

**REGULAR MEETING OF THE TOWN BOARD
TOWN OF STEPHENTOWN
26 GRANGE HALL ROAD,
STEPHENTOWN, NEW YORK 12168
DECEMBER 15, 2025**

The Regular meeting of the Town Board, Town of Stephentown was called to order by **Supervisor Philip (PJ) Roder** at **7:12PM** 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

OTHER TOWN OFFICIALS PRESENT:

(X) Alden Goodermote, Highway Superintendent

A quorum (X) was () wasn't established.
2 from the Public were present

AUDIT OF CLAIMS:

- Claim #262- 25 through #292-25 in the amount of **\$36,117.50 to be approved** from the **General Account**
- Claim #216-25 through #233-25 in the amount of **\$28,950.11 to be approved** from the **Highway Account**
- For a **Total of \$65,067.61** and approved by the Town Board.

MOTION BY: MADDEN **SECONDED BY: DEFREEST JR.**
VOTES OF: 5 AYE 0 NAY

Minutes of the **November 17, 2025, Public Hearing – Local Law allowing Insertion of Informational Materials in certain tax bills** were approved by the Town Board as written.

MOTION BY: KIDNEY **SECONDED BY: DEFREEST JR.**
VOTES OF: 5 AYE 0 NAY

Minutes of the **November 17, 2025, Public Hearing – Local Law establishing a fee for delinquent tax notices** were approved by the Town Board as written.

MOTION BY: KIDNEY **SECONDED BY: DEFREEST JR.**
VOTES OF: 5 AYE 0 NAY

Minutes of the **November 17, 2025, Regular Town Board Meeting** were approved by the Town Board as written.

MOTION BY: DEFREEST JR. **SECONDED BY: CLARK**
VOTES OF: 5 AYE 0 NAY

Minutes of the **December 1, 2025, Special Meeting Adopting the Amended 2026 Town Budget** were approved by the Town Board as written.

MOTION BY: MADDEN **SECONDED BY: DEFREEST JR.**
VOTES OF: 5 AYE 0 NAY

TOWN CLERKS REPORT: The Town Clerk turned over the sum of **\$499.45** to the Supervisor for the month of **NOVEMBER 2025**.

JUSTICE COURT REPORT: The distribution from the Office of the State Comptroller, Justice Court Fund to the Town of Stephentown for the month of **September in the amount of \$1,237.50** and for the month of **October in the amount of \$933.00**.

RESOLUTION # 52 OF 2025

OPEN BIDS: ROAD MATERIALS FOR 2026

WHEREAS, the Town of Stephentown has put out to bid for Road Materials for 2026, and

WHEREAS, the State and County contract bids are available but not limited to, and

WHEREAS, the bids were received at the Town Clerk’s Office by Monday, December 15, 2025 by 7:00 PM, and

WHEREAS, a total of 2 Bids were received:

- 1. Quality Construction
- 2. Senters

now therefore be it;

RESOLVED, that the Town Board award all bids and leave the decision to purchase materials up to the discretion of the Highway Superintendent.

MOTION BY: RODER SECONDED BY: MADDEN

VOTES OF: 5 AYE 0 NAY

RESOLUTION #53 OF 2025

BIDS: 2026 CLEANER FOR TOWN HALL

WHEREAS: the Town of Stephentown has put out to bid the cleaning of the Town Hall for the year 2026, which is for 4.5 hours for cleaning and garbage removal, and

WHEREAS: the bids were received at the Town Clerk’s Office by Monday, December 15, 2025 by 7:00 PM, and

WHEREAS: a total of 1 bids were received

- 1. Kathleen Olson

RESOLVED: that the bid for the cleaning at the Town Hall including garbage removal for a total of 4.5 hours per week for 2026 be awarded to **Kathleen Olson**, for the bid of **\$20.00/hour**.

MOTION BY: DEFREEST, JR. SECONDED BY: CLARK

VOTES OF: 5 AYE 0 NAY

RESOLUTION #54 OF 2025

ANNUAL ADOPTION OF THE UNIFORM CODES SET FORTH IN 19 CRR-NY 1203.3

WHEREAS: the Town Board of the Town of Stephentown has adopted the new standards set forth in 19 CRR-NY 1203.3 in 2022, and

WHEREAS: the Code Enforcement Department is required to adopt such standards annually, and

WHEREAS: the Code Enforcement Department is requesting the Town Board to adopt the standards set forth in said guidelines, now therefore be it,

RESOLVED: that the Town Board hereby adopts the New York State Code Enforcement and Administration Minimum Standards set forth in 19 CRR-NY 1203.3.

MOTION BY: CLARK SECONDED BY: DEFREEST, JR.

VOTES OF: 5 AYE 0 NAY

RESOLUTION # 55 OF 2025

AUTHORIZING THE EXTENSION OF THE SERVICE AGREEMENT WITH THE EASTERN RENSSELAER COUNTY SOLID WASTE MANAGEMENT.

