

**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 **7:05 PM** at the Town Hall.

**MEMBERS PRESENT:**

<b>( X ) Supervisor Philip (PJ) Roder</b>	<b>( X ) High. Superin. Alden Goodermote</b>
<b>( X ) Council Diana Clark</b>	<b>( ) Tax Collect, Mary Grant</b>
<b>( X ) Council Kyle Kidney</b>	<b>( ) Town Justice, Cyril Grant</b>
<b>( X ) Council John Defreest</b>	<b>( ) Town Justice, John Meekins</b>
<b>( X ) Council Tammy Madden</b>	<b>( X ) Assessor, Jennifer Van Deusen</b>
<b>( X ) Town Clerk Stephanie Hoffman</b>	<b>( ) Code Enforcement Officer, Owen Cassavaugh</b>

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 **\$13,000.00**, and further

**RESOLVED:** that the Supervisor is authorized to enter into a contract with the Stephentown Museum and support them in the amount of **\$7,000.00**, 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



**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.

<b>POSITION</b>	<b>APPLICANTS</b>
<b>CLERK TO ASSESSOR</b>	Tracy Grant
<b>CODE ENFORCEMENT OFFICER</b>	Owen Cassavaugh
<b>CONSTABLE</b>	Henry Wagar
<b>DEPUTY CONSTABLES</b>	Joshua Blair & Kevin Mohan
<b>COURT CLERK</b>	Tammy Whitman
<b>DEPUTY CODE ENFOR. OFFICER</b>	Dean Herrick
<b>DEPUTY TAX COLLECTOR</b>	Eileen Roder
<b>DEPUTY TOWN CLERK</b>	Arlene Longo
<b>DEUPTY ZONING OFFICER</b>	Dean Herrick
<b>DOG CONTROL OFFICER</b>	Maggie Simmons
<b>PLANNING BOARD CLERK (up to \$1,500)</b>	Stephanie Hoffman
<b>REGISTRAR</b>	Stephanie Hoffman
<b>WEB DESIGNER</b>	Stephanie Hoffman
<b>SUPERVISOR BOOKKEEPER BOOKKEEPER SUPPORT SECRETARY TO SUPERVISOR</b>	Judy Herrington Maureen Seel Emily VanInwegen
<b>ZONING BOARD APPEALS CLERK (up to \$1,500)</b>	Stephanie Hoffman
<b>ZONING OFFICER</b>	Owen Cassavaugh
<b>TRANSFER STATION SENIOR ATTENDANT</b>	Agnes Hoffman
<b>TRANSFER STATION ATTENDANT</b>	Vacant
<b>TRANSFER STATION - SUBSTITUTE</b>	Debroah Knapp & Phyllis DeFreest
<b>TRANSFER STATION - SUBSTITUTE</b>	Daniel Sutherland
<b>YOUTH PROGRAM DIRECTOR &amp; ASSISTANT DIRECTOR</b>	<i>VACANT</i>
<b>PLANNING BOARD MEMBER – 5 YEAR TERM to Expire December 31, 2030</b>	Zachary Leonard
<b>ZONING BOARD OF APPEALS MEMBER – 5 YEAR TERM to Expire December 31, 2030</b>	Joel Hunt
<b>(2) ZONING BOARD OF APPEALS ALTERNATE POSITIONS - 2 YEAR TERM to Expire December 31, 2026, 2 YEAR TERM to Expire December 31, 2027</b>	<i>VACANT</i>
<b>(2) PLANNING BOARD MEMBER ALTERNATE POSITIONS - 2 YEAR TERM to Expire December 31, 2026, 2 YEAR TERM to Expire December 31, 2027</b>	<i>VACANT</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 13, 2026.

**MOTION BY: T. MADDEN**

**SECONDED BY: J. DEFREEST, JR.**

**VOTES OF: 5 AYE 0 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	Biweekly
Zoning Board of Appeals Clerk	\$1,500.00	Biweekly
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: CLARK**

**SECONDED BY: DEFREEST JR.**

**VOTES OF: 5 AYE**

**0 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: CLARK**                      **SECONDED BY: KIDNEY**  
**VOTES OF: 5 AYE**                      **0 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.

**2026**

<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: KIDNEY**                      **SECONDED BY: T. MADDEN**  
**VOTES OF: 5 AYE**                      **0 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: T. MADDEN**                      **SECONDED BY: KIDNEY**  
**VOTES OF: 5 AYE**                      **0 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 January 19, 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: T. MADDEN**

**SECONDED BY: KIDNEY**

**VOTES OF: 5 AYE**

**0 NAY**

*The Town Board Reopened Resolution 3 of 2026 Town Appointments and Approvals, reappointing Zachary Leonard, for a 5-year term with the Town Planning Board. The Town Clerk received an email from Zachary Leonard with his desire to continue his service to the Town Planning Board for another 5-year term. A motion to accept the amended resolution made by Supervisor Roder and seconded by Council J. DeFresst Jr. Votes of 5 aye, 0 Nay*

**MOTION TO ADJOURN AT 8:25 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, 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