

**ORGANIZATIONAL MEETING
TOWN BOARD, TOWN OF STEPHENTOWN
JANUARY 1, 2024**

The Organizational Meeting of the Town Board, Town of Stephentown was called to order by **Philip J. Roder, Town Supervisor** at **7:03 PM** at the Town Hall.

Honorable Cyril Grant, Town Justice presents and administers the Oath of Office to Newly Elected Town Officials.

MEMBERS PRESENT:

(X) Supervisor Philip (PJ) Roder

(X) Council Diana Clark

(X) Council Kyle Kidney

(X) Council John Defreest

() Council VACANT

(X) Town Clerk Stephanie Hoffman

(X) High. Superin. Alden Goodermote

(X) Tax Collect, Mary Grant

(X) Town Justice, Cyril Grant

() Town Justice, John Meekins

(X) Assessor, Jennifer Van Deusen

() Deputy Tax Collector, Eileen Roder

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

1 from the Public were present

RESOLUTION # 1 -24

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 2024, 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/or Town Hall Streams, and further

RESOLVED: that the Town Board will meet every other **2nd Monday** of the month at 7:00PM for a Town Board Workshop (Workshop meetings will be held in January, March, May, July, September, and

Town Board motions to exit Executive Session at 7:29PM

MOTION BY: RODER

SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

RESOLUTION #3-24

TOWN APPOINTMENTS & APPROVALS

WHEREAS: certain appointments by the Town Board are necessary to conduct the town business for 2024, now therefore be it

RESOLVED: that the following one (1) year appointments be made, expiring Dec.31, 2024; except for (1) Planning Board 5 year position which expires Dec. 31, 2028, (1) Planning Board Alternate expiring Dec. 31, 2025, (1) Planning Board Alternate expiring Dec. 31, 2024, (1) Zoning Board of Appeals position which expires Dec. 31, 2028, (1) Zoning Board of Appeals Alternate expiring on Dec. 31, 2025, 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
SECRETARY TO SUPERVISOR	Emily Vaninwegen
ZONING BOARD APPEALS CLERK (up to \$1,500)	Laurie Gilliland
ZONING OFFICER	Owen Cassavaugh
TRANSFER STATION SENIOR ATTENDANT	Agnes Hoffman
TRANSFER STATION ATTENDANT	Daniel Sutherland
TRANSFER STATION - SUBSTITUTE	Tim Dormady
TRANSFER STATION - SUBSTITUTE	<i>No Applicants</i>
YOUTH PROGRAM DIRECTOR	Library Contract
YOUTH PROGRAM ASSISTANT DIRECTOR	Library Contract
PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2028	<i>No Applicants</i>
ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2028	Richard Sime
(2) ZONING BOARD OF APPEALS ALTERNATE POSITIONS - 2 YEAR TERM to Expire December 31, 2024 2 YEAR TERM to Expire December 31, 2025	<i>No Applicants</i>
(2) PLANNING BOARD MEMBER ALTERNATE POSITIONS - 2 YEAR TERM to Expire December 31, 2024 2 YEAR TERM to Expire December 31, 2025	<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 9, 2024.

MOTION BY: DEFREEST JR.

SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

RESOLUTION #4-24

SALARIES

WHEREAS: the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2024 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	\$ 76,470.00 (includes longevity)	Monthly
Supervisor	9,364.00	Monthly
Supervisor Bookkeeper	20,400.00	Monthly
Secretary to Supervisor (\$1,500)	17.34 hourly	Biweekly
Town Clerk	22,814.00	Biweekly
Deputy Town Clerk (\$5,814)	17.34 hourly	Biweekly
Registrar	1,196.00	Biweekly
Town Justice (2@ \$10,492)	20,984.00	Monthly
Councilperson (4@ \$4,681.75)	18,727.00	Monthly
Assessor	21,923.00	Monthly
Clerk to Assessor	9,763.00	Monthly
Constable	5,967.00	Monthly
Court Clerk	11,261.00	Monthly
Tax Collector	6,834.00	Monthly
Deputy Tax Collector	1,658.00	Monthly
Transfer Station Supervisor	16.99 per hour	Bi-weekly
Transfer Station Attendant	16.48 per hour	Bi-weekly
Transfer Station Substitutes(2)	hourly minimum wage	Biweekly
Zoning Officer	7,956.00	Monthly
Deputy Zoning Officer	1,950.00	Monthly
Code Enforcement Officer	21,164.00	Monthly
Deputy Code Enforcement Officer	1,950.00	Monthly
Dog Control Officer	5,967.00	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: CLARK

SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

RESOLUTION #15 -24

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: RODER **SECONDED BY: KIDNEY**

VOTES OF: 4 AYE 0 NAY

RESOLUTION #16 -24

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 *Diana Clark* as a backup signatory on the town checking accounts.

MOTION BY: KIDNEY **SECONDED BY: DEFREEST JR.**

VOTES OF: 4 AYE 0 NAY

RESOLUTION #17 -24

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: DEFREEST JR. **SECONDED BY: CLARK**

VOTES OF: 4 AYE 0 NAY

RESOLUTION #18-24

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: CLARK **SECONDED BY: KIDNEY**

VOTES OF: 4 AYE 0 NAY

RESOLUTION #19-24

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: RODER

SECONDED BY: KIDNEY

VOTES OF: 4 AYE

0 NAY

MOTION TO ADJOURN AT 7:59 PM

MOTION BY: RODER

SECONDED BY: KIDNEY

VOTES OF: 4 AYE

0 NAY

** A **Workshop Meeting** is held every second Monday of every other 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 15, 2024** at **7:00 PM** at the Town Hall.

Stephanie M. Coffman

Town Clerk