WHEREAS: the Eastern Rensselaer County Solid Waste Management Authority manages MSW programs, Recycling programs, Household hazardous waste programs and Education programs; and

WHEREAS: the Eastern Rensselaer County Solid Waste Management Authority service agreements are all coming to an end in the next three months at staggered dates for their member communities, and the Eastern Rensselaer County Solid Waste Management Authority board of directors has determined that due to large projects currently in progress, that it would be in the best interest and benefit of the member municipality's to extend these service agreements one year to further pursue these projects; and

WHEREAS: the Eastern Rensselaer County Solid Waste Management Authority service agreements would remain unchanged to the current agreements; and

WHEREAS: it is necessary that a Contract by and between the EASTERN RENSSELAER COUNTY SOLID WASTE MANAGEMENT AUTHORITY, herein called the ERCSWMA, and the Town of Stephentown be executed; now therefore be it,

RESOLVED: that the Members of Town of Stephentown Town Board extend the ERCSWMA service agreement 1 year from the end of the current agreement.

MOTION BY: KIDNEY

SECONDED BY: MADDEN

VOTES OF: 5 AYE

0 NAY

RESOLUTION # 56 OF 2025

RESOLUTION OF THE TOWN BOARD OF THE TOWN OF STEPHENTOWN CALLING FOR A PUBLIC HEARING ON PROPOSED LAW TO ALLOW THE INSERTION OF INFORMATIONAL MATERIALS IN CERTAIN TAX BILLS MAILED BY THE TOWN OF STEPHENTOWN

WHEREAS, the Town Board has commissioned the drafting of a local law to allow the insertion of informational materials in certain tax bills mailed by the Town of Stephentown;

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 local law entitled: "A Local Law to Allow the Allow The Insertion of Informational Materials In Certain Tax Bills Mailed By The Town of Stephentown," which provides as set forth in Exhibit A hereto.

MOTION BY: MADDEN

SECONDED BY: DEFREEST, JR.

VOTES OF: 5 AYE

0 NAY

RESOLUTION # 57 OF 2025

RESOLUTION OF THE TOWN BOARD OF THE TOWN OF STEPHENTOWN CALLING FOR A PUBLIC HEARING ON A PROPOSED LAW TO ALLOW THE SENDING OF A DELINQUENT TAX NOTICE PER § 987, SUBDIVISION 1, OF THE NEW YORK STATE REAL PROPERTY TAX LAW

WHEREAS, the Town Board has commissioned the drafting of a local law to allow the establishment of a fee to be charged to send a delinquent tax notice;

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 local law entitled: "A Local Law To Establish A Fee To Be Charged By The Town Of Stephentown to Send A Delinquent Tax

Notice As Required By § 987, Subdivision 1, of The New York State Real Property Tax Law," which is proposed as Local Law No. 2 of the Year 2026, which is set forth in Exhibit B hereto.

MOTION BY: DEFREEST JR. SECONDED BY: CLARK
VOTES OF: 5 AYE 0 NAY

RESOLUTION # 58 OF 2025

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF
STEPHENTOWN AUTHORIZING THE PURCHASE OF A NEW
MOWING TRACTOR WITH A RIGHT HAND SIDE FAIL MOWER**

WHEREAS, the Town Highway Superintendent has requested the Town Board to purchase a new mowing tractor with a right hand side fail mower, and;

WHEREAS, the Town Board has reviewed the request and wishes to move forward with the purchase of said item;

NOW THEREFORE BE IT RESOLVED THAT the Town Board hereby authorizes the Town Highway Superintendent to proceed with the purchase of a John Deere 5095M Tractor with a tiger 75" standard cut right side fail mower for the price of \$141,234.95 from Truis Inc. in Fort Edward, New York with delivery to be three or four months from the time of purchase.

MOTION BY: RODER SECONDED BY: MADDEN
VOTES OF: 5 AYE 0 NAY

Discussion between Supervisor Roder and Highway Superintendent Goodermote regarding payment terms and how the equipment would be purchased.

MOTION TO ADJOURN AT 7:59 PM

MOTION BY: DEFREEST, JR. SECONDED BY: KIDNEY
VOTES OF: 5 AYE 0 NAY

* The **2026 Organizational Meeting** will be held on **Monday, January 5, 2026 at 7:00 PM** at the Town Hall located at 26 Grange Hall Road, Stephentown, NY 12168.

A **Public Hearing on a Proposed Local Law 1 TO ALLOW THE INSERTION OF INFORMATIONAL MATERIALS IN CERTAIN TAX BILLS will be held on **Monday, January 19, 2026, at 7:00 PM** at the Town Hall located at 26 Grange Hall Road, Stephentown, NY 12168.

