

**REGULAR MEETING
OF THE
TOWN BOARD
TOWN OF STEPHENTOWN
26 GRANGE HALL ROAD, STEPHENTOWN, NEW YORK 12168
JANUARY 16, 2022**

The Regular meeting of the Town Board, Town of Stephentown was called to order by *Philip Roder* at __:__PM at the Town Hall.

MEMBERS PRESENT:

() *Supervisor Philip (PJ) Roder*

() *Council William Jennings*

() *Council Everett Madden*

() *Council Diana Clark*

() *Council Kyle Kidney*

() *Town Clerk Stephanie Hoffman*

() *High. Superin. Alden Goodermote*

() *Assessor, Jennifer Van Deusen*

A quorum () was () wasn't established.
___ from the Public were present

AUDIT OF CLAIMS:

- Claim #1-23 through #34-23 in the amount of \$35,709.01 to be approved from the **General Account**
- Claim #1-23 through #16-23 in the amount of \$24,390.16 to be approved from the **Highway Account**
- For a **Total of \$60,099.17** audited and approved by the Town Board.

MOTION BY:

SECONDED BY:

VOTES OF:

AYE

NAY

ABSTAINED

Minutes of the **December 19, 2022 Public Hearing – Proposed Local Law – Amending the Land Use Regulations** were approved by the Town Board as written.

MOTION BY:

SECONDED BY:

VOTES OF:

AYE

NAY

ABSTAINED

Minutes of the **December 19, 2022 Regular Town Board Meeting** were approved by the Town Board as written.

MOTION BY:

SECONDED BY:

VOTES OF:

AYE

NAY

ABSTAINED

Minutes of the **JANUARY 2, 2023 Organizational Meeting** were approved by the Town Board as written.

MOTION BY:

SECONDED BY:

VOTES OF:

AYE

NAY

ABSTAINED

TOWN CLERKS REPORT: The Town Clerk turned over the sum of **\$2,297.63** to the Supervisor for the month of **DECEMBER 2022**.

JUSTICE COURT REPORT: The distribution from the office of the State Comptroller, Justice Court Fund to the Town of Stephentown for the month of **September 2022** was **\$1,459.00** and **November** was **1,095.00**.

TRANSFER STATION REPORT: The Transfer Station deposited a total of **\$7,615.00** for the month of **DECEMBER 2022**.

Bags: **\$5,352**

Stickers: **\$450**

C&D & Metal: **\$1,547**

Appl. & Electronics: **\$115**

Tires: **\$151**

Propane Tanks: **\$0**

ACCOUNT TOTALS:

GENERAL \$856,196.00

GENERAL RESERVE FUND \$651,343.61

BEACON ESCROW \$ 885.19

HIGHWAY \$655,384.29

HIGHWAY RESERVE FUND \$511,406.36

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

MEETING OPEN TO PUBLIC COMMENT:

REPORT FROM THE TOWN BOARD AND TOWN OFFICES:

RESOLUTION # 21 OF 2023

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF
STEPHENTOWN ENACTING AMENDMENT TO LOCAL LAW NO. 1
OF 2104, THE AMENDED LAND USE REGULATIONS OF THE TOWN
OF STEPHENTOWN TO CHANGE PROPERTY LOCATED AT WEST
ROAD AND IDENTIFIED AS TAX MAP PARCEL: 174.-1-35 FROM AN
EF EXTRACTION AND FILL DISTRICT TO A RU RURAL USE
DISTRICT**

WHEREAS, Article III of the Amended Land Use Regulations of the Town of Stephentown provides that "When a DEC-permitted mine located in a parcel in an EF Zone has been legally closed, the Town Board shall designate a new Land-Use Zone for that parcel. It is expected that the new Zone will be the same as surrounding parcels;

WHEREAS, in furtherance thereof and also pursuant to Article XI(A)(1) of the Amended Land Use Regulations of the Town of Stephentown the Town Board commissioned the drafting of the proposed amendment to amend Local Law No. 1 of the Year 2014, known as the Amended Land Use Regulations of the Town of Stephentown, as more particularly described in the accompanying proposed local law. annexed hereto as Exhibit A,

WHEREAS, the Town Board has conducted the necessary public hearing on the proposed local law annexed hereto as Exhibit A,

WHEREAS, the Town Board finds that the within amendments to Local Law No. 1 of the Year 2014, known as the Amended Land Use Regulations and Official Zoning Map of the Town of Stephentown are in the interests of the Town in order to ensure harmony among the various provisions of the Amended Land Use Regulations of the Town of Stephentown;

WHEREAS, a resolution was duly adopted by the Town Board on November 21st, 2022, scheduling a public hearing to be held by the Town Board on December 19th, 2022 at 7:00 p.m. to hear all interested persons on the proposed Local Law entitled: "A Local Law Amending Local Law No. 1 of the Year 2014, (which is titled the "Amended Land Use Regulations of the Town of Stephentown") and the Official Zoning District Map Relating Thereto Changing the Property Identified As Tax Map Parcel No. 174-1-35 and Located on West Road in the Town of Stephentown from an Extraction and Fill District to a Rural Use District"; and

WHEREAS, notice of the public hearing was duly published and posted:

WHEREAS, pursuant to part 617 of the implementing regulations pertaining to article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law it has been determined by the Town Board, as lead agency, that adoption of the proposed local law would not have a significant adverse impact upon the environment and could be adopted without further regard to SEQRA;

WHEREAS, the proposed local law was referred to the Town Planning Board pursuant to Article XI of the Amended Land Use Regulations of the Town of Stephentown;

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby adopts said Local Law as Local Law No. 1 of the 2023, titled "A Local Law Amending Local Law No. 1 of the Year 2014, (which is titled the "Amended Land Use Regulations of the Town of Stephentown") and the Official Zoning District Map Relating Thereto Changing the Property Identified As Tax Map Parcel No. 174.-1-35 and Located on West Road in the Town of Stephentown from an Extraction and Fill District to a Rural Use District"; a copy of which is attached hereto and made a part hereof, and the Town Clerk is hereby directed to enter said local law in the minutes of this meeting and in the Local Law Book at the Town of Stephentown, and to give due notice of the adoption of said Local Law to the Secretary of State by filing same with the Secretary of State and to publish an abstract thereof as required by law.

