



# TOWN OF STILLWATER

ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION

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## Town Board Meeting Minutes March 17, 2022 7:00 PM at Stillwater Town Hall

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

**Also Present:** Danielle Cowin, Town Clerk  
Matt Harris, Superintendent of Highways  
James Trainor, Attorney for the Town  
Joe Lanaro, Engineer for the Town  
John Nett, Police Commissioner

**Absent/Excused:** None.

- 1). Supervisor Kinowski called the meeting to order and led everyone in the Pledge to the Flag.
- 2). Danielle Cowin, Town Clerk, took the roll call.

3.) **Adoption of Minutes:**

**Motion** by Councilperson Masterson and seconded by Councilperson D'Ambro to adopt the minutes of March 3, 2022

**Motion carried.**

4.) **Agenda Items**

**2022 RESOLUTION NO. 15  
A Resolution Awarding Contracts  
For Gas, Diesel Fuel and Heating Oil**

Introduced by: Supervisor

WHEREAS, as authorized by Resolution No. 13 of 2022 adopted on February 17, 2022, Highway Superintendent Harris solicited bids for Gas, Diesel Fuel and Heating Oil; and

WHEREAS the Town received two responsive bids, from John Ray and Sons and from G.A. Bove; and

WHEREAS Resolution #15 was tabled at the March 3, 202 Town Board Meeting to await the Highway Superintendent's review of the bids.

Now, therefore, be it

RESOLVED, the Town Board finds John Ray and Sons to be the lowest and most responsive bidder for Diesel at \$.19 markup; and be it further

RESOLVED, the Town Board finds John Ray and Sons to be the lowest and most responsive bidder for #2 Heating Oil at \$.19 markup; and be it further

RESOLVED, the Town Board finds G.A. Bove to be the lowest and responsive bidder for gasoline at \$.21 markup; and be it further

RESOLVED, that the Town Board hereby awards contracts for the supply of Diesel Fuel and Heating Oil to John Ray and Sons and for Gasoline to G.A. Bove at their respective bid prices; and be it further

RESOLVED, that the Supervisor is authorized to sign Agreements with John Ray and Sons and G.A. Bove at their respective prices listed.

A motion by Councilman D'Ambro, seconded by Councilman Baker, to un table Resolution No. 15 of 2022; and

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 15 of 2022.

A roll call was taken on Resolution No. 15 of 2022 as follows:

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

Resolution No. 15 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 21**  
**A Resolution Authorizing the Supervisor to**  
**Sign LaBella Engagement Agreement #14 of 2022**  
**Regarding Morgan Court in the Revolutionary Heights Subdivision**

Introduced by: Supervisor

WHEREAS LaBella Associates has presented the Town with 2022 Engagement Agreement #14 which is to authorize professional engineering services related to road and draining work on Morgan Court in the Revolutionary Heights subdivision; and

WHEREAS the engineering services are needed to determine the work needed bring Morgan Court into compliance with Town highway standards and will be funded by the Town.

Now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the 2022 Engagement Agreement #14 with LaBella Associates to provide professional engineering services related to road and drainage work on Morgan Court in the Revolutionary Heights subdivision.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 21 of 2022.

A roll call was taken on Resolution No. 21 of 2022 as follows:

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

Resolution No. 21 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 22**  
**A Resolution Accepting the Proposal of**  
**Vivi to Operate the Pony Paddock**

WHEREAS, the Town sent out a Request for Proposals ("RFP") to operate the Pony Paddock at Brown's Beach; and

WHEREAS, Vivi E Basta Rentals LLC was the only entity to respond to the RFP and has proposed the attached terms.

Now, therefore, be it

RESOLVED, that the Town Board has reviewed Vivi's attached proposal and finds the terms acceptable; and be it further

RESOLVED, that the Town Board hereby accepts Vivi's attached proposal and authorizes the Attorneys for the Town to draft a License Agreement reflecting its terms.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 22 of 2022.

A roll call was taken on Resolution No. 22 of 2022 as follows:

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

Resolution No. 22 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 23**  
**A Resolution to Hire MEO**

Introduced by: Supervisor

WHEREAS the Highway Superintendent has a need to hire someone as an additional MEO; and

WHEREAS Superintendent Harris is soliciting qualified candidates for the job.

Now, therefore, be it

RESOLVED that the Town Board hereby authorizes the Highway Superintendent to interview for and hire a full-time MEO with the Highway Department as soon as possible.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 23 of 2022.

