

**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 04, 2016**

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

Recording Secretary: Tistrya Houghtling, Town Clerk

Others Present: Jeff Winestock, Highway Superintendent
Tammie Darcy, Tax Collector
Cynthia Creech, Court Clerk
Scott Larabee, Building Maintenance
Steve Oberon, Historical Society
Ed Godfroy, LVPA
Sharon Moon, Historian
Ted Salem, ZBA
Robert Smith, Ethics Board
Michael Blatt, Planning Board
Joe Ogilvie, Recreation Commission
Several members of the public

CALL TO ORDER:

The meeting was called to order at 7:11 p.m. by Supervisor Teal. There was a moment of silence. The moment of silence was followed by the flag salute.

RESOLUTION #1, 2016 ~ ANNUAL APPOINTMENTS OF TOWN OFFICERS

Discussion:

Councilmember Dan Evans stated that he supports Monte Wasch for the Planning Board position. A motion was made by Councilmember Kevin Smith Sr. to appoint Wes Powell for the Planning Board position and seconded by Councilmember Mark Baumli. Councilmember Baumli, Smith, Gerald, and Teal all voted Aye. Councilmember Evans voted Nay. The motion passed.

Supervisor Colleen Teal tabled the Ethics Board and requested a time be set up to interview the 4 Ethics Board Applicants. A special meeting was scheduled for 6pm on Tuesday January 12th, 2016 before the regular monthly meeting.

Councilmember Dan Evans expressed concerns of hiring Brian Fitzgerald, CPA as the Town Accountant because of the bad press he has received. Councilmember Dan Evans stated that Brian Fitzgerald, CPA had decent responses to those concerns and it sounds like the rest of the board is in favor of him.

The following resolution was proposed by Councilmember Kevin Smith Sr. and seconded by Councilmember Chuck Gerald:

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 1/1/16 to 12/31/16 unless noted otherwise:

Accountant for the Town:	Brian Fitzgerald, CPA
Assessor's Clerk:	Lisa Henry
Code/Zoning Enforcement Officer:	Kent Pratt
Deputy Code Enforcement Officer:	Dean Herrick
Building Department Administrator:	Hazel (Cissy) Hernandez
Planning Board Member – 7 year:	Willard (Wes) Powell
Planning Board Chairman:	Ray Herrmann
Zoning Board Member – 5 year term:	Jeff Hattat
Zoning Board of Appeals Chairman:	Tony Murad
Animal Control Officer:	Willard (Wes) Powell
Court Constable:	Willard (Wes) Powell
Court Clerk:	Cynthia Creech
Deputy Court Clerk:	Rebecca Rothrock
Park/Grounds Maintenance Superintendent:	Donald Sears
Building Maintenance:	Scott Larabee
Registrar of Vital Records – 2 years:	Tistrya Houghtling
SYP Camp Director:	Michelle Bienes
Conservation Advisory Council – 2 year:	Cynthia Creech & David Farren
Recreation Commission Member – 5 year:	Cynthia Creech
New Lebanon representative to Columbia County Traffic Safety Council:	Matthew Larabee
New Lebanon Emergency Management Coordinator:	Matthew Larabee
New Lebanon Representative to Columbia County Office for the Aging (2):	Phyllis Hulbert

The following positions were tabled:

Attorney for the Town;

Ethics Board Member – 2 vacancies:

1 five-year term expires 12/31/2020:

1 unexpired term, expires 12/31/2017: – for interviews.

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

Roll Call Vote:

Councilmember Chuck Gerald	Aye
Councilmember Dan Evans	Nay
Councilmember Kevin Smith Sr.	Aye
Councilmember Mark Baumli	Aye
Supervisor Colleen Teal	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

APPOINTMENTS BY OTHER THAN TOWN BOARD:

Deputy Town Supervisor (by Town Supervisor) – Cynthia Creech;
Town Historian (by Town Supervisor) – Tabled;
First Deputy Town Clerk (by Town Clerk) – Marsha (Marcie) Robertson;
Deputy Registrar (by Town Clerk) – Marsha (Marcie) Robertson.

RESOLUTION # 2, 2016 ~ SALARIES, WAGES, AND MILEAGE RATE:

Discussion:

Jeff Winestock asked about the park maintenance workers and the low rates they are being paid. Supervisor Colleen Teal stated that they did receive the 2% raise that was given to employees in the budget. Supervisor Colleen Teal state that we could raise them to \$12.00 per hour. Councilmember Kevin Smith Sr. made a motion to raise the rates of the park maintenance workers to \$12.00 per hour. Councilmember Mark Baumli stated that the budget was set at the budget workshops and he would not like to change it. Councilmember Dan Evans agreed. Councilmember Chuck Gerald stated that this was all gone through at budget time and if there were issues it should have been discussed then. There was no second to Councilmember Kevin Smith Sr.'s motion.

