

**ORGANIZATIONAL MEETING
TOWN BOARD, TOWN OF STEPHENTOWN
JANUARY 2, 2019**

The Organizational Meeting of the Town Board, Town of Stephentown was called to order by **Lawrence Eckhardt, Supervisor** at **7:00 PM** at the Town Hall.

MEMBERS PRESENT:

(X) Supervisor Lawrence Eckhardt
(X) Councilman William Jennings
(X) Councilman Philip Roder
(X) Councilman Gerald Robinson
(X) Councilwoman Pam Kueppers
(X) Town Clerk Stephanie Wagar

(X) High. Superin. Alden Goodermote
(X) ZBA Member, Richard Sime
(X) Deputy Code Enforcer, Owen Cassavaugh
(X) Assessor, Jennifer VanDuesen

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

0 from the Public were present

RESOLUTION # 1 -19

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 (21st Century Media) & EASTWICK PRESS shall be the Official Publications for the Town of Stephentown for the year 2019, 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 Museum and support them in the amount of **\$7,000.00**, 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

RESOLVED: that the use of the Town Attorney, unless there is an emergency, (condition requiring prompt action) must be a request in writing and be made to a Town Board Member with a copy of this

request forwarded to the Town Supervisor, and further

RESOLVED: that public participation and rules of decorum at public meetings shall be as follows: there will be a time limit on speaker participation, 3 to 5 minutes per individual and disruptive conduct will be addressed at any meeting if the Town Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible. The Chair (Town Supervisor) may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its business, and further

RESOLVED: that all expenditures not otherwise noted be signed by department head, audited and approved by the Town Board, and further

RESOLVED: that the Supervisor is authorized to pay routine bills prior to the Town Board audit, for example ELECTRIC, TELEPHONE, HEALTH INSURANCE AND PAYROLL and further

RESOLVED: that town residents serving as jurors within the Town of Stephentown be paid at a rate of \$10.00 per day (3.5 hours) and further

RESOLVED: that we accept "Fair Housing Plan" and that the Town Clerk is authorized to advertise in accordance with the plan

MOTION BY: L. ECKHARDT
VOTES OF: 4 AYE

SECONDED BY: P. RODER
0 NAY

RESOLUTION #2-19

FIRE DEPARTMENT CONTRACT

WHEREAS: the Town of Stephentown, Stephentown Veterans, Stephentown Youth Commission and Stephentown Seniors utilize the Fire Department facilities, now therefore be it

RESOLVED: that the Town Supervisor sign a contract for their utilization of the facility, in the sum total of **\$3,150.00**.

MOTION BY: P. RODER
VOTES OF: 4 AYE

SECONDED BY: B. JENNINGS
0 NAY

RESOLUTION #3-19

SALARIES

WHEREAS: the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2019 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
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RESOLUTION #5-19

HIGHWAY/TRANSFER STATION

WHEREAS: it is the responsibility of the Town Board to establish certain policy and pay rate for the Highway Department employees and Transfer Station Appointees, now therefore be it

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 2019 which includes: the day after Thanksgiving, Friday, November 29th, 2019 and Christmas Day Wednesday, December 25, 2019.

MOTION BY: L. ECKHARDT

SECONDED BY: B. JENNINGS

VOTES OF: 5 AYE

0 NAY

B. Jennings: 2019 ERCSWMA Calendars show Black Friday as still open at the Transfer Station it will be closed for their second paid holiday.

S. Wagar: town clerk hours are not correct on the calendars either – this is posted up on the website.

RESOLUTION #6 -19

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 the assigned Federal rate (rate for 2019 \$0.58) for Election Trips

MOTION BY: G. ROBINSON

SECONDED BY: P. KUEPPERS

VOTES OF: 5 AYE

0 NAY

RESOLUTION #7 -19

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: P. RODER
VOTES OF: 5 AYE

SECONDED BY: B. JENNINGS
0 NAY

RESOLUTION #8 -19

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.

