

**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

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

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