the incentives for the town to participate in this program? Councilmember Gordon stated that Jill had mentioned that there are matching grants available from the DEC, but that we do not have to be involved in the Climate Smart program to qualify for these grants. Jill stated that we do not have to be a Certified Climate Smart Community in order to apply for these grants, but that being said in the rubric when the DEC reviews all of the town information, being a Climate Smart Community gets you a handful of points. It is not the majority of the points needed to get the grant funded. However, that handful of points could make the difference in being awarded a grant. Jill stated that her services through NYSERDA are free to the town, she is here to help navigate through these actions and help the town apply for the Climate Smart grants.

Supervisor Houghtling stated that when she did the Clean Energy Communities and applied for the EV Charging station, that Jill and Robin Reynolds sat with Tistrya and aided in the grant application.

Councilmember Trainor asked how the task force is created? Jill responded that the task force is up to the Town Board and who they want on the task force. Jill stated that typically she sees one to two municipal officials and the average size of the task force is about six people.

Councilmember Newton asked if the town had to complete all ten elements on the pledge to be a Climate Smart Community? Jill responded not necessarily. Looking at the actions sheet she handed out, there is PE1, PE2, and PE3, each one of those is associated with one of the pledge items. So the town would be working towards completing these. Jill stated that often a town will focus on one action, not necessarily complete all ten elements, its just a part of the program. The pledge is saying the town is open to exploring them, but not required to complete each and every one of them.

Bruce Shenker asked what the closest community was that had bronze certification? Any in Columbia County? Jill responded that there are no bronze in Columbia County. Dutchess County, Watervliet and Albany were just certified bronze. Carole Roseman stated that in answer to Bruce's question, it is Redhook in Dutchess County that has achieved bronze status. Carole asked Jill if she could tell us what other towns in Columbia County have already made the pledge? Is there any structure for any of those towns to work together? Jill responded that there are ten of them. She believes it is Austerlitz, Village of Kinderhook, Village of Philmont, Chatham, Canaan, Hillsdale, Ancram, and that was all she could recall at the moment. Jill stated that the ability to work together with other towns is up to the town.

David Farren asked if Jill was able to calculate how many points the town will start out with? Jill stated she was reluctant to do that because a lot of the actions the town has already taken could be eligible but you really have to get down to the nitty gritty of the documentation. The first four are kind of give away points, you get 20 points for forming the task force, 10 points for appointing a coordinator, 3 points for our participation in the Clean Energy Communities Program and 3 points for partnership with other entities. Right off the bat we have 36 points.

Adelia Moore asked what the different certifications get the town? Jill responded that you get a plaque from the DEC, that this a leadership and recognition program.

Tom Gerety asked if there was a great deal of money offered in the matching grants? Jill responded that there is a fair amount, she is not sure of an amount off the top of her head. Jill stated that the first steps after appointing the task force are to do a Greenhouse Gas Inventory to get the towns base line data. Jill stated that she often sees towns applying for grants for Greenhouse Gas Inventories as well as the Climate Action Plan, and depending on the size of your municipality that's typically between \$20,000 and \$30,000.

#### **PRIVILEGE OF THE FLOOR:**

**Doug Banker** commented on the presentation for John Koeppe. Doug said that John is like the poster child for those many people in the town who work unknown to a lot of people and make a lot of things good in this community. Doug said that everyone of us probably know people like that all over town and it is a good thing, if they are willing, if we thank them for that effort just like we did with John. So those people contribute to community and thanking them contributes to community.

Supervisor Houghtling asked everyone to send her nominations of anyone in the community the town should be recognizing.

#### **BUDGET AMENDMENT:**

##### **Budget Amendment #2 of 2020:**

##### **General Fund:**

\$ 250 from A-1010.2 (Town Board -Equipment)

\$8,000	from A-1220.11 (Supervisor - Secretary)
\$ 375	from A-1620.4 (Buildings – Contractual)
\$ 361	from A-1990.4 (Contingency)
\$ 250	to A-1010.4 (Town Board – Contractual Expense)
\$ 111	to A-1220.4 (Supervisor – Contractual Expense)
\$ 250	to A-7510.4 (Historian – Contractual Expense)
\$ 375	to A-1620.2 (Buildings – Equipment)
\$8,000	to A-1340.1 (Budget Officer)

A motion was made by Councilmember Rasmussen and seconded by Councilmember Newton to approve the above noted budget amendment.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

**AUDIT OF BILLS:**

**2020:**

**General No. 28, in the amount of \$364.84;  
As listed on Abstract No. 1A dated February 11, 2020;**

**General Nos. 29 through 69, in the amount of \$17,182.04;  
Highway Nos. 1 through 12, in the amount of \$52,796.28;  
Escrow No. 1, in the amount of \$650.00; and  
SF-1 LVPA No. 1, in the amount of \$32,375.00;  
As listed on Abstract No. 2 dated February 11, 2020.**

A motion was made by Councilmember Newton and seconded by Councilmember Trainor to pay the above noted claims from their respective account.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

**OLD BUSINESS:**

***Highway 284 Agreement:***

Supervisor Houghtling thanked Highway Superintendent Winestock for getting the Highway 284 Agreement to the board. Supervisor Houghtling stated that no motion is

needed, just need to agree and have Jeff and the board sign the agreement. Highway Superintendent Winestock spoke regarding the Highway 284 Agreement and stated that he does not agree with the 284 Agreement and expressed his concerns with it and the Inter-Municipal Agreement. Highway Superintendent Winestock stated that he is uncomfortable signing the Highway 284 Agreement. Highway Superintendent Winestock signed the Highway 284 Agreement with strong concerns and objection with the form. The Town Board also signed the Highway 284 Agreement.

***Live Streaming of TB Meetings:***

Supervisor Houghtling stated that she did look into the company that does this professionally. It is \$150 a month for a one year contract, which includes all of your equipment installation and allows the town to live stream up to three meetings a month. We could live stream the Town Board, Planning Board and Zoning Board.

