



# TOWN OF STILLWATER

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

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## Town Board Meeting Minutes January 18, 2024 - 7:00 PM at Stillwater Town Hall

**Present:** Supervisor Ed Kinowski  
Councilmember Artie Baker- via Zoom  
Councilmember Chris D'Ambro  
Councilmember Ellen Vomacka  
Councilmember Jennifer Weaver

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

**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 Councilmember Vomacka and seconded by Councilmember D'Ambro to adopt the minutes of January 4, 2024.

### **Motion carried.**

**Agenda Items** Resolution No. 61 of 2023 (Tabled until complete)  
Resolutions No. 2-3

### **Resolution No. 2**

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

NOW, therefore, be it

RESOLVED, that the above budget adjustments and transfers are hereby approved.

<i>BUDGET ADJUSTMENTS/ TRANSFERS</i>	<i>2024</i>		
<i>B-9950.9</i>	<i>Transfer to Capital Project Public Safety Bldg</i>	<i>Open Space Fees to cover additional work on PSB</i>	<i>200,000.00</i>
<i>B-599</i>	<i>Fund balance Open space</i>	<i>Open Space Monies to cover additional work on PSB</i>	<i>200,000.00</i>
<i>B-9950.9</i>	<i>Transfer to capital project</i>	<i>Community center roof</i>	<i>120,200.00</i>
<i>B-599</i>	<i>Fund Balance</i>	<i>Community center roof</i>	<i>120,200.00</i>

MOTION by Councilperson D'Ambro, seconded by Councilperson Vomacka, to adopt Resolution No. 2 of 2024.

A roll call vote was taken on Resolution No. 2 of 2024 as follows:

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

Resolution No. 2 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on January 18, 2024.

### **Resolution No. 3**

A Resolution Regarding the Required Audit/Examination of the Town Court

Introduced by: Supervisor

WHEREAS, the Stillwater Town Board is required to do an annual audit/examination of the Town Court of the Town of Stillwater; and

WHEREAS, an audit/examination of the Town Court's records was completed on January 16, 2024 and a copy of the results of the examination and this Resolution must be presented to the State of New York Unified Court System;

NOW, therefore, be it

RESOLVED, that the Town Board has completed, reviewed and accepted the necessary audit/examination and the results will be emailed or mailed to the New York State Office of Court Administration.

MOTION by Councilman D'Ambro, seconded by Councilwoman Vomacka, to adopt Resolution No. 3 of 2024.

A roll call vote was taken on Resolution No. 3 of 2024 as follows:

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

Resolution No. 3 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on January 18, 2024.

**Public Input** Hearing None. Closed at 7:04pm

**Other Business**

Councilmember Vomacka

Informed the board that the annual audit with the town court went over well.

Councilmember Weaver questioned Councilmember Vomacka asking what the town courts audit is and what it pertains to.

Lorraine Buchal, court clerk, briefly responded with the audit process and that it is mandated by the state on an annual basis for the town board to review and report back to the New York State Office of Court Administration.

Councilmember Vomacka shared the year end summary report of the Building and Planning Development Department. See report attached.

Councilmember Baker

Stated our landscaping contract with Paul's Lawn service has been extended from May 2023 through May 2024 at the same price of \$18,860.00.

Our town received \$3500.00 from the county for the ball field.

Supervisor Kinowski

The SACC agreement still needs a few more tweaks. He will send to Councilmembers D’Ambro and Weaver for review.

Spoke on the Round Goby Watch. He explained the meaning and this can impact the capital area and will send article to advertise in the express to make this aware in the local communities.

Public Safety Complex is coming along well. Looking toward the early spring and better weather for the grand opening. The Ambulance team moved in early and John Nett is working with Chief Pecor and Lorraine on arrangements.

Councilmember D’Ambro  
Requested a financial report on the marina

Town Clerk, Danielle Cowin  
Attending the yearly Association of Towns Elected Officials Training this past week in Colonie.

Police Commissioner, John Nett  
Reported on the Annual Police report and the month of December 2023. See reports attached.  
The Canine Unit is up and running. We have a certified trainer and we are using an existing police vehicle.

Highway Superintendent, Matt Harris  
Highway department is functioning well.

**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 January 2023.

General	\$40,613.81
Town Outside	\$38,916.19
Highway	\$12,528.12
Water	\$ 4505.36

**Prepays**

General A Fund	\$67,240.44
General B Fund	\$9,132.29
Highway	\$41,596.56
Capital Projects	\$1,210,308.58
Lighting	\$4,126.39
Water/Sewer	\$7,300.28
Trust & Agency Fund	<u>\$10,939.68</u>
	\$1,416,364.22

**Motion** by Councilmember Baker and seconded by Councilmember Vomacka to pay the audited claims.

**Motion carried.**

## **Adjournment**

**Motion** by Councilmember D'Ambro and seconded by Councilmember Vomacka to adjourn the Town Board meeting at 7:20 pm **Motion carried.**

Respectfully submitted by,

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Danielle Cowin, Stillwater Town Clerk

