

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON SEPTEMBER 8, 2020**

Present: Tistrya Houghtling, Supervisor
Jesse Newton, Councilmember
Norman Rasmussen, Councilmember (online)
Deborah Gordon, Councilmember
John Trainor, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk

Others Present: Cynthia Creech, Deputy Court Clerk, CAC & ZRC Member & BEDC
Jeff Winestock, Highway Superintendent
Steve Powers, CAC & CSC Chair
Sharon Powers, BEDC
Marc Anthonisen, CSC
Christine Dreyfus, MOW
Ted Salem, ZBA Member & ZRC Chair
Bob Smith, Ethics & PB Member
Elizabeth Brutsch, PB Member
Joe Ogilvie, Recreation Commission
Tegan Cook, Recreation Commission, Chair & PB Member
Ellen Ann Kafkalas, BEDC
Rita Carver, BEDC
Josh Young, BEDC
Chris Lecce, Taconic Valley American Legion Post
Several members of the public

CALL TO ORDER:

The meeting was called to order at 7:03 p.m. by Supervisor Houghtling. Supervisor Houghtling asked all in attendance of the meeting who wish to speak at privilege of the floor or giving a committee report to please come forward closer to the recorder so that it will be easier to hear the playback for the Town Clerk to do the minutes. A moment of silence was held followed by the flag salute. The meeting was held in person at Shatford Park Pavilion and live streamed.

meeting live streamed go to: https://townhallstreams.com/towns/new_lebanon_ny

MINUTES:

The minutes of the **August 11, 2020** meeting were reviewed. There was an edit made on a vote by Councilmember Gordon and the amended minutes have been submitted. A motion

was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously to approve the minutes as amended.

FINANCIAL:

Supervisor's Report:

Since this was an in person and live streamed meeting the Supervisor's Report as of August 31, 2020 was available to the public via the public packets, the Town Clerk's email and the Town website and the Town Board was emailed the Supervisor's Report by Supervisor Houghtling. A motion was made by Councilmember Newton to accept the Supervisor's report as typed. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

PRIVILEGE OF THE FLOOR:

Supervisor Houghtling checked her email and there were none for privilege of the floor. Supervisor Houghtling stated that for anyone watching the live stream if you have any comments that you want put into privilege of the floor you can email them to her and she will read any emails that are received.

Cynthia Creech: stated that she wasn't aware how many people were aware that there has been a food distribution going on at the elementary school for several months, the school district has worked with the Regional Food Bank to provide various kinds of food for residents that are in need. There have been hundreds of people showing up to these events to receive food. All of the food that is distributed is free of charge to those who come, people drive through, have food put in their automobile and they leave. Some of these people are children who don't have enough to eat, some are elderly folks who don't have enough to eat and some are middle aged people who don't have enough to eat. We are grateful to the school district, Mr. Kourt in particular and the Regional Food Bank for providing that service. A couple of months ago, Mr. Kourt noted that when school opened the distribution would no longer be able to take place at the elementary school. The decision was made and she thinks this board passed a motion to allow the food to be distributed through the town's work at the Town Hall Parking Lot. This morning was the first distribution here at the Town Hall Parking lot, a lot of these folks here came and worked and donated their time. The teachers and assistants had done most of the work down at the elementary school, but they are getting ready for school so most of them could not help today. Twenty-eight people showed up, not getting paid any money by the town, just being generous to their neighbors. The Highway Superintendent took some exception to us setting up in the parking lot, so while I don't expect you to give me an answer to installing decency, I would love to know who owns the parking lot? Who controls the parking lot? This distribution will go forward in two weeks unless this Town Board tells us that it can't go forward. We intend to set up

in the same place in the Town Hall Parking Lot unless this board says you cannot do that. So, I would like to know who has control of the parking lot? And is there a problem with us setting up there in the future?

Jeff Winestock: If I may answer Ms. Creech's concern on that. It was kind of sprung on me, you (Supervisor Houghtling) left a message, Councilmember Newton called me Sunday and told me that there would be something going on there, when I wasn't sure, but he asked if that truck could be moved. We have a Highway Department to run and if we didn't go out there and do our job all of those people wouldn't be able to come down here. We have heavy equipment that we run, not the end of the world, we can go out to the main road and drive around and make an exception. I came over and spoke to the supervisor asked why couldn't she do it in the park here out of the way, just seemed like an excellent spot. You said that you couldn't pick up pallets and stuff. I don't want to get into an argument, I don't know who owns this parking lot but I do know that I have a job to do and we need to get trucks and equipment in and out. I may have very well had paving scheduled for that day and we would have had tractor trailers, chippers and stuff. I didn't know anything about it, so I don't know if that helps you out.

I do have a few things here I just wanted to run by the Town Board that I have concerns about. One of them is at the beginning of last months meeting, you had a presentation going on. Probably most people don't care but I started here in 1984, Mr. Welland Gelt hired me and Mr. Kelly Merser worked here for a long time by ourselves and I've continued on working very hard since then. During that presentation, you Mrs. Supervisor that teaches our health class on how to stay safe, you and another elected official got up and shook this man's hand. What I have learned through this whole process is the biggest thing is to wear a mask, to sanitize your hands and do not shake people's hands whether you have a mask on or not. That's what I've learned and I thought that was very interesting that nobody had any concerns about that.

My next thing is Councilmember Gordon had some concerns on last month, you asked one of the ladies here on their job description. I don't know if you remember that or not. With this thing that was passed last month, the evaluation and job descriptions. Did you read through the whole thing? Councilmember Gordon answered yes.

Did the attorney take a look at that before this passed? Supervisor Houghtling stated she didn't think so.

Councilmember Trainor did you read through all of the job descriptions? Councilmember Trainor stated that yes, he did and the reason he voted for it is because he didn't think it changed Highway Superintendent Winestock's role at all, think you'd still have the same role.

I was just concerned if you took a look at that and I don't want to waste a lot of people's time but I have a huge, I don't know if Norm had a chance to read it or go over it but on my job description, which I'm elected Highway Superintendent, I'm not some scumbag that fell

off the boat here. It says all statutory responsibilities described by the highway law. The Highway Superintendent has a law book that must be followed, and I try, I'm not perfect. I don't think anybody here is. Then you go onto maintain roads and parking lots of all town's property. Now, I have a big concern and I know why you wrote all of this up and I'm sure you were behind all of that, you know exactly what I'm talking about. You can as a Town Board try to make up laws for me to follow and if I get all my other work done, if I need to do this or can be able to do this but again I started a long time ago, actually Ms. Creech thanked me one time, you had something going on on a Saturday, it probably came out sounding awful, but I don't know if I said I don't do it for you, that's what I do. I clear the parking lot after the roads get cleared. I can promise you it will be plowed.

Help with town projects town park, I have always helped with town projects, we have graded the roads, filled pot holes if Donnie or past superintendents or people here needed a hand, I always gave them a hand and never charged the town one dime. Have you ever seen me charge the town for spring calcium or anything? No, you haven't.

By the way Mrs. Supervisor, you did say that I didn't have any problem with this at the last meeting. I got this after last months board meeting.

Help with Town Clean-Up Day! So now the Town Board is ordering me to help with Town Clean-Up Day. Town Clean-Up Day, my guys and I volunteered, don't know if you want to go back through town records to see how much money the town paid us to do this. Now your ordering us to do that, I used the town excavator and loader and I planned around it and moved equipment. We spent three days afterwards pulling nails out and cleaning up the parking lot. Now your ordering me? You think I'm going to go to my guys and order them to come in and volunteer? I think that's a thing of the past.

