

**ORGANIZATIONAL MEETING  
TOWN BOARD, TOWN OF STEPHENTOWN  
JANUARY 4, 2021  
VIA TELECONFERENCE**

The Organizational Meeting of the Town Board, Town of Stephentown was called to order by ***Lawrence Eckhardt, Supervisor*** at **7:04 PM** at the Town Hall.

**MEMBERS PRESENT:**

***(X) Supervisor Lawrence Eckhardt***  
***(X) Councilman William Jennings***  
***(X) Councilman Philip Roder***  
***(X) Councilman Everett Madden***  
***(X) Councilwoman Pam Kueppers***  
***(X) Town Clerk Stephanie Wagar***

***( ) High. Superin. Alden Goodermote***  
***( ) Tax Collect, Mary Grant***  
***( ) Town Justice, Cyril Grant***  
***( ) Town Justice, John Meekins***  
***( ) Assessor, Jennifer Van Deusen***  
***( ) Deputy Code Enforcement, Owen Cassavaugh***

A quorum ☒ was ☐ wasn't established.

  **1**   from the Public were present

**RESOLUTION # 1 -21**

**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 (21<sup>st</sup> Century Media) & EASTWICK PRESS shall be the Official Publications for the Town of Stephentown for the year 2021, 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 **\$6,000.00**, and further

**RESOLVED:** that the Town Clerk will keep minutes of the Town Board meetings that are held on the **3<sup>rd</sup> 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 **2<sup>nd</sup> 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: ECKHARDT**

**SECONDED BY: RODER**

**VOTES OF: 5 AYE**

**0 NAY**

## **RESOLUTION #2-21**

## **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 **\$3,500.00**, to include the weekend for the Stephentown Youth Commission's Halloween Party, and further be it

**RESOLVED:** that the Town Board requests updated contracts with tentative dates for the utilization of the facility from the Stephentown Veterans, Stephentown Youth Commission and Stephentown Seniors for 2021.

**MOTION BY: JENNINGS**

**SECONDED BY: RODER**

**VOTES OF: 5 AYE**

**0 NAY**

**RESOLUTION #3-21****TOWN APPOINTMENTS & APPROVALS**

**WHEREAS:** certain appointments by the Town Board are necessary to conduct the town business for 2021, now therefore be it

**RESOLVED:** that the following one (1) year appointments be made, expiring Dec.31, 2021; except for (1) Planning Board 5 year position which expires Dec. 31, 2024, (1) Planning Board 5 year position which expires Dec. 31, 2025, (1) Zoning Board of Appeals position which expires Dec. 31, 2024 and (1) Zoning Board of Appeals position which expires Dec. 31, 2025.

POSITION	APPOINTEE
<b>CLERK TO ASSESSOR</b>	Tracy Grant
<b>CODE ENFORCEMENT OFFICER</b>	Owen Cassavaugh
<b>CONSTABLE</b>	Henry Wagar
<b>COURT CLERK</b>	Tammy Whitman
<b>DEPUTY CODE ENFOR. OFFICER</b>	Dean Herrick
<b>DEPUTY TAX COLLECTOR</b>	Eileen Roder
<b>DEPUTY TOWN CLERK</b>	Arlene Longo
<b>DEUPTY ZONING OFFICER</b>	Dean Herrick
<b>DOG CONTROL OFFICER</b>	Maggie Banker
<b>PLANNING BOARD CLERK (up to \$1,500)</b>	Laurie Gilliland
<b>REGISTRAR</b>	Stephanie Wagar
<b>SUPERVISOR BOOKKEEPER</b>	VACANT
<b>ZONING BOARD APPEALS CLERK (up to \$1,500)</b>	Laurie Gilliland
<b>ZONING OFFICER</b>	Owen Cassavaugh
<b>TRANSFER STATION SENIOR ATTENDANT</b>	Agnes Hoffman
<b>TRANSFER STATION ATTENDANT</b>	Bob Olson
<b>TRANSFER STATION - SUBSTITUTE</b>	Tim Dormady
<b>TRANSFER STATION - SUBSTITUTE</b>	Rebecca Hartnett
<b>YOUTH PROGRAM DIRECTOR</b>	Library Contract
<b>YOUTH PROGRAM ASSISTANT DIRECTOR</b>	Library Contract
<b>ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2024</b>	<i>These appointments will remain vacant until interviews are completed. Appointments will be made at a later date by the Town Board.</i>
<b>ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2025</b>	
<b>PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2024</b>	
<b>PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2025</b>	
<b>ZONING BOARD OF APPEALS ALTERNATE POSITION</b>	
<b>PLANNING BOARD MEMBER ALTERNATE POSITION</b>	

