

**REGULAR MEETING OF THE TOWN BOARD**

**TOWN OF STEPHENTOWN  
26 GRANGE HALL ROAD,  
STEPHENTOWN, NEW YORK 12168  
JANUARY 20, 2025**

The Regular meeting of the Town Board, Town of Stephentown was called to order by ***Supervisor P. Roder*** at **7:10 PM** at the Town Hall.

**MEMBERS PRESENT:**

**( X ) Supervisor Philip (PJ) Roder**

**( X ) Council Diana Clark**

**( X ) Council Kyle Kidney**

**( X ) Council John E. DeFreest Jr.**

**( X ) Council Tammy Madden**

**( X ) Town Clerk Stephanie Hoffman**

**( X ) Alden Goodermote, Highway Superintendent**

**( X ) Jennifer Van Deusen, Assessor**

**( X ) Legal Counsel – Craig Crist**

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

4 from the Public were present

**AUDIT OF CLAIMS:**

- Claim #1-25 through #32-25 in the amount of **\$50,370.76 to be approved** from the **General Account**
- Claim #1-25 through #18-25 in the amount of **\$35,790.64 to be approved** from the **Highway Account**
- For a **Total of \$86,161.40** audited and approved by the Town Board.

**MOTION BY: CLARK**

**SECONDED BY: DEFREEST, JR.**

**VOTES OF: 5 AYE**

**0 NAY**

Minutes of the **November 18, 2024 Regular Town Board Meeting** were approved by the Town Board as written.

**MOTION BY: KIDNEY**

**SECONDED BY: MADDEN**

**VOTES OF: 5 AYE**

**0 NAY**

Minutes of the **December 16, 2024 Regular Town Board Meeting** were approved by the Town Board as written.

**MOTION BY: DEFREEST, JR.**

**SECONDED BY: MADDEN**

**VOTES OF: 5 AYE**

**0 NAY**

Minutes of the **January 6, 2025 – 2025 Town Organizational Meeting** were approved by the Town Board as written.

**MOTION BY: DEFREEST, JR.**

**SECONDED BY: CLARK**

**VOTES OF: 5 AYE**

**0 NAY**

**TOWN CLERKS REPORT:** The Town Clerk turned over the sum of **\$690.45** to the Supervisor for the month of **DECEMBER 2024**.

**JUSTICE COURT REPORT:** The distribution from the office of the State Comptroller, Justice Court Fund to the Town of Stephentown for the month of **November 2024** was \$\_\_\_\_\_.00.

**TRANSFER STATION REPORT:** The Transfer Station deposited a total of **\$8790.00** for the month of **NOVEMBER 2024**.

Bags: **\$5770**

C&D & Metal: **\$2193**

Tires: **\$72**

Stickers: **\$610**

Propane Tanks: **\$0**

Appliances: **\$145**

**TRANSFER STATION REPORT:** The Transfer Station deposited a total of **\$5745.00** for the month of **DECEMBER 2024.**

Bags: **\$4844**  
Stickers: **\$160**

C&D & Metal: **\$731**  
Propane Tanks: **\$0**

Tires: **\$0**  
Appliances: **\$110**

**ACCOUNT TOTALS:**

**GENERAL \$1,046,622.92**                      **HIGHWAY \$752,934.59**  
**GENERAL RESERVE FUND \$912,730.94**                      **HIGHWAY RESERVE FUND \$744,652.70**  
**BEACON ESCROW \$ 885.19**                      **BEACON ESCROW FOR PLANT (BOND) \$5,000 & \$70,000.**

**MEETING OPEN TO PUBLIC COMMENT:**

*Reminders to All Participants who would like to speak: (this meeting is on Live Stream and is being recorded)*

- *Raise your hand prior to speaking*
- *Announce your name and the Town you reside in.*
- *There is a 3-to-5-minute window for each speaker per Resolution 1 of the fiscal year*
- *Any 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.*

*J. Peabody reported out on the Fire Departments Annual Calls for 2024*

*Provided an update to the 911 sign project – currently have only had 77 residents respond, looking to get the word out there. A postcard will also be sent to those that did respond to gather more required information. More free CPR classes will be hosted at the Library. Library Board Meetings changed to the 4<sup>th</sup> Thursday. Annual Meeting will be held in April on the 17<sup>th</sup> at 6:30pm.*

<b>Fire Department Report for</b>	<b>YEAR 2024</b>
<b>December 2024 Total:</b>	<b>33 Calls</b>
<b>YTD:</b>	<b>355</b>