Sand places of public assembly as needed for annual resolution, yeah that's something I can do, that's something I always used to do. You can't as a Town Board force me into signing a contract like that, you can force me to do that. That is all stuff that I have done for years and it aggravates me that you put this on here. Exchange highway work with neighboring towns as needed per annual resolution. The Town Board can't insist on making me sign anything like that. And don't forget, I understand, I know you are right on the phone all the time. I would have like the attorney, because I'm kind of nervous on the way this next part was drawn up, there is five highly intelligent here that allowed this to go out into the public. You passed it as a law. I don't really want to get going down the whole thing because it just goes on and on. It was very poorly written.

John, do you know or anybody here know what a D-3 is? The reason I ask, operates heavy equipment such as rollers, graders, front end loaders, dump trucks, small D-3. What is a D-3? John do you know? Councilmember Trainor answered, no he does not. Supervisor Houghtling said is it an excavator? No. I don't know, hydraulic extractor? I don't know if Norm knows any of these if he'd like to speak up. Number 2, may operate pay loaders and backhoes, we just got done saying that. My high school English teacher would be devastated if he ever read something like this.

Loads fill and other construction material, what does that mean? Does anybody here know what that means? I'm asking you nicely to explain to me what you think you can tell my guys what to do, and I don't know what it is. May operate large flatbed trucks used for transporting heavy equipment. I don't know if anybody has ever seen us with a flatbed truck hauling equipment around, worked here thirty-five years, never once had a flatbed truck. May operate a small caterpillar with special blade used for digging and cleaning drainage ditches. What the heck is that? What is that? You read this and gave it to me, what is that Mrs. Supervisor, I'm not trying to be mean, I just need to know what this stuff is because you made it so this is what my guys are supposed to do and we do not know what the heck it is. May operate dump trucks in the transport of solid waste and sludge. Well I tell you what, the last thing the Town of New Lebanon wants is us to be driving up and down the roads with solid waste and sludge because you'd be in a lot of trouble. I don't know where we would get that stuff from. Occasionally operates dump truck and related motor equipment as work lead demands, occasionally. Obviously, you've got no idea what we do. Check working conditions of equipment and gives routine maintenance. May instruct and train personnel in use of handling specified pieces of motor equipment as directed by the supervisor, I don't know if your going to come over here and start telling them what to do but I'm the Highway Superintendent and I don't tell them guys to go and train, if there's any training to be done, the Highway Superintendent does that. Operates such heavy construction and highway equipment as graders, front end loaders, bulldozers and hydraulic excavators, I think we've covered that like three or four times. I'm really not trying to mean here, I'm really, really disappointed in five highly educated, and I'll leave Jesse off it because he voted no. Jesse did you read this? Councilmember Newton answered yes. Operates snow removal equipment to clear town roads of snow. May perform job duties associated with the motor vehicle operators, we've been through that four or fives times now. May perform job duties associated with installation and maintenance of traffic signs and road markings. This did not even come close to even coming anywhere near on what we do, it really doesn't even tell you what we do. It really doesn't even tell you what we do through the whole thing and like I said, I worry about what gets passed through and sent through in other things. I don't know what was in such a big hurry to push this through without doing it professionally. I will say, I am still working on it but the Town Board cannot tell my guys what to do, I'm elected Highway Superintendent and I tell the guys what their jobs are, if I'm not here and John is the Highway Superintendent, he's the one that tells the guys what their job duties are not the Town Board. I'm not going to bore you anymore, I got a lot of residents very concerned on these seven pages of evaluations, it may be good for Walmart employees or something. This does take a lot of time and effort on my part and it also makes the highway morale pretty poor. I think it was a shame that you allowed this to go out in the public, you made it a law, whether I agree or disagree you let it go through.

Supervisor Houghtling stated that she did want to address a few things, one it's not a law it's a policy adopted by the Town Board, secondly, I don't know what you and your guys do which is why I would have loved for you to be a part of the conversation. Every other department head created their own job descriptions. I requested that you create a job description for yourself and your guys because you obviously know best what you guys do.

You decided not to participate. So, I went to other towns that had job descriptions for their Highway Superintendent and their MEO's and we used those. Then before we even came before the March meeting, I distributed to everyone, including you and I asked for your feedback. So, the fact that you didn't participate in writing your own job description which was what was asked of you, we had to create something not knowing what you and your guys do everyday and then when I gave it to you to review, you had no feedback. I'm not sure what you want the Town Board to do with that. If you would like us to make amendments and you would like to do what we asked you to do which is sit down and write out a job description for yourself and your guys, I would be happy to modify your job description and adopt a new job description that is more fitting to what you and your guys do. I would love your input on that, which is what I've been asking for since I took office in January. This is something we have been working on when I was Town Clerk, for about a year. This wasn't a rush through last minute. It sat from March until last months meeting because of Corona Virus, it was on the agenda for March, I wanted you to help create the job descriptions, you did not. I wanted you to review it before we put it to the Town Board and public for review, you did not. So, now for you to come to the Town Board and say this is all wrong I think falls on you.

Highway Superintendent Winestock stated that he could ask Marcie to go back through and look, I'm 99% sure it was the last Supervisor, it was dead in the water for the highway department. This was not to go any farther to the highway department, it was going to stay in the town hall where it basically belongs, that's where the problem was. How many problems has the highway department had? At the end of the day who gives my guys pay raises? Supervisor Houghtling answered you. Who give me the money for that? Supervisor Houghtling answered the Town Board. Who is the last one to say whether Marcie's Deputy Clerk gets any money? Supervisor Houghtling answered the Town Board. So, what is this all for? Supervisor Houghtling answered Thank you Jeff.

Josh Young: Introduced himself to the Town Board and its members. He is a new and enthusiastic citizen of New Lebanon. He manages the farmer's market, encourages everyone to support the farmers at the market, including their new virtual farmer's market which you can find at newlebanonfarmersmarket.com. He has received a request from a few members of the board to share a proposal about ways that the town could sponsor the market and wanted them to know that they are working on that and working with the Business and Economic Development Committee and the food subcommittee.

VETERAN BANNERS PRESENTATION:

Rita Carver, BEDC member introduced Chris Lecce from the Taconic Valley American Legion Post to talk about the Military Tribute Banners Program.

Chris Lecce, Taconic Valley American Legion Post stated that he graduated from Berlin, about six years ago he took over as the commander of the Legion Post in Berlin and he works at Amtrak right now. He has started the program in five towns and would like to add New Lebanon to the list. Chris stated that he tries to get with any Veteran's

Organization within the town and he prefers that they run this program and be involved with it. Chris asked is the American Legion in New Lebanon is active?

Councilmember Newton stated that it is not. There is one active member and cannot remember his name.

Supervisor Houghtling stated that she spoke with Brian Sedgwick, we as a town do budget \$1,000 a year for the New Lebanon Legion, they do the Memorial Day Parade. She did talk to him; he was interested but hasn't returned either hers or Rita's phone call.

Supervisor Houghtling stated that she did talk to Brian at the Memorial Day service and he was interested and would like to be involved. When she hears back, she will make the connection with Chris Lecce.

Chris Lecce stated that he heard the New Lebanon American Legion was defunct but then he heard it was active again.

Supervisor Houghtling stated that they are looking to get their membership up, if any Veteran is interested in joining.

