

**Stillwater Town Board
Re-Organization Meeting
January 7, 2021 7:00 PM
Stillwater Town Hall**

Present: Councilman Artie Baker Via Phone
Councilman Chris D'Ambro
Councilwoman Ellen Vomacka
Councilwoman Valerie Masterson
Supervisor Ed Kinowski

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

Special Presentation

1st Sergeant Ray Cordani presented the Life Saver Award and Letter of Commendation to Officer Matthew Lindeman for his heroic actions that resulted in saving a human life.

Re-Organizational Meeting

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 Councilwoman Masterson and seconded by Councilman D'Ambro to adopt the minutes of the December 19, 2020 meeting of the Stillwater Town Board. **Motion carried.**

Agenda Items

Resolution #1--#4 & Amended #67 of 2020

Resolution #1

2021 Organizational Resolution

WHEREAS, the Town Board of the Town of Stillwater does hereby take certain actions for the purpose of organizing and administering the Town government for the year 2021; and

Now therefore, be it

RESOLVED, that the below actions and appointments shall be effective January 1, 2021, with the following exception: The 2021 payroll will be effective the first pay period of 2021;

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 6:00 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 6:00 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 2021; and if exigencies of service are needed or a broader 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 2021; 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 2021; 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 Admissions, 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 2021, 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

For the year 2021, Mrs. Ellen Vomacka is hereby appointed as the Town Fair Housing Officer in accordance with Town Code, chapter 93-7A; 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 2021 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), employees conducting Parks and Recreation duties and employees of the Police Department; and

The remaining Town employees shall be paid on a monthly basis and / or upon presentation of a voucher for services rendered, 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 2021 to the positions specified and salaries indicated in the 2021 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	Vacant
Town Hall Cleaner	Donna Gage
Canine Control Officer & General Town Maint.	Clayton Russom
*Town Historian	TBD

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

Planning Board Positions: (Note: The Chairpersons term is appointed Annually)

12/31/26	Chairperson (For FY 2021):	Peter Buck Exp:
12/31/21	Member	Randy Rathbun – Exp:
12/31/25	Member	Heather Ferris – Exp:
12/31/22	Member	Carol Marotta – Exp:
12/31/24	Member	Marybeth Reilly– Exp
12/31/24	Member	Frank Bisnett – Exp:
12/31/23	Member	Dale Smith– Exp:
– Exp: yearly	Alternate Member – For the Year 2021	Kimberlee J. Marshall

Zoning Board Positions:

Exp: 12/31/21	Chairperson (For FY 2021)	Donald D’Ambro –
Exp: 12/31/23	Member	Joseph Urbanski –
Exp: 12/31/25	Member – Re-appointed	Christine Kipling –
Exp: 12/31/24	Member	Richard Rourke –
Exp: 12/31/22	Member	Timothy Scrom –
yearly	Alternate Member – for the year 2021	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 2021 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 2021 at \$.56 per mile and is in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2021 and compensation is indicated by an (*). The compensation for the BAR chair is \$100 per meeting and the BAR members are \$80 per meeting; 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 -
9/30/23	
Member	Scott C. Gresens -
9/30/25	
Member	Jennifer Weaver –

9/30/21	Member	Barbara Raymond –
9/30/22	Member	Judith Russell -
9/30/24		
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 2021; 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 2021; 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 2021 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 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, 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 2020. The audit is to be completed no later than June 30, 2021 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 2021 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: (Chairwomen)	Ellen Vomacka Ed Kinowski
Police Commission of Police)	John Nett (Chairman) Ray Cordani (Commissioner) Jennifer Weaver 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 2021. A listing of duties and responsibilities is on file in the Supervisors office; and

To comply with Chapter 211 Zoning Planned Development Districts, Article XI, Luther Forest Technology Campus, section 211-164, the following Planning Board members are appointed to the Malta / Stillwater Joint Planning Board: Mrs. Carol Marotta and Mr. Frank Bisnett; and

Pursuant to Town Law section 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 Baker and seconded by Councilwoman Vomacka to adopt Resolution No. 1 of 2021.

A roll call was taken on Resolution No. 1 of 2021 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES

Councilman D'Ambro YES
Councilwoman Masterson YES
Councilwoman Vomacka YES

Motion carried. Resolution No. 1 of 2021 was adopted unanimously.

Resolution #2 Regarding Senior and Disabled Tax Exemptions

Introduced by: Supervisor

WHEREAS, the State of New York has recently amended the Real Property Tax Law to require town assessors to carry-over Senior Citizens and Disabled Homeowners tax exemptions from the 2020 assessment roll to the 2021 assessment roll at the same levels without requiring renewal applications for the exemption; and

WHEREAS, the State amendment also requires localities to provide electronic renewal applications to individuals who may be entitled to larger exemptions in 2021 than in 2020 and also allows assessors to require renewal applications from those no longer believed to be eligible for the exemption.

Now, therefore, be it

RESOLVED, that the Town of Stillwater adopts the changes made to New York Real Property Tax Law sections 467 and 459-c on December 24, 2020 and hereby allows the Town Assessor to carry-over the Senior Citizens and Disabled Homeowners tax exemptions from the 2020 assessment roll to the 2021 assessment roll at the same levels.

Motion by Councilman Baker and seconded by Councilwoman Vomacka to adopt Resolution No. 2 of 2021.

A roll call was taken on Resolution No. 2 of 2021 as follows:

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

Motion carried: Resolution No. 2 of 2021 was adopted unanimously.

**Resolution #3 Authorizing Supervisor to Sign Memorandum of Agreement
with CSEA Renewing Highway Union Contract**

Introduced by: Supervisor

WHEREAS the existing CSEA Union Contract with Highway Employees expires December 31, 2020; and

WHEREAS, the Town and Union representatives have negotiated a new agreement for the period of January 1, 2021 through December 31, 2023, as described in the attachment hereto;

Now, therefore, be it

RESOLVED, that the Town Board hereby approves and authorizes the Supervisor to sign the attached Memorandum of Agreement with the Town's Highway Unit of CSEA for the period of January 1, 2021 through December 31, 2023.

Motion by Councilman Baker and seconded by Councilwoman Vomacka to adopt Resolution No. 3 of 2021.

A roll call was taken on Resolution No. 3 of 2021 as follows:

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

Motion carried. Resolution No. 3 of 2021 was adopted unanimously.

**Resolution #4 Authorizing the Highway Superintendent
To Purchase Equipment from County Contract**

Introduced by: Supervisor

WHEREAS, the Highway Superintendent has identified a need to purchase a 2021 Mack Chipper Truck for highway department services as provided in the 2021 budget; and

WHEREAS, the Highway Superintendent has identified the truck listed on the Oneida County Contract and described as 2021 Mack Chipper Truck at a cost of approximately \$110,000.00; and

WHEREAS, the item selected off the Oneida County Contract is exempt from the competitive bidding requirements of the General Municipal Law;

Now, therefore, be it

RESOLVED, that the Highway Superintendent is authorized to purchase a 2021 Mack Chipper Truck off the Oneida County contract at a cost not to exceed \$110,000.00.

Motion by Councilwoman Masterson and seconded by Councilman Baker to adopt Resolution No. 4 of 2021.

A roll call was taken on Resolution No. 4 of 2021 as follows:

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

Motion carried. Resolution No. 4 of 2021 was adopted unanimously.

**Resolution #67 (Amended) Authorizing the Highway Superintendent
To Purchase Equipment from State Contract**

Introduced by: Supervisor

WHEREAS, the Highway Superintendent has identified a need to purchase a 2021 Mack Tandem Dump Truck for highway department services as provided in the 2020 budget; and

WHEREAS, the Highway Superintendent has identified the dump truck listed on the State Contract and described as 2021 Mack Tandem Dump Truck at a cost of approximately \$250,000.00; and

WHEREAS, the items selected off the New York State contract are exempt from the competitive bidding requirements of the General Municipal Law;

Now, therefore, be it

RESOLVED, that the Highway Superintendent is authorized to purchase a 2021 Mack Tandem Dump Truck off the New York State Contract at a cost not to exceed

\$250,000.00.

Motion by Councilman Baker and seconded by Councilwoman Vomacka to adopt Amended Resolution No. 67 of 2020.

A roll call was taken on Amended Resolution No. 67 of 2020 as follows:

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

Motion carried. Amended Resolution No. 67 of 2022 was adopted unanimously.

Deputy Town Clerk Appt. Sue Cunningham, Town Clerk appointed Barbara McManus and Anita Petronis as the Deputy Town Clerks.

Public Input: No public input

Audited Claims: Motion by Councilman D'Ambro and seconded by Councilwoman Masterson to pay the audited claims.

2020	General	\$14046.23
	Town Outside	\$6619.84
	Highway	\$109,988.25
	Water & Sewer	\$1120.72
	Capital Projects	\$4252.50
2021	General	\$2328.00
	Town Outside	\$1816.66

Motion carried.

Supervisor Kinowski—2020 Accomplishments

Supervisor Kinowski gave a brief overview of accomplishments for last year: The Town received a 750,000 grant to replace water pipes on West St. which has been completed and will be applying for another grant to do East St. Highway has updated essential equipment; Budget is Healthy; Baseball Field on Riverside; One of the safest small towns in America; and possibly a kayak vending machine coming to Brown's Beach or Riverfront Park.

The Town Board also recognized and thanked many hard-working residents who worked to bring things to the town.

Motion by Councilwoman Vomacka and seconded by Councilman Baker to adjourn the Re-Organizational meeting at 7:35 pm. **Motion carried.**

Respectfully submitted by

Sue Cunningham
Stillwater Town Clerk