

**ORGANIZATIONAL MEETING
TOWN BOARD, TOWN OF STEPHENTOWN
JANUARY 6, 2025**

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

MEMBERS PRESENT:

| | |
|---|---|
| <i>() Supervisor Philip (PJ) Roder</i> | <i>() High. Superin. Alden Goodermote</i> |
| <i>() Council Diana Clark</i> | <i>() Tax Collect, Mary Grant</i> |
| <i>() Council Kyle Kidney</i> | <i>() Town Justice, Cyril Grant</i> |
| <i>() Council John Defreest</i> | <i>() Town Justice, John Meekins</i> |
| <i>() Council Tammy Madden</i> | <i>() Assessor, Jennifer Van Deusen</i> |
| <i>() Town Clerk Stephanie Hoffman</i> | <i>() Deputy Tax Collector, Eileen Roder</i> |

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

___ from the Public were present

RESOLUTION # 1 -25

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 2025, 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 Seniors and support them in the amount of **\$12,000.00**, 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 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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #2-25

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 2025.

MOTION BY: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

Town Board enters Executive Session to discuss Personnel Matters for 2025 at _____ PM

MOTION BY: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

Town Board motions to exit Executive Session at _____ PM

MOTION BY: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #3-25**TOWN APPOINTMENTS & APPROVALS**

WHEREAS: certain appointments by the Town Board are necessary to conduct the town business for 2025, now therefore be it

RESOLVED: that the following one (1) year appointments be made, expiring Dec. 31, 2025; except for (1) Planning Board 5 year position which expires Dec. 31, 2029, (1) Planning Board Alternate expiring Dec. 31, 2025, (1) Planning Board Alternate expiring Dec. 31, 2026, (1) Zoning Board of Appeals position which expires Dec. 31, 2029, (1) Zoning Board of Appeals Alternate expiring on Dec. 31, 2025, and (1) Zoning Board of Appeals Alternate expiring on Dec. 31, 2026.

| POSITION | APPLICANTS |
|--|---|
| CLERK TO ASSESSOR | Tracy Grant |
| CODE ENFORCEMENT OFFICER | Owen Cassavaugh |
| CONSTABLE | Henry Wagar |
| DEPUTY CONSTABLES | Joshua Blair Kevin Mohan Jay VanAken(current training Officer) Jamie Curtiss (New Applicant) |
| 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) | Stephanie Hoffman (New Applicant) |
| REGISTRAR | Stephanie Hoffman |
| WEB DESIGNER | Stephanie Hoffman |
| SUPERVISOR BOOKKEEPER SECRETARY TO SUPERVISOR | Maureen Seel Emily Vaninwegen |
| ZONING BOARD APPEALS CLERK (up to \$1,500) | Stephanie Hoffman (New Applicant) |
| ZONING OFFICER | Owen Cassavaugh |
| TRANSFER STATION SENIOR ATTENDANT | Agnes Hoffman |
| TRANSFER STATION ATTENDANT | Daniel Sutherland |
| TRANSFER STATION - SUBSTITUTE | Tim Dormady, Phyllis DeFreest & Gene Mikit |
| TRANSFER STATION - SUBSTITUTE | Frank Richardson - New Applicant |
| YOUTH PROGRAM DIRECTOR & ASSISTANT DIRECTOR | <i>No Applicants</i> |
| HIGHWAY MAINTANCE | Jamie Curtiss (New Applicant) |
| PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2029 | <i>No Applicants</i> |
| ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2029 | <i>No Applicants</i> |
| (2) ZONING BOARD OF APPEALS ALTERNATE POSITIONS - 2 YEAR TERM to Expire December 31, 2025 2 YEAR TERM to Expire December 31, 2026 | <i>No Applicants</i> |
| (2) PLANNING BOARD MEMBER ALTERNATE POSITIONS - 2 YEAR TERM to Expire December 31, 2025 2 YEAR TERM to Expire December 31, 2026 | <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 14, 2025.

MOTION BY: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #4-25

SALARIES

WHEREAS: the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2025 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 | \$ 77,366.00 (includes longevity) | Monthly |
| Supervisor | 9,743.00 | Monthly |
| Supervisor Bookkeeper | 21,225.00 | Monthly |
| Secretary to Supervisor (\$1,500) | 18.04 hourly | Biweekly |
| Town Clerk | 27,814.00 | Biweekly |
| Deputy Town Clerk (\$6,048) | 18.04 hourly | Biweekly |
| Registrar | 1,244.00 | Biweekly |
| Town Justice (2@ \$10,912) | 21,823.00 | Monthly |
| Councilperson (4@ \$4,869) | 19,476.00 | Monthly |
| Assessor | 22,802.00 | Monthly |
| Clerk to Assessor | 10,156.00 | Monthly |
| Constables (3) | 7141.00 | Monthly |
| Court Clerk | 11,711.00 | Monthly |
| Tax Collector | 7,107.00 | Monthly |
| Deputy Tax Collector | 1,724.00 | Monthly (Jan – March) |
| Transfer Station Supervisor | 20.00 per hour | Bi-weekly |
| Transfer Station Attendant | 17.14 per hour | Bi-weekly |
| Transfer Station Substitutes(____) | hourly minimum wage | Biweekly |
| Web Designer | 5,516.00 | Biweekly |
| Zoning Officer | 8,274.00 | Monthly |
| Deputy Zoning Officer | 2,029.00 | Monthly |
| Code Enforcement Officer | 22,011.00 | Monthly |
| Deputy Code Enforcement Officer | 2,029.00 | Monthly |
| Dog Control Officer | 6,206.00 | 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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #5-25