Chris Lecce stated that he'd be happy to help with that effort. Chris stated that he scoured the country to find the best program. He found a program that provides an 18" X 36", double sided in full color town banner and there is a 12" X 24" one sided yard banner that comes with the larger 18" X 36" town banner. You can purchase as many yard banners as you want for your family, they are \$20.00 a piece in addition to the included one-yard banner. The total package cost is \$130.00 and you get the double-sided town banner and the one-sided yard banner and all of the mounting hardware. There is a website that shows every banner that is made for New Lebanon. There is also a link on that website where you can fill out the application. These banners are made for honorably serving or served Veterans. They have to verify that they served or are serving in the service, any branch of military for any time period or war. Chris will be working with the BEDC on how all of the applications will be handled. A photo has to be provided and will be returned to the family.

Chris stated that in Berlin, the Legion coordinates with the town to have the banners put up along the parade route.

Rita Carver, BEDC stated that they were hoping to put the banners up along the "miracle mile" along Route 20/22 to start with and continue throughout the town if participation is high. Rita stated that she had spoke to Supervisor Houghtling about working with the utility company so that the banners are properly installed on the utility poles. Rita stated that she hopes once she connects with the New Lebanon American Legion, they can get local labor for the mounting of the flags as well as taking them down in the winter. The winter weather will make the banners brittle.

Chris stated that in Berlin the banners are put up before Memorial Day and taken down

after Labor Day.

Supervisor Houghtling stated that we can also put in the newsletter that we will be looking for volunteers to help with that.

Councilmember Newton stated that he thought this could go hand in hand with the newly revitalized Flag Project which was started recently. They have received monetary donation and will be getting new brackets to mount the flags with. Jesse stated that he will probably be the one putting those up. NYSEG was contacted this year and they kind of gave us carte blanche within a few guidelines.

Councilmember Newton asked if the smaller towns like Brainard or Malden Bridge will be able to participate in New Lebanon.

Chris stated that it is up to the town of New Lebanon. Even if the Veteran wasn't a New Lebanon resident but their family is, they are able to participate and purchase a package for the family member to be displayed in the Town of New Lebanon.

Councilmember Trainor asked if the group that you contact through Banners of New Lebanon have files on the Veterans from each town or do the individuals submit a photo and they create the banner.

Chris Lecce stated that all of the information will be coming through Rita Carver and himself. Anyone interested in honoring a Veteran will have to submit an application, a photo and a DT214. You have to show proof of service. Anyone who has a Purple Heart or higher Valor Metal, up to the two highest Valor Metals can get placed on the banner, but again there has to be proof of the Valor Metal honored. We have had WWI, we've had Civil War, obviously you're not going to find paperwork for that. They ask a family member to write something up and vouch for what they know to the best of their knowledge.

Supervisor Houghtling thanked Chris for his presentation and stated that she is so excited that this day has come. Chris contacted her when she was Town Clerk maybe two, two and a half years ago, she was very excited and wanted to have this happen. The Supervisor at the time told her to have him go through the County and through the local Legion and that just didn't happen. This has been a long time coming, as soon as she became Supervisor, she contacted Chris to see about making this happen. Supervisor Houghtling stated that Louise Clousser happened to come up to her a few months back and then Rita mentioned it, and this was on her to do list and just hadn't gotten to it, so this is great.

Chris stated that any Veteran that was killed in action, the family does not pay for the banner, they take donations. It is a recommendation to each town that they should do that. It is on the bottom of the application that if you wish to make a donation to ensure that all Veterans can get a banner. Chris also stated that if a Veteran is MIA or was POW to include that, it will be put on the banner.

More information about the banners is available on the Post 937 website or by emailing nypost937@gmail.com or by contacting a Post 937 member. Information on this will go out in the upcoming November 1st town newsletter.

Supervisor Houghtling made a motion that the Town of New Lebanon promotes the Military Tribute Banner Program organized through Chris Lecce, Rita Carver and Louise Clouser and that we spend up to \$200.00 on printing on pamphlets to be distributed through local businesses and other avenues and that we include it in the upcoming November 1st newsletter. The motion was seconded by Councilmember Newton.

Roll Call Vote:

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

BUDGET AMENDMENT #6 OF 2020:

Supervisor Houghtling stated that we have an insurance expense for the new grader that was not budgeted for. Our Consolidated bill was supposed to go down significantly according to past Supervisor when fiber was put into the Town Hall, so when the 2020 budget was done, we brought that expense down about \$2,000, once we actually got fiber installed and got the bill it was actually slightly more but the internet is vastly better, we just mis-budgeted. What we did is we took \$15,000 from the attorney fund, which we actually budgeted pretty right on, but we brought \$15,000 into the litigation line. Now realizing that we depleted our attorney fee that we need for the year, we probably should have taken that from contingency. What I would like to propose is that we only take \$7,500 back in litigation because Jon thinks it's going to be about \$5,000 this year and the other \$10,000 next year.

General Fund:

\$ 7,500.00	from A-1402.42 (Attorney – Cont. Exp. – Litigation)
\$10,600.00	from A-1990.4 (Contingency)
\$ 160.00	to A-1910.4 (Unallocated Insurance – Cont. Exp.)
\$ 3,000.00	to A-1650.4 (Central Communications – Cont. Exp.)
\$15,000.00	to A-1420.4 (Attorney – Cont. Exp.)

A motion was made by Councilmember Trainor 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

AMEND ABSTRACT #6 OF 2020:

Supervisor Houghtling stated that on Abstract #6 of 2020 there was a typo on Voucher #183, it had account # 1650 and it was supposed to be account # 1680.

A motion was made by Councilmember Newton and seconded by Councilmember Trainor, approved unanimously to amend Voucher #183 to come out of account A-1680.4 instead of A-1650.4 and amend Abstract #6 of 2020 accordingly.

AUDIT OF BILLS:

Highway No. 85, in the amount of \$218,310.00 for the new truck.
As listed on Abstract No. 8A dated September 8, 2020.

General Nos. 273 through 306, in the amount of \$55,805.38;
Highway Nos. 86 through 94, in the amount of \$11,182.21; and
Escrow Nos. 11 through 13, in the amount of \$630.00;
As listed on Abstract No. 9 dated September 8, 2020.

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

Roll Call Vote:

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

OLD BUSINESS:

Estimated Revenue Decreases and Expenditure Cuts:

Supervisor Houghtling stated that she actually doesn't have an update but we are going to leave it on the agenda so we don't forget about it. It is basically the same as last month, for anyone who wasn't here we are in decent shape. What we estimated that we were going to lose in revenues is about right on on the lower end and we did cut expenditures down by that much so we will probably be in good shape. Brian did say if there were any smaller projects that we had put off that we wanted to do he feels comfortable that we could do that.

Water Testing Status:

Supervisor Houghtling stated that we did get two more negative results. She spoke with New York State DOH the other day, they said that everyone should have gotten results, everyone opted for email but one person. Supervisor Houghtling and Peg Munves are following up with those that said they would share with the town that we haven't heard

from yet. By next meeting we should have all of the results. To date we have gotten five negative results out of ten that said they would share their results with the town.

Bids for Concrete for Skatepark

Supervisor Houghtling stated that she will waive the reading of the concrete bid notice and have it entered into the minutes.

**NOTICE TO BIDDERS
CONCRETE AND MATERIALS FOR
SKATEPARK TOWN OF NEW LEBANON
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for the following materials for a concrete pad to house a skatepark at Shatford Park, the Town's Municipal Public Park. All materials must be delivered to Shatford Park, 170 Old Post Road, New Lebanon, NY, 12125.

