

**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON JANUARY 2, 2020**

**Present:** Tistrya Houghtling, Supervisor  
Norman Rasmussen, Councilmember  
Jesse Newton, Councilmember  
Deborah Gordon, Councilmember  
John Trainor, Councilmember (arrived at 7:11pm)

**Recording Secretary:** Marcie Robertson, Town Clerk

**Others Present:** Judy Zimmer, CC OFA Rep & Cleaner  
Jeff Winestock, Highway Superintendent  
Jessica Byrne, Town Justice  
Tony Murad, ZBA Chair & ZRC Member  
Jeff Hattat, Deputy CEO/ZEO  
Jim Carroll, Planning Board Member & ZRC Member  
Ted Salem, ZBA Member & ZRC Chair  
Kevin Smith Sr., Emergency Mgmt. & Traffic Safety  
Georgette Tefoe, Ethics Board Member  
Doug Banker, Deputy Supervisor  
Steve Powers, CAC Member  
Peg Munves, CAC Member  
Jack Nevers, Town Justice  
Michelle Bienes, P/Z Clerk, Bldg. Dept. Clerk, Assessor  
Clerk & SYP Director  
Bob Smith, PB Member & Ethics Board Member  
Samantha Long, Court Clerk  
Cynthia Creech, Deputy Court Clerk, CAC & ZRC  
Several members of the public

**CALL TO ORDER:**

The meeting was called to order at 7:03 p.m. by Supervisor Houghtling. A moment of silence was followed by the flag salute. Supervisor Houghtling pointed out the emergency exits.

**CERTIFICATE OF APPRECIATION:**

Supervisor Houghtling presented certificates of appreciation to outgoing Interim Supervisor Robertson and outgoing Town Council members Smith and Baumli for their service to the Town.

**PRIVILEGE OF THE FLOOR:**

Before opening privilege of the floor, Supervisor Houghtling reviewed the following rules of procedure for privilege of the floor:

- The privilege of floor is offered so that members of the public may inform the Board of their concerns.

- The presiding Officer will recognize each speaker in turn.
- Person speaking before the Board shall state their name, address the board as a whole, speak in a calm and respectful manner, refrain from personal attacks and refrain from addressing other members of the public.
- Members of the Board shall give their full attention to the speaker. They may choose to respond to the speaker, but shall not engage in a debate.

Supervisor Houghtling opened privilege of the floor and nobody spoke.

#### **APPOINTMENTS:**

Supervisor Houghtling and the Town Board reviewed all annual appointments. The following appointments were discussed:

- Ethics Board Member Jeannine Tonetti does not want to be reappointed. Supervisor Houghtling has not received any written letters of interest but has received verbal response from quite a few people showing interest in being appointed to the Ethics Board. She recommended advertising the vacancy because the current member does not wish to be reappointed and there have been multiple people showing interest in the position. Councilmember Newton stated we received a letter from four sitting Ethics Board members recommending a single person, Kevin Smith Sr., a former board member and ethics board member. His suggestion is if the Ethics Board has found somebody they think they can work with that would work well, we should appoint that person. Supervisor Houghtling stated that she believes boards should have variety so if all existing board members think a person would fit right in with them, she isn't sure that's the best choice. She stated after interviewing all interested applicants the town board feels that person is the best fit, then they can appoint that person. Councilmember Rasmussen stated that we should stick with the process, advertise the vacancy, interview applicants and choose the best candidate. Councilmembers Gordon and Trainor both agreed that we should advertise the vacancy.
- Town Justices Byrne and Nevers recommended Cynthia Creech be appointed as Deputy Court Clerk.
- There are two vacancies on the recreation commission.
- Councilmember Newton requested that we remove the Co Superintendent and create one position Park/Grounds & Building Maintenance and appoint Donnie Sears to that position.

