

**Stillwater Town Board
Re-Organizational Meeting
January 6, 2011 7:00 PM
Stillwater Town Hall**

Present: Councilman Artie Baker
Councilman Ken Petronis
Councilwoman Lisa Bruno
Councilwoman Virginia Whitman
Supervisor Ed Kinowski

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

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

Sue Cunningham, Town Clerk took the roll call.

Supervisor Kinowski commented on the past year being a positive one highlighted achievements made by the Town board in regard to the 2011 Budget, past projects moving along regarding growth, waterline, open-government. He also touched on current ones regarding re-organization of the Building & Planning Dept, changes in the Community Center and improved co-operation with neighboring towns.

Agenda Items (Resolution #1--#5)

Resolution #1 of 2011 Re-Organizational Resolution

WHEREAS, the Town Board of the Town of Stillwater does here-by take certain actions for the purpose of organizing and administering the Town government for the year 2011;

Now therefore, be it

RESOLVED, that the following actions and appointments shall be effective January 1, 2011:

The Town Board shall meet at Town Hall on the first Thursday of each month at 7:00 p.m. to prepare the agenda for the monthly business meeting, hear reports, conduct public hearings, and other town business that may be deemed appropriate; unless changed or rescheduled and appropriate notice posted or is published; and

The Town Board shall meet at Town Hall on the third Thursday of each month at 7:00 p.m. to conduct the Business Meeting of the Town, hear reports, conduct public hearings, and other Town business that may be deemed appropriate; unless otherwise changed or rescheduled and appropriate notice is posted or published; and

Executive Sessions shall be conducted in accordance with Chapter 23 of the Town Code and Section 105 of the NYS Public Officers Law; and

The Town Planning Board shall meet at Town Hall on the first and third Mondays of each month at 7:00 p.m., unless otherwise changed or rescheduled and appropriate notice is posted or published; and

The Town Zoning Board of Appeals shall meet at the Town Hall on the Fourth Monday of each month at 7:30 p.m., unless changed or rescheduled and appropriate notice is posted or published; and

The Express Weekly Newspaper is hereby designated as the official newspaper for the Town of Stillwater for 2011; and

The Ballston Spa National Bank, Stillwater branch, is hereby designated as the official depository of all Town of Stillwater funds for the year 2011; and

For the year 2011, Councilman Arthur Baker is hereby appointed to the office of Deputy Supervisor, and in the absence of the Supervisor will exercise his duties as specified in NYS Town Law; and

The following Town employees shall be paid on a biweekly basis:

Supervisor, Confidential Secretary, Bookkeeper, Highway employees, Superintendent of Highways, Historian, Assessor, Assessor's Clerk, , Town Clerk, Deputy Town Clerk, employees of the Building Department-Code Enforcement Office and employees of the Police Department; and

The remaining Town employees shall be paid on a monthly basis on the last Thursday of the month, except for Planning and Zoning board members who are paid at the end of each year; and

The salaries indicated below are set for the positions indicated 2009 and as set forth in the 2011 budget (Note: * indicates not raise since 2009); and

Supervisor:	15,500*
Confidential Secretary to the Supervisor:	28,000
Deputy Supervisor and Councilman (1):	7,250*
Councilman and Councilwomen (3):	6,750*
Town Justices (2):	29,000
Court Clerks (2) 22 hrs. each:	28,429
Court Security:	5,203
Tax Collector:	6,120
Deputy Tax Collector:	1,576
Sole Assessor:	37,296
Clerk to the Assessor:	17,768
Superintendent of Highways (HW):	55,998
Water Superintendent (Also HW Supt):	8,100
Secretary to HW Supt:	25,247
Billing Clerk Water/Sewer (Also HW Sec.)	2,400/650
Town Clerk:	35,000
Register of Vital Statistics (Also Town Clerk)	1,000
Records Management (Also Town Clerk)	1,800
Collector-Water/Sewer Billing (Also Town Clerk)	1,200
Deputy Town Clerk:	21,612
Town Hall Cleaner: (48 hrs. per month): (Notes 1)	5,673
Canine Control Officer:	7,500
Bookkeeper	40,000
Town Historian:	24,899
Deputy Town Historian:	2,101
Building Inspector-Code Enforcement Officer: (Notes 2)	53,518
Chairman's for Planning & Zoning per meeting:	80/80
Members of Planning & Zoning per meeting:	60/60
Fire Marshall:	5,043
911 Coordinator:	5,043

Note 1: The Town Hall Custodian Position is abolished. This position is replaced by Town Hall Cleaner.

Note 2. The Temporary position of Secretary to Building and Planning established for 2010 is abolished. Additionally, the Administrative assistant position to the Building Inspector is abolished.

