

**ORGANIZATIONAL MEETING
TOWN BOARD, TOWN OF STEPHENTOWN
JANUARY 4, 2016**

The Organizational Meeting of the Town Board, Town of Stephentown was called to order by **Lawrence Eckhardt** at **7:04 PM** at the Town Hall.

MEMBERS PRESENT:

<input checked="" type="checkbox"/> Supervisor Lawrence Eckhardt	<input type="checkbox"/> High. Superin. Alden Goodermote
<input checked="" type="checkbox"/> Councilman Chris Demick	<input checked="" type="checkbox"/> Tax Collector Mary Grant
<input checked="" type="checkbox"/> Councilman William Jennings	<input checked="" type="checkbox"/> Town Justice John Meekins
<input checked="" type="checkbox"/> Councilman Philip Roder	<input type="checkbox"/> Town Justice Cyril Grant
<input checked="" type="checkbox"/> Councilman Gerald Robinson	<input checked="" type="checkbox"/> Constable, Henry Wagar
<input checked="" type="checkbox"/> Town Clerk Stephanie Wagar	<input checked="" type="checkbox"/> Deputy Assessor, Jennifer Van Duesen

A quorum was wasn't established.
3 from the Public were present

RESOLUTION # 1-16

TOWN BUSINESS

BY BOARD MEMBER: Eckhardt

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 & EASTWICK PRESS shall be the Official Publications for the Town of Stephentown for the year 2016, 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 Library Association and support them in the amount of **\$44,222.00** 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 further

RESOLVED: that the Town Board will meet the **2nd Monday** of each month at 7:00PM for a Town Board Workshop, 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.

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

SECONDED BY: Jennings

VOTES OF: 5 AYE 0 NAY

Motion: Go into Executive Session 7:14 PM to discuss personnel matters.

By: Eckhardt

Seconded by: Roder

VOTES OF: 5 AYE 0 NAY

Motion: Come out of Executive Session 7:44 PM

By: Eckhardt

Seconded by: Demick

VOTES OF: 5 AYE 0 NAY

RESOLUTION #2-16

FIRE DEPARTMENT CONTRACT

BY BOARD MEMBER: Robinson

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 **\$3,150.00.**

SECONDED BY: Jennings

VOTES OF: 5 AYE 0 NAY

RESOLUTION #3-16
BY BOARD MEMBER: Jennings

TOWN APPOINTMENTS & APPROVALS

WHEREAS: certain appointments by the Town Board are necessary to conduct the town business for 2016, now therefore be it

RESOLVED: that the following one (1) year appointments be made, expiring Dec.31, 2016; except for (1) Planning Board 5 year position which expires Dec. 31, 2020, and (2) Zoning Board of Appeals positions with one term to expire Dec. 31, 2019, and one to expire Dec. 31, 2020.

DOG CONTROL OFFICER	Lynne Burns
ZONING OFFICER	Dean Herrick
CODE ENFORCEMENT OFFICER	Dean Herrick
DEPUTY ZONING OFFICER	Owen Cassavaugh
DEPUTY CODE ENFOR. OFFICER	Owen Cassavaugh
CONSTABLE	Henry Wagar
COURT CLERK	Tammy Whitman
CLERK TO ASSESSOR	Jennifer Van Duesen
DEPUTY TOWN CLERK	Arlene Longo
SUPERVISOR BOOKKEEPER	Maureen Seel
TAX COLLECTOR DEPUTY	Eileen Roder
REGISTRAR	Stephanie Wagar
PLANNING BOARD CLERK	Laurie Gilliland
ZONING BOARD APPEALS CLERK	Laurie Gilliland
TRANSFER STATION - SUPERVISOR	Agnes Hoffman
TRANSFER STATION - ATTENDANT	Kenneth Olson
TRANSFER STATION - SUBSTITUTE	Howard Chittenden
TRANSFER STATION - SUBSTITUTE	Edward Rogers
YOUTH PROGRAM DIRECTOR	Stephentown Memorial Library
YOUTH PROGRAM ASSISTANT DIRECTOR	Stephentown Memorial Library
BOARD OF REVIEW MEMBER – 5 YEAR TERM to Expire September 30, 2020	Veronica Demick
ZONING BOARD OF APPEALS MEMBERS – 5 YEAR TERM to Expire December 31, 2019 5 YEAR TERM to Expire December 31, 2020	
PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2020	

No applicants for the alternate positions for the ZBA and the Planning Board as of right now.