#### **TOWN OF NEW LEBANON**

#### **RESOLUTION #1, 2020**

#### **ANNUAL APPOINTMENTS OF TOWN OFFICERS**

#### **JANUARY 2, 2020**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New

Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2<sup>nd</sup> day of January 2020, the following Resolution was proposed and seconded:

Resolution by Councilmember Trainor

Seconded by Councilmember Gordon

***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 1/1/20 to 12/31/20 unless noted otherwise:

Accountant for the Town – Brian Fitzgerald

Attorney for the Town – Gilchrist Tingley, P.C., Stephanie Ferradino and Roemer Wallens Gold & Mineaux, LLP

Engineer for the Town – Paul McCreary

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

Deputy CEO/ZEO – Jeff Hattat

Planning/Zoning & Building Department Clerk – Michelle Bienes

Planning Board Member – 7 year - Greg Hanna

Planning Board Chairman – Michael Blatt

Zoning Board of Appeals Member – 5 year – Ted Salem

Zoning Board of Appeals Chairman – Tony Murad

Conservation Advisory Council – 2 year – Peg Munves

Conservation Advisory Council – 2 year – Cynthia Creech

Conservation Advisory Council – 2 year – David Farren

Ethics Board Member – 5 year - Tabled

Assessor’s Clerk – Michelle Bienes

Animal Control Officer – Willard “Wes” Powell

Town Constable – Willard “Wes” Powell

Court Clerk – Samantha Long

Deputy Court Clerk – Cynthia Creech

Recreation Commission Member – 7 year – Katherine Levitan

Recreation Commission Chair – Tegan Cook

Recreation Commission Member – remainder of 7 year term to expire 12/31/2020 - Tabled

Recreation Commission Member – remainder of 7 year term to expire 12/31/2024 - Tabled

Park/Grounds & Building Maintenance Superintendent – Donnie Sears

(Park/Grounds & Building staff to be determined by Superintendent)

SYP Camp Director – Michelle Bienes

(SYP Staff to be determined by Camp Director)

New Lebanon Representative to the Columbia County Traffic Safety Council – Kevin Smith Sr.

New Lebanon Emergency Management Coordinator – Kevin Smith Sr.

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.

**ADVERTISE VACANCIES:**

Supervisor Houghtling made a motion to advertise for a vacancy on the ethics board for a five year term to run from time of appointment through December 31, 2024 and two vacancies on the recreation commission, with letters of interest due to the Town Clerk's office by 4:00 pm on February 7, 2020, with interviews to be held on February 11, 2020 at 6:00 pm. Councilmember Newton seconded the motion.

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Jesse Newton	Aye
Councilmember John Trainor	Aye

**APPOINTMENT OF CLEANING SERVICE:**

Supervisor Houghtling stated that typically the cleaning service is appointed with the rest of the positions, however her mother has been the cleaning service for years and wished to continue therefore Supervisor Houghtling must recuse from this appointment.

**TOWN OF NEW LEBANON**

**RESOLUTION #2, 2020**

**ANNUAL APPOINTMENT OF CLEANER**

**JANUARY 2, 2020**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2<sup>nd</sup> day of January 2020, the following Resolution was proposed and seconded:

Resolution by Councilmember Newton

Seconded by Councilmember Gordon

***Annual Appointments of Town Officers***

BE IT RESOLVED THAT the Town Board of the Town of New Lebanon makes the following appointment for a term of one (1) year to run from 1/1/20 to 12/31/20:

Cleaning Service – at a rate of \$140 per week X 52 weeks

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	Recuse
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.

**APPOINTMENTS BY OTHER THAN TOWN BOARD:**

Supervisor Houghtling appointed Charles “Doug” Banker as Deputy Town Supervisor and Elizabeth Sheffer-Winig as Town Historian.

Town Clerk Robertson appointed Ashley Saviano as First Deputy Town Clerk and Deputy Registrar.

**SALARIES AND WAGES:**

**TOWN OF NEW LEBANON**

**RESOLUTION # 3, 2020**

**SALARIES AND WAGES FOR ALL ELECTED AND APPOINTED TOWN OFFICERS AND EMPLOYEES & SETTING OF MILEAGE REIMBURSEMENT RATE**

**JANUARY 2, 2020**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2<sup>nd</sup> day of January 2020, the following Resolution was proposed and seconded:

Resolution by Councilmember Newton

Seconded by Councilmember Trainor

***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 2020 to be paid biweekly:

Town Councilmembers	\$4,000 each
Town Supervisor & Bookkeeper	\$22,772
Town Clerk	\$35,000
Highway Superintendent	\$64,840
Tax Collector	\$10,812
Town Justices	\$11,259 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 2020 to be paid biweekly:

Assessor	\$27,578 annual salary
Assessor’s Clerk	\$13.39/hour (5 hrs/wk) (max \$3,482/yr)
CEO/ZEO/Building Dept. Administrator	\$53,560 annual salary (\$25.75/hr X 40 hrs/wk)

(12 hrs/wk ZEO; 12 hrs/wk CEO; 16 hrs/wk Bldg. Dept. Adm.)

