



# TOWN OF STILLWATER

ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION

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## Town Board Meeting Minutes January 16, 2025 - 7:00 PM at Stillwater Town Hall

**Present:** Supervisor Ed Kinowski  
Councilmember Artie Baker- via Zoom  
Councilmember Chris D'Ambro  
Councilmember Ellen Vomacka

**Also Present:** Danielle Cowin, Town Clerk  
Bill Doughty, Superintendent of Highways  
James Trainor, Attorney for the Town  
Joe Lanaro, Engineer for the Town  
John Nett, Police Commissioner

**Absent/Excused:** Councilmember Jennifer Weaver

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

Danielle Cowin Town Clerk, took the roll call.

### **Adoption of Minutes:**

**Motion** by Councilmember Vomacka and seconded by Councilmember D'Ambro to adopt the minutes of January 2, 2025.

### **Motion carried.**

**Agenda Items** Public Hearing on Section 8 Housing Program  
Resolution No. 2 and 3

Supervisor Kinowski welcomed everyone to the meeting and introduced the public hearing for the section 8 housing program. He then handed the floor to James Mastrianni, (President of Jem Inc. Central office, affordable housing consultants) who explained the purpose and goals of the housing choice voucher program, which is sponsored by the Department of Housing and Urban Development. James also provided statistics about the program's impact in Stillwater, including the number of families it helps and the average subsidy per month. He concluded by highlighting the importance of the program in addressing poverty and ensuring safe, sanitary, and decent housing for low-income families. After Jame's presentation, the floor was opened for questions and encouraged the audience to review the program's plan and make comments.

Hearing no comments from the public, public hearing is now closed at 7:08pm

**Motion to** dispense with reading of Resolutions  
Motion by Councilmember D'Ambro seconded by Councilmember Vomacka.

**Motion to** discuss Resolutions No. 2 and 3

Motion by Councilmember D'Ambro seconded by Councilmember Vomacka.

No discussion needed.

**Resolution No. 2**

**A Resolution to Amend the Town's Personnel Policy Regarding Extended Sick Leave**

Introduced by: Supervisor

WHEREAS, there have been several instances of extenuating circumstances whereby an employee has needed an extension of the Town's standard sick time allowance beyond what was provided in the Town's Personnel Policy; and

WHEREAS, the Town Board wishes to provide for the extension of the Town's standard sick time allowance under extenuating circumstances on a case-by-case basis.

Now, therefore, be it

RESOLVED, that the Town's Personnel Policy is to be amended to include a section titled "Advancement of Sick Leave For Extenuating Circumstances" to provide that employees, who use all their sick leave due to extenuating circumstances, may request an advance of Sick Leave of up to 60 business days and that the employee will make such request, through their supervisor, to the Town Supervisor for consideration and approval on a case-by-case basis.

A motion by Councilmember D'Ambro, seconded by Councilmember Vomacka, to adopt Resolution No. 2 of 2025.

A roll call was taken on Resolution No. 2 of 2025 as follows:

Supervisor Kinowski	YES
Councilmember Baker	YES
Councilmember Vomacka	YES
Councilmember D'Ambro	YES
Councilmember Weaver	ABSENT

Resolution No. 2 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on January 16, 2025.

**Resolution No. 3**

**A Resolution to Adopt the Section 8 Housing Choice Voucher Program**

Introduced by: Supervisor

WHEREAS, the Town of Stillwater operates a Section 8 Housing Choice Voucher program funded by the U.S. Department of Housing and Urban Development; and

WHEREAS, the Town of Stillwater is required by the U.S. Department of Housing and Urban Development to prepare and adopt a written annual plan that establishes local policies for

administration of the Section 8 Housing choice Voucher program in accordance with regulations of the U.S. Department of Housing and Urban Development; and

WHEREAS, a public hearing was held on the proposed plan on January 16, 2025.

Now, therefore, be it

RESOLVED, that the Section 8 Housing Choice Voucher program funded by the U.S. Department of Housing and Urban Development is hereby adopted.

A motion by Councilmember D'Ambro, seconded by Councilmember Vomacka, to adopt Resolution No. 3 of 2025.

A roll call was taken on Resolution No. 3 of 2025 as follows:

Supervisor Kinowski	YES
Councilmember Baker	YES
Councilmember Vomacka	YES
Councilmember D'Ambro	YES
Councilmember Weaver	ABSENT

Resolution No. 3 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on January 16, 2025.

