

**Stillwater Town Board
Re-Organization Meeting
January 5, 2017 7:00 PM
Stillwater Town Hall**

Present: Councilman Artie Baker
Councilman Ken Petronis
Councilwoman Lisa Bruno
Councilwoman Ellen Vomacka
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.

Adoption of Minutes: Motion by Councilman Petronis and seconded by Councilwoman Bruno to adopt the minutes of December 1st & 15th of 2016. **Motion carried.**

Town Clerk Appt: Sur Cunningham, Town Clerk appointed Barbara McManus as Deputy Town Clerk for 2017.

Agenda Items: Resolution #1

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 2017;

Now therefore, be it

RESOLVED, that the below actions and appointments shall be effective January 1, 2017, with the following exception: The 2017 payroll will be effective the first pay period of 2017;

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, 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 Fourth Monday of each month at 7:00 p.m., with an alternate on the Third Monday (if needed) 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 Second Monday of each month at 7:00 p.m., unless changed or rescheduled and appropriate notice is posted or published; and

Director of Building and Planning	62,000
Building Inspector-Code Enforcement Officer:	54,654
Admin. Building Dept. + Sec. to Planning/Zoning	30,030
Chairman's for Planning & Zoning per meeting 100/100	5,040
Members of Planning & Zoning per meeting: 80/80	9,860
Secretary to Planning/Zoning	4,728

The individuals identified below are appointed/re-appointed for the year 2017 to the positions specified and salaries indicated above; and

Confidential Secretary to the Supervisor	Tiara Brown
Court Clerk	Lorraine Buchal
Court Clerk	Carrie Urdang
Town Hall Cleaner	Mildred Collette
Canine Control Officer	Clayton Russom
Town Historian	Linda Palmieri
Deputy Town Historian	Linda Sanders
Planning Board Positions:	
Chairperson (1 year) and re-appointment:	JoAnn Winchell - Exp: 12/31/22
Member	John Murray – Exp: 12/31/21
Member	Robert Barshied – Exp: 12/31/18
Member	Carol Marotta – Exp: 12/31/22
Member	Peter Buck – Exp: 12/31/20
Member	Christopher D'Ambro – Exp: 12/31/17
Member	Randy Rathbun – Exp: 12/31/19
Alternate Member and re-appointment	Heather Ferris – Exp: yearly
Zoning Board Positions:	
Chairperson (1 year) and re-appointment:	Donald D'Ambro – Exp: 12/31/21
Member	Joseph Urbanski – Exp: 12/31/18
Member	Christine Kipling – Exp: 12/31/20
Member	Richard Rourke – Exp: 12/31/19
Member	Timothy Scrom – Exp: 12/31/17

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 2017 annual training conference conducted by the Association of Towns; and

The official mileage reimbursement rate for the Town of Stillwater is \$.535 per mile for 2017 rate changes are in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2017 and compensation is indicated (*); and

Chair of Ethics Board - Re-appointed	Michael Caufield
Member Appointment	Pending
Chair of the Board of Assessment Review:	Francis Zagorski
Co-Chairmen, Emergency Management	Bill Valosin & Tom Collins
Saratoga Cty Office of the Aging Advisory Board	Pending
Saratoga County Youth Advisory Board (2)	Pending

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 \$27,000.00, \$10,000.00 and \$10,000.00 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 compensated in accordance with engagement agreements agreed upon by the board throughout the calendar year 2017; and

The Supervisor is authorized to enter into a contract with Mr. Paul Male, Licensed Engineer, to perform daily engineering services for the Building Department and shall be compensated in accordance with engagement agreement submitted for the 2017 budget; and

Spa.Net is hereby designated as the Town of Stillwater Web Administrator for the year 2017 at a yearly cost not to exceed \$2,000 plus the cost of periodic Web updates; and

The Supervisor is authorized to enter into a contract, with BAS computer Support Company, to provide for the Town's computer network. The cost of the contract shall not exceed \$12,000 as a base cost. Additional fees may be charged on an hourly basis for additional work as required; and,

The Supervisor is authorized to enter into a contract, with Time Warner Cable for Internet access paid on a monthly basis and further authorized to enter into a annual maintenance contract with Allied Telcom for our Samsung phone equipment at a cost not to exceed \$3,000, plus hourly charges for any necessary additional work; and

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 2016. The audit is to be completed no later than June 30, 2017 at a cost not to exceed \$19,600 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 2017 and additional committees can be established with appropriate charters developed; and

Capital Projects- Includes Town Infrastructure	Ed Kinowski (Chairman) John Murray Ken Petronis
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*Buildings, Grounds, Parks and Recreation:	Art Baker (Chairman) Ken Petronis
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Community Center Liaison

Lisa Bruno

Promotions and Public Relations:

Lisa Bruno (Chairwoman)
Ellen Vomacka

Police Commission

Lisa Bruno (Chairwoman)
Ray Cordani (Commissioner of Police)
Lawrence Whalen
Ed Kinowski

The Chairpersons of each committee will meet at their discretion and provide a written or verbal summary of minutes to be presented at agenda meetings, as needed, to update the board and make any recommendations for required actions; and

*The Chairperson of the Buildings, Grounds, Parks and Recreation will be compensated for all necessary duties to keep the parks maintained and secured. The stipend for these duties is set at \$12,000 for the 2017. A listing of duties and responsibilities is on file in the Supervisors office; and

The following Citizen Committee is dissolved: Friends of Stillwater Glen Hollow Park – The committee has completed all phases of their charter. The Park is under the control of our Parks & Rec Committee; and

Supervisor shall have and exercise any other power or duty identified in Town Law 29 or other provision of Town Law affecting powers and duties of administration and supervision of the town and special or improvement district functions as shall be provided by resolution of the town board, to be performed on behalf of such board.

Motion by Councilman Petronis and seconded by Councilwoman Bruno to adopt Resolution No. 1 of 2017.

A roll call vote was taken on Resolution No. 1 of 2017 as follows:

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

Motion carried. Resolution No. 1 of 2017 was adopted unanimously.

Reports Town Board & Dept. Heads

Engineer for the Town

Engineer Lanaro requested a resolution for the next meeting to accept the bid for the Brown’s Beach foundation.

Supt of Highway

Supt Minick requested a potential resolution for the purchase of a tandem truck.

Public Input

Coke C inquired about the water pipe lines on George Thompson Rd and commented that running the line down that road would only benefit one business.
Councilman Petronis state that Mechanicville hooking in is still up in the air and if they decide to hook up they will pay.
Discussion was held on who benefits, cost, cost study, and Mechanicville tapping in.
Coke C inquired about the tank & coating it.
Engineer Lanaro stated that once completely assembled it will be painted and coated in the spring.

Rich D inquired if a Verizon cell tower was be placed on the tank and commented on the lack of service on County Rd 76.

Supervisor Kinowski stated that there are no negotiations with Verizon but possibly after the tower is completed.

Supervisor Kinowski stated tha the would be meeting with Senator Marchione to discuss bringing more cable and broadband to our area.

Audited Claims

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

General	\$8,196.18
Town Outside	\$7,280.73
Highway	\$124,884.10
Water	\$2,856.96
Capital Projects	\$46,232.82

Motion carried.

Motion by Councilwoman Bruno 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