

**Stillwater Town Board
Re-Organization Meeting
January 4, 2018 7:00 PM
Stillwater Town Hall**

Present: **Councilman Artie Baker
Councilman Chris D'Ambro
Councilwoman Lisa Bruno
Councilwoman Ellen Vomacka
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**

Prior to the Meeting a Swearing in Ceremony was held swearing in Supervisor Edward Kinowski, Councilman Art Baker, Councilman Chris D'Ambro, Supt of Highway Mark Minick, Tax Collector Danielle Cowin and Town Clerk Sue Cunningham at 6:00pm. Justice Ralph Peluso & Justice Ed Richardson were sworn in at a different time.

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 Councilwoman Vomacka and seconded by Councilman Baker. **Motion carried.**

Agenda Item **Resolution #1--Re-Organizational Resolution**

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 2018

Now therefore, be it

RESOLVED, that the below actions and appointments shall be effective January 1, 2018, with the following exception: The 2018 payroll will be effective the first pay period of 2018;

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 Fourth Monday of each month at 7:00 p.m., with an alternate on the Third Monday (if needed) 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 Second Monday of each month at 7:00 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 2018; and if exigencies of service are needed or a more broad range of advertisement is deemed necessary, other local newspapers may be used such as the Saratogian, Gazette and Times Union ; and

The Ballston Spa National Bank, Stillwater branch, is hereby designated as the official depository of all Town of Stillwater funds for the year 2018; and

The Financial Manager is authorized to pay in advance for public utility services (water, sewer, electric, gas, phone), postage, freight, and express charges as necessary for the year 2018; and

The Supervisor is authorized to establish petty cash funds and authorize petty cash payments in advance of audit as required to conduct regular and recurring Town business at a sum for each account not to exceed \$500 (Examples: Town Clean up, Brown’s Beach, Block House, Court and other Park activities as required), additionally, the Town Credit Card can be used in lieu of Cash to purchase necessary items for these activities; and

For the year 2018, Mrs. Lisa Bruno 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 (Including contract employees) of the Building Department-Code Enforcement Office, Chairman of Parks and Recreation Committee 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 2018 budget; and

Supervisor:	15,375
Confidential Secretary to the Supervisor:	33,612
Web Host duties:	2,400
Deputy Supervisor: Lisa Bruno (Plus Council Pay)	3,075
Councilman and Councilwomen (4):	31,775
Town Justices (2):	38,093
Court Clerks:1 full time 35hrs:	40,922
1 Part-time	4,751
Court Security	9,071
Tax Collector:	8,963
Deputy Tax Collector:	4,000
Sole Assessor:	42,642
Clerk to the Assessor:	11,993
Superintendent of Highways (HW):	66,937
Parks & Recs. Mgt.	2,154
Water Superintendent (Also HW Supt):	9,075
Secretary to HW Supt:	30,781
Billing Clerk Water/Sewer (Also HW Sec.)	2,689 / 728
Town Clerk:	44,574
Register of Vital Statistics (Town Clerk)	1,120
Records Management (Town Clerk)	2,241

Collector-Water/Sewer Billing (Town Clerk)	1,977
Coordinating Parks Schedules (Town Clerk)	3,231
Deputy Town Clerk:	31,931
Collector-Water/Sewer Billing (D. Town Clerk)	784
Coordinating Parks Schedules (D. Town Clerk)	3,231
Town Hall Custodian: (10 hrs. per week):	6,396
Canine Control Officer:	16,692
Director of Fiscal Management	46,134
Assistant Fiscal Management	1,200
Budget officer (D. Fiscal Management)	3,588
Parks Summer Payroll	1,051
Commissioner of Parks & Recs:	10,000
Town Historian: Open	32,953
Deputy Town Historian:	5,125
Director of Building and Planning	65,550
Building Inspector-Code Enforcement Officer:	56,020
Admin. Building Dept. + Sec. to Planning/Zoning	30,781
Chairman's for Planning & Zoning per meeting 100/100	5,040
Members of Planning & Zoning per meeting: 80/80	9,860
Secretary to Planning/Zoning	4,846

The individuals identified below are appointed/re-appointed for the year 2018 to the positions specified and salaries indicated above; and

Confidential Secretary to the Supervisor	Tiara Brown
Court Clerk	Lorraine Buchal
Court Clerk	Carrie Urdang
Town Hall Cleaner	Mildred Collette
Canine Control Officer	Clayton Russom
Town Historian	Open
Deputy Town Historian	Linda Sanders

