

**ORGANIZATIONAL MEETING  
TOWN BOARD, TOWN OF STEPHENTOWN  
JANUARY 5, 2026**

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

***MEMBERS PRESENT:***

***( ) Supervisor Philip (PJ) Roder  
( ) Council Diana Clark  
( ) Council Kyle Kidney  
( ) Council John Defreest  
( ) Council Tammy Madden  
( ) Town Clerk Stephanie Hoffman***

***( ) High. Superin. Alden Goodermote  
( ) Tax Collect, Mary Grant  
( ) Town Justice, Cyril Grant  
( ) Town Justice, John Meekins  
( ) Assessor, Jennifer Van Deusen  
( ) Code Enforcement Officer, Owen Cassavaugh***

A quorum ☐ was ☐ wasn't established.

**0** from the Public were present

*Swearing in of Council Diana Clark and Council Kyle Kidney*

**RESOLUTION # 1 -26**

**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 and TROY RECORD (21<sup>st</sup> Century Media) shall be the Official Publications for the Town of Stephentown for the year 2026, 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 **3<sup>rd</sup> 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 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:**  
**VOTES OF:**        **AYE**

**SECONDED BY:**  
**NAY**

## **RESOLUTION #2-26**

## **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 2026.

**MOTION BY:**  
**VOTES OF:**        **AYE**

**SECONDED BY:**  
**NAY**

**Town Board enters Executive Session to discuss Personnel Matters for 2026 at \_\_\_\_:\_\_\_\_ PM**

**MOTION BY:**  
**VOTES OF:**        **AYE**

**SECONDED BY:**  
**NAY**

**Town Board motions to exit Executive Session at \_\_\_\_:\_\_\_\_ PM**

**MOTION BY:**  
**VOTES OF:**        **AYE**

**SECONDED BY:**  
**NAY**

**RESOLUTION #3-26****TOWN APPOINTMENTS & APPROVALS**

**WHEREAS:** certain appointments by the Town Board are necessary to conduct the town business for 2026, now therefore be it

**RESOLVED:** that the following one (1) year appointments be made, expiring Dec. 31, 2026; except for (1) Planning Board 5 year position which expires Dec. 31, 2030, (1) Planning Board Alternate expiring Dec. 31, 2026, (1) Planning Board Alternate expiring Dec. 31, 2027, (1) Zoning Board of Appeals position which expires Dec. 31, 2030, (1) Zoning Board of Appeals Alternate expiring on Dec. 31, 2026, and (1) Zoning Board of Appeals Alternate expiring on Dec. 31, 2027.

POSITION	APPLICANTS
CLERK TO ASSESSOR	
CODE ENFORCEMENT OFFICER	
CONSTABLE	
DEPUTY CONSTABLES	
COURT CLERK	
DEPUTY CODE ENFOR. OFFICER	
DEPUTY TAX COLLECTOR	
DEPUTY TOWN CLERK	
DEUPTY ZONING OFFICER	
DOG CONTROL OFFICER	
PLANNING BOARD CLERK (up to \$1,500)	
REGISTRAR	
WEB DESIGNER	
SUPERVISOR BOOKKEEPER BOOKKEEPER SUPPORT SECRETARY TO SUPERVISOR	
ZONING BOARD APPEALS CLERK (up to \$1,500)	
ZONING OFFICER	
TRANSFER STATION SENIOR ATTENDANT	
TRANSFER STATION ATTENDANT	
TRANSFER STATION - SUBSTITUTE	
TRANSFER STATION - SUBSTITUTE	
YOUTH PROGRAM DIRECTOR & ASSISTANT DIRECTOR	
PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2030	
ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2030	
(2) ZONING BOARD OF APPEALS ALTERNATE POSITIONS - 2 YEAR TERM to Expire December 31, 2026, 2 YEAR TERM to Expire December 31, 2027	
(2) PLANNING BOARD MEMBER ALTERNATE POSITIONS - 2 YEAR TERM to Expire December 31, 2026, 2 YEAR TERM to Expire December 31, 2027	

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 13, 2026.