Deputy Code Enforcement Officer	\$20.60/hour (10 hrs/wk) (max \$10,712/yr)
Planning Clerk	\$13.39/hour (5 hrs/wk) (max \$3,482/yr)
ZBA Clerk	\$13.39/hour (5 hrs/wk) (max \$3,482/yr)
Building Dept. Clerical Work	\$13.39/hour (10 hrs/wk) (max \$6,963/yr)
Animal Control Officer	\$5,685 annual salary
Town Constable	\$4,620 annual salary (\$35/hour X 11 hours/mo)
Court Clerk	\$14.94/hour (30 hrs/wk) (max \$23,306/yr)
Deputy Court Clerk	\$14.63/hour (27 hrs/wk) (max \$21,700/yr)
First Deputy Town Clerk	\$14.00/hour (27 hrs/wk) (max \$19,656/yr)
Clerical starting rate	\$13.00/hour
Park/Grounds/Bldg Maintenance Superintendent	\$15.00/hour (27 hrs/wk total split between buildings and park – total is for all positions, superintendent and all park maintenance staff) (max \$21,060)
Park Maintenance Staff	\$12.00/hour

Highway Department Employees:

Equipment Operator/Mechanic \$18.00 to \$25.00 per hour at the discretion of the Highway Superintendent

Summer Youth Program Staff (seasonal):

Camp/Program Director: \$10,000/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 (\$5,200 max.)
Aquatics Director	up to \$20.00/hour (\$3,000 max.)
Counselors	range \$10.00 to \$14.00 per hour*
Counselors in Training	\$7.00/hour (3 maximum)
Water Safety Instructor Aide Only	range \$10.00 to \$14.00 per hour
Lifeguard Only	\$20.00/hour

(Max. season total for all non-Director positions \$37,500)

(\*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 See Below

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 2020 to be paid by monthly submission of vouchers unless stipulated otherwise:

Accountant for the Town	\$13,200 annual per agreement (\$1,110/mo)
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
Bus Driver (SYP)	\$250 per driver per trip

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 2020 when applicable:

\$0.575 per mile.

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

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember 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.

***TOWN BOARD COMMITTEES (BY SUPERVISOR):***

Supervisor Houghtling created three new committees: Business and Economic Development, Volunteers and Project Management. She combined town buildings and property with park. She assigned only one town board member per committee with the exception of Fire, Law Enforcement & Emergency which will have two town board members. Supervisor Houghtling made the following Town Board Committee appointments:

- Assessor – Norman Rasmussen
- Building Department – Jesse Newton
- Business & Economic Development - Deborah Gordon
- Conservation Advisory Council & Environmental Mnmgt. Council – Deborah Gordon
- Fire, Law Enforcement & Emergency – Jesse Newton & John Trainor
- Highway Dept. – Jesse Newton
- Historian & LVHS – John Trainor
- Justice Court/Constable – John Trainor
- Buildings, Parks & Recreation – Jesse Newton
- Seniors – Deborah Gordon
- Volunteers – Norman Rasmussen
- Project Management – Norman Rasmussen

**MEETINGS & NEWSPAPER:**

**TOWN OF NEW LEBANON**

**RESOLUTION #4, 2020**

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

**JANUARY 2, 2020**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New

Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2<sup>nd</sup> day of January 2020, the following Resolution was proposed and seconded:

Resolution by Councilmember Newton

Seconded by Supervisor Houghtling

*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 2020, be held at 7:00 p.m. on the second (2<sup>nd</sup>) Tuesday of the month and that the fourth (4<sup>th</sup>) 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 2020 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 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.