and further be it,

**RESOLVED:** that the Town Board authorizes the Town Clerk to advertise for all vacant positions. Letters of interest and resumes are due to the Town Clerk's Office no later than 7:00pm on Friday, February 12, 2021.

**MOTION BY: RODER**

**SECONDED BY: KUEPPERS**

**VOTES OF: 5 AYE**

**0 NAY**

**RESOLUTION #4-21****SALARIES**

**WHEREAS:** the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2021 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

<b>POSITION</b>	<b>SALARY</b>	<b>METHOD OF PAYMENT</b>
Highway Superintendent	\$ 70,142.00 (includes longevity)	Monthly
Supervisor	8,500.00	Monthly
Supervisor Bookkeeper	12,209.00	Monthly
Town Clerk	21,498.00	Biweekly
Deputy Town Clerk (\$3,247)	15.50 per hour	Biweekly
Registrar	1,126.00	Biweekly
Town Justice (2@ \$9,887.00)	19,774.00	Monthly
Councilperson (4@ \$4,250.00)	17,000.00	Monthly
Assessor	20,659.00	Monthly
Clerk to Assessor	9,200.00	Monthly
Constable	5,622.00	Monthly
Court Clerk	10,612.00	Monthly
Tax Collector	6,441.00	Monthly
Deputy Tax Collector	1,102.00	Monthly
Transfer Station Supervisor	16.01 per hour	Bi-weekly
Transfer Station Attendant	15.53 per hour	Bi-weekly
Transfer Station Substitutes(2)	12.50 per hour	Biweekly
Zoning Officer	7,135.00	Monthly
Deputy Zoning Officer	1,875.00	Monthly
Code Enforcement Officer	18,217.00	Monthly
Deputy Code Enforcement Officer	1,875.00	Monthly
Dog Control Officer	5,622.00	Monthly
Planning Board Clerk	\$14.50 per hour Max for the year \$1,500.00	Monthly/Time Sheet
Zoning Board of Appeals Clerk	\$14.50 per hour Max for the year \$1,500.00	Monthly/Time Sheet
Town Attorney(s)	per retainer letters received	Monthly Voucher

AND be it further,

**RESOLVED:** that the pay dates are as follows biweekly as per the Highway Dept. Union Contract, and monthly paydays will be on the last Friday of each month after a full month of work. If an employee leaves a position for any reason pay will be prorated.

**MOTION BY: MADDEN**

**SECONDED BY: RODER**

**VOTES OF: 5 AYE**

**0 NAY**

**RESOLUTION #5-21****BANK & TRUST COMPANY**

**WHEREAS:** under Section 64 of the Town Law it is provided that the Town Board shall designate by written resolution the authorized depositories in which certain Town Officials shall deposit the monies coming into their hands by virtue of their office, now therefore be it

**RESOLVED:** that Pioneer Bank is hereby designated as depository in which the Supervisor, Town Clerk, Tax Collector, Transfer Station Staff, and Justice of this Town shall deposit all monies coming into their hands by virtue of their office.

**MOTION BY: KUEPPERS**  
**VOTES OF: 5 AYE**

**SECONDED BY: RODER**  
**0 NAY**

**RESOLUTION #6-21****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, 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 2021 which includes: January 1<sup>st</sup>, 2021 and Christmas December 25<sup>th</sup>, 2021.

