

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON AUGUST 11, 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  
Cissy Hernandez, CEO/ZEO  
Jeff Winestock, Highway Superintendent  
Tammie Darcy, Tax Collector  
Jack Nevers, Judge  
Steve Powers, CAC & CSC Chair  
Sharon Powers, BEDC  
Peg Munves, CAC  
Robert Gilson, CAC & CSC  
Matt Larabee, LVPA  
Marc Anthonisen, CSC  
Bruce Shenker, NL Rep to CC Enviro Mgt & CSC Coordinator  
Judy Zimmer, Cleaner  
Christine Dreyfus, MOW  
Monte Wasch, BEDC Chair  
Adelia Moore, Climate Smart Task Force  
Cathy Wilkerson, Climate Smart Task Force  
Tom Gerety, Ethics Board Chair  
Willard “Wes” Powell, Prior ACO/DCO & Court Constable  
Michelle VanHorn, Reporter, *The Eastwick Press*  
Several members of the public

**CALL TO ORDER:**

The meeting was called to order at 7:09 p.m. by Supervisor Houghtling. Supervisor Houghtling asked all in attendance of the meeting to mute their phone except for the Town Board and the Town Clerk. A moment of silence was held followed by the flag salute. The meeting was held in person at Shatford Park Pavilion, online and via phone at:

**To join on a computer go to:** [meet.google.com/vjw-atuf-zhj](https://meet.google.com/vjw-atuf-zhj)

**To join on a phone call:** 1-917-946-1963 PIN: 333 288 242#

**MINUTES:**

The minutes of the **July 2, 2020 Special TB Meeting, July 14, 2020 PH on proposed LL#1 of 2020, July 14, 2020 Regular Monthly Meeting and July 24, 2020 Special TB Meeting** were reviewed. A motion was made by Supervisor Houghtling, seconded by Councilmember Newton approved unanimously to approve the minutes as typed.

**FINANCIAL:**

***Supervisor's Report:***

Since this was an in person and online meeting the Supervisor's Report as of July 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 Trainor to accept the Supervisor's report as typed. 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

**PRIVILEGE OF THE FLOOR:**

**Matt Larabee**, LVPA Fire Chief stated that the storm on Tuesday wasn't as bad as it could have been but that Jeff and his highway crew did an awesome job on keeping the roads clear and thanked them.

Supervisor Houghtling stated that she did not get any emails for the first privilege of the floor, there is another one at the end of the meeting if anyone is interested.

**CERTIFICATE OF APPRECIATION:**

Supervisor Houghtling stated that we have a pretty special certificate of appreciation to give out tonight. She stated:

*Wes Powell has been with the Town of New Lebanon for almost forty years, he started working for the town in 1983, and just to put that in perspective I was three years old when Wes started working for the town, so he's been working here a long time. He served in the Highway Department, he served as the Court Office and the Town Constable, he served as the Animal Control Officer over the past thirty-seven plus years, Wes has always gone above and beyond for the town in his various positions and he has always been a true team player. I had the privilege of working with Wes in the Town Court for five plus years, he always came in with a smile on his face, he always came in ready to work and he was always happy to help in any way that he could whether it was in his job description or not. He also went above and beyond for our town, our building department, our community members, doing things like serving papers, checking in on some of our community members who owned animals that were getting elderly or needed other help and on his own time he went and*

*volunteered to assist them way above and beyond his job to make sure that not only were the animals cared for but that the community members had what they needed. Try not to cry here. I also worked with Wes as Town Clerk dealing with dog and animal control issues, he was always going above and beyond for the town, all of the residents he very easily could have driven the dog to the humane society but instead he went above and beyond trying to find the owner, holding onto the dog while attempting to find the owner and doing everything possible to reunite the dog to their family. Thank you, Wes, for your years of dedicated service to the town and the community, you will be sorely missed and we really wish you the best in your retirement.*

Jack Nevers, Town Justice stated that he has probably know Wes since 1990 back when I was on the Town Board and if my memory serves me, you applied for the position of highway department back in 1987, I've know you all that time, since then Wes has been Constable, I think we've had a good time. Sometimes we had a lot of fun. There are times that he'd disagree with my decision, but we'd talk about it and I'd usually win. He's been a good employee; we're going to miss him in his retirement. Hopefully next week I'll see him in my neighbors cutting the fields so I can see all my deer. Good health and good to see you.

Supervisor Houghtling stated that Judge Byrne could not be here tonight but she wanted her to read something that was written back in March before COVID. This was supposed to happen back in March but Supervisor Houghtling got the flu. Supervisor Houghtling stated that what Judge Byrne wrote refers to hugs and to clarify she is not insensitive to COVID, it is because this was written back before the COVID outbreak.

*I wish first and foremost to apologize for not being present in person to give a big hug and a warm congratulations you, Wes, who has been of such immeasurable service to the town for longer than I can remember and my right hand for more than a decade at the town court.*

*In all these years, I had relied upon you and trusted you implicitly and you have never let me down. You have kept me safe, kept our coworkers safe, and provided a sense of security that can only come from one who is confident in their ability to keep the peace, as you are. There have been many situations which frankly could have risen to the level of unsafe. I credit you with de-escalation each of those times, the specifics and number of which are probably better kept between you, me, and the eye contact we could make and know what the other was thinking. You have told me many times you would protect us with your own life, and I never once doubted it. I will be lost without you standing near in uniform, but glad to know that you will still be my friend. – Jessica Byrne*

Town Clerk Robertson stated that I have known Wes since I came here in the 80's, I knew him personally, we always had fun. It was a pleasure to see Wes whenever we were out and about. Then when I came to work for the town about nine years ago, I got to be his Deputy Dog and Wes was a pleasure to work with, he made my job as Deputy Town Clerk very easy as far as handling dog situations and animal control as well. I think I even remember calling him to pick up horse poop on Main Street. So, Wes again for going above and beyond, thank you for everything that you've done for all of us and it was always a pleasure,

*you made us laugh and you gave us some levity when you'd come into the office. Thank you and good luck.*

Supervisor Houghtling presented Willard "Wes" Powell with his Certificate of Appreciation and thanked him.

Supervisor Houghtling stated that in all of that she forgot to record. She stated that she is now recording the meeting for everyone that is online.

#### **AUDIT OF BILLS:**

General Nos. 247 through 272, in the amount of \$14,063.33;

Highway Nos. 77 through 84, in the amount of \$11,922.45;

SF-1 LVPA No. 3, in the amount of \$32,375.00; and

Escrow Nos. 8 through 10, in the amount of \$393.75;

As listed on Abstract No. 8 dated August 11, 2020.

A motion was made by Supervisor Houghtling and seconded by Councilmember Newton 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 every month she wants to update on estimated revenue decreases and expenditure cuts, the town board members have in their packets something that Brian prepared. The first page is sales tax comparisons, in talking with Brian it looks like we are in relatively good shape financially, we have managed to cut our expenditures back and it looks like sales tax revenues are close to what we budgeted because we always under budget in sale tax revenues. When we compare quarter one of 2019 to quarter one of 2020, we are actually up by about \$4,000. Quarter two is where we expected the fall, comparing quarter one to quarter two it was \$123,000 in 2019 and it was \$106,000 in 2020, we are looking at roughly \$17,000 there. All in year to date we budgeted \$385,000 for the year and we have already taken in \$220,000, so we are \$165,000 away from what we budgeted for revenues, which at the rate that we did in quarter two if that repeats, we have to remember that more business are open now than they were in quarter two, we will be at least at if not above the estimated revenues for sales taxes, that is good news.

Supervisor Houghtling stated that the overall message from Brian was if we have some expenditures that we cut back on because we didn't know what it was going to look like and

we feel like we should expend them in 2020 we are probably in okay shape to do so.

Supervisor Houghtling stated the second and third reports are the general ledgers for both general and highway, they show everything year to date that we have spent money on. We have done a really good job at cutting back on a lot of our expenditures. Our revenues although a little bit lower than what we actually took in last year are not lower than what we budgeted for and our expenditures have come down significantly.

Supervisor Houghtling stated she is not saying we should go spend a bunch of money but if there are projects, a lot of projects we put on hold not knowing what the year was going to bring, if there are projects we feel are important to do in 2020, financially Brian and Supervisor Houghtling both feel that we can afford to do so.

***Water Testing Status:***

Supervisor Houghtling stated that at the last meeting she updated that we had received three negative results from water testing. We have now received four. There was also a question about how many wells were tested. Thank you to Peg Munves, she prepared a spread sheet. Supervisor Houghtling stated that DEC offered eighteen properties to be tested, of those eighteen properties, ten said yes I'll share with the town, one said I refused the test I did not want it, and the other seven were either left a voicemail and they never called back, one person is deceased and the property owner is unknown, there were a few that were unreachable to see if they were tested or not. We are expecting ten test results to be shared with the town.

Supervisor Houghtling stated that she spoke to Councilmember Newton and a prior board member, there is a lot of speculation and ideas of what may or may not have happened with the agreement to close the landfill with the county. Supervisor Houghtling stated that herself, Paul Rix and Peg Munves went through the three-page document from the county on closing the landfill. There is nothing in the contract that says anything other than we are giving you \$625,000 and everything is now the towns responsibility. There is nothing else we are going to give you. There is no responsibility they hold.

Councilmember Newton asked if that was from the county?

Supervisor Houghtling stated that this is the agreement that Mike Benson entered into with the county. When we look in the file, we are going to look further, and Colleen Teal, Prior Town Supervisor are going to talk later in the week, we could not find anything that had a date as far as DEC and closing. One thing that Colleen told Supervisor Houghtling that we were No. 13 on DEC's list, so the idea was that if the town closed it, DEC grant funding would pay for 80% of the closure. If the county closed it, they would only pay for 50%. The understanding was that if the town closed it, that \$625,000 would pay the 20% that the town was responsible for and therefore the town wouldn't have to pay anything. Obviously, a lot of time has passed, not sure if this will still be true.

Supervisor Houghtling stated that according to Colleen, we were thirteenth on the list and

DEC was waiting until we worked our way up higher on the list because we can't get that funding until we get more towards the top. Supervisor Houghtling stated that she will be talking to Colleen on Thursday, then to DEC and we will take it from there, hopefully at the next meeting there will be more to report.

Councilmember Newton stated that this is about what he remembered.

Highway Superintendent Winestock asked who paid to close the other dumps in Columbia County?

Supervisor Houghtling stated that she did not know but we can look into that.