NOW THEREFORE BE IT RESOLVED THAT the Town Board resolves to enact said local law.

MOTION BY:

SECONDED BY:

VOTES OF: AYE NAY ABSTAINED

RESOLUTION # 22 OF 2023

DOG SHELTER AGREEMENT BETWEEN THE TOWN OF STEPHENTOWN AND _____

MOTION BY:

SECONDED BY:

VOTES OF: AYE NAY ABSTAINED

MOTION TO ADJOURN AT ____:____ PM

MOTION BY:

SECONDED BY:

VOTES OF: AYE NAY

****The next Workshop Meeting** will be held on Monday, February 13, 2023 at 7:00PM at the Town Hall located at 26 Grange Hall Road, Stephentown, NY 12168.

****The next Regular Meeting** of the Town Board, Town of Stephentown will be held on **Monday, February 20, 2023 at 7:00 PM** at the Town Hall located at 26 Grange Hall Road, Stephentown, NY 12168.

Stephanie M. Hoffman
Town Clerk

Exhibit A

Local Law No. 1 of the Year 2023

Be it enacted by the Town Board of the Town of Stephentown as follows: SECTION 1. TITLE

A Local Law Amending Local Law No. 1 of the Year 2014, (which is titled the "Amended Land Use Regulations of the Town of Stephentown") and the Official Zoning District Map Relating Thereto Changing the Property Identified As Tax Map Parcel No. 174-1-35 and Located on West Road in the Town of Stephentown from an Extraction and Fill District to a Rural Use District.

SECTION 2. LEGISLATIVE INTENT

The purpose of this Local Law is to amend Local Law No. 1 of the Year 2014, which is titled the "Amended Land Use Regulations of the Town of Stephentown" and the Official Zoning District Map relating thereto to change the +/- 17.77 acre property known as tax map parcel 174.-1-35 on the Town of Stephentown's Assessment Roll and located on West Road in the Town of Stephentown ("the Property") from being in an EF Extraction and Fill Zone to a RU Rural Use District and to reflect same on the Town's Official Zoning District Map. This amendment is made pursuant to Article III, Use Regulations and Article XI of the aforementioned Local Law No. 1 of the Year 2014, which provides for the redesignation of a parcel in an Extraction and Fill District after the closure of a mine on said parcel and the expectation set forth therein that said parcel will be reclassified to the same district as surrounding parcels, which in this case is as a Rural Use District.

SECTION 3. ZONING MAP AMENDMENT

Local Law No. 1 of the Year 2014, the Amended Land Use Regulations of the Town of Stephentown and the Official Zoning District Map relating thereto, are hereby amended by the Town Board of the Town of Stephentown to change the designation of the parcel(s) listed in the table below from an Extraction and Fill District to a Rural Use District, as set forth therein:

Section, Block and Lot	Subject Property Address	Owner's Name and Address per Town Assessment Roll	Existing Zoning District	New Zoning District
174.-1-35	West Road, Stephentown	Reginald and Margaret Carr	EF-Extraction and Fill	RU-Rural Use

SECTION 4. EFFECTIVE

This local law shall take effect immediately upon its filling in the Office of the Secretary of State.

Audit Date: 01/16/2023 **Fund:** General Fund **Year:** 2023 **Abstract:** 1

<u>Vchr #</u>	<u>Vendor</u>	<u>Vchr Amount</u>	<u>Acct. #</u>	<u>Amount</u>	<u>PD</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Check Amount</u>
<u>1</u>	APHNYS	\$40.00			N			
			A7510.4	\$40.00			01/2023	
	Memo: Annual Dues - Historian							
			Total:	\$40.00				
<u>2</u>	Assoc. of Towns (7)	\$900.00			N			
			A1920.4	\$900.00				
	Memo: Annual Dues							
			Total:	\$900.00				
<u>3</u>	Averill Park Septic Service	\$405.00			N			
			A5132.4	\$405.00			16358682	
	Memo: Pump Waste Tank							
			Total:	\$405.00				
<u>4</u>	Beck's Printing	\$129.61			N			
			A1110.4	\$129.61			222334	
	Memo: Envelopes - Court							
			Total:	\$129.61				
<u>5</u>	Capital District Building Official Conf. [680]	\$40.00			N			
			A3620.4	\$40.00				
	Memo: Annual Dues - Code Enforcement							
			Total:	\$40.00				
<u>6</u>	Card Services	\$58.99			N			
			A1410.4	\$27.76				
	Memo: Town Clerk - pens							
			A1620.4	\$31.23				
	Memo: Town Hall - Liquid Graphite, Any Spray & Traps							
			Total:	\$58.99				

Audit Date: 01/16/2023 **Fund:** General Fund **Year:** 2023 **Abstract:** 1

Vchr #	Vendor	Vchr Amount	Acct. #	Amount	PD	Check #	Invoice #	Check Amount
<u>7</u>	Consolidated Communications	\$467.24			N			
			A5132.4	\$98.02				
	Memo: Highway Garage							
			A8160.4	\$38.24				
	Memo: Transfer Station							
			A1110.4	\$69.94				
	Memo: Court							
			A1410.4	\$37.29				
	Memo: Town Clerk							
			A1330.4	\$37.29				
	Memo: Tax Collector							
			A3620.4	\$37.29				
	Memo: Code Enforcement							
			A1010.4	\$37.29				
	Memo: Council							
			A1220.4	\$37.29				
	Memo: Supervisor							
			A1355.4	\$37.29				
	Memo: Assessor							
			A1620.4	\$37.30				
	Memo: Town Hall							
			Total:	\$467.24				
<u>8</u>	Country Squire Supply [692]	\$42.56			N			
			A7110.4	\$42.56			75399	
	Memo: Park - Flag pole rope and pulleys							
			Total:	\$42.56				
<u>9</u>	Cyril Grant (51)	\$326.38			N			
			A1110.4	\$326.38				
	Memo: 2022 - Mileage (6 months)							
			Total:	\$326.38				
<u>10</u>	Eastwick Press [579]	\$298.34			N			
			A6410.4	\$298.34			6428	
	Memo: 7 Annual Legal Notices (2x) & Affidavits for BIDS							
			Total:	\$298.34				

Audit Date: 01/16/2023 **Fund:** General Fund **Year:** 2023 **Abstract:** 1

<u>Vchr #</u>	<u>Vendor</u>	<u>Vchr Amount</u>	<u>Acct. #</u>	<u>Amount</u>	<u>PD</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Check Amount</u>
<u>11</u>	Eastwick Press [579]	\$94.06			N			
			A6410.4	\$94.06			5784	
	Memo: 6 Legal Notices for 2022 Planning Board and ZBA Meetings, Town Budget Meetings, and Meeting Cancellation notice							
			Total:	\$94.06				
<u>12</u>	Edmund GovTech Inc.	\$1,187.50			N			
			A1410.4	\$1,187.50			23-IN2228	
	Memo: Town Clerk - Online Dog Licensing Implementation							
			Total:	\$1,187.50				
<u>13</u>	ERCSWMA(154)	\$18,127.53			N			
			A8160.4	\$18,127.53			1480	
	Memo: 2023 Operating Budget for Transfer Station							
			Total:	\$18,127.53				
<u>14</u>	ERCSWMA(154)	\$6,412.73			N			
			A8160.4	\$6,412.73			1487	
	Memo: Hauling Fees for November 2022 - Transfer Station							
			Total:	\$6,412.73				
<u>15</u>	Kathleen A. Olson	\$324.00			N			
			A1620.4	\$324.00			122022	
	Memo: Hall & Office Cleaning Services (Dec. 2022)							
			Total:	\$324.00				
<u>16</u>	Legenbauer Gas And Oil Co.	\$179.76			N			
			A1620.4	\$179.76			458914	
	Memo: LP Gas Delivery - Town Hall							
			Total:	\$179.76				
<u>17</u>	Legenbauer Gas And Oil Co.	\$245.51			N			
			A1620.4	\$245.51			502201	
	Memo: LP Gas Delivery - Town Hall							
			Total:	\$245.51				
<u>18</u>	Legenbauer Gas And Oil Co.	\$325.00			N			
			A1620.4	\$325.00			45106	
	Memo: Boiler valve replacement - Town Hall (9/2022)							
			Total:	\$325.00				

Audit Date: 01/16/2023 **Fund:** General Fund **Year:** 2023 **Abstract:** 1

<u>Vchr #</u>	<u>Vendor</u>	<u>Vchr Amount</u>	<u>Acct. #</u>	<u>Amount</u>	<u>PD</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Check Amount</u>
<u>19</u>	Mountain Top Portable Toilets	\$105.84			N			
			A8160.4	\$105.84			I35336	
	Memo: Portable Restroom Rental - Transfer Station							
			Total:	\$105.84				
<u>20</u>	National Business Leasing	\$120.78			N			
			A1620.4	\$120.78			78643232	
	Memo: Copier Lease Payment (#46 of 60)							
			Total:	\$120.78				
<u>21</u>	National Business Technologies - Albany NY	\$142.46			N			
			A1620.4	\$142.46			IN524367	
	Memo: Service Contract Payment & Overage copies from 2022 budget Season							
			Total:	\$142.46				
<u>22</u>	NYS Planning Fed.(272)	\$295.00			N			
			A8010.4	\$147.50			17011	
	Memo: Annual Dues							
			A8020.4	\$147.50			17011	
	Memo: Annual Dues							
			Total:	\$295.00				
<u>23</u>	NYSEG(75)	\$460.98			N			
			A5182.4	\$460.98				
	Memo: Street Lights							
			Total:	\$460.98				
<u>24</u>	Owen Cassavaugh(475)	\$89.38			N			
			A3620.4	\$89.38				
	Memo: 2022 - Mileage							
			Total:	\$89.38				
<u>25</u>	Quill Corp(80)	\$18.98			N			
			A1110.4	\$18.98			29450975	
	Memo: Voicemail Log books - Court							
			Total:	\$18.98				

Audit Date: 01/16/2023		Fund: General Fund		Year: 2023		Abstract: 1	
Vchr #	Vendor	Vchr Amount	Acct. #	Amount	PD	Check # Invoice #	Check Amount
<u>26</u>	Quill Corp(80)	\$809.95			N		
			A1110.4	\$6.49		1707650	
	Memo: Court - Batteries [invoice 29611174]						
			A1355.4	\$192.27		1707650	
	Memo: Assessor - toner [invoice 29540838]						
			A1410.4	\$124.85		1707650	
	Memo: Town Clerk - Office Supplies (ink, calendar, binder clips) [invoices 30075120 & 28507540]						
			A5132.4	\$486.34		1707650	
	Memo: Garage - Laser Jet All in One printer & Toilet paper [invoices 29930421 & 30053966]						
			Total:	\$809.95			
<u>27</u>	Ricoh Usa, Inc.	\$24.66			N		
			A1110.4	\$24.66		5066298286	
	Memo: Court - Copies [invoice 5066298286]						
			Total:	\$24.66			
<u>28</u>	Staples Advantage	\$299.00			N		
			A1110.4	\$42.71		8068742876	
	Memo: Annual Business Account fees [invoice 8068742876]						
			A1010.4	\$42.71		8068742876	
	Memo: Annual Business Account fees [invoice 8068742876]						
			A1220.4	\$42.71		8068742876	
	Memo: Annual Business Account fees [invoice 8068742876]						
			A1330.4	\$42.71		8068742876	
	Memo: Annual Business Account fees [invoice 8068742876]						
			A1355.4	\$42.71		8068742876	
	Memo: Annual Business Account fees [invoice 8068742876]						
			A1410.4	\$42.74		8068742876	
	Memo: Annual Business Account fees [invoice 8068742876]						
			A3620.4	\$42.71		8068742876	
	Memo: Annual Business Account fees [invoice 8068742876]						
			Total:	\$299.00			
<u>29</u>	Staples Advantage	\$151.90			N		
			A1110.4	\$151.90		8068540343	
	Memo: Court Office Supplies - Highlighters, pencils, pencil sharpener, copy paper [invoice 8068540343]						
			Total:	\$151.90			

