

**Stillwater Town Board
Re-Organization Meeting
January 2, 2020 7:00 PM
Stillwater Town Hall**

Present: Councilman Artie Baker
Councilman Chris D'Ambro
Councilwoman Ellen Vomacka
Supervisor Ed Kinowski

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

Absent: Councilwoman Valerie Masterson

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 D'Ambro and seconded by Councilwoman Vomacka. **Motion carried.**

Agenda Item Resolution #1--Re-Organizational Resolution--3

2020 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 2020; and

Now therefore, be it

RESOLVED, that the below actions and appointments shall be effective January 1, 2020, with the following exception: The 2020 payroll will be effective the first pay period of 2020;

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 to include important or time sensitive resolutions; 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 6:30 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 6:30 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 2020; and if exigencies of service are needed or a more broad range of advertisement is deemed necessary, other local newspapers may be used such as the Saratogian, Gazette and Times Union; and

The Ballston Spa National Bank, Stillwater branch, is hereby designated as the official depository of all Town of Stillwater funds for the year 2020; and

The Financial Manager (Bookkeeper) is authorized to pay in advance for public utility services (water, sewer, electric, gas, phone), postage, freight, express charges, other regular and recurring budget items and emergency items approved by the Supervisor, with notification to the Town Board Members, as necessary for the year 2020; and

The Supervisor is authorized to establish petty cash funds and authorize petty cash payments in advance of audit as required to conduct regular and recurring Town business at a sum for each account not to exceed \$500 (Examples: Town Clean up, Brown's Beach & Pony Paddock, Block House, Court and Town Parks & Recreation activities as required), additionally, the Town Credit Card can be used in lieu of Cash to purchase necessary items for these activities and others approved by the Supervisor; and

For the year 2020, Mrs. Ellen Vomacka 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, with the salaries for these employees and all others required by law in accordance with the 2020 adapted budget and posted on the Town Website:

Supervisor, Confidential Secretary, Bookkeeper, Committee Chairpersons, Highway employees, Superintendent of Highways, Historian, Assessor, Assessor's Clerk, Town Clerk, Deputy Town Clerk, Court Clerks, employees (Including contract employees) of the Building Department-Code Enforcement Office, employees conducting Parks and Recreation duties 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 individuals identified below are appointed/re-appointed, by their appointing authorities, for the year 2020 to the positions specified and salaries indicated in the 2020 budget; and

Confidential Secretary to the Supervisor	Tiara Brown
Registrar of Vital Statistics, Foil Officer	
Handicapped Parking Permit Issuing Agent	Sue Cunningham
Deputy Tax Collector	Tiara Brown
Court Clerk	Lorraine Buchal
Court Clerk	Carrie Urdang
Town Hall Cleaner	Donna Gage
Canine Control Officer & General Town Maint.	Clayton Russom
*Town Historian	Vacant
*Deputy Town Historian	Vacant

(*Note: The duties of Town Historian will be temporarily accomplished by the Confidential Secretary to the Supervisor and any appointed Part-Time employees until the Town Board determines a final direction for this department.)

Planning Board Positions:

Chairperson and re-appointment: Peter Buck Exp:
12/31/19/20

12/31/21	Member	Randy Rathbun – Exp:
12/31/25	Member –	Heather Ferris – Exp:
12/31/22	Member	Carol Marotta – Exp:
Exp: 12/31/24	Member	Marybeth Reilly –
12/31/24	Member – Remaining Term C. D’Ambro	Frank Bisnett – Exp:
12/31/23	Member – Remaining Term of J. Winchell	Dale Smith– Exp:
– Exp: yearly	Alternate Member	Kimberlee J. Marshall
Zoning Board Positions:		
Exp: 12/31/19/21	Chairperson and re-appointment:	Donald D’Ambro –
Exp: 12/31/23	Member	Joseph Urbanski –
Exp: 12/31/20	Member	Christine Kipling –
Exp: 12/31/24	Member-Re-appointed	Richard Rourke –
Exp: 12/31/22	Member	Timothy Scrom –
yearly	Alternate Member	Charles Dyer– Exp:

All elected officials and appointed employees as designated by the Town Board are authorized to attend annual training as required for their position or approved by the Town Board; and

Ed Kinowski is hereby designated as the official voting delegate and Ellen Vomacka is designated as the alternate voting delegate for the 2020 annual training conference conducted by the Association of Towns when approved to attend; and

The official mileage reimbursement rate for the Town of Stillwater will be the official IRS reimbursement rate set for 2020 and are in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2020 and compensation is indicated by an (*), ; and

Chair of Ethics Board : Re appointments as necessary:	
Chairman:	Michael Caufield
Member Appointment	Pending
*Board of Assessment Review – 5 year appointments:	
Chairman:	Francis Zagorski
Emergency Management – Appointments as necessary:	
Co-Chairmen:	Bill Valosin & Tom Rinaldi
Town Board Liaison	Valerie Masterson
Saratoga County Office of the Aging Advisory Board:	
Appointments:	Sue Petronis
Saratoga County Youth Advisory Board (2)	
Appointments:	Pending

The Supervisor is authorized to enter into a contract with James P. Trainor, Esq. and the law firm of Trainor Law PLLC to serve as attorney for the Town and shall be compensated in accordance with engagement agreements agreed upon by the board throughout the

calendar year 2020; 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 2020; and

The Supervisor is authorized to enter into a contract with Mr. Paul Male, Licensed Engineer, to perform the duties of Acting Director of the Building, Planning and Zoning Department and shall be compensated in accordance with engagement agreement submitted for the 2020 budget; 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 \$20,000 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 Spectrum Cable for Internet access paid on a monthly basis and further authorized to enter into an 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 2019. The audit is to be completed no later than June 30, 2020 at a cost not to exceed \$21,000 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 and other special duty assignments, shown below, are here-by assigned, as indicated below, for the year 2020 and additional committees can be established with appropriate charters developed; and

Capital Projects- Includes Town Infrastructure	Ed Kinowski (Chairman) Art Baker Ellen Vomacka (Alternate)
*Buildings, Grounds, Parks and Recreation:	Art Baker (Chairman) Ellen Vomacka
Community Center Liaison	Chris D'Ambro Valerie Masterson
Administration, Promotions, Public Relations	

And NYS Grant Gateway Administrator: Ellen Vomacka (Chairwomen)
Ed Kinowski

Police Commission John Nett (Chairman)
Ray Cordani (Commissioner
of Police)
Lawrence Whalen
Ed Kinowski

Special Duty Assignments:

- | | |
|---|-------------------|
| 1. Organize Annual Band concerts and
Town Wide Clean-ups | Valerie Masterson |
| 2. Oversee Brown's Beach Operations | Chris D'Ambro |

The Chairpersons of each committee and Council member(s) assigned special duties 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 \$9,000 for the 2020. A listing of duties and responsibilities is on file in the Supervisors office; and

Pursuant to Town Law, & 29(16), the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all state and federal laws applicable thereto and with any and all local laws, resolutions and policies heretofore or hereafter adopted by the Town Board.

Motion by Councilman D'Ambro and seconded by Councilwoman Vomacka to adopt Resolution No. 1 of 2020.

A roll call was taken on Resolution No. 1 of 2020 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilwoman Masterson	ABSENT
Councilman D'Ambro	YES
Councilwoman Vomacka	YES

Motion carried. Resolution No. 1 of 2020 was adopted unanimously.

**Resolution #2 Authorizing the Supervisor to
Sign Utility Credit Purchase Agreement with ELP**

Introduced by: Supervisor _____

WHEREAS, the Town has identified a benefit to enter into a Utility Credits Purchase Agreement with ELP Kinderhook Solar LLC ; and

WHEREAS, the arrangement aggregates utility costs from National Grid and NYSEG to provide communities with utility credits in order to lower overall energy costs;

Now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into a Utility Credit Purchase Agreement with ELP Kinderhook Solar LLC.

Motion by Councilman D'Ambro and seconded by Councilwoman Vomacka to adopt Resolution No. 2 of 2020.

A roll call was taken on Resolution No. 2 of 2020 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilwoman Masterson	ABSENT
Councilman D'Ambro	YES
Councilwoman Vomacka	YES

Motion carried. Resolution No. 2 of 2020 was adopted at a meeting unanimously.

**Resolution #3 Declare Vehicle and Equipment as
Surplus and Authorize the Sale of Surplus Vehicle and Equipment**

WHEREAS, the Highway Superintendent states that the following equipment:

1. 2015 Chevy 3500 with plow
2. Case plate tamper
3. Wacker jumping jack
4. Highlander salter
5. 1989 Roll-off trailer
6. Miscellaneous chain saws: Stihl 066, Stihl 026, Stihl (2) 034, Stihl (2) 020T, Stihl 038 av super, Homelite 238506
7. Dana weatherhead 14" hose cutting saw
8. Toshiba E-Studio 233 fax/copy/printer

has no further useful life to the Town Highway Department and therefore recommends that it be declared it to be "surplus" to the Town; and

WHEREAS, in accordance with State Law and the Town's Procurement Policy, the surplus town vehicle and equipment should be sold to the highest bidder or another municipality;

Now, therefore be it

RESOLVED, that the above listed items are declared surplus and the Highway Superintendent is authorized to sell the above listed items to the highest bidder at public auction or to another municipality for reasonable value.

Motion by Councilman D'Ambro and seconded by Councilwoman Vomacka to adopt Resolution No. 3 of 2020.

A roll call was taken on Resolution No. 3 of 2020 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilwoman Masterson	ABSENT
Councilman D'Ambro	YES
Councilwoman Vomacka	YES

Motion carried. Resolution No. 3 of 2020 was adopted unanimously.

Appointment of Deputy Town Clerk: Town Clerk Sue Cunningham appointed Barbara McManus as the Deputy Town Clerk for 2020.

Public Input

Rich D inquired about the two grants the Town received. Supervisor Kinowski stated two grants were secured by Chazen Companies in regard to stormwater/water shed quality study on Saratoga Lake.

Supervisor Kinowski introduced John Nett as the chairperson of the Stillwater Police Commission.

Audited Claims

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

General	\$12,512.52
Town Outside	\$10,798.34
Highway	\$32,552.69
Water	\$29.07
Capital Projects	\$1,440.00

Motion carried.

Motion by Councilwoman Vomacka and seconded by Councilman Baker to adjourn the meeting at 7:30 pm. **Motion carried.**

Respectfully submitted by

Sue Cunningham
Stillwater Town Clerk