

**Stillwater Town Board
Re-Organization Meeting
& Public Hearing (Highway Standards)
January 7,2016 7:00 PM
Stillwater Town Hall**

Present: **Councilman Artie Baker
Councilman Ken Petronis
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 Councilwoman Lisa Bruno and Councilwoman Ellen Vomacka at 6:00pm.

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

Sue Cunningham, Town Clerk took the roll call.

Public Hearing Highway Standard & Drainage Local Law

Purpose: To receive comment on the proposed Local Law Amending the Town of Stillwater Highway and Drainage Standards.

Supervisor Kinowski called the meeting to order.

No comments from the Public.

With everyone having the opportunity to comment Supervisor Kinowski closed the public hearing at 7:05 pm.

7:05 pm Re-Organizational Meeting

Agenda Items **Resolutions #1--#3**

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 2016; Now therefore, be it

RESOLVED, that the below actions and appointments shall be effective January 1, 2016, with the following exception: The 2016 payroll will be effective the first pay period of 2016:

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 2016, 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 2016; and

For the year 2016, 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 (Including contract 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 2016 budget; and

Supervisor: 15,000
Confidential Secretary to the Supervisor: 31,992
Deputy Supervisor: 2,500
Councilman and Councilwomen (4): 31,000
Town Justices (2): 36,258
Court Clerks (New) 1 full time 35hrs: 38,950
1 Part-time 3,600
Court Security 8,000
Tax Collector: 8,531
Deputy Tax Collector: 1,681
Sole Assessor: 40,587
Clerk to the Assessor: 10,397
Superintendent of Highways (HW): 61,808
Parks & Recs. Mgt. 2,050
Water Superintendent (Also HW Supt): 8,638
Secretary to HW Supt: 28,007
Billing Clerk Water/Sewer (Also HW Sec.) 2,559 / 693
Town Clerk: 40,523
Register of Vital Statistics (Town Clerk) 1,066
Records Management (Town Clerk) 2,133
Collector-Water/Sewer Billing (Town Clerk) 1,882
Coordinating Parks Schedules (Town Clerk) 3,075
Deputy Town Clerk: 30,392
Collector-Water/Sewer Billing (D. Town Clerk) 746
Coordinating Parks Schedules (D. Town Clerk) 3,075
Town Hall Custodian: (10 hrs. per week): 6,000
Canine Control Officer: 15,888
Director of Fiscal Management 43,911
Budget officer (D. Fiscal Management) 2,563
Town Historian: 31,365

Deputy Town Historian: 4,100
Planner 56,479
Building Inspector-Code Enforcement Officer: 53,321
Admin. Building Dept. + Sec. to Planning/Zoning 28,915
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 4,613

The individuals identified below are appointed/re-appointed for the year 2016 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 Linda Palmieri

Deputy Town Historian Linda Sanders

Planning Chairman- Re-appointment Robert Barshied

Planning Member – Re-appointment Carol Marotta

Planning Member - Alternate – Re-Appointment JoAnn Winchell

Planning Member – New Appointment Chris D'Ambro

(Replaces – Beverly Frank

Planning Member – Alternate – Heather Ferris

Zoning Chairman – Re-appointment William Ritter

Zoning Member - Re-appointment Chris Kipling

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 2016 annual training conference

conducted by the Association of Towns; and

The official mileage reimbursement rate for the Town of Stillwater is \$.54 per mile for

2016 rate changes are in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2016 and

compensation is indicated (*); and

Chair of Ethics Board - Re-appointed Michael Caufield

Member Appointment Edith Kellogg

Chair of the Board of Assessment Review: Francis Zagorski

Chairman, Emergency Management Tom Rinaldi

Saratoga County Office of the Aging Advisory Board Vacant

Saratoga County Youth Advisory Board (2) Vacant

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 2016; and

The Supervisor is authorized to enter into a contract with Mr. Paul Male, Licensed Engineer, 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 2016 budget; and

Spa.Net is hereby designated as the Town of Stillwater Web Administrator for the year 2016 at a yearly cost not to exceed \$2,000 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 \$12,000 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 2015. The audit is to be completed no later than June 30, 2016 at a cost not to exceed \$19,500 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 2016 and additional committees can be established with appropriate charters developed; and

Capital Projects- Includes Town Infrastructure Ed Kinowski (Chairman)

John Murray Ken Petronis

*Buildings, Grounds, Parks and Recreation: Art Baker (Chairman) Ken Petronis

Community Center Liaison Lisa Bruno

Promotions and Public Relations: Lisa Bruno (Chairwoman) Ellen Vomacka

Library and Historical: Ellen Vomacka (Chairwoman) Lisa Bruno

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 \$10,900 for the 2016 year and will be paid on a Monthly basis. A listing of duties and responsibilities is on file in the Supervisors office; and

The following Citizen Committees are re-established for the year 2016 and
Stillwater Glen Hollow Park: Lisa Bruno (Chairwoman)
Jacqueline Miller

+ Members of the Not-for-Profit
Friends of Stillwater Glen Hollow Park

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 Petronis and seconded by Councilwoman Bruno to adopt Resolution No. 1 of 2016.

A roll call vote was taken on Resolution No. 1 of 2016 as follows:

| | |
|----------------------|-----|
| Supervisor Kinowski | YES |
| Councilman Baker | YES |
| Councilman Petronis | YES |
| Councilwoman Bruno | YES |
| Councilwoman Vomacka | YES |

Motion carried: Resolution No. 1 of 2016 was adopted unanimously.