Monte Wasch, BEDC Chair stated that many of the other dumps were closed by the county and paid for by the county. When it came to us, they said that ours was on private land and therefore they weren't going to give us the same benefit that they had given to other towns. That was back in 2004, 2005 that he remembers.

### ***Bids for Concrete for Skatepark***

Supervisor Houghtling stated that we went out to bid on concrete for the skatepark, however we did not get the specs from Paul McCreary, they came too late to get them into the paper so we did a generic bid for 88 yards of concrete. We did receive one bid, Town Clerk Robertson will read them but before that, we do now have specs from Paul, they are much more specific and Supervisor Houghtling thinks we should wait another month and go out to bid again with the proper specs.

Town Clerk Robertson read the following bid notice aloud:

### **NOTICE TO BIDDERS**

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, 14755 State Route 22, New Lebanon, NY, 12125.

- 1) 88 yards of concrete
- 2) 32 number 4 rebar
- 3) 90 sheets 2.9 5X10 remesh

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, August 7, 2020. at which time and place they will be publicly opened and read aloud, with the contract being awarded, if acceptable, on August 11, 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. Please submit a

separate price for items #1 - #3 above in your bid.

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, New York.

By: Marcie Robertson  
Town Clerk  
Town of New Lebanon, NY

Town Clerk Robertson stated that we received one bid from Bonded Concrete and read the following:

**BONDED CONCRETE,  
INC.**

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

August 3, 2020

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

Ready Mix Concrete Pricing - 4" slump, 3 cu yd  
batch minimum

104.00

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 if anyone was opposed to going back out to bid with bids due September 4<sup>th</sup> by 4:00pm, the Friday before the September meeting? There was no opposition.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon approved unanimously to go out to bid for concrete for the skatepark for a second time with bids due on or before September 4<sup>th</sup>, 2020 at 4:00pm utilizing the specs from Paul McCreary.

***Town Policy Review – Job Descriptions, Evaluations & Compensation Plan:***

Supervisor Houghtling stated that in the resolution that was adopted in 2018 or 2019 with the Compensation Policy did have a few bullets as far as next steps and one of the big next steps was adopting job descriptions for every position in the town and an evaluation process with the idea being that at budget time each year you wouldn't just get a cost of living increase cause you've been in the position for so long. You would have an opportunity for performance-based raise based on your evaluation. The goal was to adopt this in March and do one evaluation in April and one evaluation in October that would then be ready for budget time. Obviously with COVID we missed the first evaluation, but the hope is that if we adopt this tonight we will have the remainder of August and the month of September in which to do evaluations in our departments so that they can then as a town board decide raises, if they do raises based on performance as opposed to just a flat across the board. Supervisor Houghtling stated that it doesn't mean that they can't also do cost of living increases. It is a pretty in-depth proposal. Supervisor Houghtling asked if the board has any questions.

Councilmember Gordon questioned some of the wording on the Deputy Code Enforcement Officer *"Must be able to see and hear in the normal range with or without correction"*.

Cissy Hernandez, CEO/ZEO stated that she took it from other job descriptions and she has no problem taking it out. It can be removed from Code Enforcement Officer as well.



Councilmember Gordon stated that she didn't really understand No. 1 under Role and Responsibilities for Dog Control Officer.

Supervisor Houghtling stated that these come from Ag & Markets and NYS and it has to do with court proceedings. Supervisor Houghtling stated she found a couple typo's to be corrected as well.

Councilmember Gordon stated that on the SYP Camp Director job description she found typos on No. 8 and on No. 10 add in some wording about what kind of directors.

Supervisor Houghtling stated that it will be corrected to camp on No. 8 and Ast. Director on No. 10.

Councilmember Newton stated there is another typo on Motor Equipment Operator job description, No. 10, extractors should be excavator.

Supervisor Houghtling stated that she will correct it.

Highway Superintendent Winestock stated that he thought there was an understanding that the highway was not doing this, to be exempt from it.

Supervisor Houghtling stated that she knew he had requested that, but that she said the town board as a whole could exempt the highway, she doesn't feel anyone should be exempted.

Highway Superintendent Winestock does not agree with this and would like the highway dept. exempt from it. He feels that this is a practice for a large corporation, not for the Town of New Lebanon.

Supervisor Houghtling stated that many department heads and employees are excited at the prospect of having a clear job description of what it is that they are supposed to do and having a clear process, so that if they are doing a stellar job they might get rewarded with a raise. Supervisor Houghtling stated that it is up to the five town boards members, she personally doesn't feel comfortable exempting anybody, you might have HR issues, we'd have to check with the Town Attorney.

Highway Superintendent Winestock stated that it is not that he doesn't want to do it, he does it every day. He works with his guys everyday and sees their job performance.

Councilmember Trainor asked would Jeff be the evaluator for the Highway Dept. and a new hire would be \$20.00 per hour.

Supervisor Houghtling stated that Jeff would be the evaluator and no, the MEO's make \$18.00 to \$25.00 per hour.

Councilmember Trainor stated that nobody is going to lose any money.

Supervisor Houghtling stated no, we actually bumped his guys up.

Councilmember Newton feels that it would be worth looking into a department head being able to opt out of the employee review process. He feels that this may be overkill for a small town.

Supervisor Houghtling asked the board how they all felt about looking into the option of a department head opting out of the performance review process, the majority of the board did not feel it was a good idea.

Councilmember Rasmussen stated the primary objective of having job descriptions and doing evaluations is to provide tools for the supervisors who are managing other people to help their employees do a better job and in so doing better serve the residents. The examples are there for the employer to give specific examples to support why the employee is either doing a great job or has room for improvement.

Supervisor Houghtling stated the purpose of two review periods is to have the first review in April, then giving the employee time to improve upon their performance by the October review in time for the raise time.

Supervisor Houghtling stated that there a chart and the chart defines who evaluates who. The dotted lines are elected officials who work together as equals.

Supervisor Houghtling went over the entire resolution with the changes to be made from the last adopted date of November 13, 2018. There was a great deal of discussion in regard to the elected official's salary basis.

Councilmember Newton stated that he thinks the job descriptions and the starting pay rate are both very helpful to have but the evaluation and review process he cannot get behind. He stated that he feels that the town would be over officiating what would technically be a small business and creating a lot of extra work.

Supervisor Houghtling stated that she was open to adopting and revisiting the elected officials or just taking them out altogether. She feels very strongly about the evaluations, since she started working here it seemed like the town board and whichever department heads fought more for their employees got raises and others didn't. It gets really out of whack really quickly.

Councilmember Newton stated that the same thing can happen with the evaluations except now there is more paperwork to be done.

Councilmember Trainor stated that he sees Councilmember Newton's point but feels that

some kind of assessment is good. He agrees we are a small town but it is a way of improving performance and giving people incentive.

Councilmember Gordon stated that in general she is not a big fan of bureaucracy but she thinks what this procedure will do is mandate that supervisors talk with the people they supervise.

Supervisor Houghtling made a motion to move the resolution as typed with the exception of the elected officials box for now going back to the way it was written in 2018 and the committee continuing to work with the elected officials especially the justices and tax collector and working with other towns and finding out what the elected officials make in those other towns and revisiting that chart and the changes to that chart at a future meeting. The motion was seconded by Councilmember Rasmussen.

Roll Call Vote:

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

**TOWN OF NEW LEBANON  
RESOLUTION 21, 2020  
COMPENSATION POLICY  
AUGUST 11, 2020**

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 11<sup>th</sup> day of August 2020, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling  
Seconded by Councilmember Rasmussen

**COMPENSATION POLICY [Adopted 11-13-2018; Revised 8-11-2020]**

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***Purpose; applicability.***

To establish a comprehensive compensation plan for the employees of the Town of New Lebanon based on the duties and responsibilities of each position.

***Grade Levels & Starting Rates:***

1. Appointed Positions: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
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Assessor	1	\$25,000	In-house reval: annual stipend \$1,600
Highway MEOs	2	\$18/hr	Hwy Super sets rates up to \$25/hr cap
Code Enforcement Officer (CEO)	2	\$23- 25/hr	\$25/hr when certified
Deputy CEO	2	\$18- 20/hr	\$20/hr when certified
Zoning Enforcement Officer (ZEO)	3		Currently CEO has duties
Deputy ZEO	3		Currently Deputy CEO has duties
Land Use Administrator	3		Currently CEO has duties
Deputy Town Clerk	3	\$14/hr	
Court Clerk	3	\$14.50/hr	
SYP Camp Director (seasonal)	3	\$8,500	Per season – 8 wk program: includes program & prep (permit, program plan, training, etc.)
Dog Control Officer (DCO)	3	\$20/hr	
Park & Buildings Superintendent	4	\$15/hr	
Deputy Court Clerk	4	\$13.50/hr	
Assistant Camp Director (seasonal)	4	\$15/hr	
Aquatics Director (Camp- seasonal)	4	\$20/hr	
Building/Planning/Zoning Clerk	5	\$13/hr	
Assessor Clerk	5	\$13/hr	
Park & Buildings Maintenance Staff	5	\$12/hr	

Position	Grade Level	Starting Rate	Notes
SYP Staff**(seasonal)			
Counselors	5	\$10	SYP Director sets rates up to \$14/hr cap .15¢ for each approved certification; .15¢ for each year worked @ program
Lifeguard	5	\$20/hr	
Water Safety Aide	5	\$10	SYP Director sets rates up to \$14/hr cap
Counselors-in-Training (CITs)	X	\$7/hr	

2. Elected Officials: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Supervisor	1	TBD	20 hrs/wk @ \$25/hr; includes bookkeeper & HR duties (also receives \$14k & Health Ins. from County)
Town Board – As a whole	1	\$16,000	\$4,000 each
Highway Superintendent	1	\$50,000	
Town Clerk	2	\$35,000	
Judges	2	TBD	Evaluate changes in court as State Police Barracks moves to Chatham.
Tax Collector	3	TBD	

Town Board Individually	5	\$4,000 ea	
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**Adjustments to rates:**

- Starting rates will be evaluated at least every three (3) years and adjusted as needed.
- Adjustments to only one position will be made only when appropriate based on changes in duties for the position.
- All positions should be adjusted as needed and re-evaluations of the long-term program will be done to preserve the plan.
- If cost-of-living adjustments (Cola) are applied, the compensation base rates and established ranges will be adjusted accordingly (base rates and cap rates will be adjusted at the same rate as the cola).

