



# TOWN OF STILLWATER

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

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## Town Board Meeting Minutes March 20, 2025~ 7:00 PM at Stillwater Town Hall

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

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

**Absent/Excused:** None.

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 Weaver to adopt the meeting minutes of February 20, 2025

**Motion carried.**

**Agenda Items-** Resolutions No.s 10-17

### **Resolution No. 10**

#### **A Resolution Regarding the Required Audit/Examination of the Town Court**

Introduced by: Supervisor

WHEREAS, the Stillwater Town Board is required to do an annual audit/examination of the Town Court of the Town of Stillwater; and

WHEREAS, an audit/examination of the Town Court's records was completed on February 26, 2025 and a copy of the results of the examination and this Resolution must be presented to the State of New York Unified Court System;

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board has completed, reviewed and accepted the necessary audit/examination and the results will be emailed or mailed to the New York State Office of Court Administration.

A motion by Councilmember Baker, seconded by Councilmember Vomacka, to adopt Resolution No. 10 of 2025.

A roll call vote was taken on Resolution No. 10 of 2025 as follows:

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

Resolution No. 10 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 20, 2025.

### **Resolution No. 11**

#### **A Resolution to Increase the Budget for the Memorial Day Celebration**

Introduced by: Supervisor

WHEREAS, the Town annually contributes funding to the joint Memorial Day Celebration with American Legion Post 490 and budgets for the expense; and

WHEREAS, the Town hasn't increased its budget for the Memorial Day Celebration in years in spite of the increase in the expense of conducting the celebration.

NOW, THEREFORE, BE IT

RESOLVED, that the Town hereby increases its 2025 budget for the Memorial Day Celebration from \$5,500 to \$7,500.

A motion by Councilmember Baker, seconded by Councilmember Vomacka to adopt Resolution No. 11 of 2025.

A roll call was taken on Resolution No. 11 of 2025 as follows:

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

Resolution No. 11 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 20, 2025.

### **Resolution No. 12**

#### **A Resolution to Declare Police Vehicles as Surplus and Authorize their Sale**

WHEREAS, the Police Chief states that the following vehicles:

Vehicle 1: 2017 Ford Police Interceptor SUV Canine Unit  
Vin# 1FM5K8AT2HGC34825

Vehicle 2: 2021 Ford Police Interceptor Hybrid  
1FM5K8AW2MNA01964

have no further useful life to the Town Police Department and he therefore recommends that they be declared to be “surplus” to the Town; and

WHEREAS, in accordance with State Law and the Town’s Procurement Policy, the surplus town vehicles should be sold to another municipality or, alternatively, to the highest bidder at auction.

NOW, THEREFORE, BE IT

RESOLVED, that the above listed police vehicles are hereby declared to be surplus and the Police Chief is authorized to sell them to another municipality for reasonable value or, alternatively, to the highest bidder at a public auction.

A motion by Councilmember Baker, seconded by Councilmember Vomacka, to adopt Resolution No. 12 of 2025.

A roll call was taken on Resolution No. 12 of 2025 as follows:

Supervisor Kinowski	YES
Councilmember Baker	YES
Councilmember Vomacka	YES
Councilmember D’Ambro	YES
Councilmember Weaver	YES

Resolution No. 12 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 20, 2025.

### **Resolution No. 13**

#### **A Resolution to Set a Public Hearing Regarding Local Law 1 of 2025, a Local Law to Amend or Rescind the Town’s Refuse Ordinances**

Introduced by: Supervisor

WHEREAS, Chapter 172 of the Town Code, entitled “Solid Waste”, combined Ordinances from 1963, 1972 and 1990 to regulate the dumping of refuse within the Town of Stillwater; and

WHEREAS, the Town does not operate a refuse disposal area and no longer wishes to allow the dumping of refuse within the Town boundaries; and

WHEREAS, a public hearing and a local law are necessary to amend or repeal the ordinances allowing the dumping of refuse in Town.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby schedules a public hearing to consider Local Law 1 of 2025, a local law to amend or repeal Ordinances 5-27-1963, 7-25-1972 and Ordinance Number 2 of 1990 regulating the dumping of refuse within the Town of Stillwater.

A motion by Councilmember Baker, seconded by Councilmember Vomacka to adopt Resolution No. 13 of 2025.

A roll call was taken on Resolution No. 13 of 2025 as follows:

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

Resolution No. 13 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 20, 2025.

NOTE: A Public Hearing will be scheduled for May 1, 2025 at 7pm as the Stillwater Town Hall, regarding resolution No. 13.

#### **Resolutions: No. 14**

#### **A Resolution Authorizing the Supervisor's Signature On LaBella Engineering Engagement Agreement 11 of 2025 Regarding Water District #6 Improvements**

Introduced by: Supervisor

WHEREAS upon the Supervisor's request, LaBella Associates presented the Town with 2025 Engagement Agreement 11, a copy of which is attached hereto, to authorize professional services regarding Water District #6 Improvements; and

WHEREAS the professional services will include analysis to improve system performance across Water District #6 and related extensions, as described in the attached Agreement, and are to be provided at an estimated cost of \$12,950.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby authorizes the Supervisor's signature on the attached 2025 Engagement Agreement 11 with LaBella Associates to provide professional services related to Water District #6 Improvements at a projected cost of \$12,950.

A motion by Councilmember Baker, seconded by Councilmember Vomacka, to adopt Resolution No. 14 of 2025.

A roll call was taken on Resolution No. 14 of 2025 as follows:

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

Resolution No. 14 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 20, 2025.

#### **Resolution 15**

#### **A Resolution Authorizing the Supervisor's Signature On LaBella Engineering 2025 Engagement Agreement #12 Regarding Stillwater Area Community Center HVAC Improvements**

Introduced by: Supervisor

WHEREAS upon the Supervisor's request, LaBella Associates presented the Town with 2025 Engagement Agreement 12, a copy of which is attached hereto, to authorize professional services regarding SACC HVAC Improvements; and

WHEREAS the professional services will include a grant application to analyze existing facility conditions and will include a proposed estimate of probable costs for the proposed improvements, as described in the attached Agreement, and are to be provided at an estimated cost of \$17,000.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby authorizes the Supervisor's signature on the attached 2025 Engagement Agreement 12 with LaBella Associates to provide professional services related to SACC HVAC Improvements at a projected cost of \$17,000.

A motion by Councilmember Baker, seconded by Councilmember Vomacka, to adopt Resolution No. 15 of 2025.

A roll call was taken on Resolution No. 15 of 2025 as follows:

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

Resolution No. 15 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 20, 2025.

#### **Resolution No. 16**

#### **A Resolution Authorizing the Supervisor's Signature On LaBella Engineering 2025 Engagement Agreement #13 Regarding Landfill Monitoring Point Replacements**

Introduced by: Supervisor

WHEREAS upon the Supervisor's request, LaBella Associates presented the Town with 2025 Engagement Agreement 13, a copy of which is attached hereto, to authorize professional services regarding Landfill Monitoring Point Replacements; and

WHEREAS the professional services will include installing two replacement perimeter landfill gas monitoring points as described in the attached Agreement, and are to be provided at an estimated cost of \$3,800.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby authorizes the Supervisor's signature on the attached 2025 Engagement Agreement 13 with LaBella Associates to provide professional services related to the installation of two replacement perimeter landfill gas monitoring points for an estimated cost of \$3,800.

A motion by Councilmember Baker, seconded by Councilmember Vomacka, to adopt Resolution No. 16 of 2025.

A roll call was taken on Resolution No. 16 of 2025 as follows:

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

Resolution No. 16 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 20, 2025.

#### **Resolution No. 17**

#### **A Resolution to Schedule a Joint Board Workshop Regarding Proposed Changes to the Town's Zoning Code**

Introduