

**Stillwater Town Board
Re-Organizational Meeting
January 1, 2009 12 Noon
Stillwater Town Hall**

Present: **Councilman Artie Baker
Councilman Ken Petronis
Councilwoman Lisa Bruno
Councilwoman Virginia Whitman
Supervisor Shawn Connelly**

Also Present: **Sue Cunningham, Town Clerk
Joe Lanaro, Engineer for the Town
James Trainor, Attorney for the Town**

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

Sue Cunningham, Town Clerk took the roll call.

Agenda Items **(Resolution #1)**

Resolution #1:

WHEREAS, the Town Board of the Town of Stillwater wishes to take certain actions for the purpose of organizing and administering the Town government for the year 2009; now therefore, be it

RESOLVED, that the following actions and appointments shall be effective January 1, 2009:

The Town Board shall meet at Town Hall on the first Thursday of each month at 7:00 p.m. to prepare the agenda for the monthly business meeting; and

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

The Supervisor may determine to commence a meeting at 6:00 p.m. for the purpose of conducting an executive session, and, in such event, the Town Clerk shall publish appropriate notice; and

The Town Planning Board shall meet at Town Hall on the first and third Mondays of each month at 7:30 p.m.; and

The Town Zoning Board of Appeals shall meet at Town Hall on the fourth Monday of each month at 7:30 p.m.; and

The Schenectady Gazette is hereby designated as the official newspaper of the Town of Stillwater for 2009; and

Ballston Spa National Bank, Stillwater branch, is hereby designated as the official depository of all Town of Stillwater funds for the year 2009; and

For the year 2009, Councilman Arthur Baker is hereby appointed to the office of Deputy Supervisor, and, in the event of the Supervisor's absence or inability to act, the Deputy Supervisor shall preside and shall have all the duties and powers of the Supervisor; and

The following Town employees shall be paid on a biweekly basis:

Supervisor, Highway employees, Superintendent of Highways, Town Historian, Assessor, Assessor's Clerk, employees of the Office of Fiscal Management, Town Clerk, Deputy Town Clerk and employees of the Building Department-Code Enforcement Office and employees of the Police Department; and

The remaining Town employees shall be paid on a monthly basis on the last Thursday of the month; and

Raymond Abbey is hereby appointed as Building Inspector-Code Enforcement Officer, at an annual salary of \$52,000.00; and

The Town Clerk is hereby authorized to appoint a Deputy Town Clerk at an annual salary of \$20,000.00; and

The Town Clerk is hereby designated as the Registrar of Vital Statistics at an annual salary of \$1,000.00; and

The Deputy Town Clerk is hereby designated as the Deputy Town Registrar of Vital Statistics at no compensation; and

The Town Clerk is hereby designated as the person responsible for the issuance, amendment and cancellation of licenses, and the collection, utilization and transmission of fees in the operation of games of chance, at no additional compensation; and

The Chief of Police is hereby assigned the responsibility and the authority to conduct investigations and hearings into illegal games of chance; and

The Chief of Police is hereby authorized to supervise legal games of chance at no additional compensation; and

All elected officials and appointed employees as designated by the Town Board are authorized to attend the annual training conference conducted by the Association of Towns in New York City during the month of February, 2009; and

Shawn Connelly is hereby designated as the official voting delegate at the 2009 annual training conference conducted by the Association of Towns; and

Arthur Baker is hereby designated as the alternate voting delegate for the 2009 annual training conference conducted by the Association of Towns; and

The official mileage rate for the Town of Stillwater is \$0.55 per mile in accordance with current IRS regulations; and

Jean Farnan is hereby appointed as a member of the Saratoga County Office of the Aging Advisory Board for 2009 for no compensation; and

The Supervisor is authorized to enter into a contract with James P. Trainor, Esq. and the law firm of Cutler, Trainor & Cutler, LLP to serve as attorneys for the Town and shall be paid annual retainers of \$26,000.00, \$7,000.00 and \$7,000.00, payable monthly, for personal services rendered to the Town Board, Planning Board and Zoning Board of Appeals, respectively; and

Additional legal services, including, but not limited to litigation, etc. shall be payable to the law firm of Cutler, Trainor & Cutler, LLP on an hourly basis and further provided for in the aforementioned contract; and

The Supervisor is hereby authorized to enter into a contract with the Chazen Companies to provide basic engineering services for the Town and shall be paid annual retainers of \$26,000.00, \$14,500.00 and \$6,500.00, payable monthly, for personal services rendered to the Town Board, Planning Board and Zoning Board of Appeals, respectively; and

Additional engineering services by the Chazen Companies shall be further provided for in the aforementioned agreement; and

R. Clayton Russom is hereby appointed to perform maintenance at Town Hall at an annual salary not to exceed \$5,400.00; and

The Town Clerk is hereby designated as a records access officer pursuant to the Freedom of Information Law requirements at an annual salary of \$1,800.00; and

R. Clayton Russom is hereby appointed as Animal Control Officer at an annual salary of \$6,500.00; and

The Town Tax Collector is authorized to hire Elaine D'Ambro as Deputy Tax Collector at an annual salary of \$1,500.00; and

Carol Marotta is hereby re-appointed to serve as a member of the Planning Board through December 31, 2015; and

Jo Ann Winchell is hereby re-appointed to serve as Chair of the Planning Board for the year 2009, with compensation of \$80.00 per meeting.

James Ferris is hereby re-appointed as Chair of the Zoning Board of Appeals for the year 2009 with compensation of \$60.00 per meeting and for a term as a member to expire on December 31, 2013; and

Margaret McGuire is hereby appointed as Billing Clerk for the Town's Sewer and Water Districts at annual salaries of \$650.00 and \$2,400.00 respectively; and

The Town Clerk shall receive an additional annual salary of \$1,800.00 for receiving and collecting all water and sewer payments, permit fees and other fees and charges payable to the Town for 2009; and

SPA.NET is hereby designated as the Town of Stillwater Web Administrator for the year 2009 at a cost not to exceed of \$360.00; and

Linda Palmieri is hereby appointed as Town Historian at an annual salary of \$23,700.00; and

Linda Sanders is hereby appointed as Deputy Town Historian at an annual of \$2,000.00; and

William Mallard and Andrew Zurlo be reappointed as members of the Saratoga County Youth Advisory Board at no compensation; and

The Superintendent of Highways is hereby authorized to designate a Deputy Superintendent of Highways at no compensation; and

The following individuals are hereby appointed as Town employees in the Highway Department for the year 2009:

Mike Simoncavage, Working Foreman
Robert Wood, Senior Heavy Equipment Operator
John Curtis, Heavy Equipment Operator
Nick D'Agostino, Machine Equipment Operator
Bill Doughty, Heavy Equipment Operator
Mike Garland, Machine Equipment Operator
Kevin Margosian, Machine Equipment Operator
Mike Marshall, Heavy Equipment Operator
James Gerardi, Machine Equipment Operator
Jim Marshall, Senior Heavy Equipment Operator
James Murphy, Machine Equipment Operator
William Neilson, Machine Equipment Operator
Steve Svendson, Machine Equipment Operator/Mechanic
Dan McNeil, Machine Equipment Operator
Mike Garland, Machine Equipment Operator
John Lennox, Machine Equipment Operator
Margaret "Meg" McGuire, Typist
Karen Minick, Deputy Superintendent of Highways

and

Pursuant to Section 284 of the New York State Highway Law, the Town Board hereby approves of the expenditure of \$1,154,600.00 for the repair and improvement of 62.29 miles of highways, sluices, culverts and bridges having a span of less than 5 feet and boardwalks and

renewals thereof, such monies to be paid out by the Supervisor on vouchers approved by the Town Superintendent of Highways in accordance with a written agreement therefore; and

The Supervisor is authorized to enter into a contract with Cusack & Company to conduct a financial audit of the Town for fiscal year 2008, to be completed no later than June 30, 2009 at a cost not to exceed \$12,900.00; and

The Supervisor is designated, as the Records Appeal Officer, to hear appeals from the denial of access to public records by the Records Access Officer in accordance with Freedom of Information Law requirements; and

The Supervisor is hereby authorized to hire Barbara Whitcher as Director of Fiscal Management at an annual salary of \$36,000.00; and

The Supervisor is hereby authorized to hire a Confidential Secretary at an annual salary of \$23,660.00; and

The Board of Directors for the Stillwater Area Community Center is hereby authorized by the Town Board to submit grant applications and seek funding opportunities to improve the Community Center; and

Andrew Walts is hereby appointed as the Town of Stillwater 911 Coordinator at an annual salary of \$4,800.00; and

Peter Hughes is hereby appointed as Town Fire Inspector at an annual salary of \$4,800.00.

Sue Cunningham is hereby appointed as the Secretary for both the Planning Board and the Zoning Board of Appeals, to include setting up the meeting agendas for both Boards, at an annual salary of \$4,000; and

The assessor is hereby authorized to appoint a Secretary for 25 hours per week at \$13.00 per hour; and

Susan Petronis and Lorraine Buchal are hereby appointed as Court Clerks at a compensation not to exceed \$13.00 per hour each; and

The Supervisor is hereby authorized to enter into a contract with Walsh and Walsh to serve as Bond Counsel to the Town of Stillwater for the year 2009 and shall be paid on an hourly basis as provided for in the agreement; and

Christine Robbins is hereby appointed as Secretary to the Building Department / Code Enforcement Officer at an annual salary not to exceed \$23,660.00; and

John Nett is hereby re-appointed as Chairman of the Town's Emergency Management and Preparedness Committee; and

Jeffrey Mahar is hereby appointed as the Town's representative to the Saratoga County Fire Advisory Board.

Motion by Councilman Baker and seconded by Councilwoman Bruno to adopt Resolution #1 of 2009.

Discussion: Councilwoman Whitman commented on page 4, third paragraph should be approves the expenditure of \$1,054,600.

Attorney Trainor stated that this was the figure submitted to him by the Supt of Highways. Councilman Baker suggested that they put in the lower amount and correct it down the road if needed.

Councilwoman Bruno requested that on page 5 the paragraph read that the salary is \$2,000 for Planning Board & \$2,000 for Zoning Board.

Councilwoman Bruno requested that the Community Center Executive Director be required twice a year to report on the status of any grants applied for or received.

A roll call vote was taken as follows on Resolution #1:

Councilman Baker	Yes
Councilman Petronis	Yes
Councilwoman Bruno	Yes
Councilwoman Whitman	Yes
Supervisor Connelly	Yes

Motion carried. Resolution #1 was adopted unanimously with the requested amendments.

Motion by Councilwoman Whitman and seconded by Councilwoman Bruno to remove Resolution #188 (Personnel Policy) off the table.

A roll call vote was taken as follows on removing Resolution #188 from the table:

Councilman Baker	Yes
Councilman Petronis	Yes
Councilwoman Bruno	Yes
Councilwoman Whitman	Yes
Supervisor Connelly	Yes

Motion carried.

Motion by Councilman Baker and seconded by Councilwoman Bruno to adopt Resolution #188.

Discussion: Councilwoman Bruno inquired if the recommended changes were made.

Councilwoman Whitman stated that all recommendations were inserted except for where employees were to provide the Supervisor with their password to the computers. She commented that she spoke with Department Heads and they were not for the Supervisor or anyone having passwords to their computers. She stated that the Board can address any issues as they occur that all Department Heads will receive a copy so that everyone in that department can review the policy and sign off that they read the document.

A roll call vote was taken as follows on Resolution #188:

Councilman Baker	Yes
Councilman Petronis	Yes
Councilwoman Bruno	Yes
Councilwoman Whitman	Yes
Supervisor Connelly	Yes

Motion carried. Resolution #188 was adopted unanimously. (Copy attached and made part of the minutes).

Councilman Baker requested a Resolution for the next meeting to appoint Beverly Frank to the Planning Board.

Councilman Petronis stated that they should consider having alternates in place for the Planning & Zoning Boards.

Councilwoman Whitman inquired if a plaque was done for Patty Paduano, who would be notifying Carol Marotta and if the messages to the previous Tax Collector have ever been answered.

Supervisor Connelly stated that he will be doing up a plaque, he thinks that the Planning Board Chairperson will probably notify Carol Marotta and the messages for the previous tax collector have been answered.

Councilman Baker stated that the first year working with the new Supervisor has been a pleasure, communication has been excellent and things seemed to have gone smoothly.

Supervisor Connelly thanked everyone for all their help throughout the year.

Councilman Petronis stated that he appreciated everyone's effort over the last year.

Sue Cunningham, Town Clerk appointed Barbara McManus as Deputy Town Clerk.

Supervisor Connelly appointed Jessica Valcik as his Secretary.

Councilman Baker inquired about committee appointments.

Supervisor Connelly stated that they haven't finished typing them out and there are a couple of changes.

Councilwoman Whitman asked what changes were made.

Supervisor Connelly stated that there was a change to the Community Center, Library, and Highway Committee.

Councilwoman Whitman asked if she was being taken off the Highway Committee.

Councilwoman Bruno asked if she was being taken off the Community Center Committee.

Supervisor Connelly replied yes to both and stated that he would have a copy of the committees to the Board Members the next day.

Motion by Councilman Baker and Councilman Petronis to adjourn the Re-Organizational meeting of the Stillwater Town Board at 12:30 PM. **Motion carried.**

Respectfully submitted by

Sue Cunningham
Stillwater Town Clerk

