



TOWN OF STILLWATER

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

Town Board Organizational Meeting Minutes January 4, 2024 7:00 PM at Stillwater Town Hall

Present: Supervisor Ed Kinowski
Councilman Artie Baker (via speakerphone)
Councilman Chris D'Ambro
Councilwoman Ellen Vomacka
Councilwoman Jennifer Weaver

Also Present: Danielle Cowin, Town Clerk
Matt Harris, Superintendent of Highways
Ryan Pezzulo, Esq.
Joe Lanaro, Engineer for the Town
John Nett, Chair of Police Commission

Absent/Excused: None.

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 Chris D'Ambro and seconded by Councilperson Artie Baker to adopt the minutes of December 7, 2023.

Motion carried.

Agenda Items Resolution No. 1 of 2024

Danielle Cowin, Town of Stillwater Clerk re-appointed Barbara McManus as her Deputy Town Clerk for the year 2024.

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 2024.

Community Boards- The following boards have open vacancies to be filled.

Ethics Board, Board of Review, Saratoga Youth Advisory and the Police Commission.

Resolution No. 1 of 2024 2024 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 2024; and

Now therefore, be it

RESOLVED, that the below actions and appointments shall be effective January 1, 2024, with the following exception: The 2024 payroll will be effective the first pay period of 2024; 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 2024; 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 2024; 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 2024; 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 2024, 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 2024, 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 2024 adapted budget or approved by the Board and posted on the Town Website:

Supervisor, Confidential Secretary, Bookkeeper, Committee Chairpersons, Highway employees, Superintendent of Highways, Highway Confidential Secretary, 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 2024 to the positions specified and salaries indicated in the 2024 budget; and

Confidential Secretary to the Supervisor	Tiara Brown
*Administrator – Part-Time	John Nett
Registrar of Vital Statistics, Foil Officer	Danielle Cowin
Handicapped Parking Permit Issuing Agent	
Records Management Officer	
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 Main.	Clayton Russom
Parks and Recreation Supervisor – Part Time	Sue Cunningham
Town Historian -Part Time	Mackenzie Macy

(* Supports the Supervisor by accomplishing a number of various duties that are both specific and broad in nature. Accomplish Reports, analysis and research on numerous topics as requested by the Supervisor. Examples of Broad tasks: Works autonomously on a variety of tasks to enhance, improve or correct specific Operations such as facility security measures, Lighting districts and road safety, assist with reviewing police policy and procedures SOPs, Facility enhancements and other assignments as needed.

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

Chairperson (For FY 2024):	Frank Bisnett - 12/31/24
Member	Peter Buck Exp - 12/31/26
Member	Randy Rathbun – Exp: 12/31/27
Member (for the unexpired term of Heather Ferris – Exp: 12/31/25)	Kimberlee J. Marshall – 12/31/25
Member	Marybeth Reilly – Exp: 12/31/24
Member	Dale Smith– Exp: 12/31/30
Member	Eliot Cresswell - 12/31/2029
(Alternate Member)	Carol Marotta – Exp: Yearly
(Alternate Member)	Tim Scrum – Exp: Yearly

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

Chairperson (For FY 2024)	Donald D’Ambro – Exp: 12/31/26
Member	Joseph Urbanski – Exp: 12/31/28
Member	Christine Kipling – Exp: 12/31/25
Member	Richard Rourke – Exp: 12/31/24
Member	Charles Dyer – Exp: 12/31/27
Alternate Member	Jeffrey Alonzo – Exp: 12/31/24
Alternate Members (1 Vacancy)	

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 2024 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 2024 at \$.67 per mile and is in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2024 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 - 9/30/28
Member	Scott C. Gresens - 9/30/25
Member – for the unexpired term of Jennifer Weaver – 9/30/26	To Be Determined
Member – for the unexpired term of Judy Wood-Zeno – 9/30/27	To Be Determined
Member	Judith Russell - 9/30/24
Emergency Management – Appointments as necessary:	
Chairman:	Tom Rinaldi
Town Board Liaison	Ellen Vomacka
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, 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 2024; 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 2024; 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 2024 budget; and

The Town Board approves an additional two-year extension (2025 &2026) to the 2018 Town Contract with Mr. Robert Morris, for the manager of the Browns Beach Marina Operations; and

The Supervisor is authorized to enter into a contract, with Edmonds 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 and a new phone system starting 2024, paid on a monthly basis in accordance with the Town contract; 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 \$15,000 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 2023. The audit is to be completed no later than June 30, 2024 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 2024 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 Invited)	Ed Kinowski (Chairman) Art Baker Ellen Vomacka (Alternate)
*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)
Community Center Liaison	Chris D’Ambro Jennifer Weaver
Administration, Promotions, Public Relations And NYS Grant Gateway Administrator:	Ellen Vomacka (Chairwoman) Jennifer Weaver
Police Commission	John Nett (Chairman) Ray Cordani (Commissioner of Police) Jennifer Weaver Ed Kinowski
Special Duty Assignments: 1. Organize Annual Band concerts and	Jennifer Weaver

- Town Wide Clean-ups
2. Oversee Brown's Beach Contractual Obligations Ellen Vomacka

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 Town Board 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 \$11,444 for the 2024. 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 as approved in the 2024 budget. 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.

MOTIONED by Councilperson Vomacka, seconded by Councilperson Weaver, to adopt Resolution No.1 of 2024.

A roll call was taken on Resolution No. 1 of 2024 as follow:

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

Resolution No. 1 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on January 4, 2024

Public Input- None.

Other Business

Supervisor Kinowski welcomed Ellen Vomacka and Jennifer Weaver as newly elected Town Board Members for a four-year term.

The Town of Stillwater is entering into a new contract with Spectrum phone system.

The SACC Lease had a few more changes and will need to be finalized by Councilpersons, Chris D'Ambro and Jennifer Weaver.

Supervisor Kinowski spoke on the use of Face Book, stating it is not a use of legal method to communicate to residents. We currently use the Town website, postings in the town hall and the Express newspaper. More discussion to be held within the Board members.

Police Commissioner, John Nett reached out to the Code Red team for training employees within the town hall and would like to further educate residents moving forward.

Happy New Year!

The Town Clerk presented the following reports for the Town Boards review. The Town Clerk's monthly and yearly report and the Financial Officer's report for December 26, 2023 and January 4, 2024.

Audited Claims

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

General	\$47804.64
Town Outside	\$45926.17
Highway	\$27057.73
Water & Sewer	\$6153.59

Motion carried.

Adjournment (Executive Session if Necessary)

Motion by Councilperson Vomacka and seconded by Councilperson D'Ambro to adjourn the Town Board meeting at 7:26 pm and to enter into executive session to discuss concerns with a developer.

Respectfully submitted by

Danielle Cowin
Stillwater Town Clerk