



TOWN OF STILLWATER

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

Town Board Meeting Minutes September 21, 2023 - 7:00 PM at Stillwater Town Hall

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

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

Absent/Excused: Joe Lanaro, Engineer for the Town

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 Masterson and seconded by Councilperson Baker to adopt the minutes of August 17, 2023

Motion carried.

Agenda Items Resolutions NO.57-60 of 2023

Resolution No. 57

A Resolution to Authorize the Town Court to Apply for Funding

Introduced by: Supervisor

WHEREAS, the Town Court has requested authorization to apply for funding from the Justice Court Assistance Program ("JCAP"); and

WHEREAS, authorization from the Town Board is required to complete the Court's application for submission prior to October 13, 2023.

NOW, therefore, be it

RESOLVED, that the Board of the Town of Stillwater authorizes the Stillwater Town Court to apply for a JCAP grant in the 2023-2024 grant cycle up to \$22,571.30.

Motion by Councilwoman Vomacka, seconded by Councilman D’Ambro, to adopt Resolution No. 57 of 2023.

A roll call vote was taken on Resolution No. 57 of 2023 as follows:

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

Resolution No. 57 of 2023 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 21, 2023.

Danielle Cowin, Town Clerk

CERTIFICATION

I hereby certify that the Resolution designated as Resolution 57 of 2023 of the Town of Stillwater was duly adopted by the Town Board of the Town of Stillwater on September 21, 2023 in accordance with the applicable provisions of law.

I further certify that I have compared the preceding Resolution No. 57 of 2023 with the original Resolution on the file in this office, and that the same is a correct transcript therefrom and of the whole of such original Resolution, and that such Resolution was finally adopted by the Town Board of the Town of Stillwater on September 21, 2023.

Danielle Cowin, Town Clerk

(Seal)

STATE OF NEW YORK
COUNTY OF SARATOGA

I, the undersigned, hereby certify that the foregoing Resolution No. 57 of 2023 contains the correct text and that all proper proceedings have been had or taken for the enactment of the Resolution annexed hereto.

James P. Trainor, Esq.
TRAINOR, PEZZULO & DeSANTO PLLC
Attorneys for the Town of Stillwater
September 21, 2023

Resolution No. 58

A Resolution Authorizing the Supervisor to Sign LaBella Engineering Engagement Agreement #13 of 2023 Regarding a BOA Application and Study

Introduced by: Supervisor

WHEREAS LaBella Associates has presented the Town with 2023 Engagement Agreement #13 which is to authorize professional engineering services regarding the BOA Grant for 2023.

Now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign 2023 Engagement Agreement #13 with LaBella Associates to authorize professional engineering services regarding the BOA Grant for 2023.

Motion by Councilwoman Vomacka, seconded by Councilman D'Ambro, to adopt Resolution No. 58 of 2023.

A roll call vote was taken on Resolution No. 58 of 2023 as follows:

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

Resolution No. 58 of 2023 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 21, 2023.

Resolution No. 59

A Resolution Regarding Amending the Minor Subdivision Regulations

Introduced by: Supervisor

WHEREAS, the Town currently collects all GEIS Mitigation Fees at the issuance of the first Building Permit for all projects including Site Plans, Major Subdivisions, and Minor Subdivisions; and

WHEREAS, this process tends to work well for the larger scale projects, such as Site Plans and Major Subdivisions, but can be tough to track for Minor Subdivisions because it can sometimes be years before an applicant applies for a Building Permit; and

WHEREAS, collecting the GEIS fees upon the signing of the subdivision map will ensure that the fees have been collected and will eliminate tracking over several years; and

WHEREAS, this is not an amendment to the Town Code, but rather a procedural change to better administer the Comprehensive Plan and the 2020 Update of the Final Generic Environmental Impact Statement, which was adopted by the Town in March of 2021.

NOW, therefore, be it

RESOLVED, that the Town's policy regarding the collection of GEIS fees is hereby amended to provide that the GEIS fees for Minor Subdivisions are to be collected at or before the Planning Board Chairman signs the subdivision map.

Motion by Councilwoman Vomacka, seconded by Councilman D'Ambro, to adopt Resolution No. 59 of 2023.

A roll call vote was taken on Resolution No. 59 of 2023 as follows:

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

Resolution No. 59 of 2023 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 21, 2023.

Resolution No. 60

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 below.

