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.

MEMBEKS PRESENT:	
(X) Supervisor Philip (PJ) Roder	(X) High. Superin. Alden Goodermote
(X) Council William Jennings	() Tax Collect, Mary Grant
(X) Council Everett Madden	() Town Justice, Cyril Grant
(X) Council Diana Clark	() Town Justice, John Meekins
(X) Council Kyle Kidney	(X) Assessor, Jennifer Van Deusen
(X) Town Clerk Stephanie Hoffman	() Code Enforcement Officer, Owen Cassavaugh
A quorum (X) was () wasn't established	l.
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 **2**nd **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 -	Robert Lobdell	
5 YEAR TERM to Expire December 31, 2027 ZONING BOARD OF APPEALS MEMBER -	David Corr	
5 YEAR TERM to Expire December 31, 2027	David Cass	
ZONING BOARD OF APPEALS ALTERNATE	No Applicants	
POSITION - 2 YEAR TERM to Expire December 31, 2024		
PLANNING BOARD MEMBER ALTERNATE	No Applicants	
POSITION - 2 YEAR TERM to Expire December 31, 2024		

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

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

SALARIES

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 \$1,500.0	Monthly/Time Sheet
Zoning Board of Appeals Clerk	\$17.00 per hour Max for the year \$1,500.	
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

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

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/KIDNEYMACHINERY & GARAGE:JENNINGS/KIDNEYTRANSFER STATION:JENNINGS/CLARKWELFARE & 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 (PI) RODER, SUPERVISOR As Required

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

MOTION BY: IENNINGS 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

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

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 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

Stephanie M. Hoffman

Town Clerk

^{**} 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.