

**Stillwater Town Board
Agenda Meeting/Year End Reports
February 1, 2007 6:40 PM
Stillwater Town Hall**

Present: Councilman Artie Baker
Councilman Ken Petronis
Councilwoman Joan Ronda
Councilwoman Jo Ann Winchell
Supervisor J. Gregory Connors

Also Present: Mark Minick, Supt of Highways
Sue Cunningham, Town Clerk
Robert Beebe, Attorney for the Town
Joe Lanaro, Engineer for the Town

Supervisor Connors called the meeting to order.

Motion by Councilman Petronis and seconded by Councilwoman Ronda to adjourn into executive session. **Motion carried.**

Motion by Councilwoman Ronda and seconded by Councilman Petronis to resume the Regular meeting. **Motion carried**

Supervisor Connors called the meeting to order at 7:10 PM and led everyone into the Pledge to the Flag.

Approval of Minutes: Motion by Councilwoman Ronda and seconded by Councilman Petronis to approve the minutes of the January 4, 2007 Re-organizational Meeting. **Motion carried.**

Communications: The Town Clerk reported that four communications were received and copies were provided to the Board members prior to the meeting.

1. Response to a request for speed limit reduction for County Rte 75 between County Rte 76 and Rte 423.
2. A request from the Village of Stillwater for the use of a voting machine for the upcoming Village Election in March.
3. A resolution adopted by the Town of Milton regarding Property Tax Reform.
4. Re-appointment of a Board of Assessment Review Member.

Year End Reports

Community Center: Mike Hanehan, President of the Community Center Board of Directors gave the Annual 2006 Report. He went over the Center's Mission Statement, Fundraisers, Programs and Budget. (A copy is filed in the Town Clerk's Office).

Library: Laura Fisher, Director submitted the Annual 2006 Report. She went over services, borrowing policies and programs offered. (A copy is filed in the Town Clerk's Office).

Rescue Squad: A representative of the Rescue Squad gave a brief report on answered calls, miles driven, man hours, and goals for 2007. (A copy is filed in the Town Clerk's Office).

Emergency Management: Jamie Herrick, Committee Chairperson gave a brief report on the 2006 monthly meetings and training sessions that were held. He went on to discuss the 2007 goals the committee is planning. (A copy is filed in the Town Clerk's Office).

Office of Fiscal Management: Beth DeCerce, Director of Fiscal Management went over the responsibilities of the Office of Fiscal Management, the 2005 Annual Audit of Financial Operations, procedures implemented and escrows, (A copy is filed in the Town Clerk's Office).

Justice Court: Ralph Peluso, Judge reported that in 2006 new policies and procedures were implemented, audit deficiencies corrected, security for the court was established, received a \$30,000 grant, increased court hours, court activity, community service implemented and gave a summary of charges. (A copy is filed in the Town Clerk's Office).

Town Historian: Linda Sanders submitted a year end report to the Board and briefly went over the report. She reported meetings and conferences attended, displays presented at different functions, speeches and writings she prepared and presented, donations received and thanked volunteers, town workers and the town board for all their help. (A copy is filed in the Town Clerk's Office)

Deputy Town Historian /Blockhouse Curator: Linda Palmieri submitted a report and briefly went over the report. She reported on a grant received that helped to catalog all primary source

material and a second grant that was awarded which will help protect all original photographs. She also gave a brief report on the summer of 2006 at the Blockhouse in regard to the number of visitors, exhibits, work done on the building, programs held, a grant received for a new sign and conferences attended. (A copy is filed in the Town Clerk's Office).

Building Planning & Development David Connors submitted a year end report and briefly went over the report. He reported on total fees collected, total building permits issued, total permits for new homes, new homes issued in 2006 under construction, total certificates of occupancy issued for new homes and fees generated by building permits. He submitted a report for Planning and Zoning in regard to meeting minutes, resolutions, agendas, projects under review, variances approved or denied and extensions. He also submitted a report a 2006 escrow summary & report and a report on the acting director of building, Planning & Development. (Copies are filed with the Town Clerk).

