



TOWN OF STILLWATER

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

Town Board Meeting Minutes January 5, 2023 - 7:00 PM at Stillwater Town Hall

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

Also Present: Danielle Cowin, Town Clerk
James Trainor, Attorney for the Town
Joe Lanaro, Engineer for the Town
John Nett, Police Commissioner

Absent/Excused: Councilwoman Valerie Masterson
Matt Harris, Superintendent of Highways

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

Danielle Cowin, Town Clerk took the roll call.

Adoption of Minutes:

Motion by Councilperson Ellen Vomacka and seconded by Councilperson Chris D'Ambro to adopt the minutes of December 15, 2022

Motion carried.

Agenda Items

Resolutions No. 1 & 2 of 2023

Danielle Cowin, Town of Stillwater Clerk appointed Barbara McManus as her Deputy Town Clerk for the year 2023.

Supervisor Kinowski summarized Resolution No. 1 of the Annual Reorganizational Resolution.

Gas mileage has increased.

The Express newspaper is the town paper. Ed Kinowski- Supervisor, re-appointed Ellen Vomacka as Deputy Supervisor for the year 2023.

The Planning Board- Frank Bisnett will now chair the Planning Board.

The Zoning Board – Tim Scrom will become the Alternate and Charles Dyer will have a permanent position. Two seats are open for alternates.

Youth Advisement Board- open seat available
Aging Committee- Sue Petronis accepted another year.
Supervisor Kinowski recognized John Nett for his coordination, administration work and planning operations with the Police Department.
Supervisor Kinowski mentioned Councilwoman Masterson is looking into expanding the recycling program by adding an Electronics Day for the community.
The New Public Safety Building will be purchasing updated office equipment, etc.
The water tank was removed from Riverside this past year.
Stillwater Area Community Center will be working on bids to replace the roof.
Water line project on East Street- bids will be opened on Friday.
Browns Beach shoreline needs repair from the storms destroying it. LaBella is looking at the project.
Parks and Trails is improving every year. The Southern trail going into Mechanicville is moving forward with the Rail Road Company.

Resolution No. 1 of 2023
2023 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 2023; and

Now therefore, be it

RESOLVED, that the below actions and appointments shall be effective January 1, 2023, with the following exception: The 2023 payroll will be effective the first pay period of 2023; and

The Town Board shall meet at Town Hall on the first and third Thursday of each month at 7:00 p.m. to conduct 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

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 2023; 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 2023; 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 2023; 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, Marina Store, 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 2023, Mrs. Ellen Vomacka is hereby appointed to the office of Deputy Supervisor, and in the absence of the Supervisor will exercise his or her duties as specified in NYS Town Law; and

For the year 2023, 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 2023 adapted budget or approved by the Board 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, Building, Planning & Development Department employees (Including contract employees), employees conducting Parks and Recreation duties, employees of the Police Department and all part-time and summer help employees; 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 2023 to the positions specified and salaries indicated in the 2023 budget;

Confidential Secretary to the Supervisor	Tiara Brown
Records Management Officer,	
Registrar of Vital Statistics, Foil Officer	
Handicapped Parking Permit Issuing Agent	Danielle Cowin
Deputy Tax Collector - Part Time	Heather Lesson
Court Clerk	Lorraine Buchal
Court Clerk – Part Time	Cassidy Doescher
Town Hall Cleaner	Donna Gage

Canine Control Officer & General Town Maint.	Clayton Russom
Parks and Recreation Supervisor – Part Time	Sue Cunningham
Town Historian -Part Time	Mackenzie Macey

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

Chairperson (For FY 2023):	Frank Bisnett – Exp: 12/31/24
Member	Peter Buck – Exp: - 12/31/26
Member (Pending Re-Appointment)	Randy Rathbun – Exp: 12/31/27
Member (for the unexpired term of Heather Ferris – Exp: 12/31/25)	Kimberlee Marshall Exp: 12/31/25
Member	Marybeth Reilly – Exp: 12/31/24
Member	Dale Smith– Exp: 12/31/23
Member	Eliot Cresswell – Exp: 12/31/2029
(Alternate Member)	Carol Marotta – Exp: Yearly
(Alternate Member)	Tim Scrom – Exp: Yearly

Zoning Board Positions:

Chairperson (For FY 2023)	Donald D’Ambro – Exp: 12/31/26
Member	Joseph Urbanski – Exp: 12/31/23
Member	Christine Kipling – Exp: 12/31/25
Member	Richard Rourke – Exp: 12/31/24
Member	Charles Dyer – Exp: 12/31/27
Alternate Members (2 Vacancies)	

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 2023 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 2023 at \$.65.5 per mile and is in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2023 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 – 5year appointments:

Chairman:	Francis Zagorski – Exp: 9/30/23
Member	Scott C. Gresens – Exp: 9/30/25
Member	Jennifer Weaver – Exp: 9/30/26
Member	Judy Wood-Zeno- Exp: 9/30/27
Member	Judith Russell - Exp: 9/30/24

Emergency Management – Appointments as necessary:

Chairmen:	Tom Rinaldi
Town Board Liaison	Valerie Masterson

Saratoga County Office of the Aging Advisory Board:

Appointments:	Sue Petronis
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Saratoga County Youth Advisory Board (2)

Appointments:	Pending
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The Supervisor is authorized to enter into a contract with James P. Trainor, Esq. and the law firm of Trainor, Pezzulo & DeSanto 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 2023; 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 Labella 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 2023; 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 2023 budget; and

The Town Board approves an additional two-year extension (2023 & 2024), to the 2018 Town Contract with Mr. Robert Morris, for the Management of the Browns Beach Marina Operations; and

The Supervisor is authorized to enter into a contract, with Edmunds 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 may expand services by contract to include phone systems and further authorized to enter into an annual maintenance contract with Allied Telcom for our Samsung phone equipment at a cost not to exceed \$4,000, 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 \$10,000 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 2022. The audit is to be completed no later than June 30, 2023 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 2023 and additional committees can be established with appropriate charters developed; and

Capital Projects- Includes Town Infrastructure (Other members of this committee are: Town Engineer, Town Attorney, Director of Building & Planning, Senior Planner, Village Rep, Others as Required)	Ed Kinowski (Chairman) Art Baker Ellen Vomacka (Alternate)
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*Buildings, Grounds, Parks and Recreation: (Other members assigned are Barb McManus, Clayton Russom, Sue Cunningham, Bob Morris, Matt Harris, Greg Pecora, plus others as determined by Chairman)	Art Baker (Chairman) Ellen Vomacka
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Community Center Liaison	Chris D'Ambro Valerie Masterson
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Administration, Promotions, Public Relations And NYS Grant Gateway Administrator:	Ellen Vomacka (Chairwoman) Ed Kinowski
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Police Commission	John Nett (Chairman) Ray Cordani Jennifer Weaver
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Ed Kinowski

Special Duty Assignments:

- 1. Organize Annual Band concerts and Valerie Masterson
- Town Wide Clean-ups
- 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 \$10,500 for the 2023. Additionally, a Part-time Parks and Recreations Supervisor is created to assist the Chairperson and accomplish all necessary administration and coordination. The salary for the position is \$6,000. 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, labor & union requirements and policies heretofore or hereafter adopted by the Town Board.

A motion by Councilman D’Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 1 of 2023.

A roll call was taken on Resolution No. 1 of 2023 as follows:

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

Resolution No. 1 of 2023 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on January 5, 2023.

Resolution No. 2 of 2023
A Resolution to Schedule a Public Hearing on Local Law No. 1 of 2023,

a Local Law Adopting A Partial Property Tax Exemption for Certain Volunteers

Introduced by: Supervisor

WHEREAS, New York State has enacted a 10% property tax exemption for eligible fire and ambulance volunteers, but the exemption will not be effective until December 9, 2025; and

WHEREAS, the State legislation allows municipalities to accelerate those property tax exemptions by enacting a local law after a public hearing.

Now, therefore, be it

RESOLVED, that a public hearing is hereby scheduled for Thursday, February 2, 2023, at 7:00 p.m. at Town Hall 881 Hudson Avenue, Stillwater, New York, to receive comments from the public regarding Local Law No. 1 of 2023, a Local Law Adopting A Partial Property Tax Exemption for Certain Volunteers; and be it further

RESOLVED, that Town Clerk is hereby directed to publish appropriate notice of the public hearing.

A motion by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 2 of 2023.

A roll call was taken on Resolution No. 2 of 2023 as follows:

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

Resolution No. 2 of 2023 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on January 5, 2023.

Public Input

A & C. Thumen from Glen Hollow Park, looking for progress on the water company at Glen Hollow Park. They submitted a petition back in November of 2022 and was asking for the town to support their findings. Water bills have not been resolved and the quality of the water has not changed.

Supervisor Kinowski replied this will be discussed at Capital Projects next week.

Other Business

N. Oliver questioned the Re-organizational meeting with who are the contract employees, do they receive benefits, do the committees get paid and when is the budget reviewed?

Supervisor Kinowski explained that the town has 2 contracted employees and neither of them receive benefits from the Town. He also reviewed the budget process. The community can

access the budget from obtaining a copy from the Town Clerks office and from the Town of Stillwater's web site. Budget changes are also transparent through resolutions throughout the year.

N. Oliver then asked for clarification about the Community Center. Councilman D'Ambro replied with we are looking at other locations for the center and explained wither we should refurbish and spend a ton of money or just rebuild the whole facility elsewhere. Between now and making decisions, monies will be spent to fix current problems.

The Town Clerk presented the following reports for the Town Board review. The Town Financial Officer's report from the January 5,2023 meeting.

Audited Claims.

General	\$32416.96
Town Outside	\$36115.96
Highway	\$82408.26
Water	\$ 3375.50

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

Motion carried.

Adjournment (Executive Session if Necessary)

Motion by Councilperson Baker and seconded by Councilperson Vomacka to adjourn the Town Board meeting at 7:40 pm **Motion carried.**

Respectfully submitted by,

Danielle Cowin
Stillwater Town Clerk