A **Public Hearing on a Proposed Local Law 2 TO ALLOW THE SENDING OF A DELINQUENT TAX NOTICE will be held on **Monday, January 19, 2026, at 7:00 PM** at the Town Hall located at 26 Grange Hall Road, Stephentown, NY 12168.

The next **Regular Meeting of the Town Board, Town of Stephentown will be held on **Monday, January 19, 2026**, directly after the closing of the Public Hearings noted above, at the Town Hall located at 26 Grange Hall Road, Stephentown, NY 12168.

Stephanie M. Hoffman
Town Clerk

EXHIBIT A

A LOCAL LAW TO ALLOW THE INSERTION OF INFORMATIONAL MATERIALS IN CERTAIN TAX BILLS MAILED BY
THE TOWN OF STEPHENTOWN
LOCAL LAW NO. 1 OF THE YEAR 2026

Be It enacted by the Town Board of the Town of Stephentown as follows:

**A LOCAL LAW TO ALLOW THE INSERTION OF INFORMATIONAL MATERIALS IN CERTAIN TAX BILLS
MAILED BY THE TOWN OF STEPHENTOWN**

Section 1. **TITLE**

This Local Law shall be referred to as “A Local Law to allow the insertion of informational materials in certain tax bills mailed by the Town of Stephentown.”

Section 2. **PURPOSE AND INTENT**

The Town Board of the Town of Stephentown find that section 1826 of the Tax Law of the State of New York generally forbids a municipality from mailing or delivering with tax bills any notice, circular, pamphlet, card or other printed materials unless the insertion of such material is authorized by local law. However, in no case, by local or by practice may a municipality include with a tax bill material that is commercial advertising, political in nature or propaganda. The Town Board wishes to utilize the opportunity to reach the many residents of the Town by inserting notices in tax bills but also wants to do so in a manner that does not violate section 1826 of the Tax Law. Pursuant to the power granted to Towns to adopt local laws pursuant to Section 10(a)(xii) and Section 22 of the Municipal Home Rule Law, it is the intent of the Town Board to authorize the town to include appropriate notices in mailings with tax bills.

Section 3. **ENACTMENT**

The Town of Stephentown does hereby enact the following Local Law:

A. DEFINITIONS

INSERTION – A notice, circular, pamphlet, card, handbill or other enclosure concerning a matter of public concern but excluding any and all material that is political in nature, is propaganda, or is any type of commercial advertising.

TAX BILLS- An annual Tax Bill of the Town of Stephentown or any Special District thereof, or notification of a tax to be levied or assessed by the Town of Stephentown, or any Special District thereof or any receipt from the payment of any tax or levy, but excluding the tax school bill of any School District located partly or wholly within the Town of Stephentown.

B. Insertions shall be included with the tax bill of the Town of Stephentown only if:

1. The type of insertion has been authorized by a resolution of the Town Board.
2. Any new type of insertion is approved by a separate resolution of the Town Board.
3. Any type of insertion approved by the Town Board may be subsequently revoked by resolution of the Town Board.

- C. Severability – In the event any section, clause or provision of this local law or its application is adjudged invalid, the same shall be severed and separated from the remainder of the local law and shall not effect the remainder of said local law which shall remain in full force and effect.

Section 4. **ENACTMENT DATE**

This local law shall take effect immediately upon filing in the Office of the New York State Secretary of State.

EXHIBIT B

A LOCAL LAW TO ESTABLISH A FEE TO BE CHARGED BY THE TOWN OF STEPHENTOWN TO SEND A DELINQUENT TAX NOTICE AS REQUIRED BY § 987, SUBDIVISION 1, OF THE NEW YORK STATE REAL PROPERTY TAX LAW,
LOCAL LAW NO. 2 OF THE YEAR 2026

Be It enacted by the Town Board of the Town of Stephentown as follows:

This Local Law Shall Be Known As "A Local Law to Establish A Fee to Be Charged By The Town of Stephentown To Send A Delinquent Tax Notice As Required By § 987, Subdivision 1, of The New York State Real Property Tax Law."

Section 1. Notice required; prior mandatory fee.

Chapter 680 of the Real Property Tax Law requires that a delinquent tax notice be sent by the Receiver of Taxes to all property owners whose taxes are delinquent. Until recently, a charge of \$1 was mandatory. The Real Property Tax Law has been amended so that said charge may be as much as \$2 but is no longer mandatory.

Section 2. Determination of fee adequacy.

The Receiver of Taxes has determined that a fee should be charged and that a fee of \$2 is adequate to compensate the Town for the cost of sending the notice.

Section 3. Delinquency tax notice fee

On or after the effective date of this article, there shall be a fee charged for the sending of the delinquent tax notice required by the New York State Real Property Tax Law in the amount of \$2.

Section 4. Enactment Date

This local law shall take effect immediately upon filing in the Office of the New York State Secretary of State.