**MOTION BY:**

**SECONDED BY:**

**VOTES OF:**

**AYE**

**NAY**

**RESOLUTION #4-26****SALARIES**

**WHEREAS:** the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2026 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

<b>POSITION</b>	<b>SALARY</b>	<b>METHOD OF PAYMENT</b>
Highway Superintendent	\$82,540.00 (includes longevity \$2,080)	Monthly
Supervisor	\$10,133.00	Monthly
Supervisor Bookkeeper	\$29,432.00	Monthly
Secretary to Supervisor (\$1,622)	\$18.76 hourly	Biweekly
Town Clerk	\$28,927.00	Biweekly
Deputy Town Clerk (\$6,290)	\$20.00 hourly	Biweekly
Registrar	\$1,294.00	Biweekly
Town Justice (2@ \$11,348)	\$22,696.00	Monthly
Councilperson (4@ \$5,064)	\$20,256.00	Monthly
Assessor	\$23,714.00	Monthly
Clerk to Assessor	\$10,560.00	Monthly
Constables (3)	\$7,426.00	Monthly
Court Clerk	\$12,179.00	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	\$17.83 per hour	Bi-weekly
Transfer Station Substitutes(2)	hourly minimum wage	Biweekly
Web Designer	\$5,737.00	Biweekly
Zoning Officer	\$8,605.00	Monthly
Deputy Zoning Officer	\$2,110.00	Monthly
Code Enforcement Officer	\$22,892.00	Monthly
Deputy Code Enforcement Officer	\$2,110.00	Monthly
Dog Control Officer	\$6,454.00	Monthly
Planning Board Clerk	\$1,500.00	Monthly/Time Sheet
Zoning Board of Appeals Clerk	\$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 #5-26****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 #6-26****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 4 paid holidays in 2025 which includes:

- Independence Day - Saturday, July 4<sup>th</sup>, 2026;
- Veteran's Day – Wednesday, November 11<sup>th</sup>, 2026;
- Christmas - Friday, December 25<sup>th</sup>, 2026;

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

**RESOLUTION #7 -26****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 -26****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 -26****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.

	<b>2026</b>
<b>TOWN HALL &amp; PARK:</b>	KIDNEY/DEFREEST
<b>MACHINERY &amp; GARAGE:</b>	DEFREEST/MADDEN
<b>TRANSFER STATION:</b>	CLARK/KIDNEY
<b>WELFARE &amp; SAFETY:</b>	GRANT/MEEKINS
<b>YOUTH COMMISSION</b>	MADDEN/RODER

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

**RESOLUTION #10-26****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 monthly claims ready to be audited be forwarded to the Town Clerk by 11:00am on the following dates for 2026:

January 9th, February 6th, March 6th, April 10th, May 8th, June 5th, July 10th, August 7th, September 11th, October 9th, November 6th, and December 16<sup>th</sup>

All claims will be audited at the regularly scheduled Board Meeting at 7:00PM. Auditors are as follows:

<b>COMMITTEE PERSON:</b>	<b>MONTHS:</b>	
<b>DIANA CLARK</b>	<b>JANUARY, MAY, SEPTEMBER</b>	and/or as required
<b>KYLE KIDNEY</b>	<b>FEB., JUNE, OCTOBER</b>	and/or as required
<b>JOHN DEFREEST</b>	<b>MARCH, JULY, NOVEMBER</b>	and/or as required
<b>TAMMY MADDEN</b>	<b>APRIL, AUGUST, DECEMBER</b>	and/or as required
<b>PHILIP (PJ) RODER, SUPERVISOR</b>	<b>As Required</b>	

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

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

## RESOLUTION #11-26

## 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 2026, now therefore be it

**RESOLVED:** that ***the Town Board will not be sending a*** delegate in 2026, 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 -26

## MILEAGE RATE FOR 2026

**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 **72.5 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:**

**SECONDED BY:**

**VOTES OF:**

**AYE**

**NAY**

## RESOLUTION #13 -26

## 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 -26

## 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 -26

## 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 -26****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**

**ABSTAINED**

**RESOLUTION #17 -26****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:**

**SECONDED BY:**

**VOTES OF:**

**AYE**

**NAY**

**RESOLUTION #18-26****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 #19-26****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 1<sup>st</sup> to March 31<sup>st</sup> 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 1<sup>st</sup> to December 31<sup>st</sup> of the same year.