<i>BUDGET ADJUSTMENTS/ TRANSFERS</i>			
<i>A-1620-100</i>	<i>Building Salaries</i>	<i>PSB inspections</i>	<i>20,000.00</i>
<i>A -599</i>	<i>Fund Balance</i>	<i>PSB Inspections</i>	<i>20,000.00</i>
<i>A-1680.4</i>	<i>Central Data Processing</i>	<i>Wifi router</i>	<i>1200.00</i>
<i>A-9060.8</i>	<i>Hospitalization</i>	<i>Wifi router</i>	<i>-1200.00</i>
<i>B-7140-4683</i>	<i>Glen Hollow</i>	<i>Budget Transfer</i>	<i>2500.00</i>
<i>B-7140.2</i>	<i>Parks Contractual</i>	<i>Budget Transfer</i>	<i>-2500.00</i>
<i>DB-5140.4</i>	<i>Brush & Weeds Cont.</i>	<i>Budget transfer</i>	<i>3000.00</i>
<i>DB-9060.8</i>	<i>Hospitalization</i>	<i>Budget transfer</i>	<i>-3000.00</i>
<i>B-1440-444</i>	<i>Attorney Salary</i>	<i>Increase cost of legal</i>	<i>15000.00</i>
<i>B-599</i>	<i>Fund Balance</i>	<i>Increase cost of legal</i>	<i>15000.00</i>
<i>B 7140-100</i>	<i>Playground & Rec Salary</i>	<i>Increase in parks salaries</i>	<i>15000.00</i>
<i>B-7140.2</i>	<i>Parks Contractual</i>	<i>Increase in salary</i>	<i>-15000.00</i>
<i>DB-3501</i>	<i>Consolidated Highway CHIPS</i>	<i>Increase in chips</i>	<i>183584.00</i>
<i>DB-5112.2</i>	<i>Permanent Improvements</i>	<i>Increase in chips</i>	<i>183584.00</i>
<i>A-9950.9</i> <i>A-599</i>	<i>Transfer to cap proj</i> <i>Fund Balance</i>	<i>East st</i>	<i>198832.08</i> <i>198832.08</i>

Public Input – None.

Other Business

Supervisor Kinowski

Stated there are still some Covid tests still available at the Town Hall. The expiration date is October 2023, however this expiration date maybe extended.

Stated he received an offer on the Ambulance building for \$149,000.00 AS IS. Public Safety Building coming along with fencing down, trailers removed, garage doors installed, power on, water connected and septic system installed. Ed will order the flag pole.

Fund balance will slowly decrease but will not go below 1 million dollars.

Councilwoman Vomacka

Announced on Columbus Day weekend, the 250 Celebration committee will be sponsoring events throughout the county. The Blockhouse will entertain guests with a possible reenactment, colonial type food, maps and a walking tour.

Working with the community center mason contractor on decision of bricks and mortar.

Family Day 2023 was another success. Thank you, Danielle, and all who contributed.

Councilwoman Masterson

The Stillwater Area Community Center lease was returned with requested revisions.

Town/Village wide Clean-up Day is Saturday October 14, 2023.
DEC has approved E-Waste application.

Requested to review emails regarding SACC financial reports. Councilwoman will meet face to face with the Board of Directors from SACC to complete process and request a financial report to the Town Board 2x a year.

Questioned if state received any funds. Ed replied, yes, \$97,000.00 was available but apparently none was ever seen.

Police Report

John Nett read aloud the police report for the month of August. See attached.

Audited Claims

The Town Clerk presented the following reports for the Town Board review. The Town Clerk's Monthly report and the Financial Officer's report for the month of August 2023. Audited Claims.

Pre-Paid

General Fund	\$ 40154.16
Town Outside	\$ 15137.64
Highway	\$ 64220.77
Capital Projects	\$ 842831.00
Water	\$ 3217.26
Trust & Agency	\$ 37513.49
Total	\$1004145.05

Motion by Councilperson Vomacka and seconded by Councilperson Masterson to pay the audited claims.

Motion carried.

Adjournment

Motion by Councilperson Vomacka and seconded by Councilperson D’Ambro to adjourn into executive session to discuss litigation and personnel at 7:40 pm. **Motion carried.**
(Note: The Town Board will not resume back into the regular Town Board meeting.)

Respectfully submitted by

Danielle Cowin
Stillwater Town Clerk

Town of Stillwater Police Commission
Police Report for August 2023

Stillwater Police Department activities for the month of August 2023 for distribution to the Town Board, the general public and to be posted in The Mechanicville Express.

The Commission approved Kassandra Heflin as our newest Officer in the Police Department. In addition to being a fully qualified Saratoga County Sheriff’s Dept. Deputy, she brings a great deal of knowledge with a MSW in Adult Mental Health and Wellness and an undergrad degree in Human Services specializing in Alcohol and Substance Abuse Counseling.

The Commission reviewed the proposed SPD 2024 budget and forwarded it to the Supervisor and Board for approval with no recommendations or changes.

Patrol Miles	4883
Fuel Used	337
Complaints & Request for Service	101
Closed by Investigation	99
Open Cases	2
Follow Up Investigations	4
Arrests	9
Use of Force	1
Tickets Issued	70
Motor Vehicle Crashes	8
Assist Other Agencies	19
Property Checks Conducted	173
Special Events / Details	2
Meetings & Training	5
Request for Records	21
Portable Radar Unit Placement	1

Sexual Offenders Registered	9
Total Call for Services	321

Respectfully submitted,
John Nett, Police Commissioner