- 1) Concrete with specifications as defined in the document titled "Section 033000 – Cast-in-place Concrete"
- 2) Steel Reinforcement with specifications as defined in the document titled "Section 032100 – Steel Reinforcement for Concrete"

All bids must adhere to all the specifications laid out in the above two documents and in line with the slab detail as drawn and defined in the document titled "Slab Detail Mod (1)". All specification and drawing documents can be obtained by emailing townclerk@townofnewlebanon.com.

Bids will be received by the Town Clerk of the Town of New Lebanon, NY, Town Hall, 14755 Route 22 North, New Lebanon, NY 12125. until 4:00 PM on or before Friday, September 4, 2020. at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on September 8, 2020, 7:00 PM, at a Regular Meeting of the Town Board at 14755 Route 22, New Lebanon, NY 12125.

No bid will be accepted unless a signed Certificate of Non-Collusion is submitted with the bid. All bids must be submitted in a plain, unmarked envelope with "Concrete Bid" written on the envelope.

The Town of New Lebanon Town Board expressly reserves the right to waive any irregularities in or to accept any bid or to reject any and all bids or to award on any or all items. No bidder may withdraw his/her bid within twenty-five (25) days after the actual date of the bid opening.

By order of the Town Board, Town of New Lebanon

Town Clerk Robertson read the bid received from Bonded Concrete:

BONDED CONCRETE, INC.

P.O. BOX 189 · WATERVLIET, NY 12189 Ph: (518) 273-5800 · Fax: (518) 273-6134

August 28, 2020

CONCRETE QUOTE- P.O. for: Town of New Lebanon Shatford Park

Polypropylene Micro-Fiber (1 bag/cy)	\$	8.00	per cu yd
Mid Range Water Reducer (6" slump)	\$	4.00	per cu yd
Super Plasticizer (8" slump)	\$	8.00	per cu yd
Retarder	\$	5.00	per cu yd
Hot Water			
Automatically charged Novl thru April 15	\$	6.00	per cu yd
Non chloride accelerator 1% 12 oz/100wt	\$	5.00	per cu yd
2% 24 oz/100wt	\$	10.00	per cu yd
Saturday delivery charge	\$	90.00	per load

If this quote is accepted within 90 days, the above pricing will remain valid through 12/31/2020. Bonded Concrete Inc.'s General Terms and Conditions are applicable (see attached).

A Fuel Surcharge of \$8.00 per load will be assessed when the price of diesel reaches \$3.50 per gallon and will increase 20% for each 50¢ increase in the diesel price above \$3.50 /gal.

Supervisor Houghtling asked Councilmember Newton if he knew what the math equates to based on the specs we put out there and the bid they submitted.

Councilmember Newton responded approximately 75 yards of material.

Supervisor Houghtling stated so, \$7,500.

Supervisor Houghtling and Councilmember Newton held discussion about the number of loads that will be needed and trying to get volunteers to work on week days to avoid the extra Saturday delivery charges.

Supervisor Houghtling made a motion to accept the quote from Bonded Concrete for the skatepark and authorize up to \$12,500 to be spent out of the parks budget subject to Jesse getting the volunteers necessary and whatever quotes are required for our procurement policy for the other materials and supplies. The motion was seconded by Councilmember Newton.

Roll Call Vote:

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

Tegan Cook offered her crew to help with the concrete for the skatepark.

Councilmember Newton updated that hopefully this will be the last weekend for the tear down. Volunteers have been showing up.

Supervisor Houghtling gave a huge thank you to Jesse and all of the volunteers.

Bids for Engineering Services for the Town:

Supervisor Houghtling stated that she will waive the reading of the engineering bid notice and have it entered into the minutes.

**NOTICE TO BIDDERS
ENGINEERING
SERVICES TOWN OF
NEW LEBANON COUNTY
OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for a Town Engineer for the year 2021 with services to begin on October 14, 2020 in conjunction with our current Town Engineer and to continue as the sole Town Engineer on January 1, 2021.

Possible/Potential Scope of Services:

- Assisting the Code Enforcement Officer (CEO) as requested. This can be specific code review of submitted construction drawings and/or questions on various aspects of submitted construction documents to the CEO.
- Attending planning board and zoning board of appeals meetings for general consultation and specific review and comments of subdivision, site plan, zoning, and commercial application projects. Review of SEQRA documents, SWPPP and all other NYS DEC, DOT, DOH or other agencies comments and requirements associated with such projects.
- Conducting inspections, preparing scope of work descriptions, technical specifications, reviewing and commenting on detailed construction drawings, contract documents, for ongoing or contemplated public works projects, including bridges, roads and parks.

- Assist the Town Board with the development of construction projects including the solicitation, analysis, and procurement of contractors to perform construction and/ or other services related to various ongoing or contemplated public works projects.
- Providing on-site and/or off-site supervision and evaluation of quality control for various public works projects, coordination and scheduling of contractors and required inspections, conducting periodic inspections, and preparation and submission of reports regarding the progress of various projects to or on behalf of the Town.
- Preparing concept reports, feasibility studies, cost estimates, proposed funding plans and other written materials regarding various ongoing or contemplated public works projects.

All services shall be performed exclusively in the best interest of the Town in accordance with all applicable professional, statutory and regulatory standards and codes and in the most efficient and cost-effective manner practicable. The selection of a Town Engineer will not guarantee any minimum amount of services and all services are on an as needed basis at the contracted hourly rate.

Bids should be in the form of an hourly rate with all hours on an as needed basis and must be in a PLAIN ENVELOPE and labeled only with "Engineering Bid" and must include a Non-Collusion Bidding Certificate which can be obtained by emailing townclerk@townofnewlebanon.com.

Bids will be received by the Town Clerk of the Town of New Lebanon, NY, Town Hall, 14755 Route 22 North, New Lebanon, NY 12125, until 4:00 PM on or before Friday, September 4, 2020, at which time and place they will be publicly opened and read aloud, with interviews to be scheduled before the October 13, 2020 town board meeting and with the contract being awarded, if acceptable, on October 13, 2020, 7:00 PM, at a Regular Meeting of the Town Board at 14755 Route 22, New Lebanon, NY 12125. The Town Board reserves the right to reject or accept all bids.

By order of the Town Board, Town of New Lebanon, New York.

Town Clerk Robertson read the bid received from Enginuity Engineering & Design:



Suite 11437 State Route 2951 Chatham, NY TSchroder@EnginuityDesign.com 518-392-8020

September 4, 2020

Town of New Lebanon
14755 Route 22 North

New Lebanon, NY 12125

Re: Town Engineer Bid To Whom it May Concern,

Enginuity Engineering & Design PLLC is expressing interest in the Town Engineer position posted on August 17, 2020 on the town's website.

Timothy Schroder, PE (New York License No. 090220) has extensive experience in the design and construction of building structures of all typical construction materials. We have served as the design engineering for small residential projects and large commercial and educational projects primarily in New York State.

We have served as the construction manager for several projects up to \$7.5 million for the entire project work scope.

We are not experienced in the design and/or construction of roads and bridges as that is not an area where we practice engineering. Although we aren't experienced in some of the listed requirements for civil construction we do have experience in inspecting and managing construction project that would be applicable to such projects.

PROPOSED HOURLY RATE: \$125.00 per hour plus expenses.

Anticipated expenses include Plotting, Mailing, Mileage, etc.

Please feel free to contact me for additional information or any questions.