**DEPOSITORIES:**

**TOWN OF NEW LEBANON**

**RESOLUTION #5, 2020**

**DESIGNATION OF DEPOSITORIES AND FISCAL AUTHORIZATIONS**

**JANUARY 2, 2020**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2<sup>nd</sup> day of January 2020, the following Resolution was proposed and seconded:

Resolution by Councilmember Newton

Seconded by Councilmember Trainor

*Designation of Depositories and Fiscal Authorizations*

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon designates the Bank of Greene County as the depositories for the Town of New Lebanon for all Town Officers to deposit all monies coming into their hands by virtue of their offices for the year 2020.

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 2020 and that all checks will be countersigned by the Town Clerk or the Deputy Town Clerk.

BE IT FURTHER RESOLVED THAT, the banks and trust companies that are authorized for the deposit of monies, and the maximum amount which may be kept on deposit at any time, are:

<b>Depository Name</b>	<b>Maximum Amount</b>	<b>Officer</b>
Bank of Greene County	\$5,000,000	Supervisor
Bank of Greene County	\$5,000,000	Tax Collector
Bank of Greene County	\$100,000	Town Clerk
Bank of Greene County	\$100,000	Town Justices

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 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.

**PETTY CASH FUNDS:**

**TOWN OF NEW LEBANON**

**RESOLUTION # 6, 2020**

**PETTY CASH FUNDS**

**JANUARY 2, 2020**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2<sup>nd</sup> day of January 2020, the following Resolution was proposed and seconded:

Resolution by Councilmember Newton

Seconded by Supervisor Houghtling

***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 2020:

Town Supervisor	\$100.00
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Town Clerk	\$200.00
Justice Court	\$150.00
Tax Collector	\$250.00
Building Department Administrator	\$150.00
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 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.

**HIGHWAY WORK WITH NEIGHBORING TOWNS:**

**TOWN OF NEW LEBANON**

**RESOLUTION # 7, 2020**

**HIGHWAY WORK WITH TOWNS OF CANAAN, CHATHAM, AND STEPHENTOWN**

**JANUARY 2, 2020**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2<sup>nd</sup> day of January 2020, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Newton

***HIGHWAY WORK WITH TOWNS OF CANAAN, CHATHAM, AND STEPHENTOWN***

WHEREAS, it has been the policy of the Highway Superintendent to trade highway labor and/or equipment with other towns when it has been of benefit to the Town of New Lebanon.

NOW THEREFORE, BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes the Highway Superintendent to continue this policy with the Towns of Canaan, Chatham, and Stephentown for the year 2020.

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.

**SANDING PLACES OF PUBLIC ASSEMBLY:**

**TOWN OF NEW LEBANON**

**RESOLUTION #8, 2020**

**SANDING PLACES OF PUBLIC ASSEMBLY**

**JANUARY 2, 2020**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 2<sup>nd</sup> day of January 2020, the following Resolution was proposed and seconded:

Resolution by Councilmember Newton

Seconded by Councilmember Trainor

***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 2020.

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.

**SUMMER YOUTH PROGRAM RATES:**

**TOWN OF NEW LEBANON**

**RESOLUTION # 9, 2020**

**SUMMER YOUTH PROGRAM FEES**

**JANUARY 2, 2020**

At the Annual Organizational Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on

the 2<sup>nd</sup> day of January 2020, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Gordon

***SUMMER YOUTH PROGRAM FEES***

BE IT RESOLVED THAT, the New Lebanon Town Board hereby establishes the following rates and fees for the eight-week Town of New Lebanon Summer Youth Program:

**Early Registration Fees** (*discounted 20% if final payment is received by June 15<sup>th</sup>*):

Resident (Town taxes paid to New Lebanon):

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

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

1 child	\$810/season
2 children	\$1,200/season
3 children	\$1,620/season
4+ children	\$1,920/season

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

Per child	\$1,620/season
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**Registration Fees:**

Resident (Town taxes paid to New Lebanon):

1 child	\$600/season
2 children	\$900/season
3 children	\$1,102/season
4+ children	\$1,252/season

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

1 child	\$1,013/season
2 children	\$1,500/season
3 children	\$2,025/season
4+ children	\$2,400/season

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

Per child	\$2,025; and
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BE IT FURTHER RESOLVED THAT due to requirements that all staffing determinations be made based on enrollment numbers, **registration fees will be accepted only for the entire season and participation for only part of the season will not be discounted;** and

BE IT FURTHER RESOLVED THAT, these fees are due at the time of registration and they are non-refundable, unless the Town of New Lebanon cancels the Summer Youth Program prior to the program commencing for that season.