**Performance Evaluation Process:**

- There will be an annual training of all employees who will evaluate other employees and all employees who will be evaluated regarding the evaluation process, job descriptions, etc. At the training employees should provide any suggestions or input regarding possible updates and/or edits to any of the forms or processes. The training shall occur before April 1<sup>st</sup>.
- Evaluations of all employees are to be performed by their direct supervisor (according to the “chart for performing employee evaluations” – see addendum C) two times a year by April 15<sup>th</sup> & October 15<sup>th</sup>.
- Job descriptions (see addendum A) and the performance evaluation form (see addendum B) are an integral part of this policy and should be utilized for all employee evaluations and updated and/or reviewed as needed.
- At a town board meeting after the October 15<sup>th</sup> evaluations & before the next year’s budget is adopted, the town board will discuss merit raises which will be based off the October 15<sup>th</sup> evaluations and at the discretion of the town board each budget season as to how much of a merit raise is applied to which levels of scoring on the evaluations. Although these merit raises are at the discretion of the town board, the evaluations should be used to determine these merit raises and a level of consistency should be followed across positions.

**NOW, THEREFORE, BE IT RESOLVED** by the New Lebanon Town Board that this Compensation Policy is adopted by the Town.

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

“Nay” for said Resolution:

Roll Call Vote:

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

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

***Extend Temporary Sign Allowance for COVID Struggles for Businesses:***

Supervisor Houghtling stated the extended temporary sign allowance was through next week some time, she would like to consider extending it, businesses are still struggling. Supervisor Houghtling did meet with a couple of local businesses and they had two requests, one will not be popular, they felt strongly that the feathered flags that everyone hates really work to grab attention. In the meeting with three business owners Supervisor Houghtling stated that she explained that the town worked really hard to get everyone in compliance and the town didn't really want to do that again. Every business that she talked to assured her that they knew it was temporary and as soon as the town board said no longer allowed, they would be immediately be removed, they understood that the sign law was not being changed, that this was a temporary allowance. If the feathered flags are not going to be allowed the second request was that each business gets two additional signs within conformity of the sign requirements except that it could be of a cheaper material.

Councilmember Newton stated that he was better going with the second option of the two additional signs as temporary signs but he is concerned with enforcement after the fact.

Cissy Hernandez, CEO/ZEO stated she is also concerned about corralling it all back in after the fact.

Supervisor Houghtling stated in her talks with some local business, they truly feel that additional signage may make a difference of life or death of their business.

Councilmember Newton stated that he would be fine with an extra sign provided that it is clearly communicated that this is just to see them through this COVID situation

Councilmember Trainor stated that he would go along with Councilmember Newton and suggested extending it for two months.

Supervisor Houghtling stated that she thought we should revisit this about every two months.

Councilmember Gordon asked if business owners have any real reason to think that

additional signage is going to improve their business.

Councilmember Newton stated that it did for his business.

Supervisor Houghtling stated that in talking to three businesses they felt that an additional sign made a difference.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved with four yes votes and one no vote from Councilmember Gordon to allow all businesses in the Town of New Lebanon to have two additional signs through October 20<sup>th</sup>, 2020 as long as the additional signs comply with all current guidelines in the Town of New Lebanon sign law regarding size, type etc. but allowing the construction and materials of the sign to be of a lower standard and quality than required in the sign law.

***Live Streaming of Town Board Meetings:***

Supervisor Houghtling stated just an update, that they cannot mount the cameras at the pavilion, it is not the right set up. They mailed a camcorder and a live streaming device; we are testing it out tonight with nobody having the link because we didn't know if it worked or not. Supervisor Houghtling stated that in texting with him, it doesn't seem to be working, so we won't be charged until we get it working.

***Town Board Approved Litigation:***

Supervisor Houghtling stated the town board approved up to \$15,000 for pending litigation, she emailed the board Jon's email, the courts are now open again. Supervisor Houghtling stated that we have already spent a little over \$1,000 on Jon's time preparing everything to file, he is ready to go, just wanted to double check with COVID and finances that they wanted him to move forward. Supervisor Houghtling stated that she is of the mindset that we have already spent \$1,000 we've already approved it, this litigation is something that has been here a long time and Brian says that we are in pretty good shape and that was not an expense that was cut out, she just wanted to check with the rest of the board. The board was all in agreeance with this decision.

**NEW BUSINESS:**

***Resolution for Business and Economic Development Committees:***

Supervisor Houghtling stated that we have a proposed resolution for the Business and Economic Development Committee, Supervisor Houghtling waived the reading but that the entire resolution be entered into the record.

**TOWN OF NEW LEBANON**

**RESOLUTION #22, 2020**

***ADOPTING A MISSION STATEMENT AND DEFINING THE SCOPE OF WORK FOR THE BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE***

**AUGUST 11, 2020**



At the regular monthly meeting of the New Lebanon Town Board, held in person at the Shatford Park Pavilion and via video and teleconference, duly called and held on the 11<sup>th</sup> day of August 2020, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Newton

***ADOPTING A MISSION STATEMENT AND DEFINING THE SCOPE OF WORK FOR THE BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE***

WHEREAS, the Town of New Lebanon established a business and economic development committee in January of 2020 and advertised for letters of interest, specifically inviting local business owners to serve on the committee; and

WHEREAS, the next step in the Business and Economic Development Committee is to clearly define its mission statement and goals and objectives; and

WHEREAS, the Business and Economic Development Committee should include local business owners, members of Grow the Valley, the Town Supervisor, one Town Board member, and members of the public; and

WHEREAS, the Town sent notice to the public looking for members of the public and local business owners interested in serving on the Business and Economic Development Committee and received many letters of interest; and

WHEREAS, the Town Supervisor and Councilmember Gordon have agreed to serve on the Business and Economic Development Committee and the Town Board has asked Monte Wasch to serve as the Chair; and

WHEREAS, the Business and Economic Development Chair position shall act as a liaison among committee members and chair all business and economic development committee meetings and shall have a commitment to supporting local businesses, good communication and organizational skills, demonstrated ability to motivate volunteers and the ability to manage relationships among volunteers.

IT IS HEREBY RESOLVED that the Town Board of the Town of New Lebanon hereby establishes a Business and Economic Development Committee with an unspecified number of members and all members to be appointed and removed by the Town Board at will; and

BE IT FURTHER RESOLVED that the Town Board of the Town of New Lebanon hereby establishes the following mission statement for the Business and Economic Development Committee:

Promote economic development in New Lebanon by attracting new businesses and industry, supporting existing businesses, and working towards a thriving economy and quality of life for the benefit of all. To accomplish its mission with adherence to the Town's history and rural character, and in conformity with the Town's Comprehensive Plan; and

BE IT FURTHER RESOLVED that the Town Board of the Town of New Lebanon hereby establishes the following scope of work for the Business and Economic Development Committee:

The Committee will develop economic goals and plans that increase employment of Town residents, increase the Town's tax base, improve property values, improve the quality of life for Town residents and visitors, and act as an advocate for the Town's business community; and

BE IT FURTHER RESOLVED that any project the Business and Economic Development Committee takes on that does not involve expenditures and fits in with the mission statement and scope of work as laid out above, does not need Town Board approval and any project that involves any expenditures must first be approved by the Town Board.

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

Roll Call Vote:

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

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

***Town Safety Plan – Employee Training:***

Supervisor Houghtling stated that the town adopted the safety plan and part of the requirement was that the employees take an online or in person training. There a number of committee members, most are volunteers, who have not taken the training. The issue is that some of the boards are meeting in person and legally that member cannot be at the meeting without having taken the training. Supervisor Houghtling stated that she spoke to Jon, the town attorney and his recommendation was that the board set a date that all employees need to have taken the training by. Supervisor Houghtling stated that the town attorney said that all employees and committee members, paid and volunteer are required to take the training.

Supervisor Houghtling made a motion that every town employee (anybody that holds a position for the town whether voluntary, paid, committee, board, representative, etc.) is required to take the safety plan training by August 31, 2020 either online or in person or the town board will consider removal at the September meeting. 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

Councilmember Newton stated that he would like to request that if someone doesn't respond to the email that Supervisor Houghtling please reach out by phone and contact them. He would hate to lose any committee members.

Supervisor Houghtling agreed, absolutely.

Monte Wasch, BEDC Chair asked as a committee chair that we make it as easy as possible for these people to accomplish the required training. Monte requested adding the training to the town website for easier access. Monte asked if there was a written option.

Supervisor Houghtling stated that there is not. There is an in-person option and she will do anything to accommodate them. Town Clerk Robertson will post to the website.

***Attorney for Planning Board and ZBA:***

Supervisor Houghtling stated that a couple of years ago the town board approved the town attorney and town engineer attending the Planning Board and Zoning Board meetings and a training. This has not happened to date.

Councilmember Newton stated that his original suggestion was to have the attorney and the engineer go to primarily planning board meeting because there is a lot of nuts and bolts to the planning board, to see where the planning board might be lacking in training. It is up to the chairs to assign the training for the people on their boards, and this would give them a good tool.

Councilmember Newton stated that he did speak to Ted Salem on the ZBA, he doesn't think they will need a lot of training.

Supervisor Houghtling stated that she did reach out to Michael as Chair of Planning Board and Tony as Chair of ZBA, Michael said yes please, that he would love for Stephanie to come to our meeting and to plan a training, the zoning board did not get back to her. Supervisor Houghtling stated that the attorney would be Stephanie Ferradino, that she is more the building department attorney. Supervisor Houghtling stated that she hadn't reached out yet, she was waiting to hear what the town board had to say first.

Supervisor Houghtling made a motion, seconded by Councilmember Gordon and approved unanimously that the town board authorizes Stephanie Ferradino to attend Planning Board and/or Zoning Board meetings upon the request of the Planning Board and/or Zoning Board chair and provide any training that either the attorney or the chairs determine necessary.

***Town Engineer:***

Supervisor Houghtling stated that she received really bad news that Paul McCreary who has been with our town and helping our town in so many capacities will not continue working for the town in 2021 due to personal reasons. Supervisor Houghtling stated that Paul wanted us to know because of budget preparation and she had a discussion with Paul about possibly being a part of the interview process for a new engineer and working with the new engineer.

Supervisor Houghtling suggested going out for letters of interest now, due on the Friday before the September meeting and set up interviews for later in September that include Cissy Hernandez, CEO/ZEO, Paul McCreary as outgoing engineer and if the Planning Board or Zoning Boards chairs want to attend all be part of the interview process.