Sincerely,

Timothy Schroder, PE, Member

Supervisor Houghtling stated that she did talk to CEO, Cissy Hernandez, she has worked with Mr. Schroder multiple times, she has had great experiences with him. It is the only quote that we received. He almost didn't bid because he does not have the bridge and road engineering experience. It is something that we don't do often, so in talking to Paul McCreary and Dean Knox at County, they both said we could certainly appoint Mr. Schroder and then have a firm or a specialized road and bridge engineer. For now, we would obviously want to interview. Paul McCreary wants to be part of the interview as does CEO, Cissy Hernandez and hopefully our new Planning Board Chair if we appoint tonight.

Councilmember Newton stated that he knows Mr. Schroder has worked with our Code Enforcement office and she's been happy. The big thing is he doesn't know if he has Planning Board experience. He suggested to reach out to Prendergast, I know he has a bunch of Planning Board experience but he doesn't have the buildings.

Supervisor Houghtling stated that she did not reach out to any specifically, we just put it in the paper and out through our email blast.

Councilmember Newton asked Elizabeth Brutsch, acting Planning Board Chair if they are still planning on having the engineer do some training with the planning board members.

Elizabeth Brutsch, Acting Planning Board Chair answered that she thought it would be beneficial to all of the Planning Board members.

Councilmember Newton stated that if we reached out and asked Mr. Schroder if he'd be willing to sit in on Planning Board meetings with Paul McCreary.

Supervisor Houghtling stated that she told Mr. Schroder that if after his interview and the board wants to appoint him, we would appoint him at the October meeting and we would have both him and Paul McCreary both be the town's engineers for October 13th through the end of the year.

Bids for Cleaning Services for the Town:

Supervisor Houghtling stated that she will waive the reading of the cleaning bid notice and have it entered into the minutes.

**NOTICE TO BIDDERS
2021 CLEANING SERVICES FOR THE TOWN
HALL TOWN OF NEW LEBANON
COUNTY OF COLUMBIA**

NOTICE IS HEREBY GIVEN that the Town of New Lebanon, NY is seeking bids for cleaning the town hall for the year 2021. The cleaning will be a total of 7 hours per week and can be done evenings and weekends, either all at once or broken up into sections with at least 4 hours of cleaning the main common areas to be done between 5pm Friday and 9am Monday. The other 3 hours is the cleaning of offices and can be flexible as far as when the cleaning is done. Cleaning supplies and equipment such as mops and vacuums are provided by the Town. All bids should be submitted as a straight hourly rate.

This job is subject to prevailing wage requirements with an exemption from paying prevailing wage if you have no employees performing this job and you are the owner/operator of your cleaning business, in which case you must submit DOL documentation, which the Town can provide to you, before payments can be released. Bids should be in the form of an hourly rate and must be in a PLAIN ENVELOPE and labeled only with "Cleaning Bid" and must include a Non-Collusion Bidding Certificate which can be obtained by emailing townclerk@townofnewlebanon.com.

Bids will be received by the Town Clerk of the Town of New Lebanon, NY, Town Hall, 14755 Route 22 North, New Lebanon, NY 12125, until 4:00 PM on or before Friday, September 4,

2020, at which time and place they will be publicly opened and read aloud, with interviews to be scheduled before the October 13, 2020 town board meeting and with the contract being awarded, if acceptable, on October 13, 2020, 7:00 PM, at a Regular Meeting of the Town Board at 14755 Route 22, New Lebanon, NY 12125 for the 2021 year cleaning contract. The Town Board reserves the right to reject or accept all bids.

By order of the Town Board, Town of New Lebanon.

Town Clerk Robertson read the two bids received from Jody Brewer and Michelle Bienes:

September 2, 2020

**Marcie Robertson Town Clerk
Town of New Lebanon 14755
Route 20 N
New Lebanon, NY 12125**

Re: 2021 Cleaning Services

Dear Mrs. Roberston:

I would like to be considered for the 2021 cleaning services at the New Lebanon Town Hall.

I have been a town of New Lebanon resident most my life, I graduated from New Lebanon High School and raised my children in the school district. My grandchildren currently attend NLCSD. I am a member of the 1st Baptist Church in Lebanon Springs. I have volunteered many hours at the Free Store at the Town Hall and am familiar with the Town Hall layout and offices. I am fully retired and will have no issues working after 5pm for the cleaning of the main common areas.

My hourly rate is \$17.00/hour.

My contact information is listed below, and the Non-Collusive Bidding Certificate is attached. Jody Brewer

And;

8/24/2020

Michelle Bienes
New Lebanon, NY 12125

Dear Town Clerk,

I would like to provide a bid for the cleaner position. My hourly rate would be \$20.00/ hour. Thank you for your time.

Michelle Blenes

Supervisor Houghtling stated that she thinks interviews for cleaning in October as well.

Town Safety Plan – Employee Training:

Supervisor Houghtling stated that we have everyone except two people who have taken the training by the 8/31/20 deadline. We have one Recreation Committee member and one Climate Smart Task Force Committee member who have not taken the training.

Supervisor Houghtling stated that she did speak with both of the chairs for these committees and it sounds like both of these members have not been active members. The board set a deadline to complete the training, they have not, her recommendation would be to remove these members from their positions.

Councilmember Newton said his only question would be are they not doing this because they are uncomfortable with the pandemic and they might be active members later on?

Supervisor Houghtling stated that for the Rec. Commission, no.

Tegan Cook, Recreation Commission Chair, stated that prior to the pandemic this member was not an active member.

Supervisor Houghtling stated that the CSC wasn't really a committee before the pandemic, so we can't really speak to the CSC.

Supervisor Houghtling made a motion, seconded by Councilmember Trainor and approved unanimously to remove Steven Dono from the Climate Smart Task Force and Ann Smith from the Recreation Commission and to advertise a vacancy for the Recreation Commission and a vacancy for the Climate Smart Task Force with letters of interest due by October 9th at 4:00 pm.

Surplus Highway Equipment Bids Cancelled:

Supervisor Houghtling stated that the Town Board upon the request of Highway Superintendent Winestock had declared four pieces of highway equipment surplus, the old grader, 2008 Dodge truck, 1997 International and a 1999 International. We had motioned to go out to bid through Auctions International on those four pieces of equipment. Councilmember Newton communicated with Supervisor Houghtling after we declared them surplus and motioned to go out to bid that Highway Superintendent Winestock no longer wanted to go out to bid, which is his purview. So, we did not put out a bid for those four pieces of surplus equipment.

Councilmember Newton stated that he did speak to Highway Superintendent Winestock today and he just received the Dodge back, it was out to be repaired and he would actually like to put that out to surplus but he would like the town to use the newspaper, he would

like to see another local municipality or a small business get the truck. He would also like the 1999 International to go out as surplus as well.

Councilmember Newton made a motion to declare the 2008 Dodge and the 1999 International as surplus and to go out to bid on them but not through Auctions International but to advertise in the paper with bids due on November 6th at 4:00 pm. The motion was seconded by Supervisor Houghtling.

Roll Call Vote:

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

Highway Equipment Asset Management Plan:

Supervisor Houghtling stated that Councilmember Rasmussen took the beginning of the asset plan that Councilmember Newton gave the board at the last meeting, compared it to the inventory filed with the Town Clerk, added back in the four surplus pieces of equipment which two might come back out, for now we own them.

Councilmember Rasmussen stated that he thought that the most productive conversation would be for Highway Superintendent Winestock and Councilmember Rasmussen to talk and make sure they get to a clear status of the inventory.