Fire Marshall/911 Administrator: Bob Palmieri submitted a report and briefly went over the report. He reported on burn permits issued, meetings attended with Arvin Hart Fire Company, active role played with the Town's Emergency Management & Preparedness Committee, training for state requirement for Fire Marshall and a brief update on the 911 process with direct access to the County 911. (A copy is filed in the Town Clerk's Office).

Supervisor Connors stated that reports were also submitted from the Police Dept., Tax Collector, Summer Youth Program, Canine Control and Town Clerk.

Councilwoman Winchell submitted, on behalf of the assessor, the Assessors Report.

Town Attorney: Attorney Beebe submitted an annual report for 2006 and stated that the contract for codification of the Towns Local Laws and Ordinances has been signed.

Public Input

Resident I commented the accuracy of the town web page in regard to Zoning and commented on the Browns Beach project.

Resident II requested help, if possible, with stabilization of an embankment along the Schuyler Creek.

Supervisor Connors requested the Highway Supt. to look at the situation but stated that the Town could not repair private property.

Resident III commented on the library, submitted a document to the Board Members, and commented on the violations in Hillside in regard to unpaved roads, cul-de-sac, dead end streets and number of families living in one trailer.

Resident IV inquired if the Town Hall had emergency power.

Supervisor Connors stated that the Community Center has an emergency generator but not the Town hall.

Resident V commented on the web site in regard to planning & zoning not being updated, asked if it was possible to have agendas put on the web prior to a meeting, and requested a breakdown of town salaries.

Resident VI inquired about a pipe near his home that water comes out of and wanted to no if this was something to due with the Town because the water freezes on the road.

Supt Minick stated that it was a resident's sump pump.

Resident VII inquired about the fine for open containers, inquired about the Village Court dissolving and the proposed rate of water from the City of Mechanicville.

Resident VIII asked who the Highway Committee was and inquired as to the duties of the employees on certain days.

Supervisor Connors stated that Councilman Petronis and Councilwoman Ronda were on the Highway Committee.

Reports (Town Board Members & Department Heads)

Supervisor Connors

Luther Forest Technology Campus: The project continues to move forward. In 2006 a tenant (AMD) was secured and projects that include the development of interior roads, installation of public sewer and the construction and redevelopment of public roadways (Cold Springs Road Corridor Project) are now under review by the appropriate governmental bodies within the Town.

Stillwater Sanitary Sewer District: A sewer project that will form 3 separate districts within the town as well as end years of environmental contamination of Schuyler Creek was advanced and construction is ready to begin. The sewer district formations are at no cost to residents/taxpayers. The project will also bring to maximum capacity the pumping stations that will allow for future expansion in the service area. The project is being constructed consistent with the specifications as required by the Saratoga County Sewer District. The town will operate the system for a short period and then turn the entire system over to the County Sewer District.

Parks & Recreation: The Town has made giant leaps forward in parks & recreation in 2006. We have completed Phase #1 of an upgrade to the Riverside Veterans Park; begun construction on the Turning Point Pocket Park (developers expense); completed construction drawings for the Saratoga Glen Hollow Park (developers expense); performed preventative maintenance at the Blockhouse; and began Phase #1 of the development and construction phase on the multi-use trail;

Boilerhouse: In 2006 the Town completed the demolition of the boiler house and removal of the environmental contaminants located both on & off site. While final cost estimates are outstanding, it appears that the town cost for this project will be under budget (\$600,000.00);

Comprehensive Plan: The Town Board adopted a town-wide Comprehensive Plan produced as a result of an effort by a volunteer committee of 18 residents and stakeholders. We believe that this plan will be utilized as a road map for how our community will evolve over the next 15 years;

Route 4 Corridor Study: In cooperation with the Village of Stillwater and with funds provided by the Capital District Transportation Committee, an analysis of Route 4/Hudson Avenue was completed by a volunteer group of residents assisted by a facilitator. The study, adopted by the Town Board as a Appendix to the Comprehensive Plan, analyzes traffic patterns & volume; examines street scape improvements within the village and façade improvements throughout the corridor area. It also identifies way's in which the Town & Village can develop a business district within the village and improve access to the Hudson River.