**Resolution #2 SEQRA determination regarding Local Law
 No. 1 of 2016, A Local Law Amending the
 Highway and Drainage Standards and Design Details**

Introduced by: _____ Supervisor _____

WHEREAS, the Building, Planning and Zoning Department in conjunction with Chazen Engineering and the Capital Projects Committee has recommended that the Town’s Highway and Drainage Standards be revised as proposed and Local Law No. 1 of 2016; and

WHEREAS, it is appropriate to evaluate the environmental impacts of the amended Highway and Drainage Standards and Design Details prior to adopting the Local Law; and

WHEREAS, Chazen Engineering has formulated the attached Short Environmental Assessment Form for the purpose of assisting the Town Board in evaluating the environmental impacts of its proposed action;

Now, therefore, be it

RESOLVED, that the Town Board has determined that the proposed amendment of the Town’s Highway and Drainage Standards is an Unlisted Action pursuant to 6 NYCRR Part 617 (SEQRA), and finds pursuant to the criteria in Part 617.7 (ak) that the proposed action will not have an adverse environmental impact and hereby issues a negative declaration.

Motion by Councilman Petronis and seconded by Councilwoman Bruno to adopt Resolution No. 2 of 2016.

A roll call vote was taken on Resolution No. 2 of 2016 as follows:

| | |
|----------------------|-----|
| Supervisor Kinowski | YES |
| Councilman Baker | YES |
| Councilman Petronis | YES |
| Councilwoman Bruno | YES |
| Councilwoman Vomacka | YES |

Motion carried. Resolution No. 2 of 2016 was adopted unanimously.

**Resolution #3 Adopting Local Law No. 1 of 2016,
A Local Law Amending the Town’s Highway and Drainage Standards
And Design Details**

Introduced by: _____ Supervisor _____

WHEREAS, Local Law No. 1 of 2016, attached hereto, proposes to amend the Town’s Highway and Drainage Standards and Design Details previously adopted by Resolution No. 148 of 2009; and

WHEREAS, a Public Hearing was duly scheduled, noticed and held on January 7, 2016 and public comments were solicited; and

WHEREAS, The Town Board has reviewed a Short Environmental Assessment Form (EAF) for the proposed Local Law and has previously found that the Amended Highway and Drainage Standards and Design Details would not have an significant adverse effect on the environment;

Now, therefore, be it

RESOLVED, that the proposed Local Law No. 1 of 2016, Amending the Highway and Drainage Standards and Design Details for the Town is hereby adopted as Appendix 2 to Chapter 173 of the Town Code; and be it further

RESOLVED, that the Town Clerk is hereby directed to publish notice of the adoption of the Local Law No. 1 of 2016 within 5 days of its adoption by the Town Board; and be it further

RESOLVED, that the Town Clerk is hereby directed to file Local Law No. 1 of 2016 with the New York State Department of State within 5 days of the date of its adoption by the Town Board.

Motion by Councilman Petronis and seconded by Councilwoman Bruno to adopt Resolution No. 3 of 2016.

A roll call vote was taken on Resolution No. 3 of 2016 as follows:

| | |
|----------------------|-----|
| Supervisor Kinowski | YES |
| Councilman Baker | YES |
| Councilman Petronis | YES |
| Councilwoman Bruno | YES |
| Councilwoman Vomacka | YES |

Motion carried. Resolution No. 3 of 2016 was adopted unanimously.

**TOWN OF STILLWATER
LOCAL LAW NO. 1 OF 2016**

**A Local Law Amending The Town of Stillwater
Highway and Drainage Standards**

BE IT ENACTED by the Town Board of the Town of Stillwater, as follows:

1. Purpose.

The Building and Code Department, in conjunction with Chazen Engineering and the Capital Projects Committee, has recommended that the Town’s Highway and Drainage Standards be revised and updated to reflect changes in design, technology and best practices and the Town Board wishes to adopt the recommendations in order to further safeguard the health and safety of the Town’s citizens.

2. The attached Highway and Drainage Standards and Design Details are intended to be incorporated into the Town Code as an Appendix and amend the existing version adopted by Resolution 148 of 2009 on November 17, 2009.
3. Except as otherwise provided in the Stillwater Town Code, violations of the Standards contained in the attached will result in the denial of permits until the deficiency is corrected, a fine of \$100 per day for each day of non-compliance, or both.
4. This Local Law shall become effective upon its filing with the New York State Department of State but also immediately effective upon anyone personally served with a copy thereof before its filing at New York State Department of State.

Adoption of Minutes: Motion by Councilman Petronis and seconded by Councilwoman Vomacka to adopt the minutes of the December 17, 2015 Town Board meeting. **Motion carried.**

Deputy Town Clerk Appt.: Sue Cunningham, Town Clerk appointed Barbara McManus to the position of the Town Clerk.

Deputy Tax Collector: Supervisor Kinowski stated that the Deputy Tax Collector was Tiara Brown.

Supervisor Kinowski reported that he met with the Village Mayor regarding the water contact between the two municipalities will remain status quo. He also spoke briefly on the Village water line and whether it could be used as a distribution line.

Public Input

Richard D commented on the new sound system.
Supervisor Kinowski stated that they still need to work out the kinks.

Mayor Nelson thanked the Supervisor for sharing info on the Village water line. He stated the main thing is service to the people.
Supervisor Kinowski stated that taking away water district #1 from the Village this could help raise customers along the line which will help the Village residents.

Audited Claims

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

| | |
|------------------|------------|
| General | \$6110.97 |
| Town Outside | \$2120.56 |
| Highway | \$6036.48 |
| Water & Sewer | \$116.48 |
| Capital Projects | \$22004.93 |

Motion carried.

Motion by Councilman Petronis and seconded by Councilwoman Bruno to adjourn the Stillwater Town Board meeting at 7:35pm. **Motion carried.**

Respectfully submitted by

Sue Cunningham
Stillwater Town Clerk