

**REGULAR MEETING OF THE TOWN BOARD
TOWN OF STEPHENTOWN
26 GRANGE HALL ROAD,
STEPHENTOWN, NEW YORK 12168
NOVEMBER 17, 2025**

The Regular meeting of the Town Board, Town of Stephentown was called to order by **Supervisor Philip (PJ) Roder** at **7:15PM** 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

(X) Alden Goodermote, Highway Superintendent

(X) Jennifer Van Deusen, Assessor

(X) Legal Counsel, Craig Crist (arrived 8:15pm)

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

A moment of silence for Ruth Reiger and K. Bobby Olsen.

AUDIT OF CLAIMS:

- Claim #239- 25 through #261-25 in the amount of **\$23,908.81 to be approved** from the **General Account**
- Claim #200-25 through #215-25 in the amount of **\$34,550.74 to be approved** from the **Highway Account**
- For a **Total of \$59,793.53** and approved by the Town Board.

MOTION BY: DEFREEST, JR. SECONDED BY: CLARK

VOTES OF: 5 AYE 0 NAY

Minutes of the **October 20, 2025, Regular Town Board Meeting** were approved by the Town Board as written.

MOTION BY: KIDNEY SECONDED BY: DEFREEST, JR.

VOTES OF: 5 AYE 0 NAY

Minutes of the **October 27, 2025, Public Hearing** were approved by the Town Board as written.

MOTION BY: DEFREEST, JR. SECONDED BY: KIDNEY

VOTES OF: 5 AYE 0 NAY

TOWN CLERKS REPORT: The Town Clerk turned over the sum of **\$1,620.08** to the Supervisor for the month of **OCTOBER 2025**.

JUSTICE COURT REPORT: The distribution from the Office of the State Comptroller, Justice Court Fund to the Town of Stephentown for the month ***The months of May, August, September & October 2025 have not yet been received.***

TRANSFER STATION REPORT: The Transfer Station deposited a total of **\$9,170.00** for the month of **October 2025**.

Bags: **\$5,177**

C&D & Metal: **\$2,757**

Tires: **\$26**

Stickers: **\$1,210**

Propane Tanks: **\$0**

Appliances: **\$0**

WHEREAS: a public hearing was held Monday, October 27th, 2025, at 7:00 PM, now therefore be it

RESOLVED: that the 2026 Preliminary Budget is adopted as the 2026 Adopted Town Budget and stayed under the mandated tax cap amount required by NYS, with a tax increase of **1.7%** and that the Town Clerk files with the proper agencies. *(2026 Budget Attached – EXHIBIT C)*

MOTION BY: MADDEN **SECONDED BY: KIDNEY**

VOTES OF: 5 AYE 0 NAY

RESOLUTION #46-25

ADVERTISE FOR ANNUAL APPOINTED POSITIONS FOR THE YEAR 2026

WHEREAS: the Town Clerk is authorized to advertise for all appointed positions with their salary, that are expiring or vacant on December 31, 2025, now therefore be it

RESOLVED: that the Town Clerk advertise requesting applications for appointed positions for 2026, with a deadline of Friday, December 12, 2025, at 11:00 AM.

MOTION BY: DEFREEST, JR. **SECONDED BY: CLARK**

VOTES OF: 5 AYE 0 NAY

RESOLUTION #47-25

ADVERTISE 2026 CLEANING SERVICES FOR TOWN HALL AND OFFICES

WHEREAS: there is a need to advertise for Town Hall cleaning, with present term to expire on December 31, 2025, now therefore be it

RESOLVED: that the Town Clerk is authorized to advertise for this position for the year 2026. Resumes and letters of interest due to the Town Clerk by Monday, December 15, 2025, at 7:00 PM. Delivered to the Town Hall or mailed to 26 Grange Hall Road, Stephentown, NY

MOTION BY: CLARK **SECONDED BY: DEFREEST, JR.**

VOTES OF: 5 AYE 0 NAY

RESOLUTION #48-25

ADVERTISE FOR THE 2026 ORGANIZATIONAL MEETING

WHEREAS: the Town Board would like to hold an Organizational Meeting to establish the Town's Annual Business for 2026, now therefore be it

RESOLVED: that the Town Clerk is authorized to advertise for the 2026 Organizational Meeting to be held on Monday, January 5th, 2026 at 7:00pm.

MOTION BY: KIDNEY **SECONDED BY: MADDEN**

VOTES OF: 5 AYE 0 NAY

RESOLUTION 49 OF 2025 AUTHORIZING THE INSERTION OF INFORMATIONAL MATERIALS WITH TOWN TAX BILLS

WHEREAS, the Town Board adopted Local Law No. 1 of the Year 2025 entitled "A Local Law to Allow the Insertion of Informational Materials In Certain Tax Bills Mailed By The Town of Stephentown"

WHEREAS, said local law authorizes the insertion of 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 provided same is further authorized by resolution of this Board;

NOW THEREFORE BE IT RESOLVED THAT the following are authorized Insertions per said local law annexed hereto as Exhibit B: notices relating to Tax Collector and Town Board notices, permits fees and charges payable to the Town.

Upon motion made by: DeFreest, Jr. and Seconded by: Clark, resolution 49 of 2025 was tabled for further review. VOTES OF: 5 AYE, 0 NAY

RESOLUTION 50 OF 2025 RESOLUTION OF THE TOWN BOARD OF THE TOWN OF STEPHENTOWN ENACTING PROPOSED 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

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

WHEREAS, the Town Board has conducted the necessary public hearing on the proposed local law annexed hereto as Exhibit A;

NOW THEREFORE BE IT RESOLVED THAT the Town Board hereby enacts said local law.

Upon motion made by: DeFreest, Jr. and Seconded by: Madden, resolution 50 of 2025 was tabled for further review. VOTES OF: 5 AYE, 0 NAY

Council DeFreest, Jr. provided an update on the Veterans Ceremony, we are looking for help and seeking members to join.

Council Clark reported that she and Council DeFreest, Jr. have been researching compactors and it appears that the cost is actually a lot less than what the board discussed previously.

Supervisor Roder reported that prior boards considered a compactor but the costs at the time were not reasonable, a compactor may benefit the town.

Discussion on how the transfer station currently operates and thoughts on how things can improve and save the town funding.

Discussion regarding the agreement between the Stephentown Trail Riders and Niagara Mohawk. D. Cummings represented the Trail Riders and reported that he was not fully aware why they want the Town involved, but requested that the Town sign the agreement to "make everything legal".

Supervisor Roder reported that legal counsel wants to check with the insurance company to make sure there is no liability on the Town. Roder asked if there was a deadline. Cummings reported that there was a deadline and suggested it had passed. Council DeFreest, Jr. questioned why the Town's involvement was necessary when this was private property being accessed and not Town property. Cummings did not provide an answer.

Motion made by Council DeFreest, Jr. and Seconded by Council Clark, the Town Board entered into Executive Session at 8:15pm for Attorney Client Privilege pursuant to Public Officers Law §105(1)(d).

The Town Board returned to Open Session at 8:33pm. Motion made by Council DeFreest, Jr. and Seconded by Council Madden.

MOTION TO ADJOURN AT 8:34 PM

MOTION BY: DEFREEST, JR. SECONDED BY: MADDEN

VOTES OF: 5 AYE 0 NAY

****The next Regular Meeting of the Town Board, Town of Stephentown will be held on Monday, December 15, 2025, at 7:00 PM at the Town Hall located at 26 Grange Hall Road, Stephentown, NY 12168.**

Stephanie M. Hoffman
Town Clerk

EXHIBIT A

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. 1 OF THE YEAR 2025

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.

EXHIBIT B

**A LOCAL LAW TO ALLOW THE INSERTION OF INFORMATIONAL MATERIALS IN CERTAIN TAX BILLS
MAILED BY THE TOWN OF STEPHENTOWN
LOCAL LAW NO. 2 OF THE YEAR 2025**

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 affect 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.