# BUILDING, PLANNING AND DEVELOPMENT DEPARTMENT

Date 1/5/2023

## YEAR END REPORT 2023

### 1. Building Department

- i** *Building Permits Received 241*
- Increase in Permits from 2022 63*
- Building Permits Issued 206*
- Building Permits Canceled 5*
- Building Permits Not Issued 33*
- Building Permits Denied 1*
- Building Permits Waiting on Information 5*
- Building Permits Issued (Includes Burns Permits/Operating Permits)*
- Eric Rutland 47*
- Lloyd Moses 246*
- Paul Male 20*
- Building Permit Renewals 60*
- Burn Permits Issued (No Fee) 37*
- Certificates of Occupancy Issued 133*
- Certificate of Compliance Issued 55*

*Total Number of Complaints 21*

*Total Number of Building Inspections (Lloyd Moses) 593*

*Total Number of Building Inspections (Eric Rutland) 125*

*Total Number of Building Inspections (Paul Male) 5*

*Total Number of Construction Inspections (Not including Shared Facility Building)*

*Eric Rutland 25*

*Total Number of Fire Inspections (Eric Rutland/Lloyd Moses) 2*

*The Building Department has collected \$152,916.73*

## **2. Planning Board (Planning Department)**

**i** *Planning Applications Submitted 30*

*Site Plans Received 9*

*Special Use Applications 2*

*Minor Subdivision Applications 4*

*Major Subdivision Applications 2*

*Lot Line Adjustments 10*

*PDD Application 2*

*Time Extension 1*

*Home Occupation (Reviewed Under Site Plan & Special Use Permit) 0*

*The Planning & Development Department has collected (Minus Public Hearing Fees)  
\$20,580.00*

## **3. Zoning Board of Appeals (Planning Department)**

**i** *Area Variances Received 1*

*Area Variances Withdrawn 0*

*The Zoning Board of Appeals has collected \$200.00*

#### 4. Public Hearings

**i** *The Public Hearing fees that have been collected for 2023 \$511.32*

#### 5. FOIL REQUEST

**i** *The Building, Planning & Development Department Received 67*

#### 6. All Fees Associated with the GEIS Fee Schedule

**i** *The Building, Planning & Development Department has collected \$21,337.38*

#### 7. Water Installation Fees Collected for the Highway Water Department by Sheila Silic Administrative Assistant to the Building Department

**i** *Revolutionary Heights (Camelot Associates) \$00.00*  
*Luther Woods (DeGraff Bloom) \$36,380.00*  
*Olympia Gardens (Bordeau Builders) \$4,110.00*  
*Stillwater Apartments (Blue Iron Construction) \$85,810*  
*The Luther Forest Corp (White Plains LLC) \$4,300.00*  
*The Building Department has collected \$130,600*

#### 8. Fire Inspections

**i** *Fire Inspection (Eric Rutland/Lloyd Moses) 2*  
*The Building Department has collected \$500.00*

### 9.Totals Collected for the Year

Name	Title	Date
Building Department	BUILDING PERMIT FEES COLLECTED FOR THE YEAR	\$152,916.73
Planning Board & Zoning Board of Appeals	PROJECTS & PUBLIC HEARING FEES COLLECTED FOR THE YEAR	\$21,091.32
Fire Inspections	TOTAL COLLECTED FOR THE YEAR	\$500.00
Building, Planning & Development Department (This Includes Fire Inspection Fees)	TOTAL COLLECTED FOR THE YEAR (Excluding Water Installation Fees & GEIS Fees)	\$270,448.19
GEIS Fees	TOTAL COLLECTED FOR THE YEAR	\$21,337.28
Building Department for Water Department (Highway)	WATER INSTALLATION FEES COLLECTED FOR THE YEAR	\$130,600.00





**TOWN OF STILLWATER, NEW YORK  
POLICE COMMISSION**

**Police Activities Report December 2023**

Stillwater Police Department Activities Report for the month of December 2023 for distribution to the Town Board, the general public and to be posted in The Mechanicville Express

Patrol Miles	4029
Fuel Used	695
Complaints & Request for Service	77
Closed by Investigation	74
Open Cases	3
Follow Up Investigations	23
Arrests	11
Use of Force	1
Tickets Issued	21
Motor Vehicle Crashes	8
Assist Other Agencies	12
Property Checks Conducted	150
Special Events / Details	3
Meetings & Training	1
Request for Records	31
Portable Radar Unit Placement	0
Sexual Offenders Registered	3
Total Call for Services	277

Respectfully submitted,

John Nett  
Police Commissioner  
(Signed Copy on file)

## **Town of Stillwater Police Commission**

### **Annual Police Report 2023**

Stillwater Police Department Annual Report 2023 for distribution to the Town Board, the general public and to be posted in The Mechanicville Express.

Patrol Miles	53,888
Fuel Used	4,049.3
Complaints & Request for Service	991
Closed by Investigation	950
Open Cases	41
Follow Up Investigations	165
Arrests	115
Use of Force	2
Tickets Issued	379
Motor Vehicle Crashes	77
Assist Other Agencies	187
Property Checks Conducted	1,962
Special Events / Details	53
Meetings & Training	32
Request for Records	174
Portable Radar Unit Placement	7
Sexual Offenders Registered	43
Total Call for Services	3,510

Respectfully submitted,

John Nett  
Police Commissioner  
(Signed Copy on file)