SECONDED BY: Robinson

VOTES OF: 5 AYE 0 NAY

RESOLUTION #4-16
BY BOARD MEMBER: Roder

SALARIES

WHEREAS: the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2016 budget, now therefore be it

RESOLVED: that the Supervisor is authorized to pay the following officer's salaries or wages as due, and

RESOLVED: that each non-elected employee submit a signed payroll time sheet to Supervisor each month;

POSITION	SALARY	METHOD OF PAYMENT
Highway Superintendent	\$ 62,541.00	Monthly
Supervisor	8,000.00	Monthly
Supervisor Bookkeeper	9,193.00	Monthly
Town Clerk	19,472.00	Biweekly
Deputy Town Clerk (\$2,000)	14.50 per hour	Biweekly
Registrar	1,020.00	Biweekly
Town Justice (2@ \$8,955.00)	17,911.00	Monthly
Councilperson (4@ \$4,000.00)	16,000.00	Monthly
Assessor	13,606.00	Monthly
Deputy Assessor	13,606.00	Monthly
Constable	5,092.00	Monthly
Court Clerk	8,079.00	Monthly
Tax Collector	5,835.00	March 31
Deputy Tax Collector	998.00	March 31
Transfer Station Supervisor	14.50 per hour	Bi-weekly
Transfer Station Attendant	14.07 per hour	Bi-weekly
Transfer Station Substitutes(2)	10.94 per hour	Biweekly
Zoning Officer	6,463.00	Monthly
Deputy Zoning Officer	1,697.00	Monthly
Code Enforcement Officer	16,501.00	Monthly
Deputy Code Enforcement Officer	1,697.00	Monthly
Dog Control Officer	5,092.00	Monthly
Planning Board Clerk	\$14.50 per hour Max for the year \$1,500.00	Monthly/Time Sheet
Zoning Board of Appeals Clerk	\$14.50 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.

SECONDED BY: Demick

VOTES OF: 5 AYE 0 NAY

RESOLUTION #5-16
BY BOARD MEMBER: Jennings

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 First Niagara 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.

SECONDED BY: Roder
VOTES OF: 5 AYE 0 NAY

RESOLUTION #6-16
BY BOARD MEMBER: Eckhardt

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, two (2) equipment operators MEOH and one (1) Mechanic MEOL. At the request of the Highway Superintendent, a fourth 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 3 paid holidays in 2016 which includes: New Year's Friday, January 1st, 2016, Independence Day Monday, July 4th, 2016 and Veteran's Day, Friday, November 11th, 2016.

SECONDED BY: Demick
VOTES OF: 5 AYE 0 NAY

RESOLUTION #7 -16
BY BOARD MEMBER: Robinson

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 \$0.54 (or assigned Federal rate) for Election Trips

SECONDED BY: Jennings
VOTES OF: 5 AYE 0 NAY

RESOLUTION #8 -16
BY BOARD MEMBER: Demick

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.

SECONDED BY: Robinson
VOTES OF: 5 AYE 0 NAY

RESOLUTION #9 -16
BY BOARD MEMBER: Roder

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.

TOWN HALL & PARK:	ROBINSON / DEMICK
MACHINERY & GARAGE:	RODER /JENNINGS
TRANSFER STATION:	JENNINGS /RODER
WELFARE & SAFETY:	GRANT / MEEKINS

SECONDED BY: Demick
VOTES OF: 5 AYE 0 NAY

RESOLUTION #10-16
BY BOARD MEMBER: Jennings

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 **FRIDAY listed below** before **7:00PM**.

Bills Due by:

January 8, 2016,
February 5, 2016,
March 11, 2016,
April 8, 2016,
May 6, 2016,
June 10, 2016,
July 8, 2016,
August 5, 2016,
September 9, 2016,
October 7, 2016,
November 11, 2016,

December 9, 2016 All claims will be audited at the regularly scheduled Board Meeting at 7:00PM. Auditors are as follows:

COMMITTEE PERSON:
WILLIAM JENNINGS
PHILIP RODER
CHRISTOPHER DEMICK
GERRY ROBINSON
LARRY ECKHARDT, SUPERVISOR

MONTHS:
JANUARY, MAY, AUGUST
FEB., SEPT., DEC.
MARCH, JUNE, NOV.
APRIL, JULY, OCTOBER
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.

SECONDED BY: Demick

VOTES OF: 5 AYE 0 NAY

RESOLUTION #11-16

ASSOCIATION OF TOWNS MEETING

** MAY BE CHANGES ON WHO WILL BE ATTENDING

BY BOARD MEMBER: Eckhardt

WHEREAS: the Association of Towns needs the names of the voting delegate and alternate to the Association meeting in New York City in February 2016, now therefore be it

RESOLVED: that *John Meekins* be named voting delegate and that *Cyril Grant* be named alternate delegate, and further

RESOLVED: that the Town Board does allot an amount up to \$900.00 per person for their attendance at this meeting, upon receipt of voucher.