2:48:59 PM

Town of Stephentown

Stephanie Wagar

Audit Date: 01/16/2023 **Fund:** General Fund **Year:** 2023 **Abstract:** 1

Vchr #	Vendor	Vchr Amount	Acct. #	Amount	PD	Check #	Invoice #	Check Amount
<u>30</u>	Stephentown Memorial Library	\$189.78			N			
			A7310.4	\$189.78			12/2022	
	Memo: Youth Commission: Teen Night - Gingerbread House supplies & Pizza							
			Total:	\$189.78				
<u>31</u>	T.A.M. Inc.	\$635.05			N			
			A8160.4	\$635.05			1164823	
	Memo: December 2022 Recycling Hauling Fees - Transfer Station							
			Total:	\$635.05				
<u>32</u>	Teamster Local 294 Health & Welfare Fund	\$671.00			N			
			A9060.8	\$671.00			03/2023	
	Memo: Highway Superintendent Health Prems - March 2023							
			Total:	\$671.00				
<u>33</u>	Town Hall Streams LLC	\$1,800.00			N			
			A1480.4	\$1,800.00			14551	
	Memo: Annual Streaming Services - Town Board Meetings							
			Total:	\$1,800.00				
<u>34</u>	Williamson Law(105)	\$290.04			N			
			A1410.4	\$290.04			194689	
	Memo: Oath of Office and Minutes Books							
			Total:	\$290.04				
TOTALS:		\$35,709.01		\$35,709.01				\$0.00

Abstract Certification:

To the Supervisor:

I certify that the vouchers listed above were audited by the Town Board on the above date and allowed in the amount shown. You are hereby authorized and directed to pay each of the claimants.

Town Clerk: Stephanie M. Hoffman

Date

Philip J. Roder, Town Supervisor

William Jennings, Town Council

Everett Madden, Town Council

Diana Clark, Town Council

Kyle Kidney, Town Council

2:41:34 PM

Town of Stephentown

Stephanie Wagar

Audit Date: 01/16/2023 Fund: Highway Fund Year: 2023 Abstract: 1

Vchr #	Vendor	Vchr Amount	Acct. #	Amount	PD	Check #	Invoice #	Check Amount
<u>1</u>	Apalachee	\$5,275.76			N			
			DA5142.4	\$5,275.76			66897	
	Memo: 72.35 tons of road salt							
			Total:	\$5,275.76				
<u>2</u>	AT Hoosick	\$574.26			N			
			DA5142.4	\$574.26			12/2022	
	Memo: Service on Trucks in December							
			Total:	\$574.26				
<u>3</u>	Capitol Supply (293)	\$503.52			N			
			DA5142.4	\$503.52			19903	
	Memo: Road Sign Post brackets							
			Total:	\$503.52				
<u>4</u>	Chemung Supply (18)	\$1,293.39			N			
			DA5142.4	\$1,293.39			20984	
	Memo: Plow blades (#12)							
			Total:	\$1,293.39				
<u>5</u>	Chemung Supply (18)	\$1,739.99			N			
			DA5142.4	\$1,739.99			20951	
	Memo: Plow Blades (Stock)							
			Total:	\$1,739.99				
<u>6</u>	Cintas Corp. #617	\$300.02			N			
			DA5142.4	\$300.02			12/2022	
	Memo: Uniforms for December 2022							
			Total:	\$300.02				
<u>7</u>	Douglas Griswold	\$113.50			N			
			DA9060.8	\$113.50				
	Memo: Supplemenal Reimbursement							
			Total:	\$113.50				
<u>8</u>	Douglas Industrial Co.	\$351.88			N			
			DA5142.4	\$351.88			43460	
	Memo: Stock supplies							
			Total:	\$351.88				

Audit Date: 01/16/2023 Fund: Highway Fund Year: 2023 Abstract: 1

Vchr #	Vendor	Vchr Amount	Acct. #	Amount	PD	Check #	Invoice #	Check Amount
<u>9</u>	JC Smith, Inc. [567]	\$52.68			N			
			DA5142.4	\$52.68			1653315	
	Memo: "Seasonal Road" Sign							
			Total:	\$52.68				
<u>10</u>	Legenbauer Gas And Oil Co.	\$5,439.78			N			
			DA5142.4	\$5,439.78			501968	
	Memo: On-Road Diesel (1244.8 gals @ \$4.37/gal)							
			Total:	\$5,439.78				
<u>11</u>	Northeast Auto Parts, Inc. [585]	\$53.93			N			
			DA5142.4	\$53.93			8555	
	Memo: Air chuck							
			Total:	\$53.93				
<u>12</u>	Teamster Local 294 Health & Welfare Fund	\$4,027.00			N			
			DA9060.8	\$4,027.00			03/2023	
	Memo: March Health Prems for 3 Highway Employees							
			Total:	\$4,027.00				
<u>13</u>	Wholesale Distrib.(523)	\$3,452.00			N			
			DA5142.4	\$3,452.00			20321	
	Memo: Tire Chains for Plow Trucks							
			Total:	\$3,452.00				
<u>14</u>	Zwack, Inc.(107)	\$878.85			N			
			DA5142.4	\$878.85			62075	
	Memo: Stock - Wheel Chain							
			Total:	\$878.85				
<u>15</u>	Zwack, Inc.(107)	\$197.00			N			
			DA5142.4	\$197.00			62026	
	Memo: Hydraulic Hose & Fitting (#07)							
			Total:	\$197.00				
<u>16</u>	Zwack, Inc.(107)	\$136.60			N			
			DA5142.4	\$136.60			62086	
	Memo: New Back up Light (#12)							
			Total:	\$136.60				

Town of Stephentown

Audit Date: 01/16/2023 Fund: Highway Fund Year: 2023 Abstract: 1

Vchr #	Vendor	Vchr Amount	Acct. #	Amount	PD	Check #	Invoice #	Check Amount
TOTALS:		\$24,390.16		\$24,390.16				\$0.00

Abstract Certification:
To the Supervisor:
I certify that the vouchers listed above were audited by the Town Board on the above date and allowed in the amount shown.
You are hereby authorized and directed to pay each of the claimants.

