

**REGULAR MEETING  
TOWN BOARD  
TOWN OF STEPHENTOWN  
NOVEMBER 18, 2019**

The Regular meeting of the Town Board, Town of Stephentown was called to order by *Lawrence Eckhardt* at **7:11 PM** at the Town Hall.

**MEMBERS PRESENT:**

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

*(X) Highway Superintendent, Alden Goodermote*  
*(X) Assessor, Jennifer VanDeusen*  
*(X) Deputy Code Enforcement Officer, Owen Cassavaugh*

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

4 from the Public were present

**AUDIT OF CLAIMS:**

- Claim #323-19 through #350-19 in the amount of \$15,716.10 from the **General Account**
- Claim #188-19 through #208-19 in the amount of \$19,293.02 from the **Highway Account**
- For a **Total of \$26,602.04 to be paid and a total of \$35,009.12 to be** audited and approved by the Town Board.

**MOTION BY: ROBINSON**

**SECONDED BY: KUEPPERS**

**VOTES OF: 5 AYE**

**0 NAY**

Minutes of the **OCTOBER 21,2019 Regular Meeting** were approved by the Town Board as written.

**MOTION BY: RODER**

**SECONDED BY: ROBINSON**

**VOTES OF: 5 AYE**

**0 NAY**

Minutes of the **OCTOBER 28, 2019 Public Hearing on 2020 Preliminary Budget** were approved by the Town Board as written.

**MOTION BY: JENNINGS**

**SECONDED BY: ROBINSON**

**VOTES OF: 5 AYE**

**0 NAY**

**TOWN CLERKS REPORT:** The Town Clerk turned over the sum of **\$2,073.65** to the Supervisor for the month of **October 2019**.

**JUSTICE COURT REPORT:** The distribution from the office of the State Comptroller, Justice Court Fund to the Town of Stephentown for the month of **SEPT. 2019** was **\$2,700.00**.

**TRANSFER STATION REPORT:** The Transfer Station deposited a total of **\$8,263.00** for the month of **OCTOBER 2019**

Bags: **\$4,576.00**

C&D and Metal: **\$2,154.00**

Tires: **\$108.00**

Stickers: **\$1,200.00**

Appl. & Electronics: **\$220.00**

Propane Tanks: **\$5.00**

**ACCOUNT TOTALS:**

**GENERAL \$340,185.97**

**HIGHWAY \$436,117.98**

**GENERAL RESERVE FUND \$199,590.07**

**HIGHWAY RESERVE FUND \$440,744.84**

**BEACON ESCROW \$ 885.19**

**BEACON ESCROW FOR PLANT (BOND) \$5,000 & \$70,000.**

**REPORT FROM THE TOWN BOARD:**

**RESOLUTION #45 - 19**

**2020 MATERIALS BID TO COMPLETE ROAD WORK AND MAINTENANCE OF TOWN ROADS**

**WHEREAS:** there is a need to purchase materials to complete the Town Road work, and

**WHEREAS:** the Town Board authorizes the Town Clerk to advertise for such bids, now therefore be it,

**RESOLVED:** that the Town requests sealed bids on these materials. Bid specs will be available at the Town Clerk’s Office beginning Monday, November 25, 2019, be it further

**RESOLVED:** that all sealed bids with a non-collusion form are due to the Town Clerk’s Office by 7:00PM on Monday, December 16, 2019. Mailed or delivered to the Town Clerk at 26 Grange Hall Road in Stephentown, NY 12168.

**MOTION BY: RODER**                                        **SECONDED BY: KUEPPERS**

**VOTES OF:        5 AYE                        0 NAY**

**RESOLUTION #46- 19**

**AUTHORIZING THE EXTENTION OF THE SERVICE AGREEMENT WITH THE EASTERN RENSSELAER COUNTY SOLID WASTE MANAGEMENT (ERCSWMA)**

**WHEREAS:** The Eastern Rensselaer County Solid Waste Management Authority (ERCSWMA) manages Municipal Solid Waste programs, Household Hazardous Waste programs and Education programs; and

**WHEREAS:** The Eastern Rensselaer County Solid Waste Management Authority service agreement with the Town of Stephentown is coming to an end on December 31, 2019 and the Eastern Rensselaer County Solid Waste Management Authority Board of Directors has determined that due to large projects currently in progress, that it would be in the best interest and benefit of the Town of Stephentown to extend this service agreement for one year to further pursue these projects; and

**WHEREAS:** The Eastern Rensselaer County Solid Waste Management Authority service agreement with the Town of Stephentown would remain unchanged from the current agreement; and

**WHEREAS:** it is necessary that a Contract by and between the Eastern Rensselaer County Solid Waste Management Authority, herein called ERCSWMA, and the Town of Stephentown be executed; now therefore be it

**RESOLVED:** by the Members of the Town Board of the Town of Stephentown to extend the ERCSWMA service agreement from January 1, 2020 – December 31, 2020.