All Hazard Mitigation Plan: Another cooperative effort with Village Government saw the submission of a Town/Village All Hazard Mitigation Plan to SEMO and FEMA. Once approved, the plan will be used as a financing vehicle for government/grant funds that will remove hazards throughout the town that create flooding and other damage to private & public property.

Summer Youth Recreation: The town brought back a summer youth recreation program for residents at no charge to participants. The program previously funded and administered by the Community Center was discontinued due to lack of interest in 2004. The six (6) week program during July and August provided recreational opportunities for the younger members of Stillwater during the summer months;

Generic Environmental Impact Statement: As a follow-up to the completed Comprehensive Plan, the town authorized a town-wide Generic Environmental Impact Statement that will identify mitigation fees and guidelines allowing the Town Board and Planning Board to enforce the Comprehensive Plan;

Emergency Services: In cooperation with our town emergency services, emergency management and preparedness committee, 2006 saw training of Elected Officials and Town Employees in the National Incident Management System. At year's end the Town and Village were certified as NIMS compliant. The Town & Village are now eligible for additional Grant funding through the Office of Homeland Security and SEMO;

Town-wide Revaluation: A town-wide revaluation for all real property was completed. This project brought all real property assessments in the Town & Village to 100% value as required by state law. It was the first time the Town has completed a town-wide revaluation since The completion of this project has brought fairness and equity to all property owners with respect to the fair share we all pay in property tax.

Shared Services: In cooperation with the Village of Stillwater and City of Mechanicville, we have begun preliminary discussions with respect to how we can each improve efficiency and lower taxpayer cost by combining or sharing services. A Grant Application with the NYSDOS was considered but failed to advance. Further discussions will be held in 2007 on this very important issue.

Financial Reform: The 2005 Town Audit was completed consistent with requirements of law and it was noted that from 43 defects and deficiencies contained in the 2004 Audit, we have reduced that number to 5 and of the 5, no defect was considered by the auditors to be a material weakness.

Taxes: As a result of the revaluation, responsible spending practices, policies and procedures designed to constantly monitor spending, the 2007 Tax Rate per Thousand of Assessed Valuation (Town General Operations) is .68. This tax rate per thousand is the 2nd lowest Town Tax Rate per Thousand in Saratoga County.

Capital Projects: At year's end Capital Projects completed in 2006 include the demolition of the Boilerhouse and completion of the Gurba Estates Flood Hazard Mitigation Project. In 2007, Capital Projects include the development and construction of Stillwater Sanitary Sewer District #2, #3 & #4 as well as retrofitting water meters for all users in Water District #1; Phase #2 of the Riverside Veterans Park Renovation; Development & Construction of Multi-Use Recreational Trail; Cold Springs Road Corridor Project; White Sulphur Springs Park Pavilion; VanNess Road Slope Failure Correction;

Brown's Beach Hotel, Resort & Conference Center: At year's end, the Town Board is considering amendments to the 1988 Ordinance (Brown's Landing PDD). If the amendments are approved, a 174 unit hotel, resort and conference center will be constructed on Brown's Beach at NYS Route 9P. Public access to Saratoga Lake will be required as well as a Public Benefit Assessment (build-out of the Town Park at Saratoga Glen Hollow) will be required.

Councilman Petronis

Senior Day: Councilman Petronis stated that the Assessor and Councilwoman Winchell did a great job with the program.

Buildings & Grounds: Councilman Petronis stated that he requested that Skips Electric install carbon monoxide detectors in the Community Center.

Councilman Petronis stated that there are problems with cracks in the Town Hall building and that he is seeking quotes for the heating & air condition unit in the Town Hall.

Councilwoman Winchell

County Water System: Councilwoman Winchell inquired about a workshop for the County Water System.

Knox Trail Pocket Park: Inquired as to who was responsible for plowing this area and inquired about the street light that was requested for that area.

Supt Minick stated that he was waiting to hear back from DOT in regard to ownership of that area and he was meeting with a representative from NYSEG regarding the light.

A discussion was held on the pole and light.

Supt of Highways (Mark Minick)

Superintendent Minick gave a brief year end report for the Town Highway Dept.

Town Engineer (Joe Lanaaro)

Engineer Lanaaro submitted an Engineer's report and a map, plan & report for Sewer District #2 and proposed Sewer District #3 & #4.

Action Items (Resolutions #60 - #63)

Resolution # 60: Special recognition to Volleyball, Girls & Boys Varsity Soccer, Cheerleading, Football and Golf teams for maintaining a scholastic average of 90% or above during their season of play.

Resolution #61: Authorizing the Supervisor to execute the attached easement from Bruce O. Benson to the Town of Stillwater.

Resolution #62: Authorizing additional work to be approved for the Supervisor's office and payment of an additional \$3,400 be authorized.

Resolution #63: Adding the Canine Control Officer to the current Nextel/Sprint cell phone plan at a cost not to exceed 34.99 per month.

Motion by Councilman Petronis and seconded by Councilwoman Ronda to adopt Resolutions #60, #61, #62 & #63 in a block.

Councilwoman Winchell requested Resolutions #62 & #63 be pulled for discussions.

Motion by Councilman Petronis and seconded by Councilwoman Ronda to adopt resolutions #60 & #61.

A roll call vote was taken as follows:

Councilman Baker	Yes
Councilman Petronis	Yes
Councilwoman Ronda	Yes
Councilwoman Winchell	Yes
Supervisor Connors	Yes

Motion carried. Resolutions #60 & #61 were adopted unanimously. (Copies attached and made part of the minutes).

Resolution #62 (Remodeling Project0

Motion by Councilman Petronis and seconded by Councilwoman Ronda to adopt Resolution #62.

Discussion:

Councilwoman Winchell stated that the vouchers to date already total over \$5,000 and this will double the original quote.

Supervisor Connors stated that unforeseen circumstances came up.

Councilwoman Winchell stated that she would like to review the original quotes of the project.

Councilman Petronis asked if any of this covered the Supervisor's outside door.

Supervisor Connors stated that it did not.

A roll call vote was taken as follows:

Councilman Baker	Yes
Councilman Petronis	Yes
Councilwoman Ronda	Yes
Councilwoman Winchell	Yes
Supervisor Connors	Yes

Motion carried. Resolution #62 was adopted unanimously. (Copy attached and made part of the minutes).

Resolution #63 (Canine Control-Cell Phone)

Motion by Councilwoman Ronda and seconded by Councilman Petronis to adopt Resolution #63.

Discussion:

Councilwoman Winchell stated that this was brought to her attention by the Canine Control Officer. She stated that she was unaware of this and asked if the Town Board discussed this at some time. She asked the basis for this, why the Canine Control Officer wasn't notified by a Town Board member and why his current number wasn't kept that is already out there. She stated that the Canine Control Officer has not accepted the phone as of yet until it was adopted by the Board.

Councilman Petronis stated that this was brought to his attention and he stated that this was something that should have come before the Board and that the Town Board should act on it.

Supervisor Connors stated that he had concerns with the current bill submitted by the Canine Control Officer, he has no choice to accept the phone and that this way was fiscally responsible.

Councilwoman Winchell stated that the Canine Control Officer was caught off guard by this, and that the Town Board should have notified him and not David.

A roll call vote was taken as follows:

Councilman Baker	No
Councilman Petronis	Yes
Councilwoman Ronda	Yes
Councilwoman Winchell	No
Supervisor Connors	Yes

Motion carried. Resolution #63 was adopted by a three to two vote. (Copy attached and made part of the minutes).

Audited Claims

Motion by Councilman Baker and seconded by Councilwoman Petronis to pay the audited claims.

General	#69-#90	\$6,102.14
Highway	#38-#53	\$13,168.91
Town Outside	#	\$833.32
Water & Sewer	#5-#6	\$561.35
Capital Projects	#8	\$8,460.00
(Sewer District 2 ext 1)		
T-60 (Frost Faire)	#1	\$154.74

Motion carried.

Motion by Councilman Petronis and seconded by Councilwoman Ronda to adjourn the meeting at 10:00 PM. **Motion carried.**

Respectfully submitted by

Sue Cunningham
Stillwater Town Clerk