BE IT FURTHER RESOLVED THAT the fees for the Swim Program are set at \$40 per session discounted to \$70 for enrollment in 2 sessions; and

BE IT FURTHER RESOLVED THAT the fees for participation in other on-site and off-site programs and field trips will be determined by the Camp Director based on the cost of the program/field trip; and

BE IT FURTHER RESOLVED THAT the registration fee(s) will be waived for the children of Town of New Lebanon employees.

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

Roll Call Vote:

Councilmember 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.

**DESIGNATION OF VOTING DELEGATE - NYSAOT:**

Supervisor Houghtling asked if there is any interest from any of the Town Board members to attend the Business Session of the New York State Association of Towns in New York City in February. Councilmember Gordon asked if she could have time to think about it. Supervisor Houghtling stated we could wait until the regular meeting in January.

**SCHEDULE ANNUAL AUDIT:**

The Town Board scheduled the annual audit of the 2019 books for Wednesday, January 8<sup>th</sup> at 4:00 pm.

**ANNOUNCEMENTS:**

Wednesday, January 8<sup>th</sup> ~ Town Board Annual Audit Meeting @ Town Hall @ 4:00 pm  
Tuesday, January 14<sup>th</sup> ~ Town Board Regular Monthly Meeting @ Town Hall @ 7:00 pm

**OTHER:**

***Ice Skating Rink:***

Supervisor Houghtling made a motion to spend up to \$750.00 for materials needed to build an ice skating rink under the pavilion in Shatford Park with signs per the recommendation of the town insurance agent. Councilmember Newton seconded the motion.

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Aye

Supervisor Tistrya Houghtling	Aye
Councilmember Jesse Newton	Aye
Councilmember John Trainor	Aye

***Historian Furniture & Computer:***

Supervisor Houghtling made a motion to spend up to \$200.00 for furniture and office items needed by the Town Historian for her new office and to designate the old Town Board laptop as the Town Historian laptop. Councilmember Trainor seconded the motion.

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Jesse Newton	Aye
Councilmember John Trainor	Aye

***Ethics Complaint:***

Supervisor Houghtling stated at the year end meeting a member of the public was concerned about the length of time an Ethics Board complaint was taking to be responded to. Interim Supervisor Robertson, as she promised, did reach out via email to follow up on that. There was some concern expressed because there was a member of the public involved in that email communication. Supervisor Houghtling wanted to put on the record that the Ethics Board is a standing board separate from the Town Board. Obviously its okay to come to the Town Board with concerns of length of time for response but moving forward the Town Board shouldn't really be involved in ethics complaints.

***Building Department Autonomy:***

Supervisor Houghtling stated that at the year-end meeting the only two continuing board members voted no to a motion that passed that took away building department autonomy regarding a specific violation. She stated that we have a CEO/ZEO and Deputy CEO/ZEO that know their jobs and it's a dangerous precedent to have the Town Board involved in building department complaints unless the building department comes to the Town Board with specific issues. Councilmember Newton asked Supervisor Houghtling to read that motion aloud. Supervisor Houghtling read the following motion "Councilmember Baumli made a motion to give the Phoenix Project until May to remove the structure known as the Perry House and if not removed, the town board asks CEO/ZEO Hernandez to move forward with citations." Supervisor Houghtling noted that the motion passed with a no vote from Councilmembers Newton and Rasmussen. Councilmember Newton stated that he thinks it sets a bad precedent to be overturning decisions that were made three days ago. Supervisor Houghtling stated that she thinks on the last day of a term where the only two continuing board members stated that they were uncomfortable with the motion, for the outgoing board members to pass it anyway is not a good precedent.