2019

TOWN HALL & PARK:	ROBINSON / KUEPPERS
MACHINERY & GARAGE:	RODER /JENNINGS
TRANSFER STATION:	JENNINGS /RODER
WELFARE & SAFETY:	GRANT / MEEKINS

MOTION BY: B. JENNINGS
VOTES OF: 5 AYE

SECONDED BY: P. KUEPPERS
0 NAY

RESOLUTION #9-19

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 11, 2019, February 8, 2019, March 8, 2019, April 5, 2019, May 10, 2019, June 7, 2019, July 5, 2019, August 9, 2019, September 6, 2019, October 11, 2019, November 8, 2019, December 6, 2019.

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

COMMITTEE PERSON:	MONTHS:	
WILLIAM JENNINGS	JANUARY, MAY, AUGUST	and/or as required
PHILIP RODER	FEB., SEPT., DECEMEBR	and/or as required
PAM KUEPPERS	MARCH, JUNE, OCTOBER	and/or as required
GERRY ROBINSON	APRIL, JULY, NOVEMBER	and/or as required
LARRY ECKHARDT, SUPERVISOR	As Required	

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

MOTION BY: L. ECKHARDT
VOTES OF: 5 AYE

SECONDED BY: P. RODER
0 NAY

RESOLUTION #14 -19

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: L. ECKHARDT

SECONDED BY: P. KUEPPERS

VOTES OF: 5 AYE

0 NAY

RESOLUTION #15 -19

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: G. ROBINSON

SECONDED BY: P. RODER

VOTES OF: 4 AYE

0 NAY

1 ABSTAIN (B. JENNINGS)

RESOLUTION #16 -19

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:

- Highway Superintendent and highway dept. employees 8 hours per day
- All elected officials (*except* Highway Superintendent) –
- Council, Town Clerk, Town Supervisor, Tax Collector, Town Justices 6 hours per day
- All other appointed positions including Transfer Station employees and Youth Commission employees and directors 6 hours per day

MOTION BY: P. KUEPPERS

SECONDED BY: B. JENNINGS

VOTES OF: 5 AYE

0 NAY

RESOLUTION #17-19

APPROVING BLANKET UNDERTAKING PURSUANT TO PUBLIC OFFICERS LAW SEC. 11(2)

WHEREAS: in lieu of the posting of any undertaking by certain officers, clerks and employees of the Town the Town Board has allowed the procurement of a blanket undertaking; now therefore be it;

RESOLVED: that pursuant to past practice, in lieu of any additional undertaking as required by law, the procurement of a blanket undertaking from an authorized corporate surety covering the officers, clerks, and employees of the Town be, and the same hereby is, approved.

MOTION BY: P. RODER

SECONDED BY: G. ROBINSON

VOTES OF: 5 AYE

0 NAY

RESOLUTION #18-19**ADVERTISE FOR THE 2019 RECONCILIATION MEETING**

WHEREAS: the Town Board would like to hold a Reconciliation Meeting to close out the bills for 2019, now therefore be it

RESOLVED: that the Town Clerk is authorized to advertise for the Reconciliation Meeting to be held on Monday, December 30, 2019 at 7:00pm.

MOTION BY: B. JENNINGS

SECONDED BY: P. RODER

VOTES OF: 5 AYE

0 NAY

RESOLUTION #19-19**CHANGING THE BI-WEEKLY EMPLOYEE PAY PERIOD**

WHEREAS: the Town Board would like to change the current bi-weekly pay period which is Wednesday to Tuesday now, to a Saturday to Friday, and

WHEREAS: the first full pay period for bi-weekly employees for 2019 will begin on January 5th, 2019 to January 18, 2019, now therefore be it

RESOLVED: that the Town Board authorizes the Town Supervisor to change the bi-weekly employee pay period.

MOTION BY: L. ECKHARDT

SECONDED BY: P. RODER

VOTES OF: 5 AYE

0 NAY

L. Eckhardt: timesheets will be due by Monday's now and no later than Tuesday's. More discussion on Direct Deposit which may be an option in the near future.

Motion: Go into Executive Session 7:41PM to discuss personnel matters regarding 2019.

