

**ORGANIZATIONAL MEETING
TOWN BOARD, TOWN OF STEPHENTOWN
DECEMBER 28, 2016**

The Organizational Meeting of the Town Board, Town of Stephentown was called to order by **Lawrence Eckhardt** at **7:30 PM** at the Town Hall.

MEMBERS PRESENT:

(X) Supervisor Lawrence Eckhardt
(X) Councilman Chris Demick
(X) Councilman William Jennings
() Councilman Philip Roder
(X) Councilman Gerald Robinson
(X) Town Clerk Stephanie Wagar

(X) High. Superin. Alden Goodermote
(X) Assessor Jennifer Van Deusen
(X) Clerk to the Assessor, Thomas MacVeigh

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

RESOLUTION # 66 -16

TOWN BUSINESS (FOR 2017)

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 2017, 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 **\$45,106.00** 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, 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: JENNINGS
VOTES OF: 4 AYE

SECONDED BY: DEMICK
0 NAY

Motion: Go into Executive Session 7:35 PM to discuss personnel matters regarding 2017.

MOTION BY: JENNINGS
VOTES OF: 4 AYE

SECONDED BY: ROBINSON
0 NAY

Motion: Come out of Executive Session 8:10 PM

MOTION BY: ECKHARDT
VOTES OF: 4 AYE

SECONDED BY: DEMICK
0 NAY

M. Seel: presented a resolution the Town of New Lebanon had passed (Resolution #16 – 2016 Standard work day and reporting resolution for 2016 July 12, 2016 (Amended version of Resolution # 9, 2016) told the Town Clerk the board cannot pass this resolution.

S. Wagar: the board removed this resolution a couple years ago because it caused heat over what employees were getting towards their retirement and the accuracy of the time.

M. Seel: once people start submitted their ROAs they can pass this resolution.

L. Eckhardt: so we have a resolution to state that?

M. Seel: you have a resolution to set the standard work day at 6 or 8 hours and that's pretty much all you have, people need to just complete their calendars and turn them in.

L. Eckhardt: so we need to put our foot on the neck and say do it.

M. Seel: if not they get thrown out of NYS Retirement , it's that simple.

L. Eckhardt: payroll while I'm not here Bill will take care of just email me the transfer, haven't trained him yet on how to transfer.

M. Seel: Okay, and is it really still only 2%?

L. Eckhardt: 2% on what?

M. Seel: of an increase

L. Eckhardt: yes, I gave you the numbers Aldie and I had for the Highway

M. Seel: 2 % is what you told me.

A. Goodermote: that's not what it says

L. Eckhardt: well no but that's what they agreed to, I got it

A. Goodermote: I agree with you, but I'm telling you that's not what it says

L. Eckhardt: that's right, and I said "guys are we going by this or are we not going by this?" And I signed a piece of paper and said this is where we are going to be, this is where we are starting right from January 1st, 2017.

M. Seel: alright so you are not going to come back and tell me it's wrong right?

L. Eckhardt: we might, but this is where it is going to start

RESOLUTION #67-16

FIRE DEPARTMENT CONTRACT (FOR 2017)

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**.

MOTION BY: ECKHARDT

SECONDED BY: JENNINGS

VOTES OF: 4 AYE

0 NAY

RESOLUTION #68-16

TOWN APPOINTMENTS & APPROVALS (FOR 2017)

WHEREAS: certain appointments by the Town Board are necessary to conduct the town business for 2017, now therefore be it

RESOLVED: that the following one (1) year appointments be made, expiring Dec.31, 2017; except for (1) Planning Board 5 year position which expires Dec. 31, 2021, and (1) Zoning Board of Appeals position which expires Dec. 31, 2021.

CLERK TO ASSESSOR	Tracy Grant
CODE ENFORCEMENT OFFICER	Dean Herrick

CONSTABLE	Henry Wagar
COURT CLERK	Tammy Whitman
DEPUTY CODE ENFOR. OFFICER	Owen Cassavaugh
DEPUTY TAX COLLECTOR	Eileen Roder
DEPUTY TOWN CLERK (up to \$3,000)	Arlene Longo
DEUPTY ZONING OFFICER	Owen Cassavaugh
DOG CONTROL OFFICER	Lynne Burns
PLANNING BOARD CLERK (up to \$1,500)	Laurie Gilliland
REGISTRAR	Stephanie Wagar
SUPERVISOR BOOKKEEPER	Maureen Seel
ZONING BOARD APPEALS CLERK (up to \$1,500)	Laurie Gilliland
ZONING OFFICER	Dean Herrick
TRANSFER STATION SENIOR ATTENDANT	Agnes Hoffman
TRANSFER STATION ATTENDANT	Kenneth Olson
TRANSFER STATION - SUBSTITUTE	Rebecca Hartnett
TRANSFER STATION - SUBSTITUTE	
YOUTH PROGRAM DIRECTOR	Contracted out to Library
YOUTH PROGRAM ASSISTANT DIRECTOR	Contracted out to Library
BOARD OF REVIEW MEMBER – 5 YEAR TERM to Expire September 31, 2021	Andrew Maguire
ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2021	Roland Barth
PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2021	Mark Prescott

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

MOTION BY: ROBINSON

SECONDED BY: JENNINGS

VOTES OF: 4 AYE

0 NAY

RESOLUTION #69-16

SALARIES (FOR 2017)