**MOTION BY: JENNINGS**                                        **SECONDED BY: RODER**

**VOTES OF:        5 AYE                        0 NAY**

**RESOLUTION #47 - 19**

**ADVERTISE FOR APPOINTED POSITIONS FOR THE YEAR 2020**

**WHEREAS:** the Town Clerk is authorized to advertise for all appointed positions with their salary, that are expiring or vacant on December 31, 2019, now therefore be it

**RESOLVED:** that the Town Clerk advertise requesting applications for appointed positions for 2020, with a deadline of Friday, December 20, 2019 at 7:00 PM.

**MOTION BY: ECKHARDT**                                        **SECONDED BY: RODER**

**VOTES OF:        5 AYE                        0 NAY**

**RESOLUTION #48-19**

**ADVERTISE 2020 CLEANER FOR TOWN HALL**

**WHEREAS:** there is a need to advertise for Town Hall cleaning, with present term to expire on December 31, 2019, now therefore be it

**RESOLVED:** that the Town Clerk is authorized to advertise for this position for the year 2020. Resumes and letters of interest due to the Town Clerk by Monday, December 16, 2019 at 7:00 PM. Delivered to the Town Hall or mailed to 26 Grange Hall Road, Stephentown, NY

**MOTION BY: ROBINSON**                                        **SECONDED BY: RODER**

**VOTES OF:        5 AYE                        0 NAY**

**RESOLUTION # 49 -19**

**STANDARD WORKDAY HOURS FOR EACH ELECTED OR APPOINTED POSITION.**

**WHEREAS:** the State retirement law requires that the town board establish standard work days 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 6 hours per day

And further be it

**RESOLVED:** That the town of Stephentown will report the officials to the New York State and Local Retirement System based on their record of activities (ROA Calendars):

- Highway Superintendent 34.89 days
- Supervisor 3.55 days
- Deputy Code Enforcement/Zoning 11.19 days
- Court Clerk 7.95 days
- Bookkeeper 5.14 days
- Town Clerk 19.87 days
- Town Board Member Kueppers 4.09 days
- Assessor 10.94 days
- Deputy Assessor 3.83 days
- Deputy Tax Collector 1.51 days
- Town Justice Grant 8.06 days
- Tax Collector 1.10 days

The Town will also report the following who have elected to participate in the New York State and Local Retirement System and have not yet submitted their record of activities (ROA Calendars):

- Dog Control Officer

**MOTION BY: KUEPPERS** **SECONDED BY: JENNINGS**

**VOTES OF: 5 AYE 0 NAY**

**RESOLUTION #50-19**

**ADOPTION OF 2020 BUDGET**

**WHEREAS:** the Town of Stephentown 2020 Preliminary Budget was submitted to the Stephentown Town Board; and

**WHEREAS:** a public hearing was held Monday, October 28<sup>th</sup>, 2019 at 7:00 PM, now therefore be it

**RESOLVED:** that the 2020 Preliminary Budget is adopted as the 2020 Adopted Budget with a tax increase of \_\_\_\_% and that the Town Clerk files with the proper agencies. (2020 Budget Attached)

**MOTION BY: RODER** **SECONDED BY: KUEPPERS**

**VOTES OF: 5 AYE 0 NAY**

**RESOLUTION #51-19**

**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<sup>th</sup>, 2019 at 7:00pm.

**MOTION BY: JENNINGS** **SECONDED BY: RODER**

**VOTES OF: 5 AYE 0 NAY**

**RESOLUTION #52-19**

**ADVERTISE FOR THE 2020 ORGANIZATIONAL MEETING**

**WHEREAS:** the Town Board would like to hold a Organizational Meeting to establish the Town's Annual Business for 2020, now therefore be it

**RESOLVED:** that the Town Clerk is authorized to advertise for the 2020 Organizational Meeting to be held on Thursday, January 2<sup>nd</sup>, 2020 at 7:00pm.

**MOTION BY: ECKHARDT**

**SECONDED BY: Roder**

**VOTES OF:      4 AYE                    0 NAY      1 ABSTAINED (ROBINSON)**

**MEETING OPEN TO PUBLIC COMMENT:**

*K. Roppola:* update on Library and Holiday Party Dec. 7<sup>th</sup> 2pm-5pm

*P. Roder:* asks about the Tree Lighting Ceremony

*L. Eckhardt:* asks Town Clerk to reach out to Seniors (Judy Hunt) and get information. Spoke to Phyllis about ordered flags for the veterans to get the order in by the end of the year.

*G. Robinson:* questions why we have not had an Eastwick Press Reporter.

*S. Wagar:* was told they edited Thaddeus' last article without his permission and he quit.

*L. Eckhardt:* they are looking for someone.

*B. Jennings:* we should publicize that the majority of the offices are open on Wednesday's.

*S. Wagar:* will send a notice into the papers.

*P. Roder:* Asks if anyone is coming in looking for the board members.

*S. Wagar:* No.

*Discussion on posting draft minutes, in the past the Town Board did not want minutes posted until the board approved the minutes. Board is now requesting the draft minutes be posted to the website as Draft Minutes starting in January 2020, 15 days after meeting as stated in the Open Meetings Law.*

**MOTION TO ADJOURN AT 8:10 PM**

**MOTION BY: JENNINGS**

**SECONDED BY: KUEPPERS**

**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, December 16, 2019** at **7:00 PM** at the Town Hall.

*Stephanie M. Wagar*

**Town Clerk**