



TOWN OF STILLWATER

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

Town Board Meeting Minutes August 15, 2024 7:00 PM at Stillwater Town Hall

Present: Supervisor Ed Kinowski
Councilmember Chris D'Ambro
Councilmember Ellen Vomacka
Councilmember Jennifer Weaver

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

Absent/Excused: Councilmember Artie Baker -via Zoom
John Nett, Police Commissioner

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 Weaver to adopt the minutes of July 18, 2024

Motion carried.

Agenda Items

Bid Openings- Highway Equipment
Resolution No's 41-47

Resolution No. 33 of 2023 (Tabled 2023) Making a SEQRA Determination Regarding its Proposed TDR Local Law

Resolution No. 34 of 2023 (Tabled 2023) Adopting Local Law ___ of 2023, a Local Law Adopting a Transfer of Development Rights Program for the Town of Stillwater

Town Clerk Cowin opened the One bid received by Contractors Sales Company Inc. for a self-propelled road widener/shoulder machine, on behalf of the Highway Dept. See Resolution No. 47 of 2024.

Resolution No. 41 A Resolution to Increase Water Rates

Introduced by: Supervisor Kinowski

WHEREAS the costs related to the delivery of water has increased over the last few years, such that increases to water rates in Town Water Districts 1, 3, 4 and 6 has become necessary; and

WHEREAS residents within those water districts will be notified of the increases in the October 2024 billing invoices and the increases will become effective approximately 6 months later.

Now, therefore, be it

RESOLVED, that the Town Board hereby amends the water rates in Town Water Districts 1, 3, 4 and consolidated Water District 6 by \$0.05 per1000 gallons of usage, effective for the April 1, 2025, billing cycle.

A motion by Councilmember D’Ambro, seconded by Councilmember Vomacka to adopt Resolution No. 41 of 2024.

A roll call vote was taken on Resolution No. 41 of 2024 as follows:

Supervisor Kinowski	YES
Councilmember Baker	ABSENT
Councilmember Vomacka	YES
Councilmember D’Ambro	YES
Councilmember Weaver	YES

Resolution No. 41 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on August 15, 2024.

Resolution No. 42 Budget Adjustments and Transfers

Introduced by: Supervisor Kinowski

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

BUDGET ADJUSTMENTS/ TRANSFERS	2024		
A-9950.9	Interfund Transfer	Transfer to capital project for psc contract payments	92,400.00
A-599	Fund Balance	Transfer to capital projects psc contract payments	92,400.00
B-9950.9	Interfund transfer	Transfer to capital project psc pks rec & open space EMS	30,000.00
B-599	Fund Balance Parks and Rec EMS	Transfer to capital project psc pks rec & open space EMS	30,000.00
A-1620.100	Buildings Salary	New building expense	9,000.00

A-9060.8	Hospitalization	New Building expense	-9000.00
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BUDGET IMPACT STATEMENT: as stated above

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

A motion by Councilmember D’Ambro, seconded by Councilmember Vomacka to adopt Resolution No. 42 of 2024.

A roll call was taken on Resolution No. 42 of 2024 as follows:

Supervisor Kinowski	YES
Councilmember Baker	ABSENT
Councilmember Vomacka	YES
Councilmember D’Ambro	YES
Councilmember Weaver	YES

Resolution No. 42 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on August 15, 2024.

Resolution No. 43 LaBella Engagement Agreement for Water District # 7

Introduced by: Supervisor Kinowski

WHEREAS upon the Supervisor’s request, LaBella Associates presented the Town with 2024 Engagement Agreement #15, a copy of which is attached hereto, which is to authorize professional services regarding Water District # 7 and the Malta-Stillwater Intermunicipal Agreement; and

WHEREAS the engineering services described in the Agreement are to be provided at a cost of \$25,350.00.

Now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the attached 2024 Engagement Agreement #15 with LaBella Associates to provide engineering services related to proposed Water District #7 and the Malta-Stillwater Intermunicipal Agreement at a cost of \$25,350.00.

A motion by Councilmember D’Ambro, seconded by Councilmember Vomacka, to adopt Resolution No. 43 of 2024.