MOTION BY: L. ECKHARDT

SECONDED BY: B. JENNINGS

VOTES OF: 5 AYE

0 NAY

Motion: Come out of Executive Session 8:12 PM

MOTION BY: B. JENNINGS

SECONDED BY: P. RODER

VOTES OF: 5 AYE

0 NAY

RESOLUTION #3-19**TOWN APPOINTMENTS & APPROVALS**

WHEREAS: certain appointments by the Town Board are necessary to conduct the town business for 2019, now therefore be it

RESOLVED: that the following one (1) year appointments be made, expiring Dec.31, 2019; except for (1) Planning Board 5 year position which expires Dec. 31, 2023, and (1) Zoning Board of Appeals position which expires Dec. 31, 2023.

POSITION	APPOINTEE	Comment Prior to Vote	Comment Prior to Vote	A Y E	N A Y	AB ST PK	Comment After Vote
CLERK TO ASSESSOR	Tracy Grant	Motion: Eckhardt Second: Jennings		5	0	0	N/A
CODE ENFORCEMENT OFFICER	Dean Herrick	Motion: Jennings Second: Roder	BJ: discussion with Dean after 6 months he will be switching roles with Owen	3	0	2 GR & PK	GR: agree with Bill but don't feel I can make a vote at this time

CONSTABLE	Henry Wagar	Motion: Eckhardt Second: Jennings		5	0	0	
COURT CLERK	Tammy Whitman	Motion: Eckhardt Second: Jennings		5	0	0	
DEPUTY CODE ENFOR. OFFICER	Owen Cassavaugh	Motion: Eckhardt Second: Roder		4	0	1 – GR	GR: Same reasons stated earlier
DEPUTY TAX COLLECTOR	Eileen Roder	Motion: Eckhardt Second: Jennings		4	0	1 – PR	
DEPUTY TOWN CLERK (up to \$3,060)	Arlene Longo Samantha Hebert	Motion: Eckhardt Second: Roder		5	0	0	
DEUPTY ZONING OFFICER	Owen Cassavaugh	Motion: Eckhardt Second: Jennings		4	0	1 - GR	GR: Same reasons stated earlier
DOG CONTROL OFFICER	Wes Powell	Motion: Eckhardt Second: Kueppers		5	0	0	
PLANNING BOARD CLERK (up to \$1,500)	Laurie Gilliland	Motion: Eckhardt Second: Kueppers		5	0	0	
REGISTRAR	Stephanie Wagar	Motion: Eckhardt Second: Jennings		5	0	0	
SUPERVISOR BOOKKEEPER	Maureen Seel	Motion: Eckhardt Second: Roder		5	0	0	
ZONING BOARD APPEALS CLERK (up to \$1,500)	Laurie Gilliland	Motion: Eckhardt Second: Jennings		5	0	0	
ZONING OFFICER	Dean Herrick	Motion: Eckhardt Second: Roder	BJ: same expectations as stated earlier	3	0	2	GR & PK: Same reasons earlier
TRANSFER STATION SENIOR ATTENDANT	Agnes Hoffman	Motion: Eckhardt Second: Jennings		5	0	0	
TRANSFER STATION ATTENDANT	Kenneth “Bob” Olson	Motion: Eckhardt Second: Roder		5	0	0	
TRANSFER STATION - SUBSTITUTE	<i>Vacant – No Applicants</i>						
TRANSFER STATION - SUBSTITUTE	<i>Vacant – No Applicants</i>						
YOUTH PROGRAM DIRECTOR	Contracted to Library						
YOUTH PROGRAM ASSISTANT DIRECTOR	Contracted to Library						
ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2023	Richard Sime	Motion: Eckhardt Second: Kueppers		5	0	0	
PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2023	Derrick Gardner (also Board Chair)	Motion: Eckhardt Second: Robinson		5	0	0	

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 15, 2019.

MOTION BY: ECKHARDT
VOTES OF: 5 AYE

SECONDED BY: JENNINGS
0 NAY

Discussion regarding the exterior work never getting done on the Highway Garage.

Discussion regarding schooling for ZBA and Planning Board members. Board agrees this should be strongly encouraged.

MOTION TO ADJOURN AT 8:26 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 21, 2019** at **7:00 PM** at the Town Hall.

Stephanie M. Wagar

Town Clerk