Councilmember Rasmussen stated that Highway Superintendent Winestock has clearly done a really good job of making old equipment run well for a long time in that Councilmember Newton's research said that some of those trucks, if we were to buy a new one, we should expect for it to last four years and we have twenty year old trucks running.

Councilmember Rasmussen stated that to him a more relevant issue isn't how long should it last according to the books, that's a good starting point. Really a very relevant questions is how long does Highway Superintendent Winestock think he can make each piece of equipment last. Part of the asset management is planning forward for when the next purchases of each item need to be made.

Councilmember Rasmussen stated that he likes Councilmember Newton's suggestion that between now and the next meeting they should communicate and then provide a report for the board at the next meeting.

Councilmember Gordon stated that she is wondering if she could get a tutorial, when she looks at the spreadsheet, she is having a hard time understanding it and she feels irresponsible.

Supervisor Houghtling asked Councilmember Newton if he can get together with

Councilmember Gordon to explain it. He agreed.

NEW BUSINESS:

Planning Board Member & Chair Resignation:

Supervisor Houghtling stated that we had resignation from Michael Blatt from both the Planning Board and his position as Chair.

Supervisor Houghtling made a motion, seconded by Councilmember Gordon and approved unanimously to accept the resignation from Michael Blatt as a Planning Board member and Chair.

Planning Board Chair Appointment:

Supervisor Houghtling stated that at the last Planning Board meeting she asked the Planning Board Clerk to announce that the Town Board would appoint a new Chair at our September meeting and if anybody was interested in serving as Chair, they should reach out to her. She received an email from Elizabeth Brutsch interested in serving as Chair. Supervisor Houghtling did call every Planning Board member and had a conversation with everyone except for Bob, who didn't return her call.

Bob Smith, Ethics and Planning Board member stated that Supervisor Houghtling never called him.

Supervisor Houghtling stated that she did, she left a voice mail on his cell phone. It was about the training and about the Planning Board Chair on the Friday before the due date of the training, August 28th.

Supervisor Houghtling stated that everyone she spoke to gave an enthusiastic yes to Elizabeth serving as Chair. Supervisor Houghtling asked Bob Smith since she didn't hear from him does he want to weigh in on this.

Bob Smith, Ethics and Planning Board member stated that he didn't care.

Supervisor Houghtling made a motion, seconded by Councilmember Trainor and approved unanimously to appoint Elizabeth Brutsch as the Planning Board Chair through the end of 2020.

Supervisor Houghtling stated that we need to replace the Planning Board position for Michael Blatt, his appointment is through 12/31/2021.

Supervisor Houghtling made a motion, seconded by Councilmember Gordon and approved unanimously to go out for letters of interest for the Planning Board position through 12/31/2021 with letters of interest due on October 9th at 4:00 pm.

Introduction of Proposed Local Law #2 of 2020:

Supervisor Houghtling stated at tonight's meeting we will introduce the Local Law, if there

is anything that any Town Board members want to amend or edit, now would be the time to do it.

Supervisor Houghtling asked the Town Board if there are any questions on either Proposed Local Law #2 or Local Law #3. Supervisor Houghtling asked Ted Salem, ZBA Member and ZRC Chair if he would give a brief summary.

Ted Salem, ZBA Member and ZRC Chair stated that with the short-term rentals the baseline was basically the bed and breakfast regulation. With the feedback that they got they changed three elements. One, they exempted situations where a person was having a rental in their own home and there was one unit that they were renting, renting out a bedroom in your home. Second, under the bed and breakfast rule at present it's a special permit with site plan review in all of the districts in which it is permitted. We changed that to a special permit only in the residential districts and permitted use in the general commercial district. So, no site plan review in any case, there was some real concern about that. Going forward if this was adopted, the Zoning Board of Appeals would hear this as a special permit only for those applicants in a residential district. It's a permitted use which will not require any board's review in a general commercial district. Third, just flew right out of his head.

Supervisor Houghtling made a motion to introduced Proposed Local Law #2 of 2020, A Local Law to Update and Amend Chapter 102, Chapter 179 and Chapter 205 of the Code of the Town of New Lebanon. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

Introduction of Proposed Local Law #3 of 2020:

Supervisor Houghtling stated that this is basically amending our code to make it in line with some changes that happened on a state level for Federal Building Code. Any questions.

Supervisor Houghtling made a motion to introduce Proposed Local Law #3 of 2020, A Local Law to Amend and Update Chapter 81 of the Code of the Town of New Lebanon. 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

Supervisor Houghtling stated that we have to set Public Hearings for both proposed Local Laws.

Supervisor Houghtling made a motion, seconded by Councilmember Trainor and approved unanimously to schedule a Public Hearing for Proposed Local Law #2 of 2020 for 6:00 pm on October 13th, 2020.

Supervisor Houghtling made a motion, seconded by Councilmember Newton and approved unanimously to schedule a Public Hearing for Proposed Local Law #3 of 2020 for 6:45 pm on October 13th, 2020.

Set Budget Workshop Dates:

Supervisor Houghtling stated that the tentative budget is due September 30th, we have the month of October for budget workshops. Her recommendation is that we schedule four or five to start with, if we need to add more, we can.

Supervisor Houghtling stated that we also need to schedule interviews for the Town Engineer and the Town Hall Cleaner.

The following special meetings and budget workshops were scheduled:

Wednesday, October 7, 2020 at 6:00 pm – Special Meeting /Interviews (Engineer & Cleaner)

Wednesday, October 7, 2020 at 7:00 pm – Budget Workshop

Thursday, October 15, 2020 at 6:00 pm – Special Meeting /Pavilion Bathroom Contract

Thursday, October 15, 2020 at 6:05 pm – Budget Workshop

Monday, October 19, 2020 at 6:00 pm – Special Meeting /Interviews (Planning Board)

Monday, October 19, 2020 at 7:00 pm – Budget Workshop

Thursday, October 22, 2020 at 6:00 pm – Budget Workshop

Wednesday, October 28, 2020 at 6:00 pm – Budget Workshop

Free Store – Open By Appointment Only:

Supervisor Houghtling stated that a lot of people have been asking about the Free Store that rely on it. The CSC took over the organization of the Free Store, Supervisor Houghtling met with Sarah the other day, she has some volunteers signed up to come and get it back into working order. Supervisor Houghtling stated that she is requesting that we open the Free Store by appointment only with only one family allowed up there at a time. Supervisor Houghtling stated that she is a little torn on it because we are limiting the number of people in the Town Hall but a lot of community members depend on it. Supervisor Houghtling will take on the work of the on site and Sarah will take on the work of the coordination and volunteers.

Councilmember Newton stated that there is the extra effort of disinfecting and separating people and the health screening.

Supervisor Houghtling stated that she is happy to volunteer her help on that.

Cynthia Creech, Deputy Court Clerk, CAC, ZRC and BEDC member asked if there was any way to bring items from the Free Store out and maybe bring them to the pavilion.

Supervisor Houghtling stated that if there were a slew of volunteers and they wanted to they could.

Town Clerk Robertson stated that she agrees with the need to open the Free Store but that she has concerns for both safety and the extra work time that this could involve.

Supervisor Houghtling stated that she didn't want to overwhelm the Town Clerk's office so that she will only make appointments during the time that she is at the Town Hall.

Town Clerk Robertson stated that if her office is not busy, she would never turn anyone away. She stated that if there is a plan in place, she thinks it is possible but thinks we do need to be cautious and thoughtful of other people in the building and how they might feel about it.

There was a lot of discussion by several people thinking about ways to possibly make this work the best way possible for both the safety of the town and its employees and to accommodate the needs of the public.

