

**Stillwater Town Board  
Agenda Meeting  
December 5, 2013 7:00 PM  
Stillwater Town Hall**

**Present:** Councilman Artie Baker  
Councilman Ken Petronis  
Supervisor Ed Kinowski

**Also Present:** Sue Cunningham, Town Clerk  
James Trainor, Attorney for the Town  
Joe Lanaro, Engineer for the Town  
Mark Minick, Supt of Highways

**Absent:** Councilwoman Lisa Bruno  
Councilwoman Virginia Whitman

Supervisor Kinowski called the meeting to order and led everyone in the Pledge to the Flag.

Sue Cunningham, Town Clerk took the roll call.

**Adoption of Minutes: Motion** by Councilman Petronis and seconded by Councilman Baker to adopt the minutes of November 7, 2013. **Motion carried.**

**Agenda Items** Resolution#116--#119

**Resolution #116 Changing the Town's Planning Board and Zoning Board of Appeals Meeting Schedules**

Introduced by: Supervisor

WHEREAS, the Town Planner has streamlined the Planning Board and Zoning Board of Appeals application process to reduce the number of applications needing to be presented to the Planning Board and Zoning Board of Appeals; and

WHEREAS, to better serve the community, align with the County Planning Board Meetings and to the meet the needs of the Members of the Planning and Zoning Boards it is recommended that the Town's current meeting schedule for the Planning Board and Zoning Board of Appeals be amended; and

Now therefore be it,

RESOLVED, that beginning with its first meeting in January 2014, the Planning Board shall meet for its regular Business Meeting on every 4<sup>th</sup> Monday of each month at 7:00 p.m. and shall also meet for a second Business Meeting, if needed, on the first Monday of the month at 7:00 p.m.; be it further

RESOLVED, that beginning with its first meeting in January 2014, the Zoning Board of Appeals shall meet for its regular Business Meeting on every 2<sup>nd</sup> Monday of each month at 7:00 p.m.

**Motion** by Councilman Petronis and seconded by Councilman Baker to adopt Resolution #116 of 2013.

A roll call vote was taken on Resolution #116 of 2013 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilman Petronis	YES

Councilwoman Whitman      ABSENT  
Councilwoman Bruno          ABSENT

**Motion carried.** Resolution #116 of 2013 was adopted unanimously.

**Resolution #117      Approving a Snowplowing Contact for the New Town Hall**

Introduced: Supervisor Kinowski

WHEREAS, the parking lot at the new Town Hall will require snowplowing by an outside agency; and

WHEREAS, the Supervisor has requested and received proposals for the snowplowing;

Now, therefore, be it

RESOLVED, that the Supervisor is hereby authorized to sign a contract for snowplowing with Perkins Contracting, LLC in the amount of \$2,800.00 and in accordance with the attached proposal.

**Motion** by Councilman Petronis and seconded by Councilman Baker to adopt Resolution #117 of 2013.

A roll call vote was taken on Resolution #117 of 2013 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilman Petronis	YES
Councilwoman Whitman	ABSENT
Councilwoman Bruno	ABSENT

**Motion carried.** Resolution No. 117 of 2013 was adopted unanimously.

**Resolution #118      Authorization to Approve Grant Funds  
For Safe Routes to School Program**

Introduced by: Supervisor

WHEREAS, a Project Driver Feedback Signs P.I.N. 175957 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 100% Federal funds; and

WHEREAS, the Town of Stillwater desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of procurement;

Now therefore, be it

RESOLVED, that the Town Board hereby approves the above-subject project; and be it further

RESOLVED, that the Town Board hereby authorizes the Town of Stillwater to pay in the first instance 100% of the federal and non-federal share of the cost of procurement for the Project or portions thereof; and be it further

RESOLVED, that the sum of \$14,485.00 is hereby appropriated from the Police Equipment Account and made available to cover the cost of participation in the above phase of the Project; and be it further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Town of Stillwater shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof; and be it further

RESOLVED, that Town Supervisor be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the Town of Stillwater with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and be it further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and be it further

RESOLVED, this Resolution shall take effect immediately.

**Motion** by Councilman Petronis and seconded by Councilman Baker to adopt Resolution #118 of 2013.

A roll call vote was taken on Resolution #118 of 2013 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilman Petronis	YES
Councilwoman Whitman	ABSENT
Councilwoman Bruno	ABSENT

**Motion carried.** Resolution #118 of 2013 was adopted unanimously.

**Resolution #119      Authorizing the Supervisor to Renew a  
Snowplowing Contract for the Saratoga Battlefield**

Introduced: Supervisor Kinowski

WHEREAS, the Highway Superintendent has advised that the Battlefield snowplowing contract is available to be renewed on the same terms as last year;

Now, therefore, be it

RESOLVED, that the Supervisor is hereby authorized to renew and sign a contract for snowplowing by the Highway Department of the Saratoga Battlefield on the same terms as last year.

**Motion** by Councilman Petronis and seconded by Councilman Baker to adopt Resolution #119 of 2013.

A roll call vote was taken on Resolution #119 of 2013 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilman Petronis	YES
Councilwoman Whitman	ABSENT
Councilwoman Bruno	ABSENT

**Motion carried.** Resolution #119 of 2013 was unanimously adopted.

**Reports**

Councilman Baker reported that the Children's Town Christmas Party and the Community Center's Breakfast with Santa was Saturday, December 7<sup>th</sup>.

## **Public Input**

Coke C commented on awarding a contract on snowplowing of the Town Hall when at the last meeting they went into executive session to discuss contracting out snowplowing and commented on the amount of executive sessions the Town Board has.

Supervisor Kinowski stated that they followed the procurement policy in awarding the contract for snowplowing. They are giving it to the same person who has been plowing for the church. The Town is paying him \$2800 for plowing, shoveling salt & sanding for the winter months.

Supervisor Kinowski stated they need to go into executive session anytime they discuss contracts, personnel or litigation which they state the reason prior to adjourning into executive session.

Dick D asked if executive session was for discussion & preparation but action is taking and inquired if any business is held at the old Town Hall.

Supervisor Kinowski stated they discussed the snowplowing contract but did not act that is why they are acting on it tonight. Supervisor Kinowski stated that all offices have been moved up here to the new Town Hall.

Supervisor Kinowski gave a brief update on Browns Beach, the procedures that have to be followed and best way to run Browns Beach. He stated that they will be staying after the meeting to discuss the Towns options of running Browns Beach. He invited the public to stay for this if they would like.

### **Audited Claims**

**Motion** by Councilman Petronis and seconded by Councilman Baker to pay the audited claims.

General	#451--#473	\$18469.34
Town Outside	#272--#284	\$8501.47
Highway	#451--#474	\$27524.71
Water & Sewer	#68	\$2000.67
Capital Projects	#64	\$13575.00

### **Motion carried.**

**Motion** by Councilman Petronis and seconded by Councilman Baker to adjourn the Town Board meeting at 7:25 pm. **Motion carried.**

Respectfully submitted by

Sue Cunningham  
Stillwater Town Clerk