### **Other Business**

Councilmember Vomacka presented the year-end report for the building and planning department, highlighting the number of permits issued, inspections conducted, and fees collected. The report showed a significant increase in permits and fees collected, indicating a busy and active department. See attached.

Supervisor Kinowski reported a heating issue at the community center, which was identified after an engineering study three to four years ago. The issue was caused by leaking pipes in the concrete channels under the building, which led to significant damage to the wood and flooring. He mentioned that the heating company, Colonial Mechanical, is working on repairing the issue, but the extent of the damage is still unknown. He also mentioned that the upstairs of the building is another story and needs to be addressed. Supervisor Kinowski requested an estimate for repair and replacement from the heating company and plans to get quotes from other contractors. He assured that the facility has heat on the north side of the building and is providing daily updates to the board members.

Supervisor Kinowski discussed the EPA's final report on the Hudson River's PCBs and the invasive round goby fish species. This information is available in the town hall foyer for review.

### **Superintendent of Highway**

Billy Doughty expressed gratitude to his team, the town board, Anne Marie, and the town clerk's office for their hard work, particularly in the two months in the absence of his secretary.

### **Police Commission**

John Nett presented the Police Activity report for the year 2024, highlighting the total patrol miles, fuel used, complaints, and requests for service. In addition, the number of domestics, closed and open cases, arrests, use of force incidents, and other statistics. See report attached. He then moved on to the Annual Police Commission report, noting that the commission interviewed three candidates for patrol officer positions and unanimously approved their applications. John emphasized the ongoing challenge of recruitment and retention, but assured that staffing shortages have not affected the department's ability to cover its slots. He also mentioned a citizen complaint that was investigated and found to be without merit, and the negotiation of a new contract with the police union.

John also explained the definition of “use of force”. Under the Use of Force category, there was one case for 2024. No weapons were fired.

If an officer brandishes a firearm or electronic device, it is a reportable incident to DCJS/NYS Attorney General's Office.

Brandishment- the act of removal from holster, pointing of a firearm or electronic device towards a subject. Neither has to be fired to be reportable.

Lastly, he discussed the ongoing range project, which became fully operational in 2024.

### **Town Clerk**

Danielle Cowin appointed Barbara Mc Manus as Deputy Town Clerk for the year 2025. She also informed the board members that they had all received the town clerk's yearly financial report (see attached) and the 2025 town board meetings schedule.

### **Public Input**

### **Audited Claims**

The Town Clerk presented the following reports for the Town Board review.

	General	\$ 19210.12
	Town Outside	\$ 360.36
	Highway	\$ 55095.82
	Water	\$ 3688.98
	Trust & Agency	\$ 28.55
November/December 2024		
	General A	\$204162.19
	General B	\$222214.95
	Highway	\$211116.04
	Capital Projects	\$123506.78
	Lighting	\$ 3064.13
	Water & Sewer	\$ 68590.38
	Trust & Agency	\$ 61434.80

**Motion** by Councilmember D’Ambro and seconded by Councilmember Vomacka to pay the audited claims.

**Motion carried.**

**Motion** by Councilmember D'Ambro and seconded by Councilmember Vomacka to adjourn the meeting.

Respectfully submitted by,

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Danielle Cowin, Town Clerk

## BUILDING, PLANNING AND DEVELOPMENT DEPARTMENT

Date 1/2/2024

### YEAR END REPORT 2024

#### 1. Building Department

<b>i</b>	<i>Building Permits Received 267</i>
	<i>Increase in Permits from 2023 26</i>
	<i>Building Permits Issued 264</i>
	<i>Building Permits Canceled 1</i>
	<i>Building Permits Not Issued 27</i>
	<i>Building Permits Denied 1</i>
	<i>Building Permits Voided 1</i>
	<i>Building Permits Waiting on Information 5</i>
	<i>Building Permits Issued (Includes Burns Permits/Operating Permits)</i>
	<i>Eric Rutland 36</i>
	<i>Lloyd Moses 306</i>
	<i>Paul Male 10</i>
	<i>Building Permit Renewals 42</i>
	<i>Burn Permits Issued (No Fee) 30</i>
	<i>Certificates of Occupancy Issued 123</i>
	<i>Certificate of Compliance Issued 79</i>

*Total Number of Complaints 37*

*Total Number of Building Inspections (Lloyd Moses) 593*

*Total Number of Building Inspections (Eric Rutland) 125*

*Total Number of Building Inspections (Paul Male) 5*

*Total Number of Construction Inspections (Eric Rutland) 0*

## **2. Planning Board (Planning Department)**

**i** *Planning Applications Submitted 29*

*Site Plans Received 8*

*Special Use Applications 3*

*Minor Subdivision Applications 6*

*Major Subdivision Applications 1*

*Lot Line Adjustments 9*

*PDD Application 2*

*Time Extension 0*

*Home Occupation (Reviewed Under Site Plan & Special Use Permit) 0*

*The Planning & Development Department has collected (Minus Public Hearing Fees) \$26,101.00*