Town Clerk: Stephanie M. Hoffman Date

Philip J. Roder, Town Supervisor

William Jennings, Town Council

Everett Madden, Town Council

Diana Clark, Town Council

Kyle Kidney, Town Council

Report of Vouchers By: Year: 2023 Abstract: 1

Voucher #	Fund	Amount	Amt. Unpaid	Vendor
1	General Fund	\$40.00	\$40.00	APHNYS
2	General Fund	\$900.00	\$900.00	Assoc. of Towns (7)
3	General Fund	\$405.00	\$405.00	Averill Park Septic Service
4	General Fund	\$129.61	\$129.61	Beck's Printing
5	General Fund	\$40.00	\$40.00	Capital District Building Official Conf. [680]
6	General Fund	\$58.99	\$58.99	Card Services
7	General Fund	\$467.24	\$467.24	Consolidated Communications
8	General Fund	\$42.56	\$42.56	Country Squire Supply [692]
9	General Fund	\$326.38	\$326.38	Cyril Grant (51)
10	General Fund	\$298.34	\$298.34	Eastwick Press [579]
11	General Fund	\$94.06	\$94.06	Eastwick Press [579]
12	General Fund	\$1,187.50	\$1,187.50	Edmund GovTech Inc.
13	General Fund	\$18,127.53	\$18,127.53	ERCSWMA(154)
14	General Fund	\$6,412.73	\$6,412.73	ERCSWMA(154)
15	General Fund	\$324.00	\$324.00	Kathleen A. Olson
16	General Fund	\$179.76	\$179.76	Legenbauer Gas And Oil Co.
17	General Fund	\$245.51	\$245.51	Legenbauer Gas And Oil Co.
18	General Fund	\$325.00	\$325.00	Legenbauer Gas And Oil Co.
19	General Fund	\$105.84	\$105.84	Mountain Top Portable Toilets
20	General Fund	\$120.78	\$120.78	National Business Leasing
21	General Fund	\$142.46	\$142.46	National Business Technologies - Albany NY
22	General Fund	\$295.00	\$295.00	NYS Planning Fed.(272)
23	General Fund	\$460.98	\$460.98	NYSEG(75)
24	General Fund	\$89.38	\$89.38	Owen Cassavaugh(475)
25	General Fund	\$18.98	\$18.98	Quill Corp(80)
26	General Fund	\$809.95	\$809.95	Quill Corp(80)
27	General Fund	\$24.66	\$24.66	Ricoh Usa, Inc.
28	General Fund	\$299.00	\$299.00	Staples Advantage
29	General Fund	\$151.90	\$151.90	Staples Advantage
30	General Fund	\$189.78	\$189.78	Stephentown Memorial Library
31	General Fund	\$635.05	\$635.05	T.A.M. Inc.
32	General Fund	\$671.00	\$671.00	Teamster Local 294 Health & Welfare Fund
33	General Fund	\$1,800.00	\$1,800.00	Town Hall Streams LLC
34	General Fund	\$290.04	\$290.04	Williamson Law(105)
1	Highway Fund	\$5,275.76	\$5,275.76	Apalachee
2	Highway Fund	\$574.26	\$574.26	AT Hoosick
3	Highway Fund	\$503.52	\$503.52	Capitol Supply (293)
4	Highway Fund	\$1,293.39	\$1,293.39	Chemung Supply (18)
5	Highway Fund	\$1,739.99	\$1,739.99	Chemung Supply (18)
6	Highway Fund	\$300.02	\$300.02	Cintas Corp. #617

Report of Vouchers By: Year: ~~2023~~ Abstract: 1

Voucher #	Fund	Amount	Amt. Unpaid	Vendor
7	Highway Fund	\$113.50	\$113.50	Douglas Griswold
8	Highway Fund	\$351.88	\$351.88	Douglas Industrial Co.
9	Highway Fund	\$52.68	\$52.68	JC Smith, Inc. [567]
10	Highway Fund	\$5,439.78	\$5,439.78	Legenbauer Gas And Oil Co.
11	Highway Fund	\$53.93	\$53.93	Northeast Auto Parts, Inc. [585]
12	Highway Fund	\$4,027.00	\$4,027.00	Teamster Local 294 Health & Welfare Fund
13	Highway Fund	\$3,452.00	\$3,452.00	Wholesale Distrib.(523)
14	Highway Fund	\$878.85	\$878.85	Zwack, Inc.(107)
15	Highway Fund	\$197.00	\$197.00	Zwack, Inc.(107)
16	Highway Fund	\$136.60	\$136.60	Zwack, Inc.(107)
Totals:		\$60,099.17	\$60,099.17	

**REGULAR MEETING
OF THE
TOWN BOARD TOWN OF STEPHENTOWN
26 GRANGE HALL ROAD, STEPHENTOWN, NEW YORK 12168
DECEMBER 19, 2022**

The Regular Board Meeting of the Town Board, Town of Stephentown was called to order by *Philip Roder* at **7:07 PM** at the Town Hall.

MEMBERS PRESENT:

(X) Supervisor Philip (PJ) Roder

(X) Council William Jennings

(X) Council Everett Madden

() Council Diana Clark

(X) Council Kyle Kidney

(X) Town Clerk Stephanie Hoffman

(X) High. Superin. Alden Goodermote

() Assessor, Jennifer Van Deusen

(X) Deputy Code Enforcement, Dean Herrick

A quorum (X) was () wasn't established.
1 from the Public were present

RESOLUTION #65 of 2022

**NEGATIVE DECLARATION OF THE TOWN BOARD OF THE TOWN
OF STEPHENTOWN UNDER THE STATE ENVIRONMENTAL
QUALITY REVIEW ACT**

The Town Board has waived the reading of this Resolution (that has been attached to the end of these meeting minutes.)

MOTION BY: KIDNEY

SECONDED BY: JENNINGS

VOTES OF: 4 AYE 0 NAY

MOTION TO CLOSE THE REGULAR MEETING AT 7:10 PM

MOTION BY: JENNINGS

SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

Public Hearing has been opened at 7:10PM and closed at 7:13PM

MOTION TO REOPEN THE REGULAR MEETING AT 7:14 PM

MOTION BY: JENNINGS

SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

AUDIT OF CLAIMS:

- Claim #301-22 through #341-22 in the amount of \$24,737.09 to be approved from the **General Account**
- Claim #177-22 through #187-22 in the amount of \$28,541.14 to be approved from the **Highway Account**
- For a **Total of \$53,278.23** audited and approved by the Town Board.

MOTION BY: KIDNEY

SECONDED BY: JENNINGS

VOTES OF: 4 AYE 0 NAY

Minutes of the **November 21st, 2022 Regular Town Board Meeting** were approved by the Town Board as written.

MOTION BY: JENNINGS

SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

TOWN CLERKS REPORT: The Town Clerk turned over the sum of **\$723.82** to the Supervisor for the month of **NOVEMBER 2022**.

JUSTICE COURT REPORT: The distribution from the office of the State Comptroller, Justice Court Fund to the Town of Stephentown for the month of **OCTOBER 2022** in the amount of **\$671.00**

TRANSFER STATION REPORT: The Transfer Station deposited a total of **\$7,461.00** for the month of **NOVEMBER 2022**. (November 2021 income was \$6,495.00)

Bags: **\$4,500** C&D & Metal: **\$1,981** Tires: **\$105**
Stickers: **\$670** Appl. & Electronics: **\$205** Propane Tanks: **\$0**

Council Jennings: Transfer Station will be open on 12/31/2022. Two dates that the transfer station will be closed in 2023 are 7/5 and 11/11. Working on creating a lockable location for the paint cans.

ACCOUNT TOTALS:

GENERAL \$881,390.14 **HIGHWAY \$436,354.40**
GENERAL RESERVE FUND \$631,343.61 **HIGHWAY RESERVE FUND \$511,406.36**
BEACON ESCROW \$ 885.19 **BEACON ESCROW FOR PLANT (BOND) \$5,000 & \$70,000**
AMERICAN RESCUE PLAN ACT FUND: \$285,177.21

Supervisor Roder reported 3rd quarter sales tax payment of \$110,256.52 and a mortgage check of \$38k was received. Revenues are well over what was budgeted for.

REPORT FROM THE TOWN BOARD AND TOWN OFFICES:

Council Kidney reported that the propane has been up and working at the town hall, we are on a 14 day delivery schedule.

RESOLUTION ##66-22 **OPEN BIDS: ROAD MATERIALS FOR 2023**
WHEREAS, the Town of Stephentown has put out to bid for Road Materials for 2023, and

WHEREAS, the State and County contract bids are available but not limited to, and

WHEREAS, the bids were received at the Town Clerk's Office by Monday, December 19, 2022 by 7:00 PM, and

WHEREAS, a total of 3 Bids were received:

1. Misty Valley Farms
 2. Senters
 3. Quality Construction
- now therefore be it;

RESOLVED, that the Town Board award all bids and leave the decision of purchasing materials up to the discretion of the Highway Superintendent.

MOTION BY: MADDEN **SECONDED BY: KIDNEY**
VOTES OF: 4 AYE 0 NAY

RESOLUTION #67-22 **BIDS: 2023 CLEANER FOR TOWN HALL**

WHEREAS: the Town of Stephentown has put out to bid the cleaning of the Town Hall for the year 2023, which is for 4.5 hours for cleaning and garbage removal, and

WHEREAS: the bids were received at the Town Clerk's Office by Monday, December 19, 2022 by 7:00 PM, and

WHEREAS: a total of 1 bids were received

1. Kathleen Olson

RESOLVED: that the bid for the cleaning at the Town Hall including garbage removal for a total of 4.5 hours per week for 2023 be awarded to **Kathleen Olson**, for the bid of **\$18.00/hour**.

MOTION BY: KIDNEY **SECONDED BY: JENNINGS**
VOTES OF: 4 AYE 0 NAY

RESOLUTION #68 -22**ADOPTING THE UNIFORM CODES SET FORTH IN 19 CRR_NY 1203.3**

WHEREAS: the Town Board of the Town of Stephentown has been made aware by the Code Enforcement Department that the New York State Code Enforcement and Administration Minimum Standards for Administration have recently adopted new standards set forth in 19 CRR-NY 1203.3, and

WHEREAS: the Code Enforcement Department is required to adopt such standards by December 31st, 2022, and

WHEREAS: the Code Enforcement Department is requesting the Town Board to adopt the standards set forth in 19 CRR-NY 1203.3 guideline, now therefore be it,

RESOLVED: that the Town Board hereby adopts the New York State Code Enforcement and Administration Minimum Standards set forth in 19 CRR-NY 1203.3, and this is to be adopted on an annual basis.

MOTION BY: JENNINGS

SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

RESOLUTION #69 -22**RETAINING JOHN CASEY OF CASEY LAW, LLC FOR DOG CONTROL MATTER**

WHEREAS: the Town is in need of legal counsel to assist in a dog control matter pending Town Court; now therefore be it,

RESOLVED: that John Casey of the Casey Law, LLC is hereby retained to provide such legal services at his standard municipal hourly rate per a retainer letter to be submitted to the Town Board and all prior actions in furtherance of said retention are hereby ratified and further authorized.