Supervisor Houghtling stated that in an ideal world we could appoint that new engineer at the October meeting along with keeping Paul McCreary's appointment so that for the remainder of October, November and December they can attend the Planning Board meetings together, go over any of the town projects that we are currently working on and attending some of the meetings that way the incoming engineer will be up to speed with the town business.

Councilmember Newton stated that he doesn't think it highly likely that we will find someone that is qualified that wants work doing municipal stuff.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously that we go out for letters of interest for a town engineer for 2021 and potentially the end of 2020 with letters of interest due September 4<sup>th</sup>, 2020 by 4:00pm and interviews to be set up at our September 8<sup>th</sup> meeting.

***Town Cleaner:***

Supervisor Houghtling stated that our town cleaner, Judy Sabri thank you, has done a great job cleaning the town hall. She is now moving on to a new career, very exciting and will no longer have time again come January of 2021. We can go out for letters of interest now or we can wait until September's meeting to go out for October, we really just need those estimates in by the time we do the budget at the beginning of November.

Councilmember Newton stated to go out to bid now.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon and approved unanimously that we go out for letters of interest for the position of cleaner at seven hours a week asking for an hourly rate in their bid including that it needs to be prevailing wage if they are not a sole proprietor of their business with letters of interest due September 4<sup>th</sup>, 2020 by 4:00pm.

**COMMITTEE/LIAISON REPORTS:**

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

Councilmember Rasmussen Nothing to report.

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

Councilmember Newton stated that there have been a lot of sales in the area, a lot of C of O searches, that department is very busy. For the most part everybody is very sociable but everybody is under a lot of stress right now, he knows that Cissy has been inundated with a lot of work and he appreciates her, thank you.

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

Monte Wasch, Chair thanked the board for passing the resolution. Monte reported on some of the actions taken by some of the sub-committees that require endorsement by the town board.

Communications sub-committee which has chosen to rename itself the **Marketing and Outreach** sub-committee

The BEDC feels strongly that the town needs some consistent branding on the website, letters and newsletters and other items that go out to residents, any banners, etc. We would like to work on coming up with a few ideas to propose to the TB to choose a branding/style to move forward with. We have volunteers who do website and graphic design that would be willing to volunteer their services in both coming up with branding ideas and implementing whichever design the TB approves onto the website and other venues. This is just a heads up to the board that they will be coming back with a suggestion for a branding package.

Supervisor Houghtling stated that she isn't sure if this needs an official motion but she wants to make sure that no one is opposed to the idea.

Councilmember Gordon suggested that if New Lebanon is to have a brand that it be as reflective of the diversity of the community as possible.

Councilmember Newton suggested that the new Town Seal be incorporated into the brand if possible.

Councilmember Trainor and Councilmember Rasmussen had no objections.

Supervisor Houghtling stated to Monte that he has to go ahead on this.

Monte Wasch, Chair stated that the second subcommittee formerly known as beautification, the members of that sub-committee have voted to change the name of their sub-committee to **Community Appearance and Design (CAD)**.

The Community Appearance and Design Subcommittee would like to research a Design Competition project. They will work with the Chatham architect, Zachary Pearson, on the competition. Zachary Pearson will donate his services. The project is an idea competition for

the Miracle Mile - and perhaps throughout New Lebanon - details not yet firmed up, targeted for 2021.

Supervisor Houghtling stated that at this point there are no expenditures, the architect has volunteered his time, the sub-committee would work on it and the final proposal would come before the town board for approval. Supervisor Houghtling asked the board if anyone was opposed to them working on this, no one objected.

The Community Appearance and Design Sub-committee would like to research a project similar to what Pittsfield did with sheep, the CAD wants to have some type of object (i.e. a Shaker rocking chair, cow, a car etc.) to link business sponsors and artists and result in an art installation for the town (preliminary target date: summer 2021).

Supervisor Houghtling stated that possibly involving the schools and their art programs. Supervisor Houghtling asked the board if anyone was opposed to this idea, no one objected.

The Historical Focus sub-committee, which at the moment consists of only one person, they would like to get more people working on that. They would like TB endorsement to continue work begun by the Supervisor earlier this year by on the Hometown Heroes project. The town will display banners which highlight local veterans from New Lebanon, both modern and historical.

Supervisor Houghtling stated that the town board had already approved the supervisor to be working on this, she just wants to hand it off to them, because the sub-committee is willing to do the leg work. Supervisor Houghtling asked the town board if anyone opposed to this, no one objected.

Food Issues, this is a big one. **The Food Issues** sub-committee would like to ask the town boards endorsement to form a proposal for town sponsorship for the Farmer's Market. This might involve effort on the part of town employees or even expenditure of funds, so they cannot move forward without the board's approval.

Supervisor Houghtling stated that the town board did already approve that they wanted to hear from the Farmer's Market for a proposal.

Supervisor Houghtling suggested that the sub-committee, Monte and the Farmer's Market get together soon to meet and discuss options.

Monte Wasch, Chair stated that the existing food provision program sponsored by the School District and the Regional Food Bank with local products is about to go away. They have been informed by the school that after the last food pickup on August 24<sup>th</sup>, 2020, the distribution will stop. The sub-committee wants to continue this food distribution.

Supervisor Houghtling stated for clarification the food distribution at the school is at zero cost, the food is provided by the Regional Food Bank, it is at no cost to the school or the town. We would just need the volunteers.

Supervisor Houghtling stated that Cynthia Creech and Josh Young, who are a part of the food sub-committee have secured grant funding to provide local dairy and vegetables from our local farmers, it actually provided \$6,000.000 worth of funding to our New Lebanon local and area farms. Supervisor Houghtling stated that even if we don't secure more grant funding for the additional fresh food from local farms, we can continue with distributing the free food from the Regional Food Bank. Supervisor Houghtling would like the board to consider using town property like we have done in the past for town clean up day.

Supervisor Houghtling made a motion, seconded by Councilmember Trainor and approved unanimously if the Business and Economic Development Committee wishes to utilize the town property for the food distribution that we allow it.

Monte Wasch stated that he was very grateful for this opportunity to work for the town.

Supervisor Houghtling stated that she was blown away by Monte's leadership and your work and the full committee's work.

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

Steve Powers, CSTFC Chair stated they have a goal of 120 points to reach our initial bronze level and our liaison told them that we may be the first in Columbia County to reach our goal.

Steve Powers stated that given the financial crisis, they have only been looking at action items that don't cost the town any money. They are proposing a composting program.

See addendum D for flyer.

Councilmember Newton stated that he would like to see local businesses listed on the flyer as opposed to big box stores.

Supervisor Houghtling made a motion, seconded by Councilmember Gordon and approved unanimously to allow the Climate Smart Task Force to move forward with a composting program for the Town of New Lebanon with the poster as revised to list local businesses and online to purchase compost bins from.

Steve Powers stated that the CSTF is working on a program to recover bicycles and repair and refurbish them to give to residents in need for no cost. Marc Anthionsen is volunteering his time and skills to repair and refurbish the bicycles at no cost.

Supervisor Houghtling had our town attorney approve the NL Bike Program Waiver.

Supervisor Houghtling made a motion, seconded by Councilmember Newton and

approved unanimously to approve the Climate Smart Task Force working on the Resource Recovery Center including the Bike Exchange Program and adopting the Assumption of Risk Waiver & Release and authorizing the Resource Recovery Center to take over the organization of the Free Store.

See addendum E for waiver.

Steve Powers stated that Marc Anthionsen has completed the Green House Gas inventories of the town buildings and that revealed that the LED street lights that were put in are estimated to save \$2,500.00 per year.

Steve Powers also stated that there is a possible collaboration with a Cornell student to work with the CSTF, to be approved by the town board at a later date.

Supervisor Houghtling thanked Steve Powers and Marc Anthionsen for all of their hard work.

Bruce Shenker, NL Rep to CC Enviro Mgt & CSC Coordinator, requested to have a presentation on Solarize, the town board agreed to put it on the October agenda.

Bruce Shenker, NL Rep to CC Enviro Mgt & CSC Coordinator, presented his letter on behalf of the Town of New Lebanon to send to Columbia County Board of Supervisors to request Columbia County to join in the NY Climate Smart Communities Program.

A motion was made by Councilmember Trainor, seconded by Councilmember Gordon and approved unanimously to authorize Supervisor Houghtling to sign and submit the letter to the Columbia County Board of Supervisors.

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

Councilmember Newton stated they had a good meeting this past month with the LVPA board, they had some initial discussion about budget, it looks like they will be on line with last year. The LVPA is hoping to keep the matching program going the way it was, they put \$15,000.00 into trucks and \$5,000.00 into equipment.

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

Councilmember Newton stated that in everyone's packet there is a very rough draft of the Highway Asset Management Plan with some description of what we have in town assets and the recommended time frame for replacement. Councilmember Newton reached out to County Highway and they do not have an asset management plan for their highway equipment, so he is figuring this out as he goes. He has also reached out to other townships to see what they have in place.

Councilmember Newton was able to find a lifecycle cost analysis for class 8 snowplow trucks from DOT in Utah, they bottom out in value at about nine or ten years due to salt erosion.



Councilmember Newton will continue to work on the highway asset management plan.

Supervisor Houghtling stated that in talking with Highway Superintendent Winestock stated that the quote for the backhoe has gone up.

Councilmember Newton stated that the difference is we do not have the included warranty. We lost the four-year, 3,000-hour warranty. We would have to purchase it now at an additional \$6,000.00.

Supervisor Houghtling stated that her understanding was that we were hoping to get money out of the auction items, which we still need to get the condition reports. Will anything change between now and September if we wait to see what we get for bids on the inventory out to bid?

Councilmember Newton stated that as we get into the fourth quarter, the equipment prices are going to change.

Supervisor Houghtling asked if this a NY State bid that we are piggy backing on?

Councilmember Newton stated that yes, it is a NY State bid.

Supervisor Houghtling stated that some of her oppositions were not having the asset management plan, not understanding what needs to be replaced and how often it needs to be replaced. Supervisor Houghtling stated that she would personally feel comfortable saying yes to the backhoe at next months meeting once we have the NY State bid contract number that we need to have to authorize the purchase, once we know what we are getting for the older equipment, she would like to hear from the rest of the board.

Councilmember Gordon stated that she really doesn't understand it, doesn't really have anything to say.