WHEREAS: the Town Board has the authority to establish the salaries of elected and appointed official and other positions as provided in the 2017 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	\$ 63,750.00	Monthly
Supervisor	8,000.00	Monthly
Supervisor Bookkeeper	9,561.00	Monthly
Town Clerk	19,861.00	Biweekly
Deputy Town Clerk (\$3,000)	14.50 per hour	Biweekly
Registrar	1,040.00	Biweekly
Town Justice (2@ \$9,134.00)	18,268.00	Monthly
Councilperson (4@ \$4,000.00)	16,000.00	Monthly
Assessor	19,086.00	Monthly
Clerk to Assessor	8,500.00	Monthly

MOTION BY: JENNINGS
VOTES OF: 4 AYE

SECONDED BY: DEMICK
0 NAY

RESOLUTION #75-16

AUDITING BOARD (FOR 2017)

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 **7:00PM on FRIDAY prior to the WORKSHOP meeting (dates) listed below.**

January 6, 2017, February 10, 2017, March 10, 2017, April 7, 2017, May 5, 2017, June 9, 2017, July 7, 2017, August 11, 2017, September 8, 2017, October 6, 2017, November 10, 2017, December 8, 2017.

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., DECEMBER
MARCH, JUNE, OCTOBER
APRIL, JULY, NOVEMBER
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: ECKHARDT
VOTES OF: 4 AYE

SECONDED BY: ROBINSON
0 NAY

RESOLUTION #76-16

**ASSOCIATION OF TOWNS MEETING (FOR 2017)
** MAY BE CHANGES ON WHO WILL BE ATTENDING**

WHEREAS: the Association of Towns needs the names of the voting delegate and alternate to the Association meeting in New York City in February 2017, 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.

MOTION BY: ROBINSON
VOTES OF: 4 AYE

SECONDED BY: DEMICK
0 NAY

RESOLUTION #77 -16

MILEAGE (FOR 2017)

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 **\$0.535** 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: DEMICK
VOTES OF: 4 AYE

SECONDED BY: ROBINSON
0 NAY

RESOLUTION #78 -16

WORK AUTHORIZATION (FOR 2017)

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: JENNINGS
VOTES OF: 4 AYE

SECONDED BY: DEMICK
0 NAY

RESOLUTION #79 -16

HEALTH DEPARTMENT (FOR 2017)

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.

MOTION BY: ECKHARDT
VOTES OF: 4 AYE

SECONDED BY: JENNINGS
0 NAY

RESOLUTION #80 -16

DESIGNATION OF POLLING PLACE (FOR 2017)

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: ROBINSON
VOTES OF: 4 AYE

SECONDED BY: DEMICK
0 NAY

RESOLUTION #81 -16

CHECK SIGNING AUTHORITY (FOR 2017)

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.

MOTION BY: DEMICK
VOTES OF: 4 AYE

SECONDED BY: ROBINSON
0 NAY

RESOLUTION #82 -16

STANDARD WORKDAY HOURS FOR EACH ELECTED OR APPOINTED POSITION. (FOR 2017)

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
All other appointed positions

6 hours per day
6 hours per day

MOTION BY: JENNINGS
VOTES OF: 4 AYE

SECONDED BY: ROBINSON
0 NAY

RESOLUTION #83 -16

**DAYS PER MONTH ASSIGNED TO EACH POSITION IN
TOWN ADMINISTRATION. (FOR 2017)**

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

MOTION BY: ECKHARDT
VOTES OF: 4 AYE

SECONDED BY: DEMICK
0 NAY

RESOLUTION #84-16

**APPROVING BLANKET UNDERTAKING PURSUANT TO
PUBLIC OFFICERS LAW SEC. 11(2) (FOR 2017)**

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.

****BLANKET INSURANCE COVERAGE DOCUMENT ATTACHED.**

MOTION BY: ROBINSON
VOTES OF: 4 AYE

SECONDED BY: DEMICK
0 NAY

RESOLUTION #85-16

ADVERTISE FOR THE 2017 RECONCILIATION MEETING

WHEREAS: the Town Board would like to hold a Reconciliation Meeting to close out the bills for 2017, now therefore be it

RESOLVED: that the Town Clerk is authorized to advertise for the Reconciliation Meeting to be held on Wednesday, December 27, 2017 at 7:00pm.

MOTION BY: DEMICK
VOTES OF: 4 AYE

SECONDED BY: ROBINSON
0 NAY

A. Goodermote: spoke to Supervisor Eckhardt, would like to replace the dump box on the 94 it's the original box and 22 years old. We may need to touch the unexpended balance, the 94 is in pretty good shape for its age, no computer like the new trucks, the computers cause issues, we had an engine light on and the was a spec of corrosion that was causing a problem, don't see any grant money coming in for next year, Stephanie and I submitted all the paperwork and they kicked it back they aren't too interested in giving out money. Talked to the guy about the bridge it hasn't been awarded yet.

B. Jennings: what is the cost of the dump box?

A. Goodermote: about \$20,000.00, going to put a 14' box on, if you get 15years out of a box you're doing

good, think we will turn out good, we still have two months of winter.

MOTION TO ADJOURN AT 8:45 PM

MOTION BY: JENNINGS

SECONDED BY: DEMICK

VOTES OF: 4 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 16, 2017** at **7:00 PM** at the Town Hall.

Stephanie M. Wagar

Town Clerk