**MOTION BY:**

**SECONDED BY:**

**VOTES OF:**

**AYE**

**NAY**



**RESOLUTION # 20-26**

**RESOLUTION CALLING FOR A PUBLIC HEARING ON A PROPOSED  
LOCAL LAW ENTITLED "TOWN OF STEPHENTOWN LOCAL LAW NO.  
3 OF THE YEAR 2026 AMENDING LOCAL LAW #2 OF THE YEAR  
2022 TAX EXEMPTION FOR SENIOR CITIZEN"**

**WHEREAS**, the Town Board has commissioned the drafting of a local law to amend the current sliding scale for the senior citizen exemption to match the County of Rensselaer's sliding scale;

**NOW THEREFORE BE IT RESOLVED THAT** the Town Board hereby directs that a public hearing be held on February 16, 2026 at 7:00 p.m. at Town Hall, 26 Grange Hall Road, Stephentown, NY 12168, and the Town Clerk is hereby authorized to publish a notice of public hearing, to hear any and all persons either for or against a proposed local law entitled: "Town of Stephentown Local Law No. 3 of the Year 2026 Amending Local Law #2 of the Year 2022 Tax Exemption for Senior Citizen"

**MOTION BY:**

**SECONDED BY:**

**VOTES OF:**

**AYE**

**NAY**

**MOTION TO ADJOURN AT \_\_\_\_:\_\_\_\_PM**

**MOTION BY:**

**SECONDED BY:**

**VOTES OF:**

**AYE**

**NAY**

**\*\* The next Regular Meeting** of the Town Board, Town of Stephentown will be held on **Monday, January 19, 2026 at 7:00 PM** at the Town Hall.

*Stephanie M. Hoffman*

**Town Clerk**

## EXHIBIT A

### TOWN OF STEPHENTOWN LOCAL LAW NUMBER 3 OF THE YEAR 2026 AMENDING THE TAX EXEMPTION FOR SENIOR CITIZENS AND THEREBY AMENDING LOCAL LAW NUMBER 2 OF THE YEAR 2022

BE IT ENACTED, by the Town Board of the Town of Stephentown, that the Code of the Town of Stephentown is hereby amended as follows:

#### SECTION 1. TITLE

This local law shall be known and cited as “Town of Stephentown Local Law No. 3 of the Year 2026 Amending Local Law #2 of the Year 2022 Tax Exemption for Senior Citizen;”

#### SECTION 2. LEGISLATIVE INTENT

Pursuant to Section 467 of the Real Property Tax Law, real property owned by one or more persons, each of whom is 65 years of age or over as herein defined, or by a husband or wife, either of whom is 65 years of age or older, or by siblings, one of whom is 65 years of age or over, shall be exempt to the extent as hereinafter provided. In addition, for purposes of this law, amounts of un-reimbursed medical expenses shall be excluded from the calculation of a person’s income. The provisions of this law shall be extended to the owners of cooperatives.

Those qualifying persons shall be exempt from taxation to the extent of the sliding scale set forth below, provided that the income of the owner or the combined income of the owners of the property for the income tax year immediately preceding the date of making application does not exceed the sums set forth below.

ANNUAL INCOME OR COMBINED ANNUAL INCOME OF OWNERS		PERCENTAGE OF ASSESSED VALUATION EXEMPT FROM TAXATION INCOME OF OWNERS
Minimum	Maximum	Exemption %
0.00	40,000.00	50
40,001.00	40,999.99	45
41,000.00	41,999.99	40
42,000.00	42,999.99	35
43,000.00	43,899.99	30
43,900.00	44,799.99	25
44,800.00	45,699.99	20
45,700.00	46,599.99	15
46,600.00	47,499.99	10
47,500.00	48,399.99	5
48,400.00 and up		0