Councilmember Trainor stated that he is sort of in the same boat, but that he is there to take Jeff's recommendation.

Councilmember Rasmussen stated aside from the specific considerations of the equipment that he doesn't know much about, we just had the idea today our first inkling that maybe the economic damage isn't going to be as bad as we thought, but since he doesn't think we are near the end of the whole COVID crisis, he thinks it would be unwise to open the flood gates and start spending money, thinks we should wait.

Supervisor Houghtling stated that if come next month's meeting, we got the total purchase price out of surplus equipment that we didn't even know we had, would Councilmember Rasmussen feel differently?

Councilmember Rasmussen stated that is income that should be coming to the town, and his concern isn't what we can get for the other equipment, my concern is that he doesn't think we really know what our revenue loss is going to be later in the year.

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

Councilmember Trainor stated that Bitsy Sheffer is supposed to be back this month and the Historical Society is having it's first meeting of the year on the final Monday of this month. Blossom Hatcher has donated some items to the Historical Society.

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

Councilmember Trainor stated that there is nothing to report.

Supervisor Houghtling stated that the court is doing limited office hours for payments right now, actual court will reopen in September at a very limited capacity.

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

Councilmember Trainor stated that he spoke to Moriah today and the library is still doing the curbside pickup and delivery and no fines.

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

Councilmember Newton stated nothing major. There was a bit of an issue at the pavilion but hopefully that will be taken care of. We are talking about security cameras and signage.

Councilmember Newton stated that they began the teardown of the skatepark in Ghent, they have about fifty-man hours into it and about a third of it taken apart and moved outside.

Supervisor Houghtling stated that she will have the quote on the cameras soon.

Councilmember Newton stated that the Valley Cats are close to finishing with the field update and it looks great.

Supervisor Houghtling thanked Councilmember Newton for all of his work with the skatepark and everything that he does.

***Seniors (Councilmember Gordon):***

Councilmember Gordon stated no report at this time.

***Volunteers (Councilmember Rasmussen):***

Councilmember Rasmussen stated nothing to report.

***Project Management (Councilmember Rasmussen):***

Councilmember Rasmussen stated he has updated the project information, will update

Jesse's before next month and due to the time will forego the reading of the projects.

**ANNOUNCEMENTS:**

**AUGUST:**

***Tuesday, September 8th ~ Regular Town Board Meeting @ Shatford Park Pavilion @ 7:00 pm***

**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](mailto:supervisor@townofnewlebanon.com) during the meeting. Supervisor Houghtling stated she has not received any emails from anyone online.

**ADJOURNMENT:**

A motion was made by Supervisor Houghtling and seconded by Councilmember Newton to adjourn the meeting at 10:11 pm.

Respectfully submitted,

Marcie Robertson  
New Lebanon Town Clerk



# Addendum A

Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

<b>Job Title:</b>	Town Supervisor	<b>Job Category:</b>	Elected
<b>Department/Group:</b>	Town Board	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-Time
<b>Level/Starting Rate:</b>	1/Annual Salary – Amt TBD		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> N/A – Elected Position  <b>Subject Line:</b> N/A <b>Attention:</b> N/A		<b>Mail:</b> N/A – Elected Position	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"><li>1. All statutory responsibilities as prescribed by law</li><li>2. HR duties for all positions for the Town including but not limited to civil service payroll &amp; benefits</li><li>3. Budget Officer – preparation of the tentative/budget and monitoring the budget throughout the year</li><li>4. Voucher preparation as laid out by policy for Purchasing and Vouchering Items</li><li>5. Liaison between the Town and other County and State agencies such as NYS DOT</li><li>6. Liaison between the Town and local utilities such as NYSEG</li><li>7. Supports Town Board members and department heads with various needs</li></ol>			
<b>Qualifications and Education Requirements</b> <p>None – Elected position</p> <p>Encouraged to attend biannual training by AOT at town expense</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	

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**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Town Clerk	<b>Job Category:</b>	Elected
<b>Department/Group:</b>	Town Clerk	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Full-Time
<b>Level/Starting Rate:</b>	2 /\$35,000 Annual salary		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> N/A Elected Position  <b>Subject Line:</b> N/A <b>Attention:</b> N/A		<b>Mail:</b> N/A Elected Position	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"><li>1. All statutory responsibilities as prescribed by law</li><li>2. Voucher preparation as laid out by policy for Purchasing and Vouchering Items</li><li>3. Records management – All town departments</li><li>4. Issue all licenses and permits</li><li>5. Clerk to Highway Superintendent – email CHIPS LENS etc</li><li>6. Keeper of all town keys as laid out by the key policy</li><li>7. Corresponds with the public regarding all Town offices</li><li>8. Supports Town Board members and Department Heads with various needs</li><li>9. Creates and distributes Town Newsletter</li></ol>			
<b>Qualifications and Education Requirements</b> <p>None – elected position</p> <p>Encouraged to attend annual NYSTCA training and monthly CGTCA meetings at town expense</p>			
		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	





**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Deputy Town Clerk	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Town Clerk	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-Time
<b>Level/Starting Rate:</b>	3 /\$14/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	Yes		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Town Clerk		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. Assumes all roles and responsibilities of the Town Clerk in his/her absence</li> <li>2. Voucher preparation as laid out by policy for Purchasing and Vouchering items</li> <li>3. Clerk to Highway Superintendent – Voucher preparation &amp; clerical assistance</li> <li>4. Issue all licenses and permits</li> <li>5. Ordering for Town – All town departments</li> <li>6. Notary services</li> <li>7. Corresponds with the public regarding all Town offices</li> <li>8. Supports Town Board members and Department Heads with various needs</li> <li>9. Any duties as assigned by the Town Clerk</li> <li>10. Processes all town mail sent to PO Box 328</li> </ol>			
<b>Qualifications and Education Requirements</b> All requirements as per Civil Service regulations Encouraged to attend annual NYSTCA training at town expense			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	







**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Dog Control Officer	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Dog Control	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-time
<b>Level/Starting Rate:</b>	3/ \$20/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		

**Applications Accepted By:**

**Fax or E-mail:**

(518)794-9694

[townclerk@townofnewlebanon.com](mailto:townclerk@townofnewlebanon.com)

**Subject Line:** Job Application

**Attention:** Town Board

**Mail:**

NL Town Clerk

P.O. Box 328

New Lebanon, NY 12125

**Job Description**

**Role and Responsibilities**

1. Every dog control officer shall have the power to issue an appearance ticket pursuant to section 150.20 of the criminal procedure law to serve a summons and to serve and execute any other order or process in the execution of the provisions of this article. In addition any dog control officer or any peace officer when acting pursuant to his special duties or police officer who is authorized by a municipality to assist in the enforcement of this article may serve any process including an appearance ticket and a uniform appearance ticket and simplified information related to any proceeding whether criminal or civil in nature undertaken in accord with the provisions of this article or any local law or ordinance promulgated pursuant thereto
2. Every dog control officer peace officer when acting pursuant to his special duties or police officer shall promptly make and maintain a complete record of any seizure and subsequent disposition of any dog Such record shall include but not be limited to a description of the dog the date and hour of seizure the official identification number of such dog if any the location where seized the reason for seizure and the owner's name and address if known
3. Every dog control officer shall file and maintain such records for not less than three years following the creation of such record and shall make such reports available to the commissioner upon request
4. The governing body of any municipality in which licenses are issued may either individually or in cooperation with other municipal entities require its dog control officer or animal control officer or any other authorized agent to ascertain and list the names of all persons in the municipality owning or harboring dogs or in lieu thereof such municipality may contract to have the same done

**Source:** <https://www.nysenate.gov/legislation/laws/AGM/113>

**Qualifications and Education Requirements**



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

All requirements as per Civil Service regulations

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Park & Buildings Superintendent	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Park/ Buildings	<b>Travel Required:</b>	No
<b>Location:</b>	Town Hall & Park	<b>Position Type:</b>	Part-Time
<b>Level/Starting Rate:</b>	4/ \$15/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 <a href="mailto:townclerk@townofnewlebanon.com">townclerk@townofnewlebanon.com</a> <b>Subject Line:</b> Job Application <b>Attention:</b> Town Board		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <p>This is a working supervisory position engaged in light construction repair and operation of various types of equipment for the maintenance of town parks and facilities</p> <p>Duties include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Operate mowers tractors vehicles and other small equipment</li> <li>2. Utilize a variety of hand and power tools in park and building maintenance</li> <li>3. Assist in routine maintenance of such equipment</li> <li>4. Mow repair and prune lawns plants and trees as well as repair and clean courts fields and all other town park facilities</li> <li>5. Mow and maintain athletic fields and related facilities</li> <li>6. Clean restrooms and remove/pick up litter from park and building grounds</li> <li>7. Perform general maintenance construction and repair of park recreational facilities and Town Hall</li> <li>8. Set up /clean up meeting room and pavilion for all events as per Town Hall Calendar</li> <li>9. Other duties as assigned</li> </ol>			
<b>Required knowledge skills and abilities</b> <p>Knowledge of general construction tools and equipment including safe work practices</p> <p>The ability to perform general construction and maintenance activities perform heavy manual labor learn to operate a variety of construction and maintenance equipment understand and carry out oral and written directions establish and maintain effective working relations with all contacted in the course of work</p>			
<b>Qualifications and Education Requirements</b>			



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

Valid New York State driver's license			
All qualifications as per Civil Service regulations			
		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Code Enforcement Officer	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	CEO/ZEO	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Full-Time
<b>Level/Starting Rate:</b>	2/ \$23-25/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 <a href="mailto:townclerk@townofnewlebanon.com">townclerk@townofnewlebanon.com</a> <b>Subject Line:</b> Job Application <b>Attention:</b> Town Board		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code the Energy Code and Town Code Chapter 81 – BUILDING CODE ADMINISTRATION</li> <li>2. All statutory responsibilities as prescribed by law</li> <li>3. All statutory responsibilities as prescribed by Columbia County Civil Service</li> </ol>			
<b>Duties</b> All duties of the Code Enforcement Officer are outlined in Chapter 81 of the Town Code <b>Additional Duties</b> <ul style="list-style-type: none"> <li>Cooperates and when necessary requires assistance from local state and federal official concerned with building housing and zoning matters and develops necessary procedures to ensure the town is compliant with these agencies' regulations</li> <li>Periodically reviews local laws pertaining to Planning/Building and Zoning to ensure compliance and no conflicts with State or Federal laws</li> <li>Trains and Supervises the activities and time management of subordinates engaged in inspection and clerical duties Reviews and approves subordinate time sheets</li> <li>Prepares and submits monthly departmental activity reports to the Town Board</li> <li>Develops and monitors yearly budgetary forecasts for the Building/Zoning Department Planning Board and Zoning Board of Appeals</li> <li>Assists in creating short- &amp; long-term departmental objectives in accordance with municipal goals</li> <li>Responsible for On-Call 24/7 for Columbia County 911 emergencies and must appoint the deputy when not available</li> <li>Reviews and approves all vouchers from outside agencies and Planning and ZBA members that are applicable to the Building/Zoning/Planning Board and ZBA budgets</li> <li>Attends Town Board Planning Board ZBA and other committee meetings when necessary</li> </ul>			