*K. Roppolo reported out on the Library events – hosting another Teen Night on the 24<sup>th</sup>, Black Light Paint and Trivia. The Baby Café is running and looking for any new mother's that are interested. Saturday, February 1<sup>st</sup> is "National Take Your Child to the Library" we will be hosting an Elephant and Piggy Party. February 5<sup>th</sup> people will be gathering at the Capital to Advocate in supporting Public Libraries. Scott Bendett earmarked funds to support libraries. Supervisor Roder asked how the Town could help support the Library and will send a letter of support.*

*Supervisor Roder reported that some amendments to prior adopted resolutions need to be made.*

**RESOLUTION #23-25**

**TOWN APPOINTMENTS FOR VACANT POSITIONS**

**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;

Transfer Station Part-Time Attendant:

1. Daniel Sutherland

Transfer Station Substitute:

2. Gene Mikit

And a Planning Board Member (5-year Term to expire Dec. 31<sup>st</sup>, 2029): Alexander Haley  
and further be it,

**RESOLVED:** that the Town Board authorizes the Town Clerk to advertise for all other 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: DEFREEST, Jr.**

**SECONDED BY: KIDNEY**

**VOTES OF: 5 AYE 0 NAY**

**RESOLUTION #24-25**

**AMENDING RESOLUTION 6 of 2025 – ENTITLED “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 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 of service shall be entitled to a total of **4** paid holidays in 2025 which includes:

- New Year’s Day - Wednesday, January 1<sup>st</sup>, 2025;
- Independence Day - Friday, July 4<sup>th</sup>, 2025;
- Christmas Eve - Wednesday, December 24<sup>th</sup>, 2025;
- New Year’s Eve - Wednesday, December 31<sup>st</sup>, 2025

**MOTION BY: RODER**

**SECONDED BY: KIDNEY**

**VOTES OF: 5 AYE 0 NAY**

**RESOLUTION #25 of 2025**

**NEGATIVE DECLARATION OF THE TOWN OF  
STEPHENTOWN UNDER THE STATE ENVIRONMENTAL  
QUALITY REVIEW ACT—29 GRANGE HALL ROAD**

**Motion to waive the reading of the entirety of this resolution made by Council T. Madden and  
Seconded by Council K. Kidney. Votes: 5 AYE 0 NAY**

WHEREAS, the Town Board is desires to purchase of the property known as 29 Grange Hall Road and use same for the municipal purposes of use by the Town Highway Department and for additional parking for Town Hall;

WHEREAS, the State Environmental Quality Review Act (“SEQRA”) and the regulations thereunder require the Board to undertake a review of the potential environmental impacts, if any, associated with the said proposed action; and

WHEREAS, this Project is an unlisted action within the meaning of SEQRA; and

WHEREAS, Part 1 of a Short Environmental Assessment Form has been prepared and reviewed in connection with the proposed Project; and

WHEREAS, Part 1 of the Short Environmental Assessment Form was transmitted to, if any, all involved agencies, together with notification of the Board’s desire to act as lead agency with respect to the environmental review of the proposed Project; and

WHEREAS, any/all involved agencies have either consented to Board acting as lead agency with respect to the environmental review of the proposed Project, or have failed to raise any objection thereto within thirty (30) calendar days; and

WHEREAS, 6 NYCRR Section 617.7 requires a lead agency to issue a written determination of significance with respect to any proposed unlisted action; and

WHEREAS, after carefully considering the nature and scope of the proposed Project, as set forth here and in the Short Environmental Assessment Form prepared with respect to such action, and resolved to issue a Negative Declaration and makes the following determinations which shall constitute the written elaboration and formal Negative Declaration for the aforementioned proposed action:

1. The proposed action, as noted above, seeks to purchase of the property known as 29 Grange Hall Road and use same for the municipal purposes of use by the Town Highway Department and for additional parking for Town Hall. It is the intention of the Board to sell at some later date the exiting structure on the property to allow it to be moved to another property and re-used.
2. The proposed action is classified under SEQRA as an unlisted action.
3. Upon consideration of the action, review of the Short Environmental Assessment Form, the criteria contained in 6 NYCRR § 617.7(c), including with the help of a professional engineer and personnel from the Planning and Building Department and all other supporting information, the Board identifies the following relevant areas of environmental concern, as set forth hereafter, and analyzes whether the proposed action may have a significant adverse impact on the environment and hereby concludes that it will not.
4. The proposed action will not create a material conflict with an adopted land use plan or zoning regulations. It is noted that the subject action is in a zone that permits such use.
5. The proposed action will create no or a small impact in the form of whether it will result in a change in the use or intensity of use of land. It is noted that the subject property is next to the Town Highway Garage, adjacent on the other side to the property upon which the Fire Department's Hall is located and across the street from the Town Hall.
6. The proposed action will not impair the character or quality of the existing community. Again, this use is ideally located. It fits with surrounding uses as noted above. It will not adversely impact this portion of the Town or the Town as a whole.
7. The proposed action is not in a Critical Environmental Area.
8. The proposed action is projected to have no or small impact, much less no adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway.
9. It is not projected to result in an increase in the use of energy at this time or if there is an increase, it is expected to not be a material increase in usage.
10. There will be no impact to the existing well and septic system on the property.
11. The proposed action will not impair the character or quality of important historic, archaeological, architectural or aesthetic resources.

12. The proposed project does not involve, and therefore will not result in, any substantial adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna).

13. The proposed action will not result in an increase in the potential for erosion, flooding or drainage problems.

14. The proposed action will not create a hazard to environmental resources or human health. This matter has been carefully studied by this Board and it will meet all requirements.

15. The proposed project does not involve, and therefore will not result in, the removal or destruction of large quantities of vegetation or fauna, a substantial interference with the movement of any resident or migratory fish or wildlife species, impacts on any significant habitat area, substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat thereof, or other significant adverse impacts to nature resources.

16. The proposed project will not create a material conflict with the community's current plans or goals as officially approved or adopted.

17. The proposed project will not result in the impairment of the character or quality of any important historical, archeological, or aesthetic resources, or of existing community or

neighborhood character. The proposed project is not within a scenic vista nor does it contain a designated scenic resource and, thus, will not impact any such resource.

18. The proposed project will not result in any major, adverse, change in the use of either the quantity or type of energy.

19. The proposed project will not result in the creation of a hazard to human health.

20. The proposed project does not involve, and therefore will not result in, a substantial change in the use, or intensity of use, of land including agricultural, open space, or recreational resources, or in its capacity to support such uses.

21. The proposed action will not result in the encouragement or attraction of a large number of people to the site as compared to the number of people that would come absent the action.

22. The proposed action will not result in a material demand for other actions, will not result in changes to two or more elements of the environment which together would result in a substantial adverse impact, and will not cumulatively result in a substantial adverse impact when considered with any related actions.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby declares/re-declares itself lead agency with respect to the environmental review of the proposed Project; and it is further

RESOLVED, that the Board finds and concludes that the proposed action is an unlisted action within the meaning of 6 NYCRR 617.2(al); and it is further

RESOLVED, that upon consideration of the foregoing, the Board finds and concludes that the proposed action will not result in any significant adverse impacts to the environment; and it is further

RESOLVED, that the Board hereby resolves to issue a Negative Declaration with respect to the proposed action.

**RESOLUTION #26 of 2025**

**Motion to adopt resolution #25 of 2025 NEGATIVE DECLARATION OF THE TOWN OF STEPHENTOWN UNDER THE STATE ENVIRONMENTAL QUALITY REVIEW ACT—29 GRANGE HALL ROAD made by Council T. Madden and Seconded by Council J. DeFreest, Jr.**  
**Votes: 5 AYE 0 NAY**

**RESOLUTION #27 of 2025**

**DUE DILIGENCE FOR THE PURCHASE OF 29 GRANGE HALL ROAD, STEPHENTOWN, NY**

WHEREAS, the Town Board has conducted due diligence and desires to purchase 29 Grange Hall Road for the purpose of utilizing the property for the municipal purposes of use by the Town Highway Department and additional parking for Town Hall;

WHEREAS, as noted in the prior resolution on this matter, the Town Board has conducted due diligence and desires to purchase the property plus pay all necessary closing costs, including, but not limited to the costs of title insurance and survey;

NOW THEREFORE BE IT RESOLVED THAT the contract for the purchase price of \$252,000, dated November 21, 2024, with the expenditure for a survey and all necessary closing costs is hereby ratified, confirmed and further authorized with full force and effect, with all of same to be paid from surplus funds.

**MOTION BY: CLARK**

**SECONDED BY: MADDEN**

**VOTES OF: 5 AYE 0 NAY**

*T. Dormady asked what the purchase of the property does for the tax payers and if it would have an impact on the tax roll.*

*J. VanDeusen, Assessor explains that it would have some effect, however we have 4 or 5 new construction homes will be added this year which will help.*

**MOTION TO ADJOURN AT 7:50 PM**

**MOTION BY: DEFREEST, JR.**

**SECONDED BY: CLARK**

**VOTES OF: 5 AYE 0 NAY**

**\*\*The next Regular Meeting of the Town Board, Town of Stephentown will be held on Monday, February 17, 2025 at 7:00 PM at the Town Hall located at 26 Grange Hall Road, Stephentown, NY 12168.**

*Stephanie M. Hoffman*

**Town Clerk**