A roll call was taken on Resolution No. 43 of 2024 as follows:

Supervisor Kinowski	YES
Councilmember Baker	ABSENT
Councilmember Vomacka	YES
Councilmember D’Ambro	YES
Councilmember Weaver	YES

Resolution No. 43 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on August 15, 2024.

Resolution No. 44 Authorizing Court Grant Application

Introduced by: Supervisor Kinowski

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 11, 2024.

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 2024-2025 grant cycle up to \$30,000.00.

A motion by Councilmember D’Ambro, seconded by Councilmember Vomacka, to adopt Resolution No. 44 of 2024.

A roll call vote was taken on Resolution No. 44 of 2024 as follows:

Supervisor Kinowski	YES
Councilmember Baker	ABSENT
Councilmember Vomacka	YES
Councilmember D’Ambro	YES
Councilmember Weaver	YES

Resolution No. 44 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on August 15, 2024.

Resolution No. 45 Highway Superintendent Resignation and Appointment

Introduced by: Supervisor Kinowski

WHEREAS, our town is extremely fortunate to have a history of extraordinary Highway Superintendent’s and Mr. Matt Harris has continued this legacy with exceptional service; and

WHEREAS Matthew Harris has been serving the Town of Stillwater as its Highway Superintendent since 2019 and has recently decided to resign his elected office as of August 29, 2024; and

WHEREAS through Matt’s leadership, over the past 6 years, he has significantly improved the services of the Highway Department, with our residents and visitors reaping the benefits of his and their hard labor; and

WHEREAS the Town Board, representing the citizens of Stillwater, wish to extend our gratitude for his unwavering dedication, outstanding job performance and numerous accomplishments to preserve the future of Stillwater; and

WHEREAS with best efforts to continue our solid procession of exceptional Highway Superintendents, the Town Board here by recommends another truly skillful and equally dedicated individual to replace Mr. Harris for the remainder of his elected term.

WHEREAS the Town Board therefore wishes to appoint William Doughty as the Town Highway Superintendent effective on August 30, 2024 to fill the remainder of Mr. Harris' term through December 31, 2025. Mr. Doughty comes to this position with 25 years of experience and knowledge of our Town resources. His skill sets and leadership will help forge a continued bright future for his Department and our Town; and

Now Therefore be it

RESOLVED, that the Town Board hereby accepts, with regret, the resignation of Matthew Harris as Town Highway Superintendent as of August 29, 2024; and be it further

RESOLVED, that the Town Board hereby appoints William Doughty as the Town Highway Superintendent effective August 30, 2024 to serve the unexpired term of Matthew Harris through December 31, 2025.

A motion by Councilmember D'Ambro, seconded by Councilmember Vomacka to adopt Resolution No. 45 of 2024.

A roll call vote was taken on Resolution No. 45 of 2024 as follows:

Supervisor Kinowski	YES
Councilmember Baker	ABSENT
Councilmember Vomacka	YES
Councilmember D'Ambro	YES
Councilmember Weaver	YES

Resolution No. 45 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on August 15, 2024.

Resolution No. 46 Advertise for Bids for Highway Equipment

Introduced by: Highway Superintendent Harris

WHEREAS, an urgent need has arisen for a SELF-PROPELLED ROAD WIDENER/SHOULDER MACHINE; and

WHEREAS, Highway Superintendent Harris requests that the Town Board affirm his authorization to solicit bids for the highway equipment as of August 8, 2024; and

WHEREAS, the Town Board agrees that it would be prudent to do so under the urgent circumstances presented.

Now, therefore, be it

RESOLVED, that the Town Board affirms the Highway Superintendent's authorization to solicit bids for a SELF-PROPELLED ROAD WIDENER/SHOULDER MACHINE, as described in the attached bid specifications, as of August 8, 2024.

A motion by Councilmember D'Ambro, seconded by Councilmember Vomacka, to adopt Resolution No. 46 of 2024.

A roll call was taken on Resolution No. 46 of 2024 as follows:

Supervisor Kinowski	YES
Councilmember Baker	ABSENT
Councilmember Vomacka	YES
Councilmember D'Ambro	YES
Councilmember Weaver	YES

Resolution No. 46 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on August 15, 2024.

Resolution No. 47 Awarding Bid for Highway Equipment

Introduced by: Highway Superintendent Harris

WHEREAS, an urgent need has arisen for a SELF-PROPELLED ROAD WIDENER/SHOULDER MACHINE; and

WHEREAS, Highway Superintendent Harris has advertised for and has received **1** bid(s) for the specialized equipment; and

Now, therefore, be it

RESOLVED, the Town Board finds **Contractor Sales Company Inc.** to be the lowest and responsive bidder to sell a self-propelled road widener/shoulder machine at a bid of **\$180,500.00** and hereby awards the contract for the equipment to them; and be it further

RESOLVED, that the Supervisor is authorized to sign an Agreement with **Contractor Sales Company Inc.** at the price listed above.

A motion by Councilmember D'Ambro, seconded by Councilmember Vomacka, to adopt Resolution No. 47 of 2024.

A roll call was taken on Resolution No. 47 of 2024 as follows:

Supervisor Kinowski	YES
Councilmember Baker	ABSENT
Councilmember Vomacka	YES
Councilmember D'Ambro	YES
Councilmember Weaver	YES

Resolution No. 47 of 2024 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on August 15, 2024.

Public Input

T. Campbell, resident, asked about the dates for E-waste and Fall clean up.

Councilmember Weaver replied, the Town Wide Clean up will be on October 12th and E-Waste will resume on September 7th. There are no fees for the residents for E-Waste as the Town pays the \$125.00 a month for the storage unit. Enter and exit signs are needed for vehicles coming and leaving during E-Waste drop offs.

Mayor Judy Wood-Zeno announced a competition that the village is holding for residents. They were asking for residents to come up with naming a park the village just recently purchased. They currently have over 60 names to vote on. Closing date for voting is August 31st. The village park will consist of the following amenities: cement slab deck, picnic tables, power, kiosk, maps, and business information.

Other Business

Supervisor Kinowski reported Browns Beach will be closing the beach because water testing levels are high and we need two good days of good levels to reopen.

Councilmember Vomacka noted she has not heard back from the roofing contractor, therefore moving forward with other contractors.

She had attended the Saratoga Plan meeting on Snake Hill. They value the input of the community members as they consider future management and uses of Snake Hill.

Councilmember Vomacka suggested taking a look at their website for more information.

Town Clerk

Clerk Cowin announced the town clerk’s office will be promoting “mandatory licensing your dog in NYS” by conducting a dog of the month contest. Residents will have an opportunity to send in a photo of their dog. Town employees will judge the best dog and win prizes for that month.

She also noted the list of family day events happening on Saturday September 14th from 11am to 10pm.

Mark your calendars for the Economic Summit is scheduled for October 10th and the Association of Towns annual conference is scheduled for February 16-19, 2025 in NYC.

Highway

Superintendent Harris stated they will be closing Kellogg and Gurba roads next week with no traffic from Gurba to Vaness Road.

The Town Clerk presented the following for the Town Boards review.

Town Clerks Monthly report and audited claims.

Audited Claims

Motion by Councilmember D’Ambro and seconded by Councilmember Weaver to pay the audited claims.

August 6

General	\$12301.64
Town Outside	\$31479.71
Highway	\$246002.36
Water & Sewer	\$7133.00

August 19

General	\$1852.50
Town Outside	\$3243.95
Highway	\$12045.60

Water & Sewer	\$72.96
<u>Prepays for the month of July</u>	
General A Fund	\$234094.74
General B Fund	\$31499.51
Highway	\$80329.18
Capital Projects	\$28107.30
Lighting	\$1629.30
Water & Sewer	\$79090.51
Trust & Agency Fund	\$16993.10

Motion carried.

Adjournment (Executive Session if Necessary)

Motion by Councilmember D'Ambro and seconded by Councilmember Weaver to adjourn the Town Board meeting at 7:40pm and to enter into executive session to discuss a pending litigation. (Note: The Town Board will not resume back into the regular Town Board meeting.)

The next meeting is scheduled for September 19, 2024

Respectfully submitted by,

Danielle Cowin, Stillwater Town Clerk