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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #6-25

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 5 paid holidays in 2025 which includes: **Wednesday, New Year’s Day; Friday, July 4th, 2025; Christmas Eve, Wednesday, December 25th, 2025; and New Year’s Eve, Wednesday, December 31st, 2025.**

MOTION BY: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #7 -25

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 2025 currently 70 cents) for Election Trips

MOTION BY: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #8 -25

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: **SECONDED BY:**
VOTES OF: AYE NAY

RESOLUTION #9 -25

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.

| | |
|--------------------------------|----------------------------------|
| | 2025 |
| TOWN HALL & PARK: | KIDNEY/DEFREEST |
| MACHINERY & GARAGE: | DEFREEST/NEWLY APPOINTED COUNCIL |
| TRANSFER STATION: | CLARK/KIDNEY |
| WELFARE & SAFETY: | GRANT/MEEKINS |

MOTION BY: **SECONDED BY:**
VOTES OF: AYE NAY

RESOLUTION #10-25

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 10th, 2025
- February 7th, 2025
- March 7th, 2025
- April 4th, 2025
- May 9th, 2025
- June 6th, 2025
- July 11th, 2025
- August 8th, 2025
- September 5th, 2025
- October 10th, 2025
- November 7th, 2025
- December 12th, 2025

(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:

**DIANA CLARK
KYLE KIDNEY
JOHN DEFREEST
Newly Appointed Council
PHILIP (PJ) RODER, SUPERVISOR**

MONTHS:

**JANUARY, MAY, SEPTEMBER
FEB., JUNE, OCTOBER
MARCH, JULY, NOVEMBER
APRIL, AUGUST, DECEMBER
As Required**

and/or as required
and/or as required
and/or as required
and/or as required

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

MOTION BY: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #11-25

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 2025, now therefore be it

RESOLVED: that *the Town Board will not be sending a* delegate in 2025, 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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #12 -25

MILEAGE RATE FOR 2025

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 **70 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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #13 -25

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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #14 -25

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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #15 -25

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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #16 -25

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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #17 -25

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 (<i>except</i> 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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #18-25

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: **SECONDED BY:**
VOTES OF: **AYE** **NAY**

RESOLUTION #19-25

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:

SECONDED BY:

VOTES OF: AYE

NAY

RESOLUTION # 20-25

RESOLUTION TO AMEND THE ZONING BOARD OF APPEALS APPLICATION FEES ESTABLISHED IN TOWN RESOLUTION 84 of 1991

WHEREAS: the Town Board at the request of the Code Enforcement Department find it necessary to update the Zoning Board application fee schedule that was previously established by Resolution 84 in 1991, and

WHEREAS: the current and proposed fees are listed below;

| | 1991 | 2025 |
|--------------------------|-------------|-------------|
| Location Determinations: | \$10.00 | \$25.00 |
| Text Determinations: | \$10.00 | \$25.00 |
| Area Variance: | \$35.00 | \$50.00 |
| Use Variance: | \$50.00 | \$75.00 |

, now therefore be it

RESOLVED: that the Town Board approves the proposed fee application schedule changes effective January 6, 2025, and further be it

RESOLVED: that the Town Board authorizes the Town Clerk to post the fee schedule on the Town's Official website.

MOTION BY:

SECONDED BY:

VOTES OF: AYE

NAY

RESOLUTION # 21-25

RESOLUTION TO AMEND THE PLANNING BOARD APPLICATION FEES ESTABLISHED IN TOWN RESOLUTION 91 of 1991

WHEREAS: the Town Board at the request of the Code Enforcement Department find it necessary to update the Planning Board application fee schedule that was previously established by Resolution 91 in 1991, and

WHEREAS: the current and proposed fees are listed below;

| | 1991 | 2025 |
|----------------------------|-------------|-------------|
| Special Permit: | \$25.00 | \$50.00 |
| Site Plan: | \$50.00 | \$75.00 |
| Subdivision (minimum fee): | \$50.00 | \$100.00 |

, now therefore be it

RESOLVED: that the Town Board approves the proposed fee application schedule changes effective January 6, 2025, and further be it

RESOLVED: that the Town Board authorizes the Town Clerk to post the fee schedule on the Town's Official website.

MOTION BY:
VOTES OF: *AYE*

SECONDED BY:
NAY

RESOLUTION ##22-25

**RESOLUTION TO AMEND RESOLUTION #50 of 2024 OPEN
BIDS: ROAD MATERIALS FOR 2025**

WHEREAS, the Town of Stephentown has put out to bid for Road Materials for 2025, 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 Wednesday December 18th, 2024, as advertised in the local newspaper, by 7:00 PM,
and

WHEREAS, a total of 2 Bids were received:

1. Senters
2. 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:
VOTES OF: *AYE*

SECONDED BY:
NAY

MOTION TO ADJOURN AT _____ PM

MOTION BY:
VOTES OF: *AYE*

SECONDED BY:
NAY

**** The next Regular Meeting** of the Town Board, Town of Stephentown will be held on **Monday, January 20, 2025** at **7:00 PM** at the Town Hall.

Stephanie M. Coffman
Town Clerk