MOTION BY: RODER

SECONDED BY: JENNINGS

VOTES OF: 4 AYE 0 NAY

Supervisor Roder reported complaints in regards to Presbyterian Hill and West Road not havng lines and it has been difficult to drive. These are County Roads and they are closed for the winter. They will be adding lines once the winter breaks. Cancelling the Reconciliation Meeting due to scheduling conflicts, the board does not believe it makes sense to hold it earlier.

No public comments**MOTION TO ADJOURN AT 7:53 PM**

MOTION BY: JENNINGS

SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

****The 2023 Organizational Meeting** will be held on Monday, January 2nd, 2023 at the Town Hall.

****A Workshop Meeting** is held every second Monday of every month at the Town Hall next one will be held on Monday, January 9th, 2022 at the Town Hall.

****The next Regular Meeting** of the Town Board, Town of Stephentown will be held on **Monday, January 16th, 2023 at 7:00 PM** at the Town Hall located at 26 Grange Hall Road, Stephentown, NY 12168.

*****The 2022 Reconciliation Meeting for 2022 has been CANCELLED.**

Stephanie M. Hoffman
Town Clerk

**PUBLIC HEARING
PROPOSED AMENDMENT TO LOCAL LAW 1 of 2014
LAND USE REGULATIONS
OF THE
TOWN OF STEPHENTOWN
26 GRANGE HALL ROAD, STEPHENTOWN, NY 12168
DECEMBER 19, 2022**

The Public Hearing of the Town Board, Town of Stephentown was called to order by ***Supervisor Philip Roder*** **7:10 PM** at the Town Hall.

MEMBERS PRESENT:

(X) Supervisor Philip (PJ) Roder

(X) Council William Jennings

(X) Council Everett Madden

() Council Diana Clark

(X) Council Kyle Kidney

(X) Town Clerk Stephanie Hoffman

(X) High. Superin. Alden Goodermote

() Assessor, Jennifer Van Deusen

(X) Deputy Code Enforcement, Dean Herrick

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

 1 from the Public were present

REPORT FROM THE TOWN BOARD:

Supervisor Roder opened the meeting and provided details as to why this public hearing has been called on before the Town Board. The Carr Pitt located on West Road, Stephentown, NY has been closed for several years. DEC was lead agency on the closure. According to our Land Use Regulations the Town Board is required to rezone a parcel once a gravel mine has been closed. The Town Board at the time chose not to rezone the parcel. There is an interested party that would like to use the property and has requested the Town Board rezone the parcel as stated in the Land Use Regulations.

No Public Comments were made at this meeting or submitted prior to the Town Clerk's office for review at this meeting.

MOTION TO ADJOURN AT 7:13 PM

MOTION BY: KIDNEY

SECONDED BY: MADDEN

VOTES OF: 4 AYE

0 NAY

Stephanie M. Hoffman

Town Clerk

**ORGANIZATIONAL MEETING
TOWN BOARD, TOWN OF STEPHENTOWN
JANUARY 2, 2023**

The Organizational Meeting of the Town Board, Town of Stephentown was called to order by ***Philip J. Roder, Town Supervisor*** at **7:00 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
() Tax Collect, Mary Grant
() Town Justice, Cyril Grant
() Town Justice, John Meekins
(X) Assessor, Jennifer Van Deusen
() Code Enforcement Officer, Owen Cassavaugh***

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

 0 from the Public were present

RESOLUTION # 1 -23

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 2023, 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 **SECONDED BY: MADDEN**
VOTES OF: 5 AYE 0 NAY

RESOLUTION #2-23 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 2023.

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

RESOLUTION #3-23 TOWN APPOINTMENTS & APPROVALS

WHEREAS: certain appointments by the Town Board are necessary to conduct the town business for 2023, now therefore be it

RESOLVED: that the following one (1) year appointments be made, expiring Dec.31, 2023; except for (1) Planning Board 5 year position which expires Dec. 31, 2027, (1) Planning Board Alternate expiring Dec. 31, 2024, (1) Zoning Board of Appeals position which expires Dec. 31, 2027 and (1) Zoning Board of Appeals Alternate expiring on Dec. 31, 2024.

POSITION	APPLICANTS
CLERK TO ASSESSOR	Tracy Grant
CODE ENFORCEMENT OFFICER	Owen Cassavaugh
CONSTABLE	Henry Wagar
DEPUTY CONSTABLES	Joshua Blair & Kevin Mohan
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, 2027	Robert Lobdell
ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2027	David Cass
ZONING BOARD OF APPEALS ALTERNATE POSITION - 2 YEAR TERM to Expire December 31, 2024	<i>No Applicants</i>
PLANNING BOARD MEMBER ALTERNATE POSITION - 2 YEAR TERM to Expire December 31, 2024	<i>No Applicants</i>

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 11:00AM on Friday, February 10, 2023.

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

Supervisor Roder reported that there was no need to go into executive session the applicants this year were the same people who held the positions in 2022.

RESOLUTION #4-23

SALARIES

WHEREAS: the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2023 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	\$ 73,608.00 (includes longevity)	Monthly
Supervisor	9,180.00	Monthly
Supervisor Bookkeeper	20,000.00	Monthly
Town Clerk	22,366.00	Biweekly
Deputy Town Clerk (\$5,700)	17.00 per hour	Biweekly
Registrar	1,172.00	Biweekly
Town Justice (2@ \$10,286.50)	20,573.00	Monthly
Councilperson (4@ \$4,590.00)	18,360.00	Monthly
Assessor	21,493.00	Monthly
Clerk to Assessor	9,572.00	Monthly
Constable	5,849.00	Monthly
Court Clerk	11,040.00	Monthly
Tax Collector	6,700.00	Monthly
Deputy Tax Collector	1,625.00	Monthly
Transfer Station Supervisor	16.66 per hour	Bi-weekly
Transfer Station Attendant	16.16 per hour	Bi-weekly
Transfer Station Substitutes(2)	hourly minimum wage	Biweekly
Zoning Officer	7,424.00	Monthly
Deputy Zoning Officer	1,949.00	Monthly
Code Enforcement Officer	18,953.00	Monthly
Deputy Code Enforcement Officer	1,951.00	Monthly
Dog Control Officer	5,849.00	Monthly
Planning Board Clerk	\$17.00 per hour Max for the year \$1,500.00	Monthly/Time Sheet
Zoning Board of Appeals Clerk	\$17.00 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 #5-23

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: JENNINGS **SECONDED BY: KIDNEY**

VOTES OF: 5 AYE 0 NAY

RESOLUTION #6-23**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. At the request of the Highway Superintendent, an additional employee 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 2023 which includes: Wednesday, July 5th, 2023 and Veteran's Day, Saturday, November 11th, 2023.