Supervisor Houghtling stated that it's going to take a least a month for Sarah and the volunteers to clean up the Free Store, they are going to clean it up regardless of when we are going to open it, let's table it until next month.

Town Clerk Robertson stated that she has another concern for the fact that her office is providing curbside service to residents and others that are there paying for something such as a hunting license, a marriage license, garbage bags, etc. and standing outside the Town Hall waiting to be waited on, how can she justify having people walking into the building while making all of the others wait outside. Town Clerk Robertson stated that she really didn't want to be a negative nelly about this but felt there were some real concerns to be addressed.

Councilmember Rasmussen stated that there are obviously things to be worked out, let's let the clean up happen and revisit it next month.

Next Newsletter November 1st – Submissions Due by 10/19:

Supervisor Houghtling stated the next newsletter is to go out November 1st, submissions are due by October 19th to the Town Clerk's office.

Supervisor Houghtling stated that it hasn't yet gone through the BEDC full committee because their meeting got bumped because of Labor Day, but the Sub Committee wants to include kind of a business directory so to speak, restaurants, hardware stores, farms, etc. and list them all. The memo that the attorney gave them said they can use publicity funds; we can do a small budget amendment under \$200 into that for printing. As long as it is a

separate printed document stapled and folded and inserted inside the newsletter, which means we only pay the mailing once, he suggests that we split that mailing cost between the newsletter budget line and the publicity budget line so that it is clear that we realize that we are mailing both a publicity item and another item.

Supervisor Houghtling stated that the BEDC has done a really good job and spent a lot of time to try and get every business in our listing, but there could be a work from home business that we don't have in there, so the attorney's idea was to include something at the bottom that says if you'd like to be included in the directory to please contact said person. They would then be added to the business directory.

Supervisor Houghtling stated that they still need full BEDC approval, normally that would happen first but because of the deadline she didn't want to leave the sub committee out. Supervisor Houghtling is looking for the Town Board to approve that pending the approval of the full BEDC at their next meeting

Supervisor Houghtling made a motion that pending approval of the full Business and Economic Development Committee at their meeting on September 17th that the sub committee for Outreach and Marketing of the BEDC put together a business directory as a separate thing from the newsletter but to be mailed as an insert inside the November 1st newsletter with expenditures not to exceed \$300.00 between mailing and printing. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

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

Location for Town Board Meetings October Through Winter:

Supervisor Houghtling stated that they thought about meeting at the firehouse but they do not have internet and that poses a problem.

Councilmember Newton stated that technically have internet but they don't have Wi-Fi and he doesn't think have have fiber. He will follow-up with the firehouse at the next meeting.

Supervisor Houghtling stated that if the fire company is not an option could there be other options. Maybe at the October meeting we should figure out a location starting in November and Councilmember Newton can find out more from the LVPA on the internet and the cleaning. Supervisor Houghtling will reach out to the school, they are very limited on who they can allow in the building so it might not be an option. Can we think of any other buildings that are large enough to accommodate the meetings?

Cynthia Creech, Deputy Court Clerk, CAC, ZRC and BEDC member asked about the Catholic

parish meeting hall.

Supervisor Houghtling stated she will reach out and they have internet because the poll books are electronic.

Front Door Schedule:

Supervisor Houghtling stated just an update on the schedule. Michelle Bienes, thank you so much, she has gotten way more than her summer camp hours in so we paid her her summer camp salary, she was at the Town Hall every day 9-5, checking people in and doing health screenings and definitely going above and beyond. Michelle has agreed to continue doing that after her school hours.

Supervisor Houghtling stated that she has worked out a schedule, she will work the front door twenty hours a week, the Town Clerk's office will work the door twelve hours a week and Michelle is going to work it twelve hours a week, covering the door Monday through Friday 9-5. John Trainor is always available on call, thank you.

Pavilion Vandalism:

Supervisor Houghtling stated that we had an incident of vandalism here at the pavilion with graffiti, we have put in a police report with the Sherriff's office. For something like this they typically wouldn't fingerprint, Supervisor Houghtling did call Sherriff Bartlett and they are going above and beyond with an investigator.

Supervisor Houghtling stated that we had already gotten a quote for security cameras and Councilmember Newton had put it into the parks budget for 2021, the plan was to put them in in the Spring. Supervisor Houghtling stated that she feels very strongly that we should put them in right away. The quote came in at \$2,879.60.

Supervisor Houghtling and Councilmember Newton had brief discussion on whether or not we need additional quotes due to the cost.

Town Clerk Robertson asked if we need to get additional quotes given the fact that we are already in a contract with Doyle for our other security system.

Supervisor Houghtling stated that she will check with the town attorney to see if an extension of the current contract qualifies or if we will need additional quotes.

Councilmember Newton stated that he grapples with this amount because we received this quote a little while ago and really there has never been \$3,000 worth of damage at the pavilion before, mostly small vandalism issues. This incident was enough that he feels we should put the cameras in. He doesn't really want to put the cameras in but doesn't think we have an option.

Supervisor Houghtling stated that we did report a claim to the town insurance company and there is a \$1,000 deductible but they believe the damage is in the \$5,000 plus range.

Supervisor Houghtling made a motion pending affirmation from the town attorney that because it is an existing contract that we have we do not need another quote to accept the quote from Doyle for \$2,879.60 for the installation of two cameras at the town pavilion. The motion was seconded by Councilmember Newton.

Roll Call Vote:

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

Pavilion Rentals:

Supervisor Houghtling stated that when COVID came they shut everything down, we have been reopening things by motion of the Town Board. The tennis courts, the basketball courts and playground, possibly the Free Store at some point and for lack of communication, we never officially re-opened the renting of the pavilion.

Supervisor Houghtling made a motion, seconded by Councilmember Trainor and approved unanimously to officially re-open the pavilion for rentals for the remainder of 2020.

COMMITTEE/LIAISON REPORTS:

Assessor (Councilmember Rasmussen):

Councilmember Rasmussen stated a little bit of good news, we received a letter this month from the State office of Real Property Tax Services commending Kim Smith, Assessor on her handling of the real estate assessments, saying in fact that she is maintaining a system of Real Property of Tax Administration that meets the highest standards set by the state. This also means that we are going to receive a payment from the state of \$4,266.09. Thank you to Kim on your hard work.

Building Department (Councilmember Newton):

Councilmember Newton stated no report.

Business & Economic Development (Councilmember Gordon):

Councilmember Gordon stated that the sub-committees have all been meeting and at the next full it should get interesting.

CAC & Environmental Management & Climate Smart Task Force (Councilmember Gordon):

Cynthia Creech, Deputy Court Clerk, CAC, ZRC and BEDC member stated that the main things that they have been doing is a little housekeeping on the water situation and getting the budget put together.

Steve Powers, CSC Chair reported that the CSC is looking into how to implement the

resource recovery center that the board approved last month, that would incorporate the Free Store and bike repairs. They had a great webinar from the Director of the Ithaca Finger Lakes Re-Use Center who set up four different locations there, and has actually volunteered to come out here and help us if need be.

They have also approved two more action items to work on for the Task Force. One is a Community Greenhouse Gas Inventory, that will get us sixteen points and a Town Fleet Inventory, they are clarifying now with Jill what is required for both of those.

The Compost Sub-Committee is ready to hand out flyers and educate our residents about composting at the Farmer's Market on Sunday.

They are looking forward to next month having Cara Humphrey of Astral Power and Jill Falchi from CDRPC to give a presentation about community solar education and potential savings for the town on our energy bills.

