

**Stillwater Town Board
Re-Organizational & Agenda Meeting
January 6, 2013 7:00 PM
Stillwater Town Hall**

Present: **Councilman Artie Baker
Councilman Ken Petronis
Councilwoman Lisa Bruno
Councilwoman Virginia Whitman
Supervisor Ed Kinowski**

Also Present: **Sue Cunningham, Town Clerk
Mark Minick, Supt of Highways
Joe Lanaro, Engineer for the Town
James Trainor, Attorney for the Town**

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

Sue Cunningham, Town Clerk took the roll call.

Adoption of Minutes: **Motion** by Councilman Baker and seconded by Councilman Petronis to adopt the minutes of December 6 & 20, 2012. **Motion carried.**

Resolution #1 **Re-Organizational Resolution**

Motion by Councilman Petronis and seconded by Councilwoman Bruno to dispense with the reading of Resolution #1 with the exception of highlighting any changes from last year. **Motion carried.**

WHEREAS, the Town Board of the Town of Stillwater does here-by take certain actions for the purpose of organizing and administering the Town government for the year 2013;

Now therefore, be it

RESOLVED, that the following actions and appointments shall be effective January 1, 2013:

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, hear reports, conduct public hearings, and other town business that may be deemed appropriate; unless changed or rescheduled and appropriate notice posted or is published; 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 Meeting of the Town, conduct public hearings, and other Town business that may be deemed appropriate; unless otherwise changed or rescheduled and appropriate notice is posted or 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 first and third Mondays of each month at 7:00 p.m., 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 Fourth Monday of each month at 7:30 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 2013; and

The Ballston Spa National Bank, Stillwater branch, is hereby designated as the official

depository of all Town of Stillwater funds for the year 2013; and

For the year 2013, Mr. John D. Murray is hereby appointed to the office of Deputy Supervisor, and in the absence of the Supervisor will exercise his duties as specified in NYS Town Law; and

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

Supervisor, Confidential Secretary, Bookkeeper, Highway employees, Superintendent of Highways, Historian, Assessor, Assessor's Clerk, , Town Clerk, Deputy Town Clerk, Court Clerks, 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, except for Planning and Zoning board members who are paid at the end of each year; and

The salaries indicated below are set for the positions indicated and as set forth in the 2013 budget (Note: * indicates not raised since 2009); and

Supervisor:	*(14,500)
Confidential Secretary to the Supervisor:	30,000
Deputy Supervisor:	1,800
Councilman and Councilwomen (4):	7,750
Town Justices (2):	34,000
Court Clerks (2) 22 hrs. each:	39,104
Court Security	7,000
Tax Collector:	8,000
Deputy Tax Collector:	1,576
Sole Assessor:	38,042
Clerk to the Assessor:	17,768
Superintendent of Highways (HW):	55,998
Water Superintendent (Also HW Supt):	8,100
Secretary to HW Supt:	26,263
Billing Clerk Water/Sewer (Also HW Sec.)	2,400/650
Town Clerk:	38,000
Register of Vital Statistics (Also Town Clerk)	1,000
Records Management (Also Town Clerk)	2,000
Collector-Water/Sewer Billing (Also Town Clerk)	1,800
Deputy Town Clerk:	28,500
Town Hall Cleaner: (48 hrs. per month):	5,673
Canine Control Officer:	9,000
Bookkeeper	40,000
Town Historian:	27,000
Deputy Town Historian:	2,101
Planner	49,000
Building Inspector-Code Enforcement Officer:	48,518
(Includes \$5k Code Enforce & \$12K Admin Bldg.)	
Code Enforcement Off. Fire Marshall / 911 Coordinator:	35,000
Admin. Asst. to Building Dept.	16,250
Secretary to Planning and Zoning Dept.	7,103
Chairman's for Planning & Zoning per meeting:	100/100
Members of Planning & Zoning per meeting:	80/80

The individuals identified below are appointed/re-appointed for the year 2013 to the positions specified and salaries indicated above; and

Confidential Secretary to the Supervisor	Deanna Stickney
Court Clerk	Lorraine Buchal
Court Clerk	Susan Petronis
Town Hall Cleaner	Clayton Russom
Canine Control Officer	Clayton Russom

Town Historian	Linda Palmieri
Deputy Town Historian	Linda Sanders
Planning Chairman- (Re-appointment)	Robert Barshied
Planning Vice-Chairman – Re-appointment)	John Murray
Planning Member	Randy Rathbun
Zoning member – (Re-appointment)	William Ritter

All elected officials and appointed employees as designated by the Town Board are authorized to attend annual training conducted by the Association of Towns; and

Ed Kinowski is hereby designated as the official voting delegate and Ken Petronis is designated as the alternate voting delegate for the 2013 annual training conference conducted by the Association of Towns; and

The official mileage reimbursement rate for the Town of Stillwater is \$.55 per mile for 2013; however rate changes will be in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2013 and compensation is indicated (*); and

Chair of Ethics Board - Re-appointed	James Bell
Member Re-appointment	Margret Morahan
Chair of the Board of Assessment Review:	Francis Zagorski
Chairman, Emergency Management	Tom Rinaldi
Saratoga County Fire Advisory Board	Jeffrey Mahar
Saratoga County Office of the	
Aging Advisory Board	Jean Farnan
Saratoga County Youth Advisory Board (2)	Ethan Connors
(Note: Second appointment pending)	

The Global Foundries Committee appointments consist of three members, without compensation, one being the Town Supervisor, one the Superintendent of Stillwater Schools and one other a resident of /or employee within the Town of Stillwater. Appoints will stand until changed by the Town Board, as indicated below; and

Town Supervisor: Edward D. Kinowski
Stillwater Superintendent of Schools: Dr. Stanley Maziejka
Stillwater Business employee: Ed Keis

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 \$27,000.00, \$10,000.00 and \$10,000.00 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 as provided for in the aforementioned contract; 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 Chazen Companies to provide basic engineering services for the Town and shall be compensated in accordance with engagement agreements agreed upon by the board at the January 2013 business meeting and

Additional engineering services by the Chazen Companies shall be further provided for as specified in engagement agreements as presented to the Town Board; and

The Supervisor is authorized to enter into a contract with Mr. Richard R. Butler, Architect, 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 2013 budget; and

Spa.Net is hereby designated as the Town of Stillwater Web Administrator for the year 2013 at a yearly cost not to exceed \$1,500 plus the cost of periodic Web updates; and

The Supervisor is authorized to enter into a contract, with BAS computer Support Company, to provide for the Town's computer network. The cost of the contract shall not exceed \$10,000 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 Time Warner Cable for Internet access paid on a monthly basis and further authorized to enter into an annual maintenance contract with Allied Telcom for our Samsung phone equipment at a cost not to exceed \$1,450, plus hourly charges for any necessary additional work; and

Pursuant to Section 284 of the New York State Highway Law, the Town Board here by 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 \$5,000 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 2012. The audit is to be completed no later than June 30, 2013 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, shown below, are here-by assigned, as indicated below, for the year 2013 and additional committees can be established with appropriate charters developed; and

Long Range Planning Committee (Note: Other appointments pending)	Ken Petronis (Chairman) Richard Butler Lindsey Zepko
Capital Projects- Includes Town Infrastructure	Ed Kinowski (Chairman) John Murray Ken Petronis Ginger Whitman
Buildings, Grounds, Parks and Recreation: (Combined two committees)	Art Baker (Chairman) Lisa Bruno
Community Center Liaison	Lisa Bruno (Chairwoman) Art Baker
Promotions and Public Relations:	Ginger Whitman (Chairwoman) Lisa Bruno Art Baker
Library and Historical: (Combined two committees)	Lisa Bruno (Chairwoman) Ginger Whitman

Police Commission

Lisa Bruno (Chairwoman)
Lawrence Whalen
Ed Kinowski

The Chairpersons of each committee will meet at least quarterly and provide a written summary of minutes to be presented at the agenda meeting following the end of each quarter (Example: First Thursdays of April, Jul, October and January); and

The following Citizen Committees are re-established for the year 2013; and

Personnel Policies and Procedures:
(Note: Other appointments pending)

Ginger Whitman (Chairwoman)
Terry Simmons
Michael Caulfield

Stillwater Glen Hollow Park:

Lisa Bruno (Chairwoman)
Jacqueline Brock
+ Members of the Not-for-Profit
Friends of Stillwater Glen Hollow
Park

The Supervisor shall have and exercise any other power or duty identified in Town Law 29 or other provision of Town Law affecting powers and duties of administration and supervision of the town and special or improvement district functions as shall be provided by resolution of the town board, to be performed on behalf of such board.

Motion by Councilman Baker and seconded by Councilwoman Bruno to adopt Resolution #1 of 2013.

A roll call vote was taken on Resolution #1 of 2013 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilman Petronis	YES
Councilwoman Whitman	YES
Councilwoman Bruno	YES

Motion carried. Resolution #1 of 2013 was unanimously adopted.

Supervisor Kinowski requested the Town Board consider removing Resolution #105 from the table.

Motion by Councilman Petronis and seconded by Councilwoman Bruno to remove Resolution #105 from the table. **Motion carried.**

Supervisor Kinowski gave a brief overview of problems the Departments are currently facing with current working conditions and condition of the Town Hall. He then gave a presentation of the layout of the Parish Center and where offices would be.

Resolution #105 **A Resolution Approving a Lease with
Roman Catholic Community of All Saints on the Hudson
for Town Hall Space**

Introduced by: Supervisor

WHEREAS, the Town Court, Town Board and other agencies at Town Hall have experienced safety problems and concerns resulting from inadequate space available to conduct their operations; and

WHEREAS, the Town Supervisor has negotiated a proposed lease for space from Roman Catholic Community of All Saints on the Hudson to conduct most Town Government operations with the exception of the Highway Department beginning in 2013; and

WHEREAS, the terms of the proposed lease are contained in the attachment hereto;

Now, therefore, be it

RESOLVED, that the Town Board hereby approves of the terms of the attached proposed lease and authorizes the Supervisor to sign the lease on behalf of the Town; and be it further

RESOLVED, that the Supervisor and attorney for the Town be authorized to undertake such actions and sign necessary documents to effectuate the terms of the lease.

Motion was made by Councilman Petronis to REINTRODUCE Resolution #105 of 2012, seconded by Councilwoman Bruno on January 3, 2013. A roll call vote was taken to reintroduce Resolution #105 of 2012 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilman Petronis	YES
Councilwoman Whitman	YES
Councilwoman Bruno	YES

The **Motion** to REINTRODUCE Resolution #105 of 2012 was unanimously adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on January 3, 2013.

Motion by Councilman Petronis and seconded by Councilwoman Bruno to adopt Resolution #105 of 2012.

A roll call vote was taken on Resolution #105 of 2012 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilman Petronis	YES
Councilwoman Whitman	YES
Councilwoman Bruno	YES

Motion carried. Resolution #105 of 2012 was unanimously adopted.

Supervisor Kinowski stated that the next step would be having the site plan review completed and he would not sign the contract until everyone has seen the contract.

Resolution #108 **A Resolution Authorizing The Chazen Companies
Regarding the Champlain Canal Multi-Use Trail
Professional Services**

Introduced by: Supervisor

WHEREAS, the Town Board has requested an estimate from the Town's engineers with regard to the Champlain Canal Multi-Use Trail; and

WHEREAS, The Chazen Companies have provided the attached engagement agreement estimating their survey services to cost \$24,385.00; and

WHEREAS, the Town Board finds the estimate to be reasonable for the services to be rendered;

Now, therefore, be it

RESOLVED, that the Town Board authorizes the Supervisor to sign the attached Engagement Agreement Number 27 with The Chazen Companies regarding Champlain Canal Multi-Use Trail at a cost not to exceed \$24,385.00.

Motion was made by Councilwoman Bruno to REINTRODUCE Resolution #108 of 2012, seconded by Councilman Petronis on January 3, 2013. A roll call vote was taken to reintroduce Resolution #108 of 2012 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilman Petronis	YES
Councilwoman Whitman	YES
Councilwoman Bruno	YES

A **Motion** to REINTRODUCE Resolution #108 of 2012 was unanimously adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on January 3, 2013.

Motion by Councilman Baker and seconded by Councilwoman Whitman to adopt Resolution #108 of 2012.

A roll call vote was taken on Resolution #108 of 2012 as follows:

Supervisor Kinowski	YES
Councilman Baker	YES
Councilman Petronis	YES
Councilwoman Whitman	YES
Councilwoman Bruno	YES

Motion carried. Resolution #108 of 2012 was unanimously adopted.

Reports (Town Board Members & Dept. Heads)

Councilman Baker

Community Center: Councilman Baker requested the Community Center have mice control again.

Supervisor Kinowski asked Councilman Baker to look into the Community Center's roof where the new gym and old gym come together.

Supervisor Kinowski brought up the community garden the community center is considering having.

Councilman Baker will meet with Supt Minick and go over the location of where they would like to have the garden.

Councilwoman Whitman

Concerts: Councilwoman reported she is working on summer concerts schedule.

Van Ness Rd.: Councilwoman Whitman inquired about the dip in the road on top of Van Ness Hill.

Supt Minick stated that in the spring they will take a look at it and if necessary have the contractor come back and fix the road.

Library: Councilwoman Whitman inquired about the street light behind the library that has been questioned by the village.

Supervisor Kinowski stated that after looking into it the library board went before the Village planning board with their request to have a street light put in.

Supervisor Kinowski

2013: Supervisor Kinowski stated that he will be setting up a special meeting for the Town Board members, Highway Supt. Etc. to prepare a wish list & list priorities for the future of the Town.

Councilman Petronis

Councilman Petronis wish everyone a safe & healthy New Year.

Town Clerk (Sue Cunningham)

Deputy Town Clerk: Town Clerk Sue Cunningham reappointed Barbara McManus to serve as Deputy Town Clerk.

Chief of Police (Dennis Latham)

Chief Latham stated that he does not believe it is a good idea to consider moving the Police Dept. up to the parish center anytime soon. He spoke on room needed, garage for the vehicles, evidence room, lockers, etc.

Supervisor Kinowski stated that there is more room available at the parish center and there will be plenty of opportunity to address any issues he has. A meeting will be set up with the police commission to discuss the move.

Public Input

Marty D inquired who would be responsible for the maintenance on the parish center, what is an estimated cost to build a new town hall and what is planned for the present town hall building, Supervisor Kinowski stated the Town would be responsible for the maintenance of the parish center, an estimate to build an 8,000 sq. ft. building would be approximately 1 ½ to 2 million dollars and they are not sure what they will do with the present building.

Art F questioned why the Town did not purchase the property up on the four corners when available, why the Town didn't hire a contractor to build a Town Hall and then rent from them, the Attorney budget, Mitchell Rd, and grant money awarded.

Supervisor Kinowski stated that there were budget issues at the time the property was available, he will be appointing a long range committee to look at options to building a new Town Hall, the Attorney budget is retainer fees for serving the Town Board and Planning & Zoning Boards, and the grant money was recreational trail use.

Audited Claim

Motion by Councilwoman Bruno and seconded by Councilwoman Whitman to pay the audited claims.

General	#1-#10	\$3559.72
Town Outside	#1-#2	\$8030.36
Highway	#1-#10	\$14,223.50
Water	#1-#2	\$340.51

Motion carried.

Motion by Councilman Petronis and seconded by Councilwoman Whitman to adjourn into executive session to discuss personnel. **Motion carried.** (Note: The Town Board will not resume the regular meeting)

Respectfully submitted by

Sue Cunningham
Stillwater Town Clerk