A roll call was taken on Resolution No. 23 of 2022 as follows:

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

Councilwoman Masterson YES

Resolution No. 23 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 24**  
**A Resolution Authorizing Fred Metzger PLS**  
**To Conduct a Survey of the Old Rifle Range**

Introduced by: Supervisor \_\_\_\_\_

WHEREAS, the Town Board has decided to sell the Town's rifle range along George Thompson Road; and

WHEREAS, in searching the deeds and title to the property, it became apparent that the last survey was done approximately 50 years ago and the last deed seems to be missing a description of a portion of the property; and

WHEREAS, Frederick J. Metzger, Land Surveyor, P.C. has proposed to complete the new survey and new legal description needed for the sale of the property for an amount not to exceed \$2600.00.

Now, therefore, be it

RESOLVED, that the Town Board authorizes Frederick J. Metzger, Land Surveyor, P.C. to survey and provide a map and legal description of the Town's old rifle range on George Thompson Road at a cost not to exceed \$2600.00 on the condition that the attorneys for the Town solicit half the cost from the purchasers of the property.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 24 of 2022.

A roll call was taken on Resolution No. 24 of 2022 as follows:

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

Resolution No. 24 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 25**  
**A Resolution Authorizing the Supervisor to**  
**Sign LaBella Engagement Agreement #15 of 2022**  
**Regarding the Dedication of a Portion of Luther Forest Boulevard**

Introduced by: Supervisor

WHEREAS LaBella Associates has presented the Town with 2022 Engagement Agreement #15 which is to authorize professional engineering services related to the Town's dedication of a portion of Luther Forest Boulevard to Saratoga County;

WHEREAS the engineering services are needed to subdivide the property, provide mapping and provide the legal descriptions needed for the documents to convey the road to the County.

Now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign 2022 Engagement Agreement #15 with LaBella Associates to provide professional engineering services related to the Town's dedication of a portion of Luther Forest Boulevard to Saratoga County.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 25 of 2022.

A roll call was taken on Resolution No. 25 of 2022 as follows:

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

Resolution No. 25 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 26**

**A Resolution Declaring a Dump Truck Surplus and  
Authorize the Highway Superintendent  
to Conduct an Auction for Surplus Equipment**

Introduced by: Highway Superintendent

WHEREAS, the Highway Superintendent has declared that the department's 2013 Ford F-350 Dump Truck (VIN#1FD8W3HT6DEB00691) has no further useful life to the Town Highway Department and therefore declares it to be "surplus" to the Town: and

WHEREAS, in accordance with State Law and the Town's Procurement Policy, the surplus town equipment should be sold to the highest bidder at public auction.

Now, therefore, be it

RESOLVED, that the department's 2013 Ford F-350 Dump Truck (VIN#1FD8W3HT6DEB00691) is hereby declared surplus and the Highway Superintendent is authorized to conduct an auction for the sale of the surplus equipment to the highest bidder.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 26 of 2022.

A roll call was taken on Resolution No. 26 of 2022 as follows:

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

Resolution No. 26 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 27  
A Resolution Authorizing Highway Superintendent  
To Purchase 2022 Chevrolet 3500 Dump Truck**

WHEREAS, Highway Superintendent Harris has requested to purchase a new 2022 Chevrolet 3500 Dump Truck from the Onondaga County Contract List for \$64,000.00; and

WHEREAS purchases of equipment from the Onondaga County Contract List are exempt from GML 103 competitive bidding requirements.

Now, therefore, be it

RESOLVED, that Highway Superintendent Harris is hereby authorized to purchase a new 2022 Chevrolet 3500 Dump Truck from the Onondaga County Contract List for an amount not to exceed \$64,000.00.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 27 of 2022.

A roll call was taken on Resolution No. 27 of 2022 as follows:

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

Resolution No. 27 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 28**  
**A Resolution Accepting a Proposal**  
**Regarding the Public Safety Building**

Introduced by: Supervisor \_\_\_\_\_

WHEREAS Plank LLC has presented the Town with a Proposal to authorize professional engineering services related to the design-build of the Town's proposed Public Safety Building on County Route 76; and

WHEREAS the engineering services are needed to design, bid and supervise the construction of the proposed Public Safety Building; and

WHEREAS, our Town has grown significantly over the past decade by 9%, with our new census population at 9022, but our facilities have not kept pace with our growth over the decades and are in need of major repairs or replacement; and

WHEREAS, the Town Board has determined three critical services - Ambulance, Police and Court Administration - are in need of new facilities to meet all essential regulatory requirements and demands of the community, and our analysis suggests one facility could house these services by combining common space for all to use; and



WHEREAS, to advance these capital programs the Town desires to hire a local professional construction services company to prepare and manage the project and identify all necessary costs.