MOTION BY: RODER

SECONDED BY: JENNINGS

VOTES OF: 5 AYE 0 NAY

RESOLUTION #7 -23**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 2023 currently 65.5 cents) for Election Trips

MOTION BY: MADDEN

SECONDED BY: JENNINGS

VOTES OF: 5 AYE 0 NAY

RESOLUTION #8 -23**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: CLARK

SECONDED BY: KIDNEY

VOTES OF: 5 AYE 0 NAY

RESOLUTION #9 -23**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.

2023

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 #10-23**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 6th, 2023, February 10th, 2023, March 10th, 2023, April 7th, 2023, May 5th, 2023, June 9th, 2023, July 7th, 2023, August 11th, 2023, September 8th, 2023, October 6th, 2023, November 10th, 2023, December 18th, 2023 *(due to not holding a reconciliation meeting December invoices will be accepted up until 6pm at the Town Clerk's Office the night of the regular board 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: JENNINGS

SECONDED BY: KIDNEY

VOTES OF:

5 AYE

0 NAY

RESOLUTION #11-23**ASSOCIATION OF TOWNS MEETING**

WHEREAS: the Association of Towns needs the names of the voting delegate and alternate to the Association meeting in New York City in February 2023, now therefore be it

RESOLVED: that *Stephentown will not be sending a delegate at this time*, 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: JENNINGS

VOTES OF:

5 AYE

0 NAY

RESOLUTION #12 -23**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 **65.5 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: CLARK

VOTES OF: 5 AYE 0 NAY

RESOLUTION #13 -23**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: CLARK

SECONDED BY: KIDNEY

VOTES OF: 5 AYE 0 NAY

RESOLUTION #14 -23**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 -23**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: JENNINGS

SECONDED BY: CLARK

VOTES OF: 5 AYE 0 NAY

RESOLUTION #16 -23**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: MADDEN

VOTES OF: 5 AYE 0 NAY

RESOLUTION #17 -23**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: JENNINGS

VOTES OF: 5 AYE 0 NAY

RESOLUTION #18-23**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 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: CLARK

SECONDED BY: JENNINGS

VOTES OF: 5 AYE 0 NAY

RESOLUTION #19-23**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, and Road Materials 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.
- 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: KIDNEY

SECONDED BY: CLARK

VOTES OF: 5 AYE 0 NAY

Supervisor Roder reported that the Highway Department has chosen to take on the plowing and snow maintenance at the Transfer Station and the Town Hall this winter season, if it becomes too much for them to take on we will put it back out to BID.

Code Enforcement Officer Cassavaugh presented the Town Board with a proposed updated fee schedule.

RESOLUTION #20-23**BUILDING PERMITS & FEE SCHEDULE**

WHEREAS: the the Code Enforcement Department has requested a fee schedule change effective January 1st, 2023, and

WHEREAS: the fee schedule has been attached hereinto these minutes, now therefore be it resolved

RESOLVED: that the Town Board approve the requested fee schedule changes effective January 2, 2023.

MOTION BY: RODER

SECONDED BY: JENNINGS

VOTES OF: 5 AYE 0 NAY

Discussion between the Highway Superintendent and the Town Board regarding the Bridge Grants/Funding available for the Town. The Town would have to provide 5% of the cost if the Town was accepted for funding. Requesting two bridges at this time.

Council Jennings reported that fencing has been installed around the paint bins at the Transfer Station and that in the near future the paint can program will be reopened.

MOTION TO ADJOURN AT 7:41PM

MOTION BY: JENNINGS

SECONDED BY: CLARK

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 16, 2023** at **7:00 PM** at the Town Hall.

Stephanie M. Hoffman

Town Clerk

[illegible]

				STEPHENTOWN TRANSFER STATION					
				SUMMARY FOR 2022					
INCOME:									
MONTH	STICKERS	BAGS	C&D and METALS	APPLIANCES/ELECTRONICS	PROPANE	TIRES	TOTAL	BUDGET	NET
January	\$50	\$3,903	\$917	\$120	\$0	\$9	\$4,999		
February	\$60	\$4,224	\$762	\$120	\$0	\$51	\$5,217		
March	\$170	\$4,602	\$1,577	\$122	\$0	\$6	\$6,477		
April	\$140	\$5,184	\$1,916	\$205	\$5	\$45	\$7,495		
May	\$130	\$4,035	\$2,068	\$110	\$0	\$28	\$6,371		
June	\$40	\$4,692	\$1,543	\$140	\$0	\$42	\$6,457		
July	\$390	\$5,449	\$2,490	\$195	\$0	\$27	\$8,551		
August	\$5,223	\$5,671	\$2,135	\$300	\$0	\$18	\$13,347		
September	\$4,320	\$4,819	\$1,733	\$55	\$0	\$54	\$10,981		
October	\$1,260	\$4,457	\$1,713	\$110	\$0	\$43	\$7,583		
November	\$670	\$4,500	\$1,981	\$205	\$0	\$105	\$7,461		
December	\$450	\$5,352	\$1,547	\$115	\$0	\$12	\$7,476		
Totals	\$12,903	\$56,888	\$20,382	\$1,797	\$5	\$440	\$92,415	\$97,000	(\$4,585)
2021 Totals	\$14,097	\$61,249	\$21,520	\$1,755	\$0	\$662	\$99,283	\$98,000	\$1,283