**MOTION BY: ECKHARDT**  
**VOTES OF: 5 AYE**

**SECONDED BY: KUEPPERS**  
**0 NAY**

**RESOLUTION #7 -21****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 2021 currently \$0.56) for Election Trips

**MOTION BY: JENNINGS**  
**VOTES OF: 5 AYE**

**SECONDED BY: RODER**  
**0 NAY**

**RESOLUTION #8 -21****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: RODER**  
**VOTES OF: 5 AYE**

**SECONDED BY: JENNINGS**  
**0 NAY**

**RESOLUTION #9 -21****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.

**2021**

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

**MADDEN / KUEPPERS**  
**RODER /JENNINGS**  
**JENNINGS /RODER**  
**GRANT / MEEKINS**

**MOTION BY: MADDEN**  
**VOTES OF: 5 AYE**

**SECONDED BY: KUEPPERS**  
**0 NAY**

**RESOLUTION #10-21****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 8th, 2021, February 5th, 2021, March 5th, 2021, April 9th, 2021, May 7th, 2021, June 11th, 2021, July 9th, 2021, August 6th, 2021, September 10th, 2021, October 8th, 2021, November 5th, 2021 and December 10th, 2021

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**  
**EVERETT MADDEN**  
**LARRY ECKHARDT, SUPERVISOR**

**MONTHS:**

**JANUARY, MAY, NOVEMBER**  
**FEB., SEPT., DECEMBER**  
**MARCH, JUNE, AUGUST**  
**APRIL, JULY, OCTOBER**

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**  
**VOTES OF: 5 AYE**

**SECONDED BY: JENNINGS**  
**0 NAY**

## RESOLUTION #11-21

## 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 2021, 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: ECKHARDT**

**SECONDED BY: KUEPPERS**

**VOTES OF: 5 AYE**

**0 NAY**

## RESOLUTION #12 -21

## 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 **\$0.56** 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 -21

## 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: RODER**

**SECONDED BY: JENNINGS**

**VOTES OF: 5 AYE**

**0 NAY**

## RESOLUTION #14 -21

## 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: MADDEN**

**SECONDED BY: KUEPPERS**

**VOTES OF: 5 AYE**

**0 NAY**

**RESOLUTION #15 -21****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: MADDEN**

**VOTES OF: 5 AYE**

**0 NAY**

**RESOLUTION #16 -21****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: ECKHARDT**

**SECONDED BY: KUEPPERS**

**VOTES OF: 5 AYE**

**0 NAY**

**RESOLUTION #17 -21****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: JENNINGS**

**SECONDED BY: RODER**

**VOTES OF: 5 AYE**

**0 NAY**

**RESOLUTION #18-21****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: RODER**

**SECONDED BY: KUEPPERS**

**VOTES OF: 5 AYE**

**0 NAY**



**RESOLUTION #19-21****ADVERTISE FOR THE 2021 RECONCILIATION MEETING**

**WHEREAS:** the Town Board would like to hold a Reconciliation Meeting to close out the bills for 2021, now therefore be it

**RESOLVED:** that the Town Clerk is authorized to advertise for the Reconciliation Meeting to be held on Thursday, December 30, 2021 at 7:00pm.

**MOTION BY: MADDEN**

**SECONDED BY: JENNINGS**

**VOTES OF: 5 AYE**

**0 NAY**

**RESOLUTION #20-21****ANNUAL BID POSTING DATES**

**WHEREAS:** the Town Board would like to post when the annual BIDs will be advertised, and

**WHEREAS:** these annual BIDs include Mowing for the Town Hall and Town Park, Town Hall Cleaning, Road Materials and Plowing at the Town Hall and Transfer Station, now therefore be it resolved

**RESOLVED:** that the Town Board sets the following dates for Annual BID Postings:

- Mowing at the Town Hall and Town Park: Posted in February to be awarded at the March Regular Town Board Meeting for the contract period to run from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year.
- Plowing for the Town Hall and Transfer Station: Posted in September, to be awarded at the October Regular Board Meeting for the contract period to run from November 1<sup>st</sup> to October 31<sup>st</sup> of the following year.
- Town Hall Cleaning and Road Materials: Posted in November, to be awarded at the December Regular Board Meeting for the contract period to run the calendar year beginning January 1<sup>st</sup> to December 31<sup>st</sup> of the same year.

**MOTION BY: KUEPPERS**

**SECONDED BY: MADDEN**

**VOTES OF: 5 AYE**

**0 NAY**

**MOTION TO ADJOURN AT 7:48 PM**

**MOTION BY: RODER**

**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, January 18, 2021** at **7:00 PM** at the Town Hall.

*Stephanie M. Wagar*

**Town Clerk**