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

#### **Qualifications and Education Requirements**

The Code Enforcement Officer's Qualifications are outlined in Town Code Chapter 81-3 B

Additionally the fulltime Code Enforcement Officer must be reachable on the Civil Service list

Must possess own reliable vehicle which will be used regularly during the workday to carry out duties must be willing to travel to obtain CEU credits

All requirements as per Civil Service regulations

#### **Preferred Skills**

Must be computer literate

Must be a team player

Must have the ability to respond quickly to emergency/dangerous situations

Incumbents may be exposed to noise dust inclement weather conditions and potentially hostile environments

Must have sufficient physical ability and mobility to work in an office and field environment to stand stoop reach bend kneel squat climb ladders and walk on uneven terrain loose soil and sloped surfaces to lift and/or carry light weight up to 40 lbs to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard ability to operate a vehicle to travel to various locations and to verbally communicate to exchange information

May be exposed to noise dust inclement weather conditions and potentially irate customers

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Deputy Code Enforcement Officer	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	CEO/ZEO	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-Time
<b>Level/Starting Rate:</b>	2/\$18-\$20/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 <a href="mailto:townclerk@townofnewlebanon.com">townclerk@townofnewlebanon.com</a> <b>Subject Line:</b> Job Application <b>Attention:</b> Building Department		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code the Energy Code and Town Code Chapter 81 – BUILDING CODE ADMINISTRATION</li> <li>2. All statutory responsibilities as prescribed by law</li> <li>3. All statutory responsibilities as prescribed by Columbia County Civil Service</li> </ol> <p>Duties: All duties of the Code Enforcement Officer are outlined in Chapter 81 of the Town Code</p> <b>Qualifications and Education Requirements</b> <p>The Code Enforcement Officer's Qualifications are outlined in Town Code Chapter 81-3 B:</p> <p>Must possess own reliable vehicle which will be used regularly during the work day to carry out duties must be willing to travel to obtain CEU credits</p> <p>All requirements as per Civil Service regulations</p> <b>Preferred Skills</b> <p>Must be computer literate must be a team player must have the ability to respond quickly to emergency/dangerous situations Incumbents may be exposed to noise dust inclement weather conditions and potentially hostile environments Must have sufficient physical ability and mobility to work in an office and field environment to stand stoop reach bend kneel squat climb ladders and walk on uneven terrain loose soil and sloped surfaces to lift and/or carry light weight up to 40 lbs to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard ability to operate a vehicle to travel to various locations and to verbally communicate to exchange information</p> <p>May be exposed to noise dust inclement weather conditions and potentially irate customers</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	







**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Building/Planning/Zoning Clerk	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	CEO/ZEO	<b>Travel Required:</b>	No
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-time
<b>Level/Starting Rate:</b>	5/ \$13/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	Yes		
<b>Posting URL:</b>	www.townofnewlebanon.com		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Building Department		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. The Building Department Clerk works under the direct supervision of the Code Enforcement Officer</li> <li>2. Performs a wide variety of general and routine clerical work of limited complexity for the</li> <li>3. Building/Planning and Zoning Departments requiring the skilled use of an alphanumeric keyboard</li> <li>4. The work is performed in accordance with well-defined standards and procedures</li> <li>5. Detailed instructions are provided by higher level staff for new or difficult assignments</li> <li>6. Sorts indexes and files material alphabetically and/or numerically</li> <li>7. Pulls material from files makes simple file searches and maintains charge out records</li> <li>8. Types forms letters bills reports announcements and correspondence from manuscript and other copy</li> <li>9. Checks reports and records for clerical accuracy and completeness</li> <li>10. Prepares routine statistical reports from assembled data</li> <li>11. Opens times stamps sorts and distributes mail daily</li> <li>12. Procures distributes and maintains stock of office supplies</li> <li>13. Occasionally may act as a receptionist and/or switchboard operator</li> <li>14. Operates alphanumeric keyboard</li> <li>15. Inputs departmental data into computer as necessary</li> <li>16. Attends Planning/Zoning meetings as needed and types and distributes them appropriately maintains website</li> <li>17. Uses a personal computer and office equipment necessary for successful job performance</li> <li>18. May schedule inspections upon the request of the Code Official</li> </ol>			



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

19. Builds and maintains positive working relationships with co-workers other county employees and the public using principles of good customer service

**Qualifications and Education Requirements**

Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing OR one year of satisfactory full-time paid clerical work experience which shall have included substantial typing duties

All requirements as per Civil Service regulations

**Preferred Skills**

Knowledge of office terminology procedures and equipment and programs (Microsoft Word Adobe PDF and will train in BAS/IPS and WordPress)

Working knowledge of business arithmetic and English

Ability to get along well with others ability to understand and follow simple oral and written directions

Ability to type accurately from rough draft or copy at 35 words per minute ability to make routine

Arithmetic computations and tabulations accurately with reasonable speed ability to write legibly

Clerical aptitude mental alertness neatness tact and courtesy physical condition commensurate with the demands of the position

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Tax Collector	<b>Job Category:</b>	Elected
<b>Department/Group:</b>	Tax Collector	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-Time
<b>Level/Starting Rate:</b>	2/Annual salary – Amt TBD		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> N/A Elected Position <b>Subject Line:</b> N/A <b>Attention:</b> N/A		<b>Mail:</b> N/A Elected Position	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. Prepares the annual budget for the Town Board for the office of the Tax Collector</li> <li>2. Receives the tax roll and tax warrant annually for the Town/County tax collection</li> <li>3. Writes and arranges for legal notice to be published annually in the Town's official newspaper along with posting said notice in other prominent locations within the Town</li> <li>4. Loads the tax bills for the new year onto the BAS Egov website and continually keeps this information updated/current as tax payments are received throughout the collection season</li> <li>5. Receives the Town/County tax bills from ORPS and prepares them for mailing to individuals and banks holding mortgage escrows This includes sending out delinquent notices received from the CC Treasurer from previous years taxes that are still outstanding</li> <li>6. Receives tax payments both in person at the Tax office during open hours and also by mail</li> <li>7. Manages all phone calls visitors and correspondence to the office of the Tax Collector</li> <li>8. Makes bank deposits for all tax payments received within 24 hours This is done both remotely and thru in person or night drop deposits as appropriate based on the form(s) of payments received</li> <li>9. Maintains and balances the bank account of the Tax Collector</li> <li>10. Submits payments from tax revenue collected to the Town Supervisor and then monthly to the Columbia County Treasurer during warrant period</li> <li>11. Prepares and mails second notices as of April 1<sup>st</sup> annually for tax bills still outstanding from the current year collection</li> <li>12. Prepares records and reports for the return of unpaid taxes to the Columbia County Treasurer at the end of the warrant period annually</li> </ol>			
<b>Qualifications and Education Requirements</b> None – elected position			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	





**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Assessor	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Assessor	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-time
<b>Level/Starting Rate:</b>	1/\$25,000 Annual Salary		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	www.townofnewlebanon.com		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Town Board		<b>Mail:</b> Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. Administer all tasks in accordance with Real Property Tax Law</li> <li>2. Maintain assessments at a uniform percentage of Market Value</li> <li>3. Keep current physical description or inventory and value estimate of every parcel</li> <li>4. Administer property tax exemptions</li> <li>5. Maintain the assessment roll and related records using RPS (Real Property System)</li> <li>6. Continually communicate with the public answering questions and dealing with concerns</li> <li>7. Attend all public hearings of the Board of Assessment Review</li> <li>8. Prepare evidence and attend Small Claims Assessment Review hearings</li> <li>9. Work in coordination with Town Attorney on Judicial Cases</li> <li>10. Sales processing and verifications</li> <li>11. File annual reports with ORPTS</li> </ol>			
<b>Qualifications and Education Requirements</b> <p>Assessors must obtain basic certification by New York State within three years of taking office* This requires the successful completion of orientation three assessment administration course components &amp; five appraisal components including farm appraisal for certain agricultural communities The New York State Office of Real Property Tax Services (ORPTS) prescribes the components</p> <p>Each year appointed assessors must complete an average of 12 hours of continuing education In addition certified assessors and county directors must complete an approved ethics course one year prior to or one year after re-appointment or re-election to office Resultant certifications must be promptly filed with the Town Clerk</p> <p>All requirements as per Civil Service regulations</p> <p><b>*Source:</b> <a href="http://www.tax.ny.gov/pubs_and_bulls/orpts/assessjo.htm">www.tax.ny.gov/pubs_and_bulls/orpts/assessjo.htm</a></p>			



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Assessor Clerk	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Assessor	<b>Travel Required:</b>	No
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-time
<b>Level/Starting Rate:</b>	5/ \$13/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	Yes		
<b>Posting URL:</b>	www.townofnewlebanon.com		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Assessor		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. General clerical duties including but not limited to answering phone and emails</li> <li>2. Data entry</li> <li>3. Electronic and Physical filing</li> <li>4. Scanning records</li> <li>5. Collecting exemptions and other assessment related materials</li> <li>6. Help Taxpayers with Real Property Tax forms</li> <li>7. Field work preparation</li> <li>8. Read Tax Maps</li> <li>9. Understanding Assessment Calendar</li> <li>10. Relating information between Assessor and Taxpayer</li> </ol>			
<b>Qualifications and Education Requirements</b> <p>A general knowledge of Real Property Tax Law and Procedures</p> <p>Understanding of the assessment calendar and exemption qualifications is necessary</p> <p>Skills should include at minimum basic excel and word</p> <p>Must be able to maintain good public relations</p> <p>All requirements as per Civil Service regulations</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	







**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	SYP Camp Director	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Summer Camp	<b>Travel Required:</b>	No
<b>Location:</b>	Park	<b>Position Type:</b>	Seasonal
<b>Level/Starting Rate:</b>	3/\$8,500 Annual Salary		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 <a href="mailto:townclerk@townofnewlebanon.com">townclerk@townofnewlebanon.com</a> <b>Subject Line:</b> Job Application <b>Attention:</b> Town Board		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. Complete and obtain all necessary documents required to obtain a Children's Summer Day Camp permit annually</li> <li>2. Review the program annually and update as needed to maintain compliance with state codes</li> <li>3. Submit updated plan or revisions annually to the Columbia County Dept of Health for review and approval</li> <li>4. Prepare all necessary documents required to run the program</li> <li>5. Advertise for interview verify applications of and hire appropriate personnel</li> <li>6. Plan program activities including but not limited to field trips and swim lessons</li> <li>7. Maintain and make available during inspections records identifying staff qualifications</li> <li>8. Oversee implementation of program during camp operation</li> <li>9. Report fires at the program site or medical emergencies during the program to the Columbia County Dept of Health within 24 hours of the occurrence</li> <li>10. Provide all Assistant Directors Town Supervisor and Town Clerk with an up-to-date copy of the program plan</li> <li>11. Plan and implement annual review/evaluation of program plan and annual program curriculum and activities</li> <li>12. Attend Director workshop held at Columbia County Dept of Health</li> </ol>			
<b>Qualifications and Education Requirements</b> <p>21 years of age</p> <p>24 weeks previous administrative or supervisory experience in camping or children supervision (must be acceptable to (State Commissioner of health)</p>			



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

ARC CPR and First Aid Certification and Universal Precautions for blood and body fluid borne pathogens training

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Town Justice	<b>Job Category:</b>	Elected
<b>Department/Group:</b>	Court	<b>Travel Required:</b>	No
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-Time
<b>Level/Starting Rate:</b>	2/Annual Salary – Amt TBD		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> N/A Elected Position  <b>Subject Line:</b> N/A <b>Attention:</b> N/A		<b>Mail:</b> N/A Elected Position	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. All statutory responsibilities as prescribed by law</li> <li>2. Perform arraignments and be on call 24/7 for arraignments</li> <li>3. Handle VTL and criminal case dockets</li> <li>4. Reconcile bank statements and check books once a month</li> <li>5. Reconcile bail dockets once a month</li> <li>6. Do all monthly reporting of fines received</li> <li>7. Issue a check monthly for fines received to the CFO</li> <li>8. Sign and submit all necessary monthly reports and financial reports</li> </ol>			
<b>Qualifications and Education Requirements</b>  None – elected position			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	





**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Court Clerk	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Court	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-time
<b>Level/Starting Rate:</b>	3/\$14.50/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	Yes		
<b>Posting URL:</b>	www.townofnewlebanon.com		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Court		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. Prepare court dockets of cases and maintain court calendar</li> <li>2. Create and file court documents including sentencing probation and release information</li> <li>3. Maintain records of payment for court fines bail and other fees</li> <li>4. Correspond with attorneys or parties appearing before the Court as required</li> <li>5. Respond to telephone inquiries from the public in a polite and knowledgeable manner</li> <li>6. Provide needed support or assistance to the judge when on the bench or in chambers</li> </ol>			
<b>Qualifications and Education Requirements</b> <p>High school diploma some college a plus</p> <p>No legal training necessary</p> <p>Experience with legal processes and court procedures a plus however on-the-job training will be provided</p> <p>All requirements as per Civil Service regulations</p>			
<b>Preferred Skills</b> <p>Computer skills including Microsoft Word and other basic applications</p> <p>Bookkeeping experience helpful must be able to create accurate financial reports and file them electronically</p> <p>Excellent interpersonal skills ability to interact with the public professional demeanor</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	





**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Deputy Court Clerk	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Court	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-time
<b>Level/Starting Rate:</b>	4/\$13.50/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	Yes		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 <a href="mailto:townclerk@townofnewlebanon.com">townclerk@townofnewlebanon.com</a> <b>Subject Line:</b> Job Application <b>Attention:</b> Court		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> Will be trained to perform duties of a court clerk including but not limited to 1. Data entry filing, payment entry and receipt writing 2. Banking and accounting 3. Telephone duties 4. Computer duties.			
<b>Qualifications and Education Requirements</b> Positive attitude Ability to learn quickly Ability to interact with the public in a kind and helpful manner Banking and accounting knowledge Ability to maintain confidentiality Flexible schedule Clean criminal record Valid NYS driver's license All requirements as per Civil Service regulations			
<b>Preferred Skills</b> Good communication and interpersonal skills Computer and typing skills Good organizational skills			





**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Highway Superintendent	<b>Job Category:</b>	Elected
<b>Department/Group:</b>	Highway Department	<b>Travel Required:</b>	No
<b>Location:</b>	Highway	<b>Position Type:</b>	Full-Time
<b>Level/Starting Rate:</b>	1/\$50,000 Annual Salary		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> N/A Elected Position  <b>Subject Line:</b> N/A <b>Attention:</b> N/A		<b>Mail:</b> N/A Elected Position	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. All statutory responsibilities as prescribed by law i.e. Highway Law - HAY § 140 attached</li> <li>2. Maintain roads and parking lots on all town properties</li> <li>3. Help with projects in town park as needed</li> <li>4. Help with town clean-up day</li> <li>5. Sand places of public assembly as needed per annual resolution</li> <li>6. Exchange highway work with neighboring towns as needed per annual resolution</li> </ol>			
<b>Qualifications and Education Requirements</b> <p>None – elected position</p> <p>Encouraged to attend trainings and meetings as offered at town expense</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	





**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Motor Equipment Operator	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Highway Department	<b>Travel Required:</b>	No
<b>Location:</b>	Highway	<b>Position Type:</b>	Full-Time
<b>Level/Starting Rate:</b>	2/\$18/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	Yes		
<b>Posting URL:</b>	www.townofnewlebanon.com		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Highway Superintendent		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <p>TYPICAL WORK ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Operates heavy construction equipment such as rollers graders front end loaders dump trucks small (d-3) bulldozers hydraulic extractors and sweepers</li> <li>2. May operate pay loaders and backhoes</li> <li>3. Loads fill and other construction materials</li> <li>4. May operate large flatbed trucks used for transporting heavy equipment</li> <li>5. May operate a small caterpillar with special blade used for digging and clearing drainage ditches</li> <li>6. May operate dump trucks in the transport of solid waste and sludge</li> <li>7. Occasionally operates dump truck and related motor equipment as work lead demands</li> <li>8. Checks working condition of equipment and gives routine maintenance</li> <li>9. May instruct and train personnel in the use and handling of specified pieces of motor equipment as directed by supervisor</li> <li>10. Operates such heavy construction and highway equipment as graders front-end loaders bulldozers and hydraulic excavators</li> <li>11. Operates snow removal equipment to clear town roads of snow</li> <li>12. May perform job duties associated with the Motor Equipment Operator I classification</li> <li>13. May perform job duties associated with the installation and maintenance of traffic signs and road markings</li> </ol>			
<b>Qualifications and Education Requirements</b> Good knowledge of the operating characteristics of heavy equipment Good knowledge of the component parts, operating principles and maintenance needs of heavy equipment Good knowledge of the occupational hazards and necessary safety precautions in the operation of heavy equipment Good knowledge of traffic laws and other regulations governing the operation of heavy equipment Skill in the operation of moderately complex construction and transportation equipment			



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

Ability to understand and carry out oral and written instruction

Physical strength and agility sufficient to operate heavy equipment over rough terrain occasionally under adverse weather conditions

All requirements as per Civil Service regulations

Two (2) years of work experience or its part time equivalent in the operation of motor equipment used in construction and maintenance of highways

Possession of a Class A or Class B Commercial driver's license (CDL) with appropriate endorsements as required by the New York State Department of Motor Vehicles for the class of vehicle being operated Eligibility for and continued possession of the license is required for employment

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

# Addendum B

## PERFORMANCE EVALUATION FORM

Employee name: \_\_\_\_\_

Employment start date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

Review period start: \_\_\_\_\_

Review period end: \_\_\_\_\_

Last review date: \_\_\_\_\_

Reviewer name: \_\_\_\_\_

Reviewer title: \_\_\_\_\_

### PERFORMANCE COMPETENCIES

#### COMMUNICATIONS ..... 1 2 3 4 5

Expresses ideas and thoughts verbally ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Expresses ideas and thoughts in written form ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Exhibits good listening and comprehension ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Keeps others adequately informed ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Uses appropriate communication methods ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

#### COOPERATION ..... 1 2 3 4 5

Establishes and maintains effective relations ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Exhibits tact and consideration ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Displays positive outlook and pleasant manner ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Offers assistance and support to coworkers ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Works cooperatively in group situations ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Works actively to resolve conflicts ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

**DEPENDABILITY ..... 1 2 3 4 5**

Responds to requests for service and assistance ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Follows instructions, responds to management direction ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Takes responsibility for own actions ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Commits to doing best job possible ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Keeps commitments ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Meets attendance and punctuality guidelines ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

**INITIATIVE ..... 1 2 3 4 5**

Volunteers readily ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Undertakes self-development activities ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Seeks increased responsibilities ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Takes independent actions and calculated risks ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Looks for and takes advantage of opportunities ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Asks for help when needed ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

**JOB KNOWLEDGE ..... 1 2 3 4 5**

Competent in required job skills and knowledge ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Exhibits ability to learn and apply new skills ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Keeps abreast of current developments ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Requires minimal supervision ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Displays understanding of how job relates to others ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Uses resources effectively ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

**JUDGMENT ..... 1 2 3 4 5**

Displays willingness to make decisions ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Exhibits sound and accurate judgment ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Supports and explains reasoning for decisions ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_



Includes appropriate people in decision-making process ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Makes timely decisions ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

## **PLANNING & ORGANIZATION ..... 1 2 3 4 5**

Prioritizes and plans work activities ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Uses time efficiently ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Plans for additional resources ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Integrates changes smoothly ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Sets goals and objectives ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Works in an organized manner..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Identifies problems in a timely manner ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

## **PROBLEM SOLVING ..... 1 2 3 4 5**

Identifies problems in a timely manner ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Gathers and analyzes information skillfully ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Develops alternative solutions ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Resolves problems in early stages ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Works well in group problem-solving situations ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

**QUALITY ..... 1 2 3 4 5**

Demonstrates accuracy and thoroughness ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Displays commitment to excellence ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Looks for ways to improve and promote quality ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Applies feedback to improve performance ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Monitors own work to ensure quality..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

**QUANTITY ..... 1 2 3 4 5**

Meets productivity standards ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Completes work in timely manner ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Strives to increase productivity ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Works quickly ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2 \_\_\_\_\_

Achieves established goals ..... 1 2 3 4 5

Example #1 \_\_\_\_\_

Example #2

USE OF TECHNOLOGY 12345

Demonstrates required skills 12345

Example #1

Example #2

Adapts to new technologies 12345

Example #1

Example #2

Troubleshoots problems 12345

Example #1

Example #2

Uses technology to increase productivity 12345

Example #1

Example #2

Keeps technical skills up to date 12345

Example #1

Example #2

DEVELOPMENT PLANS

FUTURE GOALS

EMPLOYEE COMMENTS

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this document and discussed the contents with my supervisor. I acknowledge that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

\_\_\_\_\_  
Employee signature/Date

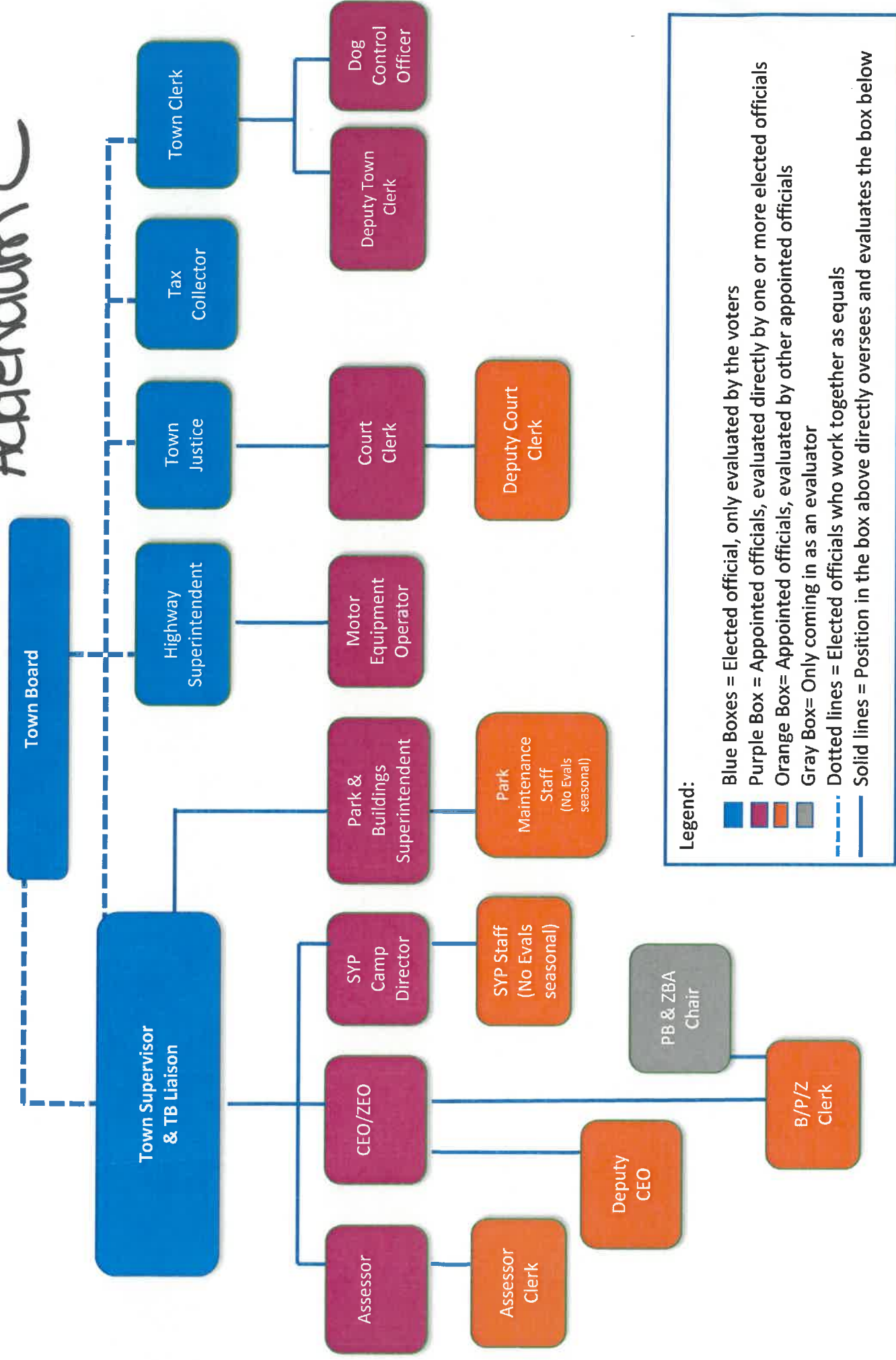
**SUPERVISOR COMMENTS**

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

\_\_\_\_\_  
Supervisor signature/Date



# Addendum C



2 rubens 1004

# Addendum D

NEW LEBANON PRESENTS

# NEW LEBANON COMPOSTS!



**IN NEW YORK STATE, 3.9 MILLION TONS OF  
FOOD ENDS UP IN LANDFILLS EACH YEAR.**

In landfills, food slowly decays and produces methane, a greenhouse gas that contributes to climate change.

Composting is a way to use that food waste to grow more healthy food, and to produce less methane.





# HOW DO I COMPOST?

Our town compost is vegan - this means that we can accept any plant based products, but no meat, dairy, eggs, fats, or oils. All you need is a small bin with a top for your own counter - keep all your food scraps in there, then drop them off at the community garden when full.

## YES:

- Fruits
- Vegetables
- Coffee Grounds
- Grass clippings
- Sawdust
- Dried Leaves

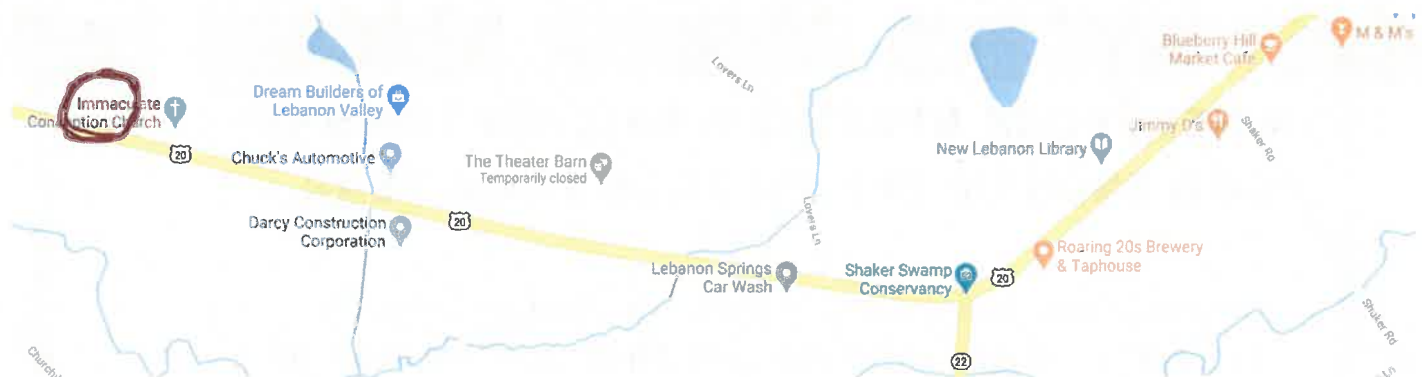


## NO:

- Meat, fish, shellfish, meat products
- Dairy products
- Oil/fat
- Eggs

# WHERE DO I COMPOST?

Our composting site is at the Community Garden



Low-cost compost buckets are available at local businesses and online



**Climate Smart  
Communities**

Produced by the New Lebanon Climate Smart Communities Task Force

# Assumption of Risk, Waiver & Release

NL Bike Program Waiver 08/11/20

The Town of New Lebanon ("Town") is a municipality. Through a bike recycling program, the Town provides bicycles to, and repairs bicycles for, members of the community.

In consideration of the Town providing the items set forth below, the undersigned hereby agrees on behalf of him/herself, the minor(s) on whose behalf such person signs, and each of their respective assigns and heirs, as follows:

1. **Equipment.** The Town is providing to me the following item(s) and/or repair(s):  
\_\_\_\_\_ (the "Equipment/Repair").
2. **Condition "As Is".** The Town makes no representations, warranties, or guarantees about the Equipment/Repair, including any implied warranties of merchantability and/or fitness for any purpose. I am accepting the Equipment/Repair "as is." I understand that the Town is not required to provide any instructions or follow-up services, replacement parts, or repairs.
3. **Assumption of Risk.** I understand that there are certain risks of injury that may arise from the possession, use or misuse of the Equipment/Repair, including the risk of injury, disability, or death of the user of the Equipment/Repair or other persons, or damage to property. I assume full responsibility for all risks arising directly or indirectly from the possession, use or misuse of the Equipment/Repair, both known and unknown, regardless of the cause. This Assumption of Risk specifically includes my assumption and acceptance of the risk associated with or arising from, among others, defective design, defective manufacturing, negligent performance, negligent maintenance, and/or negligent repair of the Equipment/Repair.
4. **Waiver and Release.** I waive and release any and all claims against the Town, its officers, agents, employees, and volunteers (collectively, "Town Parties") with respect to any and all injury, disability, death, loss or damage to property resulting from possession, use or misuse of the Equipment/Repair, regardless of the cause and even if caused by negligence, whether passive or active, and regardless of whether such claim(s) arose before, during, or after execution of this document. I agree not to sue any of the Town Parties on the basis of these waived and released claims. I understand that this document releases all claims, whether known or unknown, and whether currently in existence or arising in the future from possession, use or misuse of the Equipment/Repair.
5. **Indemnity.** I will defend, indemnify and hold the Town Parties harmless from and against any and all liability, losses, damages, claims and attorney's fees resulting directly or indirectly from the possession, use or misuse of the Equipment/Repair by me or any other person.

I have read and understand the terms of this agreement. I understand that this agreement covers each and every item or repair which I am receiving. I sign it freely and voluntarily and with a full understanding of my rights.

Name	Date	Signature
Parent's/Guardian's Signature (if under 18)	Date	Parent's/Guardian's Name (if under 18)

3 mubrisibA