SECONDED BY: Roder

VOTES OF: 5 AYE 0 NAY

RESOLUTION #12 -16

MILEAGE

BY BOARD MEMBER: Robinson

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 \$0.54 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.

SECONDED BY: Jennings

VOTES OF: 5 AYE 0 NAY

RESOLUTION #13 -16

WORK AUTHORIZATION

BY BOARD MEMBER: Demick

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.

SECONDED BY: Robinson

VOTES OF: 5 AYE 0 NAY

RESOLUTION #14 -16

HEALTH DEPARTMENT

BY BOARD MEMBER: Roder

WHEREAS: the Health Department would like a liaison between the Town and them, now therefore be it

RESOLVED: that Larry Eckhardt will act as liaison between the Town and Rensselaer County Health Department.

SECONDED BY: Jennings

VOTES OF: 5 AYE 0 NAY

RESOLUTION #15 -16

DESIGNATION OF POLLING PLACE

BY BOARD MEMBER: Jennings

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

SECONDED BY: Demick

VOTES OF: 5 AYE 0 NAY

RESOLUTION #16 -16

CHECK SIGNING AUTHORITY

BY BOARD MEMBER: Eckhardt

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 *William Jennings* as a backup signatory on the town checking accounts.

SECONDED BY: Roder

VOTES OF: 4 AYE 0 NAY 1 ABSTAINED (Jennings)

RESOLUTION #17 -16

STANDARD WORKDAY HOURS FOR EACH ELECTED OR APPOINTED POSITION.

BY BOARD MEMBER: Robinson

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 6 hours per day

SECONDED BY: Demick

VOTES OF: 5 AYE 0 NAY

Resolution #18 -16

DAYS PER MONTH ASSIGNED TO EACH POSITION IN TOWN ADMINISTRATION.

BY BOARD MEMBER: Demick

WHEREAS: the state retirement law requires that each position have a stated number of days per month that are assigned to the position, and

WHEREAS: the town has assigned days per month for each paid position, now therefore be it,

RESOLVED: assigned days per month must be validated by submitting a record of activities (ROA calendar) for at least a three month period

SECONDED BY: Robinson

VOTES OF: 5 AYE 0 NAY

RESOLUTION #19-16

**APPROVING BLANKET UNDERTAKING
PURSUANT TO PUBLIC OFFICERS LAW SEC.
11(2)**

BY BOARD MEMBER: Roder

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.

****APPROVED DOCUMENT HAS MEMBERS SIGNATURES ATTACHED.**

SECONDED BY: Jennings

VOTES OF: 5 AYE 0 NAY

RESOLUTION #20-16

**LETTER OF SUPPORT FOR SUGARBUSH FARMS FOR THE
ASA**

BY BOARD MEMBER: Jennings

WHEREAS: the Town Board has reviewed the easement template provided by Chris Krahling, Project Manager with Agricultural Stewardship Association who is working with Sugarbush Farm to submit a PDR Application; now therefore be it

RESOLVED: the Town Board would like to support the application for Sugarbush Farm PDR Application, and will provide the ASA with a letter of support from the Town.

SECONDED BY: Demick

VOTES OF: 5 AYE 0 NAY

L. Eckhardt: had a very lengthy discussion regarding this.

C. Chittenden: all this says is the open land can't be built on, no houses can be built, farming and open space is close to my heart and I would like to help protect it for the future.

L. Eckhardt: sent an email to board if we took all the farm land and put it together there is still a ton of land to build on but they are looking at the guarantee that a price can't be made, is farming really going to be affordable for the next generation?

C. Chittenden: looking at 3 generations down, I could get a lot more money splitting it up and selling piece by piece and you will have houses everywhere, just trying to protect open space.

RESOLUTION #21-16
BY BOARD MEMBER: Jennings

ADVERTISE FOR THE 2016 RECONCILIATION MEETING

WHEREAS: the Town Board would like to hold a Reconciliation Meeting to close out the bills for 2016, now therefore be it

RESOLVED: that the Town Clerk is authorized to advertise for the Reconciliation Meeting to be held on Wednesday, December 28, 2016 at 7:00pm.

SECONDED BY: Demick

VOTES OF: 5 AYE 0 NAY

MOTION TO ADJOURN AT 8:18 PM

MOTION BY: Roder

SECONDED BY: Jennings

VOTES OF: 5 AYE 0 NAY

** A **Workshop Meeting** is held every second Monday of every 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 18, 2016** at **7:00 PM** at the Town Hall.

Stephanie M. Wagar

Town Clerk