Planning Board Positions:

Chairperson and re-appointment:	Randy Rathbun- Exp: 12/31/19
Member	John Murray – Exp: 12/31/21
Member – Remain Term of R. Barshied	Heather Ferris – Exp: 12/31/18
Member	Carol Marotta – Exp: 12/31/22
Member	Peter Buck – Exp: 12/31/20
Member – Vice C. D'Ambro	Frank Bisnett – Exp: 12/31/24
Member – Remaining Term of J. Winchell	Dale Smith– Exp: 12/31/23
Alternate Member and re-appointment	Marybeth Reilly– Exp: yearly
Alternate Member	Kimberlee J. Marshall – Exp: yearly

Zoning Board Positions:

Chairperson and re-appointment:	Donald D'Ambro – Exp: 12/31/21
Member	Joseph Urbanski – Exp: 12/31/18
Member	Christine Kipling – Exp: 12/31/20
Member	Richard Rourke – Exp: 12/31/19
Member	Timothy Scrom – Exp: 12/31/22
Alternate Member	Charles Dyer– Exp: yearly

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/or County of Saratoga; and

Ed Kinowski is hereby designated as the official voting delegate and Lisa Bruno is designated as the alternate voting delegate for the 2018 annual training conference conducted by the Association of Towns; and

The official mileage reimbursement rate for the Town of Stillwater is \$.545 per mile for 2018 rate changes are in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2018 and compensation is indicated by an (*), ; and

Chair of Ethics Board : Re appointments as necessary:
Chairman: Michael Caufield
Member Appointment Pending
(*)Board of Assessment Review – 5 year appointments:
Chairman: Francis Zagorski
Member: Fran Beninati – Expires 9/30/21
Emergency Management – Appointments as necessary:
Co-Chairmen: New Appointments Bill Valosin & Tom Rinaldi
Saratoga County Office of the Aging Advisory Board: Appointments: Pending
Saratoga County Youth Advisory Board (2) Appointments: Pending

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 throughout the calendar year 2018; and

The Supervisor is authorized to enter into a contract with Mr. Paul Male, Licensed Engineer, to perform daily engineering services for the Building Department and shall be compensated in accordance with engagement agreement submitted for the 2018 budget; 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 \$18,000 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 a annual maintenance contract with Allied Telcom for our Samsung phone equipment at a cost not to exceed \$3,000, 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 2017. The audit is to be completed no later

than June 30, 2018 at a cost not to exceed \$20,000 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 2018 and additional committees can be established with appropriate charters developed; and

Capital Projects- Includes Town Infrastructure	Ed Kinowski (Chairman) Art Baker Ellen Vomacka (Alternate)
*Buildings, Grounds, Parks and Recreation:	Art Baker (Chairman) Ellen Vomacka
Community Center Liaison	Chris D'Ambro Lisa Bruno
Promotions and Public Relations:	Lisa Bruno (Chairwoman) Ellen Vomacka
Police Commission	Lisa Bruno (Chairwoman) Ray Cordani (Commissioner of Police) Lawrence Whalen Ed Kinowski

The Chairpersons of each committee will meet at their discretion and provide a written or verbal summary of minutes to be presented at agenda meetings, as needed, to update the board and make any recommendations for required actions; and

The Chairperson of the Buildings, Grounds, Parks and Recreation will be compensated for all necessary duties to keep the parks maintained and secured. The stipend for these duties is set at \$10,000 for the 2018. A listing of duties and responsibilities is on file in the Supervisors office; and

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 Councilwoman Bruno and seconded by Councilman D'Ambro to adopt Resolution No. 1 of 2018.

A roll call was taken on Resolution No. 1 of 2018 as follows:

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

Motion carried. Resolution No. 1 of 2018 was adopted unanimously.

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

Public Input No public input

Audited Claims: Motion by Councilman Baker and seconded by Councilwoman Bruno to pay the audited claims.

2017	General	\$18,440.16
	Town Outside	\$6,530.08
	Highway	\$52,214.16
	Water & Sewer	\$2,836.91
	Capital Projects	\$3,354.00
2018	General	\$12,272.00
	Town Outside	\$2,236.66

Motion carried.

Motion by Councilwoman Vomacka and seconded by Councilman Baker to adjourn the re-organizational meeting and enter into executive session to discuss a contractual item. (Note: The Town Board will not re-enter into the re-organizational meeting).

Respectfully submitted by

Sue Cunningham
Stillwater Town Clerk