The Department of Building Planning and Zoning is under re-organization for the first quarter of 2011. During this time, the Board will determine final establishment of required positions or appointments and associated salaries. At the approval of the Town Board

Temporary interim appointments may be necessary to keep this department functioning. Funding for required changes is available in the 2011 budget; and

The individuals identified below are appointed/re-appointed for the year 2011 to the positions specified and salaries indicated above; and

Confidential Secretary to the Supervisor	Deanna Stickney
Court Clerk	Lorraine Buchal
Court Clerk	Susan Petronis
Secretary to the Highway Superintendent	Margaret McGuire
Town Hall Cleaner	Clayton Russom
Canine Control Officer	Clayton Russom
Bookkeeper (Formerly Dept. of Fiscal Mgmt.)	Barbara Whitcher
Town Historian	Linda Palmieri
Deputy Town Historian	Linda Sanders
Building Inspector-Code Enforcement Officer:	Ray Abbey
Planning Chairman	Robert Barshied
Planning Co-Chairman	John Murray
Planning Member (Re-appointment)	Beverly Frank
Zoning Chairman	James Ferris
Zoning Member vice Alex Mackey	Christine Kipling
Fire Marshall:	Peter Hughes
911 Coordinator vice Andrew Walts	Peter Higgins

All elected officials and appointed employees as designated by the Town Board are authorized to attend annual training conducted by the Association of Towns; and

Ed Kinowski is hereby designated as the official voting delegate and Ken Petronis is designated as the alternate voting delegate for the 2011 annual training conference conducted by the Association of Towns; and

The official mileage reimbursement rate for the Town of Stillwater is \$.51 per mile in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2011 and compensation is indicated (*); and

Chair of Ethics Board	James Bell
Member Re-appointment	Gail Lyng
Chair of the Board of Assessment Review:	Francis Zagorski
Board of Assessment Review vice Wilma Mosley:	James Flynn
Chairman, Emergency	
Management vice Robert Palmieri	Tom Rinaldi
Emergency Management Member	
Saratoga County Fire Advisory Board	Jeffrey Mahar
Saratoga County Office of the	
Aging Advisory Board	Jean Farnan
Saratoga County Youth Advisory Board (2)	William Mallard
	Nicholas Dunn
Mechanicville / Stillwater Industrial Development	
Agency (IDA) (5):	Pam Butler
	Larry Rinaldi
	William Jordan
	Gene Cook
	Scott Ronda (CFO)

A Global Foundries Committee is hereby created, without compensation, and will consist of three members, one being the Town Supervisor, one the Superintendent of Stillwater Schools and one other a resident of /or employee within the Town of Stillwater, as indicated below; and

Town Supervisor: Edward D. Kinowski
Stillwater Superintendent of Schools: Dr. Stanley Mazicjka

Stillwater Business employee: Ed Keis

The Supervisor is authorized to enter into a contract with James P. Trainor, Esq. and the law firm of Cutler, Trainor & Cutler, LLP to serve as attorneys for the Town and shall be paid annual retainers of \$26,000.00, \$9,000.00 and \$9,000.00 payable monthly for personal services rendered to the Town Board, Planning Board and Zoning Board of Appeals, respectively; and

Additional legal services, including, but not limited to litigation, etc. shall be payable to the law firm of Cutler, Trainor & Cutler, LLP on an hourly basis as provided for in the aforementioned contract; and

The supervisor is authorized to enter into a contract with a Bond counsel, in accordance with applicable Town Law, to meet any and all financial requirements for current and future Bonds obtained by the Town; and

The Supervisor is authorized to enter into a contract with the Chazen Companies to provide basic engineering services for the Town and shall be paid annual retainers of \$26,000.00, \$12,000.00 and \$7,000.00, payable monthly, for personal services rendered to the Town Board, Planning Board and Zoning Board of Appeals, respectively; and

Additional engineering services by the Chazen Companies shall be further provided for as specified in the aforementioned contract; and

Spa.Net is hereby designated as the Town of Stillwater Web Administrator for the year 2011 at a yearly cost not to exceed \$500 plus the cost of periodic Web updates; and

The Supervisor is authorized to enter into a contract, with a computer Support company, to provide for the Town's computer network. The cost of the contract shall not exceed \$10,000 as a base cost. Additional fees may be charged on an hourly basis for addition work as required; and,

The Supervisor is authorized to enter into a contract, with the Corner Stone Telephone Company, to provide for the Town's phone network system. The cost of the contract is based on a usage charge with a set fee for three years. Current usage is set at 20 lines with recurring charges of \$8.99 per line, \$.01 local usage and \$.035 long distance; and,

The following will be deleted and presented in a separate resolution:

“Pursuant to Section 284 of the New York State Highway Law, the Town Board here by requires a written agreement with the Highway Superintendent for the expenditure of budgetary funds related to the repair and improvement of all roadways, sluices, culverts and bridges having a span of less than 5 feet and boardwalks and renewals thereof; and, pending approval of said agreement, the Highway Superintendent can approval expenditures on vouchers up to \$5,000 to be paid out by the Supervisor”; and

The Supervisor is authorized to enter into contract with Cusack & Company to conduct a financial audit of the Town for the fiscal year 2010. The audit is to be completed no later than June 30, 2011 at a cost not to exceed \$16,900 for the general audit. Additional fees may be charged at an hourly rate for other services as requested; and

The Supervisor is authorized to enter into contract with the Stillwater Area Community Center for the use of the Town Building. The contract will specify all requirements for the use of the Town Facility and expenditures of tax payer funds. Additionally, The Board of Directors of the Stillwater Area Community Center is authorized, by the Town Board, to seek funding opportunities, to improve the Community Center Facility and grounds, with the understanding that all improvements are to be coordinated with the Town Board via assigned Town Board Committee Representatives and become the property of the Town of Stillwater; and

The Standing Committees, shown below, are here-by assigned, as indicated below, for the year 2011; and

Town Infrastructure :

Ed Kinowski (Chairman)

(formerly Water, Sewer, Lighting & Highway:	Ken Petronis Ginger Whitman
Capital Projects:	Ed Kinowski (Chairman) Ken Petronis Ginger Whitman
Buildings, Grounds, Parks and Recreation: (Combined two committees)	Art Baker (Chairman) Lisa Bruno
Planning & Zoning:	Abolished
Community Center:	Lisa Bruno (Chairman) Art Baker
Promotions and Public Relations:	Ginger Whitman Lisa Bruno Art Baker
Library and Historical: (Combined two committees)	Lisa Bruno (Chairman) Ginger Whitman
Police Commission	Lisa Bruno (Chairman) Art Baker Ed Kinowski

The Chairpersons of each committee will meet at least quarterly and provide a written summary of minutes to be presented at the agenda meeting following the end of each quarter (Example: First Thursdays of April, Jul, October and January); and

The Town Board imposes on the Supervisor powers and duties of administration and supervision of town or special or improvement district functions to be performed on behalf of such board in accordance with Town Law 29(16); and

Motion by Councilman Baker and seconded by Councilwoman Bruno to adopt Resolution #1.

Discussion:

Councilman Petronis made a motion to retain Alex Mackay on the Zoning Board of Appeals. With no second to the motion the new appointment stands as written.

Councilwoman Whitman commented on the new appointment of the 911 Administrator. Supervisor Kinowski stated that the 911 coordinator resigned and Mr. Higgins accepted the position.

A roll call vote was taken on Resolution #1 as follows:

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

Motion carried. Resolution #1 of 2011 was unanimously adopted.

Resolution #2 Contract for the Expenditures of Highway Monies

Introduced by: Supervisor _____

WHEREAS, pursuant to Section 284 of the New York State Highway Law, the Town Board hereby requires a written agreement with the Highway Superintendent for the expenditure of budgetary funds related to the repair and improvement of all roadways, sluices, culverts and bridges having a span of less than 5 feet and boardwalks and renewals thereof; and,

WHEREAS, pending approval of said agreement, the Highway Superintendent must submit proposed expenditures on vouchers for Town Board approval prior to the expenditure being made except in cases of actual emergencies;

Now, therefore, be it

RESOLVED, that the Town Board hereby requires a written agreement with the Highway Superintendent pursuant to Section 284 of the New York State Highway Law for the expenditure of budgetary funds related to the repair and improvement of all roadways, sluices, culverts and bridges having a span of less than 5 feet and boardwalks and renewals thereof; and be it further

RESOLVED, that, pending approval of said agreement, the Highway Superintendent is hereby required to submit proposed expenditures on vouchers for Town Board approval prior to the expenditure being made except in cases of actual emergencies.

Motion by Councilwoman Whitman and seconded by Councilwoman Bruno to adopt Resolution #2.

Discussion: Attorney Trainor commented on the 2nd Resolve where a clause regarding the submission of vouchers was left out. He recommended that the Board change the resolve accordingly.

The Town Board consulted with Supt Minick on the change and with Supt Minick agreeing to the change the board changed the resolution accordingly to include submission of vouchers.

A roll call vote was taken on Resolution #2 of 2011 as follows:

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

Motion carried. Resolution #2 of 2011 was unanimously adopted.

Resolution #3 Citizens Advisory Committee for Stillwater Glen Hollow Park

Introduced by: Supervisor _____

WHEREAS, the Stillwater Glen Hollow Park has been rough graded but is in need of detailed design for placement of recreation areas and playground equipment; and

WHEREAS, the Town Board has determined that a Citizens Advisory Committee is needed to assist the Town and its engineers with the detailed design and in overseeing the use and maintenance of the park after it is constructed;

Now, therefore, be it

RESOLVED, that the Stillwater Glen Hollow Park Citizens Advisory Committee is hereby formed to assist the Town with the detailed design of the park, as well as assisting in overseeing the continued use and maintenance of the park after its construction; and be it further

RESOLVED, that the Committee shall submit all recommendations and requests for expenditures to the Town Board for consideration and approval; and be it further

RESOLVED, that for 2011 the Committee shall consist of the following members:

Councilman Arthur P. Baker, Chairman
Councilwomen Lisa Bruno, Co-Chair
Resident: Jacqueline Miller, Whitney Road South, Saratoga Springs, NY 12866
Resident: Stephen Miller Jr., Whitney Road South, Saratoga Springs, NY 12866
Resident: Deborah Berry, Clubhouse Ct., Saratoga Springs, NY 12866
Resident: Nicole DiStefano, Native Dancer Lane, Saratoga Springs, NY 12866

Motion by Councilman Baker and seconded by Councilwoman Whitman to adopt Resolution #3.

A roll call vote was taken on Resolution #3 of 2011 as follows:

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

Motion carried. Resolution #3 of 2011 was unanimously adopted.

Resolution #4 Purchase Property from Saratoga County

Introduced by: Supervisor

WHEREAS, Brigadier Estate LLC, as part of the Turning Point Subdivision, was to convey park land to the Town of Stillwater on Cambridge Court; and

WHEREAS, Saratoga County foreclosed on the property for non-payment of back taxes on November 22, 2010; and

WHEREAS, the Town desires to purchase the property for the amount of back taxes for development as park land within the Town of Stillwater;

Now, therefore, be it

RESOLVED, that the Supervisor is hereby authorized to purchase the Cambridge Court park land (SBL: 261.8-2-24) from the County of Saratoga in the approximate amount of \$4,500.00.

Motion by Councilman Petronis and seconded by Councilwoman Bruno to adopt Resolution #4.

Discussion: Supervisor Kinowski stated that after reviewing all documentation that was submitted to him regarding the park land he felt that deeding of the land was not appropriately handled by the Town at no fault to the present Board.

A roll call vote was taken on Resolution #4 of 2011 as follows:

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

Motion carried. Resolution #4 of 2011 was unanimously adopted.

Resolution #5 Scheduling the Annual Frost Fair

Introduced by: Town Clerk Cunningham

WHEREAS, it has become a tradition in the Town to schedule a Frost Fair in January for Town residents; and

WHEREAS, this year will mark the 16th Annual Frost Fair;

Now, therefore, be it

RESOLVED, that the Town Board hereby schedules the 16th Annual Frost Fair on January 22, 2011, from 10:30 a.m. to 3:00 p.m. at the Saratoga National Park; and be it further

RESOLVED, that the Town Clerk is authorized to coordinate the event and expend budgeted funds in an amount not to exceed \$1,000.00 for the event.

Motion by Councilman Petronis and seconded by Councilwoman Bruno to adopt Resolution #5.

A roll call vote was taken on Resolution #5 of 2011 as follows:

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

Motion carried. Resolution #5 of 2011 was unanimously adopted.

Other Business

Time Clocks: Supervisor Kinowski commented on discontinuing the use of the time clock and going back to time sheets.

Canine Control: Supervisor Kinowski requested the Town Board consider having the Canine Officer's vehicle professionally cleaned since he uses his own vehicle to pick up dogs.

Motion by Councilwoman Whitman and seconded by Councilman Petronis to have the vehicle professionally cleaned twice a year. **Motion carried.**

Resolutions Requested: Supervisor Kinowski requested several Resolutions; 1. Authorizing the Town Clerk to sign checks in case Councilwoman Whitman & Councilman Baker are unavailable. 2. Outlining the Town Cleaners position. 3. Rewrite the Procurement Policy and 4. Community Center change of use regarding the historians Office.

Audited Claims

Motion by Councilwoman Whitman and seconded by Councilwoman Bruno to pay the audited claims:

General	#1-#21	\$9,668.40
Highway	#1-#17	\$40,596.99
Town Outside	#1-#11	\$14,286.24
Water & Sewer	#1-#2	\$30.88
Capital Projects	#1-#3	\$17,536.43

Motion carried

Motion Councilman Baker and seconded by Councilman Petronis to adjourn the Town Board meeting at 7:40 PM and enter into executive session for personnel reasons. **Motion carried.**

Respectfully submitted by

Sue Cunningham
Stillwater Town Clerk