Steve Powers read the report from Bruce Shenker: The EMC will present to the county government committee at 5:00 pm on September 17th to propose that the county become climates smart with EMC as the task force. Also, Zero Waste Columbia which is trying to reduce waste in the county will do a presentation online on October 17th and he can provide the links for that.

Councilmember Newton stated that he did get a number of inexpensive compost bins in, small ceramic ones with a filter that are about \$18.00 and small plastic ones with a flip lid that are about \$9.00.

Supervisor Houghtling stated that she spoke with Kayla Nelson with Wastequip and they make compost buckets. Supervisor Houghtling will follow-up with Kayla at Wastequip.

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

Councilmember Newton stated they have a fire meeting coming up the end of this month, hopefully they will sit with the LVPA accountant and come up with a hard number for the budget request.

Councilmember Trainor stated that he and Jesse met a new member with the LVPA. Ed Godfroy is attempting to sell some of the fire equipment but is having a problem getting it valued or appraised.

Highway (Superintendent Winestock & Councilmembers Newton):

Councilmember Newton stated that he thinks it's good, that Jeff wrapped it up.

Historian & LVHS: (Councilmembers Trainor):

Councilmember Trainor stated that LVHS has had their first meeting since February and they are back on the road. People are individually doing a lot of research but they are painfully missing a lot of possible programs because it would mean combined work where

they have to all get together. It has been a frustrating year but he hopes to have a report out the end of October.

Justice Court/Constable (Councilmember Trainor):

Councilmember Trainor stated that the court will meet this coming Thursday for their first court since shutting down for COVID.

Library (Councilmember Trainor):

Councilmember Trainor stated that he spoke to Moriah a few days ago, she has opened up by appointment to use the computers and the library services.

Buildings, Parks & Recreation (Councilmembers Newton):

Councilmember Newton stated that we have talked about the damage to the pavilion, anyone who sees anything suspicious feel free to contact him or if it is serious reach out to the police.

Councilmember Newton stated the extension that the Town Board granted Banker Enterprises runs out tomorrow on the bathroom renovations. He is experiencing product availability issues. Councilmember Newton would like to sit down with Bill Banker and go over everything and try to get a realistic idea of his time limits and go over the damages.

Councilmember Newton requested to change the October 15th meeting to a special meeting to go over Banker Enterprises contract for the bathroom project and a budget workshop at 6:00 pm.

Councilmember Newton made a motion, seconded by Councilmember Trainor and approved unanimously to extend the bathroom contract at the Shatford Park Pavilion until the 15th of October.

Supervisor Houghtling made a motion, seconded by Councilmember Newton and approved unanimously for October 15th to be a Budget Workshop / Special Meeting if allowed or for the Budget Workshop to be at 6:05 pm and the Special Meeting to be at 6:00 pm if not allowed to do them combined.

Seniors (Councilmember Gordon):

Councilmember Gordon stated no report at this time.

Supervisor Houghtling stated that she should have filled Councilmember Gordon in and apologized, but she did email the new three senior reps and her mom because she would like them all to meet and would like Deb to be apart of that meeting. We appointed three new people and then COVID happened so they never really got a hand off of what they are supposed to do.

Volunteers (Councilmember Rasmussen):

Councilmember Rasmussen stated that there are three objectives to accomplish here. The

first is to encourage more people to volunteer, the more volunteers we get to help the more it helps the town but it doesn't have to be a major commitment. The second objective is to identify all of our current and as many as we can of our potential volunteers what skills they have to offer and what availability they have to work on short- and long-term projects. Finally, the third and most important objective of this exercise is to recognize those who have performed volunteer services and make very sure that they know that their contributions are appreciated by their fellow residents.

They want to accomplish these three objectives by following a relatively simple process, three steps again. One, develop a list of our current volunteers, their skills, availability and contact information. We are going to develop an uncomplicated way to match projects that needs volunteers with people that have the skills required with the projects. Finally find an uncomplicated and inexpensive way to recognize those who have served the town.

Next month Councilmember Rasmussen is going to do a first cut of a volunteer list pulling together many of the different lists of people who are working on the various committees and boards and doing work for the town. While he's working on that he's encouraging anyone who wants to be included on our volunteers list to let him know by emailing him at nrasmussen@townofnewlebanon.com and if you'd like to suggest to anyone else to be a possible volunteer, let him know that as well. Once we get a reasonably good single list of volunteers, they will use a survey of a method to be determined to contact them, make sure they are aware that they are on the list and okay with that and to make sure that they are okay to be contacted from time to time when there are volunteers' opportunities available.

Supervisor Houghtling stated that we have an amazing group of community members that really volunteer and she appreciates Councilmember Rasmussen 's organization of this.

Councilmember Rasmussen stated that if you think about how many people there are that are already volunteering just think how difficult it would be for the town to accomplish anything in terms of management of the town if suddenly there were no volunteers.

Project Management (Councilmember Rasmussen):

Councilmember Rasmussen stated he has no update.

ANNOUNCEMENTS:

October:

Wednesday, October 7, 2020 at 6:00 pm – Special Meeting /Interviews (Engineer & Cleaner)

Wednesday, October 7, 2020 at 7:00 pm – Budget Workshop

Tuesday, October 13, 2020 at 6:00 pm – Public Hearing on Proposed Local Law #2

Tuesday, October 13, 2020 at 6:45 pm – Public Hearing on Proposed Local Law #3

Tuesday, October 13, 2020 at 7:00 pm – Regular Town Board Meeting

Thursday, October 15, 2020 at 6:00 pm – Special Meeting /Pavilion Bathroom Contract

Thursday, October 15, 2020 at 6:05 pm – Budget Workshop

Monday, October 19, 2020 at 6:00 pm – Special Meeting/Interviews (Planning Board)

Monday, October 19, 2020 at 7:00 pm – Budget Workshop

Thursday, October 22, 2020 at 6:00 pm – Budget Workshop

Wednesday, October 28, 2020 at 6:00 pm – Budget Workshop

All above meetings are currently scheduled for the Shatford Park Pavilion until another meeting place can be finalized.

PRIVILEGE OF THE FLOOR:

In addition to an in-person privilege of the floor, Supervisor Houghtling will read all comments, questions and concerns emailed to supervisor@townofnewlebanon.com during the meeting. Supervisor Houghtling stated she has not received any emails from anyone online.

Cynthia Creech: Stated that when she spoke earlier, she neglected to mention that the food distribution in no way restricted the highway department. She was not joking; she would like an answer about the control of the parking lot. This is insane, she is too old to be disrespected and bullied without some information going forward.

Supervisor Houghtling: Responded, in talking to the town attorney today about something completely different, she did mention it because it was her and Cynthia that Jeff drove up to and the Town Board is in charge of all town property which includes the town hall parking lot. If they were blocking the entry to the highway garage, if they had blocked entrance and exit from his trucks that would be a different story. The way that they had it roped off allowed all trucks and equipment to come in and out of the highway garage, they left access to behind the highway garage open. The Town Board had authorized that the town property be used for the food distribution, so the answer to that is the Town Board designates what is allowed in the Town Hall parking lot, we did designate that the food distribution would take place out of said parking lot and Jeff Winestock does not have authority to tell us otherwise.

Steve Powers: Stated that he has heard a few comments that people can't hear or understand anything on the live stream.

ADJOURNMENT:

A motion was made by Councilmember Newton and seconded by Councilmember Trainor to adjourn the meeting at 9:43 pm.

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk