

**ORGANIZATIONAL MEETING
TOWN BOARD, TOWN OF STEPHENTOWN
JANUARY 1, 2018**

The Organizational Meeting of the Town Board, Town of Stephentown was called to order by **Lawrence Eckhardt, Supervisor** at **6:06 PM** at the Town Hall.

MEMBERS PRESENT:

(X) Supervisor Lawrence Eckhardt	(X) High. Superin. Alden Goodermote
(X) Councilman William Jennings	(X) Tax Collect, Mary Grant
(X) Councilman Philip Roder	(X) Town Justice, Cyril Grant
(X) Councilman Gerald Robinson	(X) Town Justice, John Meekins
(X) Councilwoman Pam Kueppers	(X) Town Constable, Henry Wagar
(X) Town Clerk Stephanie Wagar	(X) Town Attorney, Craig Crist

A quorum (X) was () wasn't established.

12 from the Public were present

RESOLUTION # 1 -18

TOWN BUSINESS

WHEREAS: certain policies are required by the Town Board to properly conduct town business, now therefore be it

RESOLVED: that all meetings of the Town Board to be conducted according to accepted parliamentary law, and further

RESOLVED: that the audit of claims may be certified by and on behalf of the claimant in lieu of verification of notary public, and further

RESOLVED: that the TOWN WEBSITE, TROY RECORD & EASTWICK PRESS shall be the Official Publications for the Town of Stephentown for the year 2018, and further

RESOLVED: that the Supervisor be authorized to invest the town funds in accordance with the Stephentown investment policy, and further

RESOLVED: that the Supervisor is authorized to enter into a contract with the Stephentown Veterans and support them in the amount of **\$2,500.00**, and further

RESOLVED: that the Supervisor is authorized to enter into a contract with the Stephentown Library Association and support them in the amount of **\$46,459.00** and further

RESOLVED: that the Supervisor is authorized to enter into a contract with the Stephentown Museum and support them in the amount of **\$6,000.00**, and further

RESOLVED: that the Town Clerk will keep minutes of the Town Board meetings that are held on the **3rd Monday** of each month at the Town Hall at 7:00 PM. The Town Clerk shall supply the Town Board, Town Attorneys, Highway Superintendent, and others present with copies of the minutes (15 copies) and that the Town Clerk has permission to use a tape recorder for the minutes, and further

RESOLVED: that the Town Board will meet the **2nd Monday** of each month at 7:00PM for a Town Board Workshop, and further

L. Eckhardt: for this next resolution we are going to do something a bit different, after every appointee we will make a vote.

RESOLUTION #3-18

TOWN APPOINTMENTS & APPROVALS

WHEREAS: certain appointments by the Town Board are necessary to conduct the town business for 2018, now therefore be it

RESOLVED: that the following one (1) year appointments be made, expiring Dec.31, 2018; except for (2) Planning Board 5 year positions one which expires Dec. 31, 2019 and one to expire Dec. 31, 2022, and (1) Zoning Board of Appeals position which expires Dec. 31, 2022.

POSITION	APPOINTEE	Comment Prior to Vote	AYE	NAY	ABSTAIN	Comment After Vote
CLERK TO ASSESSOR	Tracy Grant		5	0		
CODE ENFORCEMENT OFFICER	Dean Herrick		2 – L.E. & P.R.	2 – G.R. & P.K.	1 – B. J.	<i>L. E.:</i> Will not be appointing Dean tonight, but will fill the duties until replaced. <i>B.J.:</i> has an on going building project believes he should abstain
CONSTABLE	Henry Wagar		5	0		
COURT CLERK	Tammy Whitman		5	0		
DEPUTY CODE ENFOR. OFFICER	Owen Cassavaugh		4	0	1 – B. J.	<i>B.J.:</i> has an on going building project believes he should abstain
DEPUTY TAX COLLECTOR	Eileen Roder		4	0	1 – P. J.	
DEPUTY TOWN CLERK (up to \$3,060)	Arlene Longo		5	0		
DEUPTY ZONING OFFICER	Owen Cassavaugh		4	0	1 – B. J.	
DOG CONTROL OFFICER	Wes Powell		4	0	1 – G. R.	
PLANNING BOARD CLERK (up to \$1,500)	Laurie Gilliland		5	0		
REGISTRAR	Stephanie Wagar		5	0		
SUPERVISOR BOOKKEEPER	Maureen Seel		5	0		
ZONING BOARD APPEALS CLERK (up to \$1,500)	Laurie Gilliland		5	0		
ZONING OFFICER	Dean Herrick		2 – L.E. & P.R.	2 – G.R. & P.K.	1 – B. J.	
TRANSFER STATION SENIOR ATTENDANT	Agnes Hoffman		5	0		
TRANSFER STATION ATTENDANT	Bob Olson		5	0		
TRANSFER STATION - SUBSTITUTE	<i>Vacant – No Applicants</i>					

TRANSFER STATION - SUBSTITUTE	<i>Vacant - No Applicants</i>					
YOUTH PROGRAM DIRECTOR	Contracted to Library		5	0		
YOUTH PROGRAM ASSISTANT DIRECTOR	Contracted to Library		5	0		
ZONING BOARD OF APPEALS MEMBER - 5 YEAR TERM to Expire December 31, 2022	David Cass	P.R.: should recuse himself from anything on going	5	0		
PLANNING BOARD MEMBER - 5 YEAR TERM to Expire December 31, 2019	<i>Vacant - No Applicants</i>					
PLANNING BOARD MEMBER - 5 YEAR TERM to Expire December 31, 2022	<i>Vacant - No Applicants</i>					

and further be it,

RESOLVED: that the Town Board authorizes the Town Clerk to advertise for all vacant positions including Alternates for both the ZBA and the Planning Board, letters of interest and resumes are due to the Town Clerk's Office no later than 7:00pm on Friday, February 16, 2018.

MOTION BY: ECKHARDT
VOTES OF: 5 AYE

SECONDED BY: ROBINGSON
0 NAY

AMENDMENT OF RESOLUTION #3 - 18 MADE ON JANUARY 15TH, 2018 AT THE REGULAR BOARD MEETING, THE TOWN BOARD DESIRES TO AMEND THE RESOLUTION AS FOLLOWS:

THE TOWN BOARD WOULD LIKE TO MAKE IT CLEAR THAT THE COMMENTS BEFORE AND AFTER VOTING FOR EACH POSITIONS IS NOT TO CHANGE THE MOTION OF ANY APPOINTMENTS MADE, THAT THEY ARE SIMPLY COMMENTS/OPINIONS MADE BY THE BOARD.

RESOLUTION #4-18

SALARIES

WHEREAS: the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2018 budget, now therefore be it

RESOLVED: that the Supervisor is authorized to pay the following officer's salaries or wages as due, and further

RESOLVED: that each non-elected employee submit a signed payroll time sheet to Supervisor each month, and further

RESOLVED: the Town Board has agreed to waive the reading for the list below

POSITION	SALARY	METHOD OF PAYMENT
Highway Superintendent	\$ 64,983.00 (includes longevity)	Monthly
Supervisor	8,500.00	Monthly
Supervisor Bookkeeper	11,500.00	Monthly
Town Clerk	20,258.00	Biweekly
Deputy Town Clerk (\$3,060)	14.50 per hour	Biweekly
Registrar	1,061.00	Biweekly
Town Justice (2@ \$9,316.50)	18,633.00	Monthly
Councilperson (4@ \$4,250.00)	17,000.00	Monthly

RESOLVED: that the **Highway** Employees are per **Union Contract**, and further be it

RESOLVED: that the Highway Department has three (3) non-elected employees, two (2) equipment operators MEOH and one (1) Mechanic MEOL. At the request of the Highway Superintendent, a at the request of the Highway Superintendent, an additional MEOH/MEOL position may be added with Town Board approval, and further be it

RESOLVED: that the Transfer Station Supervisor and Attendant receive one week vacation after one year of service, for a 20 hour work week and further be it

RESOLVED: that there will be no carry over or compensation for vacation time, and further be it

RESOLVED: that the Transfer Station Supervisor and Senior Attendant with six (6) or more months of service shall be entitled to a total of **2** paid holidays in 2018 which includes: Independence Day Wednesday, July 4th, 2018 and the day after Thanksgiving, Friday, November 23rd, 2018.

MOTION BY: RODER

SECONDED BY: ROBINSON

VOTES OF: 5 AYE

0 NAY

RESOLUTION #7 -18

ELECTION CLERK

WHEREAS: it is the responsibility of the Town Board to provide salaries to the Election Clerk for the pickup and return of election materials, now therefore be it

RESOLVED: that the Supervisor be authorized to pay the Election Clerk the following rates:

Trips to Troy Primary & Election \$25.00

Trips to Town for machine drop off and pickup \$15.00

Mileage at \$0.545 (or assigned Federal rate) for Election Trips

MOTION BY: JENNINGS

SECONDED BY: ROBINSON

VOTES OF: 5 AYE

0 NAY

RESOLUTION #8 -18

ASSESSMENT BOARD OF REVIEW

WHEREAS: it is the Duty of the Town Board to set the pay for the Assessment Board of Review, now therefore be it

RESOLVED: that each member shall receive \$60.00 for the first day (chairman \$65.00) and \$35.00 for each additional day thereafter, (chairman \$40.00), The Board of Review to select the secretary who shall take all minutes and make copies. Minutes to be filed with the Town Clerk, copies may be retained by the Assessor. The secretary to receive one extra day pay (\$35.00) as this is needed to copy the minutes and do reports.

MOTION BY: ECKHARDT

SECONDED BY: ROBINSON

VOTES OF: 5 AYE

0 NAY

RESOLUTION #9 -18

COMMITTEES

WHEREAS: certain following committees need to be established, now therefore be it

RESOLVED: that the following committees be established with the chairperson as indicated.

2018

TOWN HALL & PARK:
MACHINERY & GARAGE:
TRANSFER STATION:
WELFARE & SAFETY:

ROBINSON / KUEPPERS
RODER /JENNINGS
JENNINGS /RODER
GRANT / MEEKINS

MOTION BY: SECONDED BY:
VOTES OF: AYE NAY

RESOLUTION #10-18

AUDITING BOARD

WHEREAS: it is the responsibility of the Town Board to audit claims for goods and services supplied to the Town, now therefore be it

RESOLVED: that all claims ready to be audited be forwarded to the Town Clerk, by the 7:00PM on FRIDAY prior to the WORKSHOP meeting (dates) listed below.

January 5, 2018, February 9, 2018, March 9, 2018, April 6, 2018, May 11, 2018, June 8, 2018, July 6, 2018, August 10, 2018, September 7, 2018, October 5, 2018, November 9, 2018, December 7, 2018.

All claims will be audited at the regularly scheduled Board Meeting at 7:00PM. Auditors are as follows:

COMMITTEE PERSON:

WILLIAM JENNINGS
PHILIP RODER
PAM KUEPPERS
GERRY ROBINSON
LARRY ECKHARDT, SUPERVISOR

MONTHS:

JANUARY, MAY, AUGUST
FEB., SEPT., DECEMEBR
MARCH, JUNE, OCTOBER
APRIL, JULY, NOVEMBER
As Required

and/or as required
and/or as required
and/or as required
and/or as required

The Town Clerk shall create an abstract from the claims for Town Board approval.

MOTION BY: KUEPPERS SECONDED BY: JENNINGS
VOTES OF: 5 AYE 0 NAY

RESOLUTION #11-18

ASSOCIATION OF TOWNS MEETING

** MAY BE CHANGES ON WHO WILL BE ATTENDING

WHEREAS: the Association of Towns needs the names of the voting delegate and alternate to the Association meeting in New York City in February 2018, now therefore be it

RESOLVED: that John Meekins be named voting delegate and that Cyril Grant be named alternate delegate, and further

RESOLVED: that the Town Board does allot an amount up to \$1,200.00 per person for their attendance at this meeting, upon receipt of voucher. (\$900.00 from the Council CE Fund line and the remaining balance from the Justice CE fund line)

MOTION BY: RODER SECONDED BY: ROBINSON
VOTES OF: 5 AYE 0 NAY

RESOLUTION #12 -18

MILEAGE

WHEREAS: the town has been paying mileage to its town officers for the use of their car on official town business, now therefore be it

RESOLVED: that the town will pay \$0.545 cents (**OR whatever the Federal Mileage Rate should be**) per mile for the use of their car on official business, and further be it

RESOLVED: that all mileage claims be submitted monthly.

MOTION BY: JENNINGS

SECONDED BY: RODER

VOTES OF: 5 AYE

0 NAY

RESOLUTION #13 -18

WORK AUTHORIZATION

WHEREAS: it has been the policy of the Highway Superintendent to trade work with other Towns, County and States when it has been of benefit to the town, now therefore be it

RESOLVED: that the Highway Superintendent has permission from the Town Board to continue this policy.

MOTION BY: ECKHARDT

SECONDED BY: RODER

VOTES OF: 5 AYE

0 NAY

RESOLUTION #14 -18

HEALTH DEPARTMENT

WHEREAS: the Health Department would like a liaison between the Town and them, now therefore be it

RESOLVED: that Larry Eckhardt will act as liaison between the Town and Rensselaer County Health Department.

MOTION BY: ROBINSON

SECONDED BY: KUEPPERS

VOTES OF: 5 AYE

0 NAY

RESOLUTION #15 -18

DESIGNATION OF POLLING PLACE

WHEREAS: The Town of Stephentown has been notified that there is a requirement for designating polling places for all Election Districts, now therefore be it

RESOLVED: that the designated polling place for **District #1 and District #2** be at the Town Hall located at 26 Grange Hall Road, Stephentown, NY

MOTION BY: KUEPPERS

SECONDED BY: JENNINGS

VOTES OF: 5 AYE

0 NAY

RESOLUTION #16 -18

CHECK SIGNING AUTHORITY

WHEREAS: the Town Supervisor has the signatory responsibility for the town checking accounts under his statutory control, and

WHEREAS: the Town Supervisor could be unavailable to sign payroll and disbursement checks for any number of reasons beyond his control, now therefore be it

RESOLVED: that the Town of Stephentown town board designate *William Jennings* as a backup signatory on the town checking accounts.

MOTION BY: RODER

SECONDED BY: ROBINSON

VOTES OF: 4 AYE

0 NAY 1 ABSTAINED (JENNINGS)

RESOLUTION #17 -18

STANDARD WORKDAY HOURS FOR EACH ELECTED OR APPOINTED POSITION.

WHEREAS: the State retirement law requires that the town board set standard workday hours for each position for the purposes of reporting to the retirement system, now therefore be it

RESOLVED: that the Town board of Stephentown sets the following standard workday hours:

MOTION TO ADJOURN AT 8:12 PM

MOTION BY: JENNINGS

SECONDED BY: RODER

VOTES OF: 5 AYE

0 NAY

** A **Workshop Meeting** is held every second Monday of every month at **7:00PM** at the Town Hall.

** The next **Regular Meeting** of the Town Board, Town of Stephentown will be held on **Monday, January 15, 2017** at **7:00 PM** at the Town Hall.

Stephanie M. Wagar

Town Clerk