Councilmember Rasmussen stated that we have a system that works and we should continue that system where the town board does not get involved in building department issues unless the building department requests that we do. Councilmember Newton agreed that the town board should not get involved, which is why he was the other no vote

on the motion but he does not feel we should overturn the motion. Councilmember Trainor suggested that we don't overturn the motion but that we grant autonomy to the building department through a new motion. Deputy Supervisor Banker stated that the proposed motion is merely reaffirming what case law already says about the relationships between the building department and the town board, so he's not sure the motion needs to be made. Supervisor Houghtling stated that she will put on the record that she thinks the Town Board should not be involved in violations, that it should be the building department solely and if the building department needs the town board they will request it.

***Business & Economic Development Committee:***

Supervisor Houghtling stated that she would like to put out a notice asking for people to serve on this new committee. Councilmember Newton asked Supervisor Houghtling to send a letter to all local business owners asking for their participation.

Councilmember Newton made a motion to advertise for the new business and economic development committee with letters of interest due to the Town Clerk's office by 4:00 pm on Friday, February 7<sup>th</sup>, 2020. Councilmember Trainor seconded the motion.

Roll Call Vote:

Councilmember Norman Rasmussen	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Jesse Newton	Aye
Councilmember John Trainor	Aye

***Zoning Re-Write Committee:***

Supervisor Houghtling appointed Councilmember Newton and Councilmember Gordon to the zoning rewrite committee as the two town board members.

**PRIVILEGE OF THE FLOOR:**

**Mark Baumli** stated that the town board was not telling the building department what to do but that prior Supervisor Teal had instructed the building department to be hands off with the Perry House. He agreed that what was being proposed that the town board not get involved with the building department is a good idea. He stated that issue should have been resolved years ago but Colleen, as the Supervisor, said that property is off limits. He stated that he agrees with Councilmember Newton that that motion should be left alone because otherwise the building department might go there tomorrow and tell them the building needs to be torn down. He stated the motion he made the other night was to prevent them from having to tear the building down in the middle of winter, similar to what they did with the Lindig property last year.

**Meg Robertson** stated she wanted to clarify what she had said regarding that whole issue. She would never have taken something away from the building department. There are certain rules that you go by. She came in very late to this whole issue and she knows it was brought before the town board in June. She was just following up. When Councilmember Baumli

suggested going until May, she did say a couple of times maybe earlier or maybe later. Unfortunately that was not put into the resolution. She stated that she wants it on record that she said not taking from the building department at all that they could choose what they wanted to do.

**Erminia Rasmussen** asked how the Comprehensive Plan deals with historical buildings. Ted Salem stated that the Comprehensive Plan talks about preservation but doesn't include anything that would prevent the building department from doing their job.

**Doug Banker** wished everyone a Happy New Year.

**Adelia Moore** asked if the ice skating rink would have no alcohol. She asked if the age could be lowered from 13 for adult supervision. Supervisor Houghtling stated that under 13 accompanied by an adult was the recommendation of the town's insurance.

**Samantha Long** asked if you are required to wear ice skates. Councilmember Newton stated no.

**Tom Gerety** asked if helmets are required. He suggested the sign say helmets are recommended.

**Jim Carroll** asked if hockey was going to be allowed on the ice skating rink. Councilmember Newton stated the rink probably wouldn't be large enough and we are going to encourage it.

**Kevin Smith** stated that helmets should be required not recommended. Asked if insurance requires it. Supervisor Houghtling stated that the insurance doesn't require helmets. A final comment regarding Ms. Gordon's place, the board did reach out many times trying to get Ms. Gordon to come to a meeting to talk about it. If the board had been more informed about things and kept up to date.

**Steve Powers** asked how are you going to freeze the rink and keep it frozen? Supervisor Houghtling stated that the weather will have a lot to with it and its not like a pond where you have to wait for it to be a foot thick. Councilmember Newton stated that it will be thin and the slab is already incredibly cold.

**ADJOURNMENT:**

A motion was made by Councilmember Newton and seconded by Councilmember Rasmussen to adjourn the meeting at 8:25 pm.

Respectfully submitted,

Marcie Robertson  
New Lebanon Town Clerk