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) High. Superin. Alden Goodermote	
(X) Council Diana Clark	(X) Tax Collect, Mary Grant (X) Town Justice, Cyril Grant	
(X) Council Kyle Kidney		
(X) Council John Defreest	() Town Justice, John Meekins	
() Council VACANT	(X) Assessor, Jennifer Van Deusen	
(X) Town Clerk Stephanie Hoffman	() Deputy Tax Collector, Eileen Roder	
A quorum (X) was () wasn't establishe	ed.	
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 **3**rd **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 **2**nd **Monday** of the month at 7:00PM for a Town Board Workshop (Workshop meetings will be held in January, March, May, July, September, and

November), 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: CLARK

VOTES OF: 4 AYE 0 NAY

RESOLUTION #2-24

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 2024.

MOTION BY: KIDNEY SECONDED BY: CLARK

VOTES OF: 4 AYE 0 NAY

Town Board enters Executive Session to discuss Personnel Matters for 2024 at 7:14 PM

MOTION BY: RODER SECONDED BY: KIDNEY

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	No Applicants	
YOUTH PROGRAM DIRECTOR	Library Contract	
YOUTH PROGRAM ASSISTANT DIRECTOR	Library Contract	
PLANNING BOARD MEMBER -	No Applicants	
5 YEAR TERM to Expire December 31, 2028		
ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2028	Richard Sime	
(2) ZONING BOARD OF APPEALS	No Applicants	
ALTERNATE POSITIONS - 2 YEAR TERM to	The Tappinounite	
Expire December 31, 2024		
2 YEAR TERM to Expire December 31, 2025	No Appliants	
(2) PLANNING BOARD MEMBER ALTERNATE POSITIONS - 2 YEAR TERM to	No Applicants	
Expire December 31, 2024		
2 YEAR TERM to Expire December 31, 2025		

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 \$1,500.0	0 Monthly/Time Sheet
Zoning Board of Appeals Clerk	\$17.00 per hour Max for the year \$1,500.0	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

RESOLUTION #5-24

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: KIDNEY SECONDED BY: CLARK

VOTES OF: 4 AYE 0 NAY

RESOLUTION #6-24

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, MEOH/MEOL – per union contract. 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 2024 which includes: Veteran's Day, Saturday, November 9th, 2024 and Christmas Wednesday, December 25th, 2024.

MOTION BY: DEFREEST JR. SECONDED BY: CLARK

VOTES OF: 4 AYE 0 NAY

RESOLUTION #7-24

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 2024 currently 67 cents) for Election Trips

MOTION BY: CLARK SECONDED BY: KIDNEY

RESOLUTION #8-24

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: KIDNEY SECONDED BY: CLARK

VOTES OF: 4 AYE 0 NAY

RESOLUTION #9-24

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.

2024

TOWN HALL & PARK: KIDNEY/DEFREEST

MACHINERY & GARAGE: DEFREEST/NEWLY APPOINTED COUNCIL

TRANSFER STATION: CLARK/KIDNEY **WELFARE & SAFETY**: GRANT/MEEKINS

MOTION BY: DEFREEST IR. SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

RESOLUTION #10-24

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 dates listed below**.

January 5th, 2024, February 9th, 2024, March 8th, 2024, April 5th, 2024, May 10th, 2024, June 7th, 2024, July 5th, 2024, August 9th, 2024, September 6th, 2024, October 11th, 2024, November 8th, 2024, December 16th, 2024 (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:

DIANA CLARKJANUARY, MAY, SEPTEMBERand/or as requiredKYLE KIDNEYFEB., JUNE, OCTOBERand/or as requiredJOHN DEFREESTMARCH, JULY, NOVEMBERand/or as requiredNewly Appointed CouncilAPRIL, AUGUST, DECEMBERand/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: KIDNEY

RESOLUTION #11-24

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 2024, now therefore be it

RESOLVED: that *the Town Board will not be sending a* delegate in 2024, 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: KIDNEY

VOTES OF: 4 AYE 0 NAY

Honorable Grant provides an overview of the meeting and reported that the Justices would go to get their education credits in the passed however these credits are not only offered at this meeting and anyone can be appointed to represent the Town if the Board chooses to send someone.

RESOLUTION #12 -24 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 **67** 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: KIDNEY SECONDED BY: CLARK

VOTES OF: 4 AYE 0 NAY

RESOLUTION #13 -24

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: DEFREEST IR. SECONDED BY: KIDNEY

VOTES OF: 4 AYE 0 NAY

RESOLUTION #14 -24

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: CLARK SECONDED BY: KIDNEY

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 IR. 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

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. Hoffman

Town Clerk