The following resolution was proposed by Councilmember Chuck Gerald and seconded by Councilmember Kevin Smith Sr:

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

BE IT RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries for elected officials for the year 2016 to be paid once annually:

Town Councilmembers	\$500 each
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BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries for elected officials for the year 2016 to be paid biweekly:

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Town Supervisor	\$17,000
Town Clerk	\$35,922
Highway Superintendent	\$59,095
Tax Collector	\$10,600
Town Justices	\$10,716 each

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes the following annual salaries and hourly wages for appointed officials and employees for the year 2016 to be paid biweekly:

Assessor	\$26,254 annual salary
Assessor's Clerk	\$12.25/hour (\$3,250 annual max.)
CEO/ZEO	\$41,534 annual salary
Building Department Administrator – allocated as follows:	
CEO/ZEO	\$16.82/hour (25hrs/wk; \$21,858 annual)
Planning Clerk	\$16.82/hour (10 hrs/wk) (\$8,745 annual)
ZBA Clerk	\$16.82/hour (5 hrs/wk) (\$4,373 annual)
Animal Control Officer	\$5,202 annual salary
Town Constable	\$4,286 annual salary
Court Clerk	\$14.84/ hour
Deputy Court Clerk	\$12.25/hour
First Deputy Town Clerk	\$12.86/hour (27 hours per week)

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon fixes rates for the following positions as follows for 2016 to be paid as stipulated:

Deputy Code Enforcement Officer	\$25/hour as needed; \$1,000 max. annual
Park/Grounds Maintenance Superintendent	\$11.52/hour
Grounds Maintenance Staff	\$10.17/hour
Building Maintenance	\$11.52/hour

Highway Department Employees:

Equipment Operator/Mechanic	\$15.00 to \$20.50 per hour at the discretion of the Highway Superintendent
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Summer Youth Program Staff:

Camp/Program Director:	\$8,670/season
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The pay rates for the Summer Youth Program staff to be set by the Camp Director.

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 2016 to be paid by monthly submission of vouchers unless stipulated otherwise:

Accountant for the Town	\$12,000 annually
Attorney for the Town	Tabled

Town Historian	\$750 annually with quarterly payments: March, June, September & December/ Quarterly Reports
Cleaning Service	\$100/\$200 per week alternating

BE IT FURTHER RESOLVED THAT the Town Board of the Town of New Lebanon sets the following mileage rate for reimbursement to town officials and employees for 2016 when applicable:

54¢ 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 Chuck Geraldi	Aye
Councilmember Dan Evans	Nay
Councilmember Kevin Smith Sr.	Aye
Councilmember Mark Baumli	Aye
Supervisor Colleen Teal	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

TOWN BOARD COMMITTEES:

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

Assessor, Councilmember Dan Evans;

Building Department, Councilmember Chuck Geraldi & Councilmember Mark Baumli;

CAC & Environmental Management Council, Deputy Supervisor Cynthia Creech;

Fire, Law Enforcement & Emergency, Councilmember Kevin Smith Sr;

Highway, Councilmember Dan Evans & Councilmember Kevin Smith Sr;

Historian & LVHS, Councilmember Mark Baumli;

Justice Court & Constable, Councilmember Chuck Geraldi;

Parks & Recreation, Supervisor Colleen Teal;

Seniors, Phyllis Hulbert & Councilmember Mark Baumli;

Town Assets, Buildings & Property, Supervisor Colleen Teal & Councilmember Chuck Geraldi; and

Zoning Re-Write Committee, Councilmember Chuck Geraldi & Councilmember Mark Baumli.

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

Discussion:

Supervisor Colleen Teal requested that we change newspapers and consider the Eastwick Press. Councilmember Kevin Smith Sr. made a motion that we switch to the Eastwick Press. Councilmember Dan Evans asked how often the Eastwick Press comes out. Supervisor Colleen Teal responded that it comes out weekly, same as the Chatham Courier was. An audience member requested that if we go with the Eastwick Press as our official newspaper, that we get it distributed in more locations in town as it is currently only available at Stewart's, EZ Mart and the Library. Councilmember Kevin Smith Sr. suggested that we could table it until we find out if they can distribute at more locations. Supervisor Colleen Teal stated that we could also establish two papers like The Eastwick Press and The Columbia Paper but her only reservation would be the cost because if you designate two you double your cost now having to print public and legal notices in both. Councilmember Mark Baumli stated that The Columbia Paper reaches more people in Columbia County and The Eastwick Press reaches more people in Rensselaer County. For public notices and bids, if more people see them then we get more bids, so he would suggest using both papers.

The following resolution was proposed by Councilmember Kevin Smith Sr. and seconded by Councilmember Mark Baumli:

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 2016, be held at 7:00 p.m. on the second 2nd Tuesday of the month and that the fourth 4th Tuesday of the month will be reserved for special meetings.