Now, therefore, be it

RESOLVED, that in order to ensure these vital services are maintained for years to come, and to prepare and identify all costs associated with the design and construction of these essential facilities, the Town hereby accepts the attached proposal from Plank Construction Services in the estimated amount of \$247,240.00, to be paid from Fund Balance.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 28 of 2022.

A roll call was taken on Resolution No. 28 of 2022 as follows:

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

Resolution No. 28 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 29**  
**A Resolution Authorizing the Hiring of Insurance Coverage Attorneys**

WHEREAS, the Town's former general liability insurance carrier and its marina insurance carrier have refused to provide insurance coverage for the Patrick Force personal injury litigation involving Brown's Beach; and

WHEREAS, specialized insurance coverage attorneys are needed to compel the carriers to provide insurance coverage for the accident through the courts.

Now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Supervisor to hire the law firm of Hinman Straub P.C. to commence litigation in order to compel the Town's former general liability and marina insurers to provide insurance coverage for the Patrick Force personal injury litigation matter.

A motion by Councilwoman Vomacka, seconded by Councilwoman Masterson, to adopt Resolution No. 29 of 2022.

A roll call was taken on Resolution No. 29 of 2022 as follows:

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

Resolution No. 29 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

BUDGET ADJUSTMENTS			
INCREASE BUDGET			
A-3010.4	Emergency Mgt	Purchase of new computers to work from Home in emergencies	8200.00
A-599	Fund Balance	Purchase of new computers to work from Home in emergencies	8200.00

**2022 RESOLUTION NO. 30  
A Resolution Regarding Budget Adjustments**

WHEREAS, Anne Marie Hallum, Director of Fiscal Management has recommended that the following budget transfers and adjustments be accomplished:

BUDGET IMPACT STATEMENT: as stated above

RESOLVED, that the above budget transfers are hereby approved.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 30 of 2022.

A roll call was taken on Resolution No. 30 of 2022 as follows:

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

Resolution No. 30 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

**2022 RESOLUTION NO. 31**  
**A Resolution Accepting an Architectural Proposal**  
**Regarding the Public Safety Building**

Introduced by: Supervisor

WHEREAS REF4ORM Architecture has presented the Town with a Proposal to authorize professional architectural services related to the design-build of the Town's proposed Public Safety Building on County Route 76; and

WHEREAS the architectural services are needed to design and help bid the construction of the proposed Public Safety Building; and

WHEREAS, our Town has grown significantly over the past decade by 9%, with our new census population at 9022, but our facilities have not kept pace with our growth over the decades and are in need of major repairs or replacement; and

WHEREAS, the Town Board has determined three critical services - Ambulance, Police and Court Administration - are in need of new facilities to meet all essential regulatory requirements and demands of the community, and our analysis suggests one facility could house these services by combining common space for all to use; and

WHEREAS, to advance these capital programs the Town desires to hire a local professional architectural services company to design the drawings needed for the construction of the building.

Now, therefore, be it

RESOLVED, that in order to ensure these vital services are maintained for years to come, and to prepare and identify all costs associated with the design and construction of these essential facilities, the Town hereby accepts the attached proposal from RE4ORM Architecture in the estimated amount of \$215,000.00, to be paid from Fund Balance.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 31 of 2022.

A roll call was taken on Resolution No. 31 of 2022 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES

Councilwoman Vomacka     YES  
Councilman D'Ambro        YES  
Councilwoman Masterson   YES

Resolution No. 31 of 2022 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 17, 2022.

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Danielle Cowin, Town Clerk

Ellen Vomacka- The Board accepted proposal from Viva Bista. Town Lawyer writing up license agreement. They will run the Snack Bar for 1 year and use the former employees to assist. (8)

(Executive Session)

**Motion** by Councilperson Vomacka and seconded by Councilperson D'Ambro to exit into executive session at 7:20 pm. **Motion carried.**

**Motion** by Councilperson Masterson and seconded by Councilperson Vomacka to return back from executive session at 7:35 pm and continue meeting. **Motion carried.**

5.) Public Input-

Resident Karen Lorf questioned the property located on Rte. 76, concerning density, wetlands and site plans.

6.) Other Business

None

7.) Audited Claims

**Motion** by Councilperson D'Ambro and seconded by Councilperson Masterson to pay the audited claims.

General	\$15814.06
Town Outside	\$5474.02
Highway	\$6526.08
Water & Sewer	\$167.13
Capital Projects	\$14859.99

**Motion carried.**

8.) Adjournment

**Motion** by Councilperson Vomacka and seconded by Councilperson Masterson to adjourn the Town Board meeting at 7:55pm

**Motion carried.**

Respectfully submitted by

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Danielle Cowin  
Stillwater Town Clerk