Councilmember Rasmussen stated that he thinks we should try to live stream. He stated that if we can get volunteers great and if not we should try this.

Supervisor Houghtling stated that if we go with this company they will link the meetings into our town website and Facebook page, if we do a Facebook page.

Councilmember Gordon asked if there was a way to know what the viewer response would be? Supervisor Houghtling stated that she did not ask that question.

Councilmember Newton stated that he was fine if it was a free option, he would be more comfortable with that.

Councilmember Trainor stated he would also prefer the free option if we could get a volunteer.

Deputy Supervisor, Doug Banker asked if there was an option for a shorter trial period with the paid option? Supervisor Houghtling stated there might even be a free trial. All were in agreement to table this item until more information is gathered.

***Town FB Page – Adoption of a Social Media Policy:***

Supervisor Houghtling confirmed with the Town Attorney, Jon Tingley that having a town Facebook page is okay to do and it is a good outlet for information. Attorney Tingley recommended that the Facebook page should be an outgoing information only with no commenting or posting. In order to establish a Town Facebook page the Board has to adopt a Social Media Policy. Supervisor Houghtling received a sample from the Association of Towns and both Supervisor Houghtling and Attorney Tingley edited the policy to meet the Town's needs.

Supervisor Houghtling made a motion to adopt the Town of New Lebanon Social Media Use Policy dated February 11, 2020 (See attachment A). Councilmember Rasmussen seconded the motion.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

***Skatepark Update:***

Supervisor Houghtling updated everyone on the Behan Grant that we were owed, it has been too long and they will only honor a half price discount of the grant application. Supervisor Houghtling was notified by a resident that there was a free skate park being given away in the Town of Ghent. Councilmember Newton and Supervisor Houghtling went and looked at the skate park and it is gorgeous and it is ours if we want it.

Councilmember Newton has volunteered to organize volunteers to disassemble the skate park and transport it to the park. With a letter of intent from the town, the current owner of the skate park will hold it for us and give the town until the end of August to get it broken down and brought to our park. The town will need to build a concrete pad for the skate park to be reassembled in the park. Supervisor Houghtling will reach out to local business to see if they are interested in volunteering labor and or materials to help with this project.

Councilmember Newton stated that this skate park has been in the Ghent Skate Factory for about fifteen years. He already has about eight people to volunteer with the tear down and move to our park. Councilmember Newton stated that due to the size, we will need large trailers to transport and most likely oversize load permits. It is wood framed, its skate lite topped which is an exterior product and will stand up to weather very well. It was professionally built by a company that builds skate parks. Councilmember Newton came up with some quick numbers for a covered pavilion for the skate park if we have that option. For trusses, metal and framing the cost is approximately \$20,300 for a basic cover over the skate park. Councilmember Newton had a preliminary conversation with our Town Engineer, Paul McCreary to work up a plan for a 50 X 90 slab. Councilmember Newton stated that he will need the board to approve engineering money for the Town Engineer.

Supervisor Houghtling stated that we do have \$15,000 in the town's engineering budget item.

Councilmember Gordon asked if a location had been chosen? Councilmember Newton stated that the best location he found so far was in between the primary park road and the pavilion road.

Councilmember Rasmussen made a motion to authorize Supervisor Houghtling to send a letter of intent to Mary Ann Gazzola that we will commit to moving the skate park out of

its current location by the end of August 2020. Councilmember Newton seconded the motion.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

Supervisor Houghtling made a motion authorizing Councilmember Newton to work with the Town Engineer to an amount not to exceed \$2,500 for planning for the skate park. Councilmember Rasmussen seconded the motion.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

***Financing for Highway Grader Bond:***

Supervisor Houghtling spoke with Bond Council. The Bond Resolution that we passed authorized Tistrya Houghtling as the Town Supervisor to choose the financing options. Supervisor Houghtling had the bank give quotes for seven, eight and ten years bonds. The Town Board, Supervisor Houghtling and Highway Superintendent Winestock all agreed on the seven year bond term with an interest rate of 1.890%.

**NEW BUSINESS:**

***Top Priorities for the Next Two Years for this Town Board:***

Supervisor Houghtling asked each member of the Town Board to have a couple of their top priorities of what they would like to see the Town accomplish in the next two years.

Councilmember Rasmussen stated his priorities are working on a Community Center, Economic Development and Comprehensive Plan.

Councilmember Gordon stated her priority is looking into a municipal water treatment system for the miracle mile.

Supervisor Houghtling stated her priorities are working on a Community Center and skate park, the Town focusing on helping the LVPA to grow their membership and Business and Economic Development.

Councilmember Newton stated his priorities are improvement to the infrastructure of town owned properties, the park, updating the kitchen in the pavilion, the Zoning Rewrite

Committee and try to complete the Comprehensive Plan.

Councilmember Trainor stated his priorities are working on a Community Center, attempting to get a Supermarket or a store and laundry mat and pharmacy and to make an effort towards entrepreneur growth in town.

Councilmember Rasmussen suggested that the Town Board try to pick three or four of these priority items to hold themselves accountable for.

Business and Economic Development, Community Center, Asset Management Plan and Comprehensive Plan are the four priority items that the Town Board agreed to focus on. Supervisor Houghtling and the Town Board agreed to assign a Project Manager for each priority topic as follows:

Business and Economic Development – Councilmember Gordon  
Community Center – Supervisor Houghtling  
Asset Management Plan – Councilmember Newton  
Comprehensive Plan – Ted Salem

***Recreation Commission Appointments – 2 Vacancies:***

Supervisor Houghtling stated that we have two letters of interest for the vacancy. One from Jack Lancto and one from Samantha Long.

A motion was made by Supervisor Houghtling to appoint Jack Lancto to the term expiring 12/31/2020 and Samantha Long to the term expiring 12/31/2024, seconded by Councilmember Rasmussen.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

***Business & Economic Development Committee – Letters of Interest Received:***

Supervisor Houghtling stated that we have received thirteen letters of interest for this committee and would like to accept all applicants.

