

**Stillwater Town Board Meeting  
December 5, 2019    7:00 PM  
Stillwater Town Hall**

**Present:**        Councilman Chris D'Ambro  
                 Councilwoman Lisa Bruno  
                 Councilwoman Ellen Vomacka  
                 Supervisor Ed Kinowski

**Also Present:** Sue Cunningham Town Clerk  
                 Supt of Highway Matt Harris  
                 James Trainor, Attorney for the Town  
                 Joe Lanaro, Engineer for the Town

**Absent:**         Councilman Artie Baker

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 D'Ambro to adopt the minutes of the November 21, 2019 Town Board meeting. **Motion carried.**

**Agenda Items**                                **Resolutions #68 -- #70**

**Resolution #68                                Budget Adjustments**

WHEREAS, Anne Marie Hallum, Director of Fiscal Management has recommended that the following budget transfers and adjustments be accomplished:

BUDGET IMPACT STATEMENT: as stated above

**BUDGET INCREASE**

<b>A1620.100 Buildings Pers Service</b>	<b>\$ 3,000.00 (George Brown Salary)</b>
<b>A1620.41 Building Contractual</b>	<b>\$20,000.00 (emergency work on blgs)</b>
<b>A1010.4 Town Board Contractual</b>	<b>\$ 1,000.00 Cell phone/new jackets)</b>
<b>A1220.4 Supervisor Contractual</b>	<b>\$ 1000.00 Cell phone charges over budget</b>
<b>A1081 Payment in lieu of tax</b>	<b>\$ 25,000.00</b>
<b>B1620.463 Community Center Bldg</b>	<b>\$ 2,000.00 repair work on Comm Ctr</b>
<b>B3620.4 Code Enforcement contractual</b>	<b>\$ 1,500.00 over budget</b>
<b>B7140.4683 Glen Hollow</b>	<b>\$ 300.00 over budget</b>
<b>B2401 Interest &amp; Earnings</b>	<b>\$ 3,800.00</b>
<b>DB5110.4 Maintenance &amp; Roads</b>	<b>\$ 5,000.00 over budget</b>
<b>DB2665 Sales of Equipment</b>	<b>\$ 5,000.00</b>

**BUDGET TRANSFER:**

<b>B-1440.443 engineering fee</b>	<b>( \$10,000.00) over budget</b>
<b>B-1440.444 Attorney Fee</b>	<b>\$10,000.00</b>

Sw8310.100 District 1 pers service	\$5,000.00 to cover payroll
SW8340.461 Water Trans District #1	\$5,000.00 to cover contractual
SW9030.81 Soc Sec district #1	\$ 400.00 to cover payroll
SW9035.81 Med district # 1	\$ 100.00 to cover payroll
SW8320.461 Water Source Oper #1	-\$10,500.00 to cover payroll

RESOLVED, that the above Budget Transfers and Adjustments are hereby approved.

**Motion** by Councilwoman Bruno and seconded by Councilwoman Vomacka to adopt Resolution No. 68 of 2019.

A roll call was taken on Resolution No. 68 of 2019 as follows:

Supervisor Kinowski	YES
Councilman Baker	ABSENT
Councilwoman Bruno	YES
Councilman D’Ambro	YES
Councilwoman Vomacka	YES

**Motion carried.** Resolution No. 68 of 2019 was adopted unanimously.

Resolution #69

Approving the  
 Carry Over of Balance of Unused Vacation Hours to 2020

Introduced by: Supervisor

WHEREAS, the Town of Stillwater’s Personnel Manual states that a request in writing must be made for approval to carry over the balance of 2019 vacation hours into the next year; and

WHEREAS, the attached Memo to the Town Board states the employees names and how many hours each employee is requesting to carry over from 2019 into 2020;

Now, therefore, be it  
 RESOLVED, that the Town Board hereby approves the carryover of the balance of unused vacation hours from 2019 into 2020 for the employees on the attached memorandum, subject to adjustments for any vacation hours taken between the adoption of this resolution and December 31, 2019.

**Motion** by Councilwoman Bruno and seconded by Councilwoman Vomacka to adopt Resolution No. 69 of 2019.

A roll call was taken on Resolution No. 69 of 2019 as follows:

Supervisor Kinowski	YES
Councilman Baker	ABSENT
Councilwoman Bruno	YES
Councilman D’Ambro	YES
Councilwoman Vomacka	YES

**Motion carried.** Resolution No. 69 of 2019 was adopted unanimously.

Resolution #70

Compensate Town Highway Employees  
 for Unused Vacation Time

WHEREAS, the Town of Stillwater Employee Policy Handbook states that any unused vacation time to be paid to an employee or to be carried over into the next year requires Town Board approval; and

WHEREAS, some of the Highway Department Employees are unable to use their vacation time due to the needs of business for the Town; and

Now Therefore, be it

RESOLVED, the Town Supervisor is hereby authorized to approve payment of unused vacation or approve carrying over the balance of 2019 unused vacation hours into the new year of 2020. The Town Highway Superintendent is instructed to sign off on any request after Town approval.

**Motion** by Councilwoman Bruno and seconded by Councilwoman Vomacka to adopt Resolution No. 70 of 2019.

A roll call was taken on Resolution No. 70 of 2019 as follows:

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

**Motion carried.** Resolution No. 70 of 2019 was adopted unanimously.

**Special Presentation**

Supervisor stated that there would be no public input this evening instead they will be swearing in Matt Harris as the new Highway Superintendent.

Councilwoman Bruno swore in Matt Harris as the new Highway Superintendent and all Board Members wished him well in the new position.

Mark Minick prior Highway Superintendent gave a brief statement on his secretary and employees and the job. He wished Matt the best of luck as the new Highway Superintendent.

**Audited Claims**

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

General	\$8,791.22
Town Outside	\$9,052.24
Highway	\$26,399.23
Water	\$783.96
Capital Projects	\$6,500.00
TA (Trust & Agency)	\$213.99

**Motion carried.**

**Adjourn: Motion** by Councilwoman Bruno and seconded by Councilwoman Vomacka to adjourn into executive session to discuss a legal matter at 7:15 PM. **Motion carried.** (Note: The Town Board will not resume the regular Town Board meeting)

Respectfully submitted by

Sue Cunningham  
Stillwater Town Clerk