

**ORGANIZATIONAL MEETING
TOWN BOARD, TOWN OF STEPHENTOWN
JANUARY 3, 2022**

The Organizational Meeting of the Town Board, Town of Stephentown was called to order by ***Philip J. Roder, Town Supervisor*** at **7:02 PM** at the Town Hall.

MEMBERS PRESENT:

***(X) Supervisor Philip (PJ) Roder
(X) Council William Jennings
(X) Council Everett Madden
(X) Council Diana Clark
(X) Council Kyle Kidney
(X) Town Clerk Stephanie Hoffman***

***(X) High. Superin. Alden Goodermote
(X) Tax Collect, Mary Grant
(X) Town Justice, Cyril Grant
(X) Town Justice, John Meekins
(X) Assessor, Jennifer Van Deusen
(X) Deputy Tax Collector, Eileen Roder***

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

 3 from the Public were present

RESOLUTION # 1 -22

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 2022, 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 **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: RODER
VOTES OF: 4 AYE 0 NAY 1 ABSENT (MADDEN)

SECONDED BY: JENNINGS

RESOLUTION #2-22

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 2022.

MOTION BY: JENNINGS
VOTES OF: 4 AYE 0 NAY 1 ABSENT (MADDEN)

SECONDED BY: CLARK

Council E. Madden arrived 7:12pm and joined the Board

Town Board enters Executive Session to discuss Personnel Matters for 2022 at 7:12PM

MOTION BY: RODER
VOTES OF: 5 AYE 0 NAY

SECONDED BY: JENNINGS

Town Board motions to exit Executive Session at 7:35PM

MOTION BY: JENNINGS
VOTES OF: 5 AYE 0 NAY

SECONDED BY: KIDNEY

RESOLUTION #3-22**TOWN APPOINTMENTS & APPROVALS**

WHEREAS: certain appointments by the Town Board are necessary to conduct the town business for 2022, now therefore be it

RESOLVED: that the following one (1) year appointments be made, expiring Dec.31, 2022; except for (1) Planning Board 5 year position which expires Dec. 31, 2026 and (1) Zoning Board of Appeals position which expires Dec. 31, 2026.

POSITION	APPLICANTS
CLERK TO ASSESSOR	Tracy Grant
CODE ENFORCEMENT OFFICER	Owen Cassavaugh
CONSTABLE	Henry Wagar
COURT CLERK	Tammy Whitman
DEPUTY CODE ENFOR. OFFICER	Dean Herrick
DEPUTY TAX COLLECTOR	Eileen Roder
DEPUTY TOWN CLERK	Arlene Longo
DEUPTY ZONING OFFICER	Dean Herrick
DOG CONTROL OFFICER	Maggie Banker
PLANNING BOARD CLERK (up to \$1,500)	Laurie Gilliland
REGISTRAR	Stephanie Hoffman
SUPERVISOR BOOKKEEPER	Maureen Seel
ZONING BOARD APPEALS CLERK (up to \$1,500)	Laurie Gilliland
ZONING OFFICER	Owen Cassavaugh
TRANSFER STATION SENIOR ATTENDANT	Agnes Hoffman
TRANSFER STATION ATTENDANT	Bob Olson
TRANSFER STATION - SUBSTITUTE	Tim Dormady
TRANSFER STATION - SUBSTITUTE	Rebecca Hartnett
YOUTH PROGRAM DIRECTOR	Library Contract
YOUTH PROGRAM ASSISTANT DIRECTOR	Library Contract
PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2026	Mark Prescott
ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2026	Roland Barth
ZONING BOARD OF APPEALS ALTERNATE POSITION - 2 YEAR TERM to Expire December 31, 2023	Bill Holliday
PLANNING BOARD MEMBER ALTERNATE POSITION - 2 YEAR TERM to Expire December 31, 2023	Bill Holliday

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, 2022.

MOTION BY: MADDEN

SECONDED BY: KIDNEY

VOTES OF: 5 AYE 0 NAY

RESOLUTION #4-22**SALARIES**

WHEREAS: the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2022 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	\$ 71,525.00 (includes longevity)	Monthly
Supervisor	9,000.00	Monthly
Supervisor Bookkeeper	16,000.00	Monthly
Town Clerk	21,928.00	Biweekly
Deputy Town Clerk (\$3,312)	15.81 per hour	Biweekly
Registrar	1,149.00	Biweekly
Town Justice (2@ \$10,085.00)	20,170.00	Monthly
Councilperson (4@ \$4,500.00)	18,000.00	Monthly
Assessor	21,072.00	Monthly
Clerk to Assessor	9,384.00	Monthly
Constable	5,735.00	Monthly
Court Clerk	10,824.00	Monthly
Tax Collector	6,570.00	Monthly
Deputy Tax Collector	1,124.00	Monthly
Transfer Station Supervisor	16.33 per hour	Bi-weekly
Transfer Station Attendant	15.84 per hour	Bi-weekly
Transfer Station Substitutes(2)	hourly minimum wage	Biweekly
Zoning Officer	7,278.00	Monthly
Deputy Zoning Officer	1,913.00	Monthly
Code Enforcement Officer	18,581.00	Monthly
Deputy Code Enforcement Officer	1,913.00	Monthly
Dog Control Officer	5,735.00	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: KIDNEY

SECONDED BY: CLARK

VOTES OF: 5 AYE 0 NAY

RESOLUTION #5-22**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: CLARK

SECONDED BY: JENNINGS

VOTES OF: 5 AYE 0 NAY

RESOLUTION #6-22**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 2022 which includes: January 1st, 2022 and Veteran's Day November 11th, 2022.

MOTION BY: JENNINGS

SECONDED BY: KIDNEY

VOTES OF: 5 AYE 0 NAY

RESOLUTION #7 -22**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 2022 currently 58.5 cents) for Election Trips

MOTION BY: MADDEN

SECONDED BY: KIDNEY

VOTES OF: 5 AYE 0 NAY

RESOLUTION #8 -22**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

SECONDED BY: JENNINGS

VOTES OF: 5 AYE 0 NAY

RESOLUTION #9 -22**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.

2022

TOWN HALL & PARK:

MADDEN/KIDNEY

MACHINERY & GARAGE:

JENNINGS/KIDNEY

TRANSFER STATION:

JENNINGS/CLARK

WELFARE & SAFETY:

GRANT/MEEKINS

MOTION BY: KIDNEY

SECONDED BY: MADDEN

VOTES OF: 5 AYE 0 NAY

RESOLUTION #10-22**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 **11:00AM on FRIDAY prior to the WORKSHOP meeting (dates) listed below.**

January 7th, 2022, February 11th, 2022, March 11th, 2022, April 8th, 2022, May 6th, 2022, June 11th, 2022, July 8th, 2022, August 5th, 2022, September 9th, 2022, October 7th, 2022, November 11th, 2022, December 9th, 2022 and Tuesday, December 27th, 2022 by noon for the Reconciliation Meeting,

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, SEPTEMBER

and/or as required

EVERETT MADDEN

FEB., JUNE, OCTOBER

and/or as required

DIANA CLARK

MARCH, JULY, NOVEMBER

and/or as required

KYLE KIDNEY

APRIL, AUGUST, DECEMBER

and/or as required

PHILIP (PJ) RODER, SUPERVISOR

As Required

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

MOTION BY: CLARK

SECONDED BY: JENNINGS

VOTES OF: 5 AYE 0 NAY

RESOLUTION #11-22**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 2022, 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: JENNINGS**SECONDED BY: CLARK****VOTES OF: 5 AYE 0 NAY****RESOLUTION #12 -22****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 **58.5 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: MADDEN**SECONDED BY: JENNINGS****VOTES OF: 5 AYE 0 NAY****RESOLUTION #13 -22****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: KIDNEY****VOTES OF: 5 AYE 0 NAY****RESOLUTION #14 -22****HEALTH DEPARTMENT**

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

RESOLVED: that Philip (PJ) Roder will act as liaison between the Town and Rensselaer County Health Department.

MOTION BY: KIDNEY**SECONDED BY: MADDEN****VOTES OF: 5 AYE 0 NAY**

RESOLUTION #15 -22**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: CLARK

SECONDED BY: JENNINGS

VOTES OF: 5 AYE 0 NAY

RESOLUTION #16 -22**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: JENNINGS

SECONDED BY: CLARK

VOTES OF: 5 AYE 0 NAY

RESOLUTION #17 -22**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: MADDEN

SECONDED BY: CLARK

VOTES OF: 5 AYE 0 NAY

RESOLUTION #18-22**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: JENNINGS

VOTES OF: 5 AYE 0 NAY

RESOLUTION #19-22**ADVERTISE FOR THE 2022 RECONCILIATION MEETING**

WHEREAS: the Town Board would like to hold a Reconciliation Meeting to close out the bills for 2022, and

WHEREAS: vouchers and invoices are due to the Town Clerk's Office no later than Tuesday, December 27th, 2022 by 12:00PM, now therefore be it

RESOLVED: that the Town Clerk is authorized to advertise for the Reconciliation Meeting to be held on Thursday, December 29, 2022 at 7:00pm.

MOTION BY: KIDNEY

SECONDED BY: CLARK

VOTES OF: 5 AYE 0 NAY

RESOLUTION #20-22**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 1st to March 31st 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 1st to October 31st 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 1st to December 31st of the same year.

MOTION BY: CLARK

SECONDED BY: MADDEN

VOTES OF: 5 AYE 0 NAY

MOTION TO ADJOURN AT 8:03 PM

MOTION BY: RODER

SECONDED BY: JENNINGS

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 17, 2022** at **7:00 PM** at the Town Hall.

Stephanie M. Hoffman
Town Clerk