BE IT FURTHER RESOLVED THAT, the Town Board of the Town of New Lebanon designates *The Eastwick Press* and *The Columbia Paper* as the official newspapers for the Town of New Lebanon for the year 2016.

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

Roll Call Vote:

Councilmember Chuck Gerald	Aye
Councilmember Dan Evans	Aye
Councilmember Kevin Smith Sr.	Aye
Councilmember Mark Baumli	Aye
Supervisor Colleen Teal	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

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

The following resolution was proposed by Councilmember Dan Evans and seconded by Councilmember Kevin Smith Sr:

Designation of Depositories and Fiscal Authorizations

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon designates the *First Niagara and Bank of Greene County* as the depositories for the Town of New Lebanon for all Town Officers to deposit all moneys coming into their hands by virtue of their offices for the year 2016.

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 2016 and that all checks will be countersigned by the Town Clerk or the Deputy Town Clerk.

BE IT FURTHER RESOLVED THAT, the Town Board of the Town of New Lebanon authorizes all Town Officers to electronically deposit checks received in their respective offices to their respective Bank of Greene County accounts.

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

Roll Call Vote:

Councilmember Chuck Geraldi	Aye
Councilmember Dan Evans	Aye
Councilmember Kevin Smith Sr.	Aye
Councilmember Mark Baumli	Aye
Supervisor Colleen Teal	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

RESOLUTION # 5, 2016 ~ PETTY CASH FUNDS:

The following resolution was proposed by Councilmember Kevin Smith Sr and seconded by Councilmember Dan Evans:

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 2016:

Town Supervisor	\$100.00
Town Clerk	\$200.00

Justice Court	\$150.00
Tax Collector	\$250.00
Building Department Administrator	\$150.00
Highway Superintendent	\$100.00
Assessor	\$30.00

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

Roll Call Vote:

Councilmember Chuck Geraldi	Aye
Councilmember Dan Evans	Aye
Councilmember Kevin Smith Sr.	Aye
Councilmember Mark Baumli	Aye
Supervisor Colleen Teal	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

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

The following resolution was proposed by Councilmember Dan Evans and seconded by Councilmember Kevin Smith Sr:

Highway Work with Towns of Canaan, Chatham, and Stephentown

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

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 2016.

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

Roll Call Vote:

Councilmember Chuck Geraldi	Aye
Councilmember Dan Evans	Aye
Councilmember Kevin Smith Sr.	Aye
Councilmember Mark Baumli	Aye
Supervisor Colleen Teal	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

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

The following resolution was proposed by Councilmember Dan Evans and seconded by Councilmember Kevin Smith Sr:

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 2016.

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

Roll Call Vote:

Councilmember Chuck Geraldi	Aye
Councilmember Dan Evans	Aye
Councilmember Kevin Smith Sr.	Aye
Councilmember Mark Baumli	Aye
Supervisor Colleen Teal	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

NYS Association of Towns:

Supervisor Colleen Teal talked about the Annual Organizational Meeting of the New York Association of Towns for the year 2016 to be held in New York City from February 14th through February 17th, 2016. Supervisor Teal asked the Town Board members if anybody was interested in attending the Session for the Town of New Lebanon noting that a few members are attending a training in Albany in January. Nobody expressed interest in attending the New York City Session.

ANNOUNCEMENTS:

January:

Tuesday, January 12, 2016:

Special Meeting to Interview for Ethics Board at 6:00 p.m. at the Town Hall

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

Tuesday, January 19, 2016:

Annual Audit Meeting at 5:30 p.m. at the Town Hall

OTHER:

Supervisor's Cell Phone:

Supervisor Colleen Teal stated that we currently pay the Supervisor's entire phone bill but she would prefer a \$30 month buyout from the town that she can apply to her current cell phone bill and utilize her current cell phone for her position as Supervisor which is what we do for the other town staff.

A motion was made by Councilmember Kevin Smith Sr and seconded by Councilmember Dan Evans. The motion passed unanimously.

Bids:

Supervisor Colleen Teal talked about bids and changing to July however we can't legally extend our current bids so we have to go out to bid now for a 6 month timeframe. At the regular meeting next Tuesday we will set all that up, set up dates and times for postings; calcium chloride, fuel, sandstone and gravel for 6 months only and have our new bid time July 1st starting date.

Behold:

Supervisor Colleen Teal gave a heads up for a resolution that will be presented at the regular meeting for Behold to give them back administrative power over a grant that we had taken on before they received their non-profit status.

ADJOURNMENT:

A motion was made by Councilmember Kevin Smith Sr. and seconded by Councilmember Dan Evans to adjourn the meeting at 7:47 p.m.

Respectfully submitted,

Tistrya Houghtling
New Lebanon Town Clerk