Councilmember Gordon made a motion, seconded by Councilmember Trainor and approved unanimously to appoint all thirteen candidates and authorize Supervisor Houghtling to reach out to set an initial meeting.

***Inter-Municipal Cooperation Agreement:***

Supervisor Houghtling stated that she has received the Inter-Municipal Cooperation Agreement and before signing it she asked Highway Superintendent Winestock to weigh in

on it. Jeff thinks it is a great idea but thinks it is conflicting with the Highway 284 Agreement. Jeff stated that he is not saying that he does not want to do it, he is saying that after signing the Highway 284 Agreement he does not feel that he is legally able to do it.

Councilmember Rasmussen made a motion, seconded by Councilmember Trainor to sign the Inter-Municipal Cooperation Agreement. All in favor except Councilmember Newton was a Nay.

Highway Superintendent Winestock expressed further concern with the Inter-Municipal Agreement and the Highway 284 Agreement conflicting with one another.

Supervisor Houghtling referred to Town Attorney Tingley.

Town Attorney Tingley suggested to the Town Board that they look into Highway Superintendent Winestock's concerns regarding Town of New Lebanon Highway funds and or labor being used somewhere else and may not be reimbursed potentially. He recommended rescinding the prior motion made and holding off on signing the agreement until looking into the agreement further.

Councilmember Newton spoke regarding his no vote on this. He had concerns that this Inter-Municipal agreement is only for Columbia County and we have neighboring towns that are close but fall in Rensselaer County. He thinks we are more likely to help a bordering town then a Columbia County as far away as Copake for example.

Supervisor Houghtling made a motion, seconded by Councilmember Trainor to rescind the prior motion made on the Inter-Municipal Agreement to allow our Town Attorney to look at the agreement more closely.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

***Quotes on Plumbing/Electrical/HVAC/Etc.:***

Supervisor Houghtling stated that we are going to table this, Councilmember Newton will work on getting three quotes. Councilmember Newton stated he did reach out to a number of different companies for quotes and he was looking for primarily Owner Operator so that we don't run into prevailing wage issues. He was supposed to have three quotes by February 10,2020 and he has not received one quote yet. He will reach back out and work on getting these quotes.

***Historian Office – Cleaning & Panic Button:***

Supervisor Houghtling stated now that we have an active Historian, she would like her

office cleaned and a security panic button. Supervisor Houghtling reached out to our cleaner who said it can be done with no additional cost. The Town Clerk confirmed with the alarm company that there is no additional cost for another panic button. Town Clerk Robertson has gotten the Historian’s panic button activated and given it to her.

***Ethics Board Appointments – 2 Vacancies:***

Supervisor Houghtling stated that we received seven letters of interest for the two Ethics Board vacancies. Supervisor Houghtling thanked every applicant and stated that the Board had seven very qualified people and amazing interviews with these applicants.

Supervisor Houghtling made a motion to appoint Nina Keller to the Ethics Board for the term ending 12/31/2024 and to appoint Tom Gerety to the Ethics Board for the term ending 12/31/2020. Councilmember Rasmussen seconded the motion.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

***Climate Smart Communities Proposed Resolution:***

**TOWN OF NEW LEBANON  
RESOLUTION #11, 2020  
CLIMATE SMART COMMUNITIES  
FEBRUARY 11, 2020**

At the regular monthly 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 11<sup>th</sup> day of February 2020, the following Resolution was proposed and seconded:

Resolution by Councilmember Rasmussen  
Seconded by Supervisor Houghtling

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
ADOPTING THE NEW YORK STATE CLIMATE SMART COMMUNITIES PLEDGE**

**WHEREAS**, the Town of New Lebanon (hereinafter “local government”) believes that climate change poses a real and increasing threat to our local and global environments and is primarily due to the burning of fossil fuels; and

**WHEREAS**, the effects of climate change will endanger our infrastructure, economy and livelihoods; harm our farms, orchards, and ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water

supplies and recreational opportunities; and pose health threats to our citizens; and

**WHEREAS**, we believe that our response to climate change provides us with an unprecedented opportunity to save money, and to build livable, energy-independent and secure communities, vibrant innovation economies, healthy and safe schools, and resilient infrastructures; and

**WHEREAS**, we believe the scale of greenhouse gas (GHG) emissions reductions required for climate stabilization will require sustained and substantial efforts; and

**WHEREAS**, we believe that even if emissions were dramatically reduced today, communities would still be required to adapt to the effects of climate change for decades to come,

**WHEREAS**, the Town of New Lebanon has already taken the following 5 actions that are considered certification actions under the Climate Smart Communities program that we will obtain credit for under this program:

- Benchmarking the Town's energy usage
- Adopting the NYS Unified Solar Permit Process
- Taking Energy Code Enforcement Training
- Switching to LED Streetlights (in progress)
- Installing an EV Charging Station (in progress)

**WHEREAS**, a task force will be formed to work with the Town and residents on implementing the elements of the pledge which benefit our community,

**WHEREAS**, this resolution is a statement of the intent of the town board to support green initiatives in New Lebanon and it does not obligate the town or its residents to any future expenditures, as such expenditures by the town requires authorization by the town board,

**WHEREAS**, this resolution does not obligate any resident or business to take any actions whatsoever, however it may result in opportunities for residents and business to take sustainable actions but it does not obligate anyone to participate,

**IT IS HEREBY RESOLVED** that Town of New Lebanon, in order to reduce greenhouse gas emissions and adapt to a changing climate, adopts the New York State Climate Smart Communities pledge, which comprises the following ten elements:

- 1) **Build a climate-smart community.**
- 2) **Inventory emissions, set goals, and plan for climate action.**
- 3) **Decrease energy use.**
- 4) **Shift to clean, renewable energy.**
- 5) **Use climate-smart materials management.**
- 6) **Implement climate-smart land use.**

- 7) **Enhance community resilience to climate change.**
- 8) **Support a green innovation economy.**
- 9) **Inform and inspire the public.**
- 10) **Engage in an evolving process of climate action.**

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 Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Jesse Newton	Nay
Councilmember John Trainor	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.

Supervisor Houghtling made a motion, seconded by Councilmember Trainor and approved unanimously to advertise for letters of interest for people who want to serve on the Climate Smart Communities Task Force with letters of interest due by March 6, 2020 at 4:00pm. If anyone has any questions or would like more information they can email Bruce Shenker at [bshenker@gmail.com](mailto:bshenker@gmail.com).

***Purchasing & Vouchering Policy:***

Supervisor Houghtling stated that she learned in a training that the town should define their purchasing and vouchering policies. Discussion was held regarding the acceptable up to cost of an item to be purchased before it has to go to the Town Board for approval and that each department head needs to make sure the money is in their budget before placing an order. Department heads can order through the Town Clerk’s office by completing a Purchase Order Form. Vouchers will be submitted to the Supervisor. Supervisor Houghtling will hold an annual training for purchasing and vouchering procedures.

**TOWN OF NEW LEBANON  
RESOLUTION #12, 2020  
POLICY FOR PURCHASING AND VOUCHERING ITEMS  
FEBRUARY 11, 2020**

At the Regular Monthly 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 11<sup>th</sup> day of February 2020, the following Resolution was proposed and seconded:

Resolution by Councilmember Trainor

Seconded by Councilmember Newton

***POLICY FOR PURCHASING AND VOUCHERING ITEMS***

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon adopts the following policy for purchasing and vouchering items:

**PURCHASING**

All department heads who submit a budget request to the Town Board whose requests are approved by the Town Board via adoption of the budget are authorized to make purchases on behalf of their department, in full accordance with the Town's Procurement Policy. Any item that was listed on a department's itemized budget request and approved in the budget does not need Town Board authorization prior to purchase. If an item is not listed on a department's itemized budget request but costs less than \$500, it does not need prior authorization. If an item is not listed on a department's itemized budget request and costs between \$500 and \$2,500, it needs prior authorization from the Town Supervisor. If an item is not listed on a department's itemized budget request and costs over \$2,500, it needs prior authorization from the Town Board.

Before any purchase is made, the department head is responsible for knowing the balance in the budget line they wish to charge the purchase to. Except in emergency situations, the budget line must have an adequate balance for the purchase BEFORE the purchase is made. If more money is needed in a budget line before making a purchase, please submit a budget amendment request (see appendix A) to the Town Supervisor for approval at the next Town Board meeting. The order cannot be placed until after the budget amendment request is approved by the Town Board.

The Town purchases from some vendors such as Staples and W.B. Mason where the Town Clerk's office acts as the purchasing agent for all items, regardless of what department the purchases are for. If a department needs to purchase an item from one of these vendors, they may request the purchase via a purchase order (see appendix B) through the Town Clerk's office. All the same rules apply as if the department head were making the purchase directly from a vendor.

**Vouchering**

Vouchers should be submitted and signed by the vendor whenever possible. The person who ordered the item is responsible for asking the vendor to submit a voucher signed as "claimant" at the bottom as well as an invoice. To be considered for approval of payment by the Town Board, all bills must include town voucher (see appendix C) and an itemized invoice describing the product or service provided, the date it was provided and the cost. If an invoice is not available, the voucher must describe the product or service provided, the date it was provided and the cost. Tax may not be included on the invoice or the voucher. If the vendor cannot provide a voucher, the person who ordered the item may prepare the voucher based on the invoice and sign as "preparer" at the bottom as well as departmental approval if

appropriate.

All vouchers, once prepared, are to be submitted to the Town Supervisor's office. To be included in the Town Board meeting for the month, vouchers must be received by the Town Supervisor's office by the first Tuesday of the month. The Town Supervisor will return any incomplete or incorrectly prepared vouchers to the person who submitted it with an explanation of what needs to be corrected on the incomplete voucher form (see appendix D). If a corrected version of the voucher is not received by the first Tuesday of the month, the voucher will not be considered by the Town Board at that month's meeting.

**Training**

Annual training will be provided to all department heads and anyone who places orders for the town to ensure that all are properly trained in the policies laid out above. The training will include a full review of this policy as well as the Town's Procurement Policy.

**Penalties**

If a purchase is made not in accordance with this policy, the person placing the order could be held personally financially liable for the payment of the invoice.

**Review**

This policy will be reviewed by the Town Board on an annual basis and updated 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 Norman Rasmussen	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Jesse Newton	Aye
Councilmember John Trainor	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.

(See Attachments B – E for all Appendices)

***Update/Re Adopt Town Policies:***

Supervisor Houghtling stated that at training she learned that every Town Policy has to be reviewed every year. Two of our policies are in our Town Code, we recently pulled most of our policies out. Attorney Tingley recommended that we leave the Procurement Policy and Code of Ethics in and the rest of the policies can be amended by resolution.

Supervisor Houghtling suggested that we review three policies a month. For the Code of Ethics, Supervisor Houghtling thinks we should task the Ethics Board to review. Supervisor Houghtling stated that the changes to the Credit Card Policy are to amend the

users on the Home Depot card to remove Tistrya Houghtling and Herb Jones and to add Marsha Robertson and to add the Town credit card with the Bank of Greene County with a credit limit of \$2,500 and the users to be Marsha Robertson, Town Clerk and Ashley Saviano, Deputy Town Clerk.

Supervisor Houghtling made a motion to update the Credit Card Use Policy adding in the Bank of Greene County Visa with no per purchase credit limit, a \$2,500 total credit limit, expiration date 01/2023 and the authorized users being the Town Clerk and the Deputy Town Clerk. Seconded by Councilmember Newton. (See Attachment F)

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

Supervisor Houghtling stated that she looked over the Travel Policy and it looked good to her. The Board had no changes for the policy.

Supervisor Houghtling made a motion to approve the Travel Policy as is for the year 2020. Seconded by Councilmember Trainor. (See Attachment G)

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

Supervisor Houghtling stated that she looked over the Key Policy and it looked good. The Board had no changes for the policy.

Supervisor Houghtling made a motion to re-adopt the Key Policy as it is for the year 2020. Seconded by Councilmember Gordon. (See Attachment H)

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

***Proposed Local Law #1 of 2020 – Updates to Town Zoning Code:***

Supervisor Houghtling made a motion to introduce Local Law #1 of 2020 including two

tables as attachment #1 and #2 and including a map as attachment #3 and directing herself, Town Supervisor to work with council and engineer to complete Part 1 of the Environmental Assessment Form; authorizing Supervisor to execute the Part 1, once it is completed and directing that the Local Law in Part 1 of the EAF, once completed and executed be sent to the Town Planning Board for report and recommendation pursuant to Section 205-15 of the Town's Zoning Law and to the County Planning Board pursuant to Section 205-15 of the Town's Zoning Law and General Municipal Law 239-M. Seconded by Councilmember Newton.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

Attorney Tingley stated that we should schedule a Public Hearing for a least thirty days after it is referred. Attorney Tingley suggested to set the Public Hearing at the March 2020 meeting.

**COMMITTEE/LIAISON REPORTS:**

***Assessor (Councilmember Rasmussen):***

No report.

***Building Department (Councilmember Newton):***

Councilmember Newton stated that if there are things that need to be done around the building to put them on the white board in the mailroom for Donnie to do.

***Business & Economic Development (Councilmember Gordon):***

No report.

***CAC & Environmental Management (Councilmember Gordon):***

Councilmember Gordon stated that the CAC is looking at Climate Smart. Cynthia Creech stated that their liaison Councilmember Gordon attended their meeting last night. Supervisor Houghtling stated that the grant application for the Comprehensive Plan Review has been submitted.

***Fire, Law Enforcement & Emergency (Councilmembers Newton & Trainor):***

Councilmember Newton stated he attended the first meeting with the LVPA and they had years of records and plenty of information for him. He thanked Ed Godfroy.

Ed Godfroy spoke regarding a donation from a fundraiser that a local family held in honor of their deceased loved one. The family would like the LVPA and the town to work together to make sure everyone has smoke detectors in their home and to raise awareness.

***Highway (Superintendent Winestock & Councilmembers Newton):***

Highway Superintendent Winestock mentioned that we finally received our \$15,000 check from Hurricane Irene.

***Historian & LVHS: (Councilmembers Trainor):***

Councilmember Trainor stated that the Historian is working and has open hours two days a week and it is going very well.

***Justice Court/Constable (Councilmember Trainor):***

Councilmember Trainor stopped by and there were no issues to report.

***Library (Councilmember Trainor):***

Councilmember Trainor stated that he stopped and talked with Moriah the Librarian, he hasn't met the new President yet. Their first meeting of the board is March 12, 2020.

***Buildings, Parks & Recreation (Councilmembers Newton):***

Councilmember Newton stated that the skate rink is in but the weather has not been very cooperative for good ice. Supervisor Houghtling thank Jesse for everything he has done.

***Seniors (Councilmember Gordon & Judy Zimmer):***

No report.

***Volunteers (Councilmembers Rasmussen):***

No report.

***Project Management (Councilmembers Rasmussen):***

No report at this time. Councilmember Rasmussen plans to have a report at the April meeting.

**ANNOUNCEMENTS:**

***FEBRUARY:***

***Friday, February 28<sup>th</sup> ~ Free Community Dinner @ the Immaculate Conception Church, 732 US Rte 20, New Lebanon @ 5:00-6:30pm hosted by the Lebanon Valley Table – serving spaghetti & meatballs, lasagna, bread & salad***

***MARCH:***

***Tuesday, March 10<sup>th</sup> ~ Regular Town Board Meeting @ Town Hall @ 7:00 pm***

**PRIVILEGE OF THE FLOOR:**

**Chris Dreyfus** stated that in the scope of Meals on Wheels, it came to her attention that there are issues with clients not having good cell service in certain areas and issues with no land line service through Spectrum.

Supervisor Houghtling stated that anyone who is having issues where they do not have cell phone service or they do not have a cell phone or they have the new fiber where their landline won't work without power to please contact her office at 518-794-8889. She is going to fight for this service but it is helpful to have some specific examples.

**Jeffrey Winestock, Highway Superintendent** asked Councilmember Gordon if she had any idea of what a municipal water system would cost. Councilmember Gordon stated no, not at this time.

**EXECUTIVE SESSION:**

Supervisor Houghtling made a motion to enter an Executive Session to discuss proposed, pending or current litigation at 9:33 pm. Seconded by Councilmember Rasmussen.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

Supervisor Houghtling made a motion to exit Executive Session at 10:21 pm. Seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

Supervisor Houghtling made a motion to authorize Town Attorney Tingley to commence a proceeding to State Supreme Court to enforce local codes against the property located at 12 Lovers Lane, tax map # 19.2-1-78 with legal fees not to exceed \$15,000. Seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

Supervisor Houghtling made a motion authorizing the Building Department to spend up to \$500 with Paul McCreary as Town Engineer on a possible unsafe structure inspection. Seconded by Councilmember Rasmussen.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

**ADJOURNMENT:**

A motion was made by Supervisor Houghtling and seconded by Councilmember Rasmussen to adjourn the meeting at 10:23 pm.

Respectfully submitted,

Marcie Robertson  
New Lebanon Town Clerk

# Attachment A

## Town of New Lebanon Social Media Use Policy

Effective Date: 02/11/2020

### I. PURPOSE

The Town of New Lebanon endorses the secure use of social media to communicate information to the public on emergencies, service updates and general information relating to the goals of the municipality. Social Media sites may not be used as an official channel of communication. Inquiries from the public should be directed to the appropriate official(s). All social media sites utilized by the Town must be a non-public forum with outgoing information only and not allowing any public comments or posts. Town Board approval is required for each particular social media platform before any new page is created on any social media site. Prior to any official town page being created on any given social media platform, the capabilities of the platform (such as the capability to prevent the site from becoming a public forum per this policy) should be understood and approved by the Town Board.

This policy establishes the Town's position on the utility and management of social media and provides guidance on its management, administration, and oversight. In addition, this policy recognizes the personal use of social networking sites by employees, and identifies prohibited activities by employees on such social media sites. This policy is not meant to address one form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The Town of New Lebanon also recognizes the role that these tools play in the personal lives of some personnel. The personal use of social media can have bearing on personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by personnel.

### II. DEFINITIONS

- a. Designated Official – Individual appointed by the legislative body to maintain and provide oversight on all or designated social media sites
- b. Page: The specific portion of a social media website where content is displayed and made by an individual or individuals with administrator rights.
- c. Post: Content an individual shares on a social media site or the act of publishing content on a site.
- d. Profile: Information that a user provides about himself or herself on a social networking site.

- e. Social Media: A category of internet-based resources that integrate user generated content with user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo-and-video-sharing sites (Flickr, YouTube, wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
- f. Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- g. Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

### III. POLICY

It is the policy of the Town of New Lebanon that official use of social media systems will be strictly regulated and used consistent with applicable laws and that any personnel, to include the personal use of social media by both sworn and civilian personnel, be compliant with all sections of the Town's Personnel Policy and the Town's Code of Ethics.

### IV. PROCEDURE

#### A. Social Media Presence and Use Guidelines

1. All Town social media sites or pages shall be approved by The Town Board and shall be administered by The Town Clerk.
  - a. Where possible, each social media page(s) shall include an introductory statement that clearly specifies the purpose and scope of the Town's presence on the website.
  - b. Where possible, the page(s) should link to the Town's official website.
  - c. Social media page(s) shall be designed for target audience(s) such as Town of New Lebanon community and residents.
2. Where possible, social media pages shall clearly indicate they are maintained by the Town and shall have Town contact information prominently displayed.
3. Social media content shall adhere to applicable laws, regulations, and policies, including all Town of New Lebanon information technology and records management policies.
  - a. Pages shall clearly indicate that any content posted or submitted for postings is subject to public disclosure.
5. Personnel representing the Town via social media outlets shall do the following:

- a. Conduct themselves at all times as representatives of the Town and, accordingly, shall adhere to all Town rules of conduct and observe conventionally accepted protocols and proper decorum.
  - b. Identify themselves as personnel of the Town.
  - c. Not conduct political activities or private business
6. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

**B. (If municipality has a law enforcement agency that will use social media considering adding this section) Potential Town Uses of Social Media**

- 1. The department may use social media to make time-sensitive notifications that include but are not limited to the following areas:
  - a. Road closures
  - b. Departmental Notices/Updates
  - c. Public Safety Information
  - d. Other emergencies

**C. (If not addressed elsewhere in employee policies/handbook consider adding this section). Personal Use of Social Media – Precautions and Prohibitions**

- 1. All Town personnel shall abide by the following when using social media for their own personal use:
  - a. Town personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this Town for which loyalty and confidentiality are important, impede the performance of duties, impair harmony among co-workers, or negatively affect the public perception of the Town.
  - b. Town personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without the expressed authorization of the Town Supervisor or his/her designee. Municipal policies such as work place violence and harassment apply to all postings in addition to any HIPPA regulations, collective bargaining and confidentiality requirements.
  - c. Use speech involving themselves or other Town personnel reflecting behavior that would reasonably be considered reckless or irresponsible.

- d. Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings.
- e. Town personnel shall not post, transmit, or otherwise disseminate any information to their personal social media accounts while on duty regardless if from a Town computer or other personally owned device without the expressed authorization of the Town Supervisor or his/her designee.
- f. Town personnel thus sanctioned are subject to discipline up to and including termination. Personnel will not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the Town without expressed authorization of the Town Supervisor or his/her designee.
- g. Reporting Violations – Any employee becoming aware of or having knowledge of a social media posting or of any website or web page in violation of the provision of this policy has an obligation to notify his or her supervisor immediately for follow-up action.

**D. Use of Social Media in the employment process**

Pre-employment screening for job applicants via social media should be conducted by designated individuals. The designated individual should be distinct from the individual(s) involved in the interview process. Designated person shall access only information accessible to the general public. Only lawful consideration will be used in making employment considerations.

**E. Records Management**

Any items posted on a social media site will be kept in accordance with applicable laws such as Freedom of Information Laws, Records Retention and other laws.

**F. Americans with Disabilities Act**

Any social media site maintained by the municipality shall comply with the Americans with Disabilities Act



# APPENDIX A Attachment B



## Budget Amendment Request

### Town of New Lebanon

Department Requesting Budget Amendment: \_\_\_\_\_

Reason for Budget Amendment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Budget Amendment Requested: \_\_\_\_\_

Budget Code to be Increased by Above Amount: \_\_\_\_\_

Budget Code to be Decreased by Above Amount: \_\_\_\_\_

I certify that I am authorized to request this budget amendment

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# APPENDIX B Attachment C



## Purchase Order Form Town of New Lebanon For Items To Be Purchased by Town Clerk

Department Requesting Purchase: \_\_\_\_\_

Item Requested: \_\_\_\_\_

Cost of Item: \_\_\_\_\_

Vendor to Purchase Item From: \_\_\_\_\_

Budget Code to Charge for Purchase: \_\_\_\_\_

Current Balance in Budget Code to be Charged: \_\_\_\_\_

I certify that I am authorized to request this purchase, that I have sufficient funds in my budget to pay for this purchase and that I have complied with all applicable policies codes and laws such as the Town's Procurement Policy and the Policy for Purchasing & Vouchering Items.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



# APPENDIX D Attachment E



## Incomplete Voucher Form

### Town of New Lebanon

Department with Incomplete Voucher: \_\_\_\_\_

Errors on Incomplete Voucher:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Incomplete Voucher Received by Town Supervisor: \_\_\_\_\_

Date Incomplete Voucher Returned to Department: \_\_\_\_\_

Date Completed Voucher Must be Returned to Town Supervisor to be Considered  
for This Month's Town Board Meeting: \_\_\_\_\_

# Attachment F

Reviewed & Edited by TB 2/11/2020

## Town of New Lebanon Credit Card Use Policy

The Town of New Lebanon hereby adopts the following as its Credit Card Use Policy. The purpose of this Policy is to ensure that general use and store-issued credit cards (hereinafter, collectively, "credit cards") issued in the Town's name are only used for appropriate Town purposes and for approved and necessary Town expenses.

The purpose of authorizing use of town credit cards is to facilitate purchases in cases of emergency, crisis, when the purchase is such that payment by check in the ordinary course is not acceptable, and under similar circumstances. It is preferred that purchases be made using the Town's standard procedure for payment of claims and by issuance of a check, rather than by Town credit card. All persons using town credit cards for any purchases or payment of expenses shall only use such Town credit cards in furtherance of such purpose.

### Master List of Town Credit Cards

The Town Board shall maintain a current Master List of Town Credit Cards, identifying each credit card, the per purchase credit limit (if applicable), the total credit limit, the expiration date, and the authorized user(s).

As of the effective date of this Policy, the Master List of Town Credit Cards is as follows:

<u>Card (Issuer, Last 4 digits)</u>	<u>Per Purchase Credit Limit</u>	<u>Total Credit Limit</u>	<u>Exp. Date</u>	<u>Authorized User(s)</u>
1. Staples, 5975	None	\$5,000	N/A	Town Clerk & Deputy Town Clerk
2. Home Depot, 4359	None	\$750	N/A	Marsha Robertson & Donnie Sears
3. Exxon Mobil, 3583	None	\$400	10/2021	Town Highway Department
4. Bank of Greene County (Town Credit Card)	None	\$2,500	01/2023	Town Clerk (Marsha Robertson) & Deputy Town Clerk (Ashley Saviano)

The Town Board shall update this Policy and Master List anytime a new credit card is issued, anytime an existing credit card is renewed or replaced, anytime an existing credit card is canceled, anytime an Authorized User is added, changed or removed, and anytime a credit limit is changed.

### Rules Governing Credit Card Issuance, Renewal, and Cancellation

No additional credit cards shall be issued except upon specific authorization by the Town Board. Except as otherwise provided herein, all credit cards shall be delivered to the Town Clerk's office for safeguarding in accordance with this Policy.

The Town Clerk shall report to the Town Board anytime an existing credit card is up for renewal or anytime a replacement card is received.

No credit card shall be issued that allows for cash advances.

The credit limit on any given credit card shall not exceed \$2,500. The aggregate limit on all credit cards shall not exceed \$7,500.

The Town Board shall by resolution designate the employees or officials entitled to use the Town's credit card.

### Monitoring Credit Card Usage and Audit and Approval of Purchases

The Town Board shall review and monitor credit card usage on a monthly basis.

In addition to authorizing payment of the credit card invoices, the Town Board shall audit and approve or disapprove each purchase made on Town credit cards in the same manner as any other expenditure. A voucher with itemized receipt and proof of delivery shall be submitted for Town Board audit and approval for each purchase made or expense paid on each credit card.

### Safeguarding Credit Cards

Except as otherwise provided herein, Town credit cards shall be kept in a secure, locked location in the Town Clerk's office. Notwithstanding the foregoing, credit card # 3, above, is a "gas card" issued for use by the Authorized User listed above for purchase of fuel for highway department vehicles, including without limitation, snowplow trucks and equipment. Given the emergent nature of the need for fuel for highway department purposes, along with the lack of twenty-four access to the Town Clerk's office for sign-out of the gas card, such gas card may remain in the possession of the Authorized User. Despite this exception, all other provisions of this policy shall apply to such gas card.

No person not a duly designated Authorized User of a credit card may have possession of or access to such credit card.

The Town Clerk shall require all persons accessing any credit card to sign the credit card out and to sign it back in upon return. The Town Clerk shall maintain a Credit Card Log showing the name of the person signing out the credit card, the date and time on which it was signed out, the purpose for which the credit card was signed out, and the date and time on which the credit card was returned to the Town Clerk. An Authorized User in possession of a gas card

shall be deemed to have signed out such card, and the Town Clerk shall so indicate on the Credit Card Log.

Any person who signs out a credit card shall be responsible for its safekeeping while the credit card is signed out. If a credit card is lost or stolen, the person shall report that fact immediately to the Town Clerk and to the Town Supervisor. The Town Clerk shall thereupon immediately report the credit card as lost or stolen.

Any person who signs out a credit card shall not permit any other person to use or possess the credit card while it is signed out.

Any person who signs out a credit card shall be responsible for all purchases made thereon until the purchases are authorized and approved by the Town Board.

Except as otherwise provided herein, any person who signs out a credit card shall return it immediately to the Town Clerk's office after making the purchase for which he or she signed out such credit card.

#### Rules Governing Use of Credit Cards

Use of a town credit card for personal reasons is strictly prohibited, without exception. Town credit cards shall only be used for legitimate Town business expenditures. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this Policy may result in revocation of authority to use the credit card and discipline, up to and including termination, as well as potential criminal prosecution. Any person making a purchase using a Town credit card that is contrary to this Policy shall be liable to the Town for such purchase.

All purchases using a town credit card shall comply with the Town's Procurement Policy.

Any person using a town credit card shall submit detailed documentation, including a voucher, itemized receipts, and proof of delivery, for each purchase made or expense paid. Such user shall submit such documentation for audit and approval by the Town Board at the next regular Town Board meeting. Failure to submit documentation substantiating the charges made will result in the user being held personally liable for such undocumented charges.

#### Acceptance of this Policy by Authorized Users

All authorized users shall be provided with a copy of this Policy, along with any periodic updates as they are adopted by the Town Board.

All authorized users shall execute the acknowledgment form attached hereto, and shall not be authorized to use a Town credit card until such acknowledgment form has been executed. The Town Clerk shall maintain all executed acknowledgment forms in accordance with standard municipal document retention practices.

**ACKNOWLEDGMENT OF RECEIPT OF  
TOWN OF NEW LEBANON CREDIT CARD USE POLICY**

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

I have been duly designated by the Town Board as an authorized user of the following town credit card(s):

<u>Card (Issuer, Last 4 digits)</u>	<u>Per Purchase Credit Limit</u>	<u>Total Credit Limit</u>	<u>Exp. Date</u>	<u>Authorized User(s)</u>
-------------------------------------	--------------------------------------	-------------------------------	------------------	---------------------------

I received, read, and understand the Town of New Lebanon Credit Card Use Policy. I understand and agree to strictly comply with the Town of New Lebanon Credit Card Use Policy. I understand and agree that:

1. A voucher, along with itemized receipt and, where applicable, proof of delivery, must be submitted for Town Board approval for each purchase made or expense paid using the town credit card.
2. I am solely responsible for safekeeping of the credit card while it is signed out by me. I am prohibited from permitting any other person to use or possess the credit card while it is signed out under my name.
3. If the credit card is lost or stolen, I shall immediately report that fact to the Town Clerk and the Town Supervisor.
4. I am responsible for all purchases made or expenses paid using the credit card until the purchases or expenses are audited and approved by the Town Board.
5. Use of the town credit card for personal reasons is strictly prohibited, without exception. The credit card will be used only for legitimate Town business expenditures. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent to the Town of New Lebanon Credit Card Use Policy will result in revocation of authority to use the credit card, discipline, and potential criminal prosecution. I will also be liable to the Town for any purchases or expenditures I make on a town credit card that are contrary to the Town of New Lebanon Credit Card Use Policy.
6. All purchases made or expenditures made using the town credit card shall comply with the Town of New Lebanon Procurement Policy.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

# Attachment G

Reviewed by TB 2/11/2020

## **Town of New Lebanon Approved Travel Policy**

### **General Policy**

- A. No travel expenses of any kind shall be reimbursed without prior approval of the Town Board. The department head shall submit the request to the Town Board and shall include in the request whether the training is required or recommended. The Board may give blanket prior approval for travel expenses, such as mileage and meals, incurred in the performance of duties by employees normally required to travel, such as inspectors or enforcement officers.
- B. No travel which includes overnight stays shall be committed to without prior approval of the appropriate department head. Timely submission shall be made to the Town Clerk for such approval to be transmitted to the Town Board member responsible for liaison with that department; in the event of an emergency requirement, the Board member may approve by telephone or e-mail.
- C. A copy of the itemized hotel/motel bill must be submitted along with either a paid receipt or a credit card charge form.
- D. Employees will not be reimbursed for travel time to and from seminars or in-service training. Employees paid on an hourly basis will be paid for the hours that they attend seminars or in-service training (not to exceed eight hours per day). Salaried employees that attend seminars or in-service training on weekends may take compensation time equivalent to the hours in seminars or in-service training (not to exceed eight hours per day) with the approval of their supervisor.

### **Education or In-Service Training Events**

For travel to job-related educational events (such as seminars or in-service training), the Board may approve a travel advance only in those cases where the sponsoring organization provides the written evidence of certification or completion which can be presented to the Board upon the employee's return. (In cases where such evidence is delayed, the Board will rely upon the employee's written assurance that the documentation is forthcoming.) Employees are expected to attend all seminars, classes or meetings included in the event agenda appropriate to their duties and responsibilities and to submit an annotated copy of the event agenda with those attendances noted thereon.

## **Other Overnight Travel**

In any other travel requiring overnight stays, and approved by the Board, the employee will lay out the necessary expenditures and submit an expense report, in a form to be determined by the Town Clerk, to the Clerk upon completion of the trip, for reimbursement. The employee will attach a brief statement summarizing:

- A. Reason for the travel.
- B. Meetings attended and list of participants with organizational affiliations.
- C. Accomplishments of the trip.
- D. Any follow-up activities engendered by the trip.

## **Reimbursement Limitations**

No reimbursement shall be made for:

- A. The purchase or consumption of alcoholic beverages.
- B. Personal purchases (including, but not limited to, medicines, personal care items, gifts, movies or entertainment, exercise or other recreational activities, etc.).
- C. Expenses incurred by a person other than the employee.
- D. Upgrades in seating or other accommodations.
- E. Meals in excess of \$55 per day, using the guideline of \$15 each for breakfast and lunch and \$25 for dinner. Employees are expected to participate in meals which are included in program fees without further reimbursement.
- F. Automobile rentals, except if approved in advance. Employees should use their own vehicles in most cases. When necessary, airport or hotel shuttles should be utilized in preference to taxis.

## **Violations**

- A. Employees who violate these rules are required to reimburse the Town for any advances received, or expenses reimbursed (or portions thereof found to be inappropriate) upon written notice from the Town Clerk of such violation.
  
- B. Employees found to have knowingly, or fraudulently, supplied inaccurate travel documentation to the Town for which they received reimbursement may be subject to discipline, including, but not limited to, fines, loss of pay, and/or dismissal. The Town may, at its discretion, refer such employees to the judicial system.

# Attachment H

Reviewed by TB 2/11/2020

## **Town of New Lebanon Key Policy**

### **Signing of Form Required**

- A. Each Town official and employee will sign a form acknowledging the receipt of any and all Town keys assigned to him or her.
- B. This form will indicate the key issued, the date issued and serial number, if any.

### **Failure to Return Keys**

Any Town official or employee who fails to return Town keys within 15 days of his or her last day of service will be billed the expense of replacement key(s) and rekeying of lock(s).

### **Town Clerk's Responsibilities**

The Town Clerk is hereby designated as the "keeper of the keys." In this capacity, he or she will:

- A. Sign out and collect keys.
- B. Maintain a written and/or electronic log of key assignments.
- C. Communicate to the Supervisor any reports of lost or stolen keys.