## **3. Zoning Board of Appeals (Planning Department)**

**i** *Area Variances Received 3*

*Area Variances Withdrawn 0*

*The Zoning Board of Appeals has collected \$600.00*

## **4. Public Hearings**

**i** *The Public Hearing fees that have been collected for 2024 \$413.68*

## 5. FOIL REQUEST

**i** *The Building, Planning & Development Department Received 79*

## 6. All Fees Associated with the GEIS Fee Schedule

**i** *The Building, Planning & Development Department has collected \$242,334.79*

## 7. Water Installation Fees Collected for the Highway Water Department by Sheila Silic Administrative Assistant to the Building Department

**i** *Revolutionary Heights (Camelot Associates) \$00.00*  
*Luther Woods (DeGraff Bloom) \$00.00*  
*Olympia Gardens (Bordeau Builders) \$37,400.00*  
*Stillwater Apartments (Blue Iron Construction) \$00.00*  
*The Luther Forest Corp (White Plains LLC) \$00.00*  
*The Building Department has collected \$37,400.00*

## 8.Fire Inspections

**i** *Fire Inspection (Eric Rutland/Lloyd Moses) 12*  
*The Building Department has collected \$1,675.00.00*

## 9.Public Benefit

**i** *The Building, Planning & Development Department has collected \$191,000.00*

## 10.Totals Collected for the Year

Name	Title	Date
Building Department	BUILDING PERMIT FEES COLLECTED FOR THE YEAR	\$136,827.00
Planning Board & Zoning Board of Appeals	PROJECTS & PUBLIC HEARING FEES COLLECTED FOR THE YEAR	\$27,114.68

Fire Inspections	TOTAL COLLECTED FOR THE YEAR	\$1,675.00
Building, Planning & Development Department (This Includes Fire Inspection Fees)	TOTAL COLLECTED FOR THE YEAR (Excluding Water Installation Fees, GEIS Fees & Public Benefit Fees)	\$165,166.80
GEIS Fees	TOTAL COLLECTED FOR THE YEAR	\$242,334.79
Building Department for Water Department (Highway)	WATER INSTALLATION FEES COLLECTED FOR THE YEAR	\$37,400.00
Public Benefit	TOTAL COLLECTED FOR THE YEAR	\$191,000.00



01/06/2025

Town Clerk Monthly Report Monthly Report  
January 01, 2024 - December 31, 2024

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Jan 16, 2025  
TBW

Account#	Account Description	Fee Description	Qty	Local Share
A 2540	WAGERING FEES	Bell Jar	4	40.00
		<b>Sub-Total:</b>		<b>\$40.00</b>
A1255	Conservation	Conservation	90	509.53
	Marr. Lic.	Marriage Licensing Fees	26	455.00
	MISC. FEES	Marriage Cert.	6	60.00
		Marriage Trans.	21	210.00
		<b>Sub-Total:</b>		<b>\$1,234.53</b>
A2544	Dog Licensing	Exempt Dogs	4	0.00
		Female, Spayed	332	1,660.00
		Female, Unspayed	24	240.00
		Male, Neutered	255	1,275.00
		Male, Unneutered	38	380.00
		Replacement Tags	7	21.00
	senior discount	senior discount	89	-222.50
		<b>Sub-Total:</b>		<b>\$3,353.50</b>
A2770	Misc Fees	Foil Requests	25	169.24
		<b>Sub-Total:</b>		<b>\$169.24</b>
B 2115	PLAN & ZONE	Subdivision Fees	7	2,400.00
	Special Use	Special Use	2	650.00
		<b>Sub-Total:</b>		<b>\$3,050.00</b>
B 2555	PERMIT FEES	Building Permits	283	170,702.77
		<b>Sub-Total:</b>		<b>\$170,702.77</b>
B1255	Misc Fee	Park Pavilion NR	35	2,710.00
	Misc Fees	Park Kitchen	26	1,300.00
		Park Pavilion	58	2,900.00
	MISC. FEES	Death Transcripts	238	2,420.00
		Genealogy	9	220.00
		<b>Sub-Total:</b>		<b>\$9,550.00</b>
B2110	PLAN & ZONE	PH Notification	10	466.72
		Variance	3	600.00
		<b>Sub-Total:</b>		<b>\$1,066.72</b>
B2115	PLAN & ZONE	Lot Line Adjustment	7	2,500.00
		Planned Dev. Dist.	1	1,500.00
		Site Plan Review	5	19,051.00
		<b>Sub-Total:</b>		<b>\$23,051.00</b>
B2155	Misc Fee	Park Misc.	38	850.00
		<b>Sub-Total:</b>		<b>\$850.00</b>
B 2555	Fire Inspections	Fire Inspections	9	1,675.00
	PERMIT FEES	Demolition	5	500.00
		Peddler	2	200.00
		Signs	1	75.00
	Permits	Swimming Pools	16	1,150.00

01/06/2025

**Town Clerk Monthly Report Monthly Report**  
**January 01, 2024 - December 31, 2024**

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Account#	Account Description	Fee Description	Qty	Local Share
			<b>Sub-Total:</b>	<b>\$3,600.00</b>
B2771	Misc Fees	Brown's Beach-10 Day Pass	5	200.00
			<b>Sub-Total:</b>	<b>\$200.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$216,867.76</b>
Amount paid to: NYS Ag. & Markets for spay/neuter program				773.00
Amount paid to: NYS Environmental Conservation				9,252.47
Amount paid to: STATE COMPTROLLER FOR GAMES OF CHANCE				60.00
Amount paid to: State Health Dept. for Marriage Licenses				585.00
<b>Total State, County &amp; Local Revenues:</b>		<b>\$227,538.23</b>	<b>Total Non-Local Revenues:</b>	<b>\$10,670.47</b>

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Danielle Cowin, Town Clerk, Town of Stillwater during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Edward D. K... 1-9-25      Danielle Cowin      1-9-25  
 Supervisor      Date      Town Clerk      Date



**POLICE COMMISSION  
TOWN OF STILLWATER, NEW YORK**

**Police Activities Report for End of Year 2024**

Stillwater Police Department Activities Report for distribution to the Town Board, the public  
and to be posted in The Mechanicville Express

Description	Total 2024	Monthly Ave.
Patrol Miles	59,534	4,961
Fuel Used	5,262	438
Complaints & Request for Service	882	74
Domestic Complaints	67	6
Closed by Investigation	856	71
Open Cases	26	2
Follow Up Investigations	229	19
Arrests	156	13
Use of Force	1	
Tickets Issued	484	40
Motor Vehicle Crashes	84	7
Assist Other Agencies	155	13
Property Checks Conducted	1,928	161
Special Events / Details	40	3
Meetings & Training	37	3
Request for Records	140	13
Portable Radar Unit Placement	10	
Sexual Offenders Registered	28	2
Total Call for Services	3,383	282

Respectfully submitted,

John Nett  
Police Commissioner  
(Signed Copy on file)



**POLICE COMMISSION  
TOWN OF STILLWATER, NEW YORK**

**Annual Police Commission Report for 2024 to the Town Board**

2024 was a productive year.

During the year the Commission interviewed three candidates for three open positions as Patrol Officers. The Commission voted unanimously to approve their application and offered them the positions which were accepted. These were forwarded to the Supervisor for approval.

Recruitment and retention continues to be a major focus for the Department and the Commission. A constant challenge is filling the allocated slots for our officers. Staffing shortages are seen in almost every agency resulting in mandatory overtime and callbacks from these agencies that affect our officer's ability to fill slots.

The Commission received a citizen complaint. After a thorough investigation, the Commission reviewed all the documentation and ruled unanimously that the complaints and allegations were without merit. After consultation with counsel the matter was closed, and the complainant was notified of the decision.

The Commission interviewed Susan Petronis to fill a vacancy left by the resignation of Jennifer Weaver. After reviewing the Commission Charter and other information, she confirmed that she would still be interested in serving as a commissioner. She was unanimously approved, and the approval was forwarded to Supervisor Kinowski.

Commissioner Nett and Supervisor Kinowski met with members of the Police Union and department representatives to negotiate the new 2025 contract which was ratified.

The Commission reviewed the proposed 2025 budget at length and sent it to the Supervisor and Board with a recommendation to approve as presented.

The ongoing SPD Range project, now in its 3<sup>rd</sup> year, became fully operational in 2024 by qualifying officers from both Stillwater and Mechanicville Police Departments in accordance with DCJS regulations. There is additional work to be done but it is operational.

We continue to work closely with Chief Pecor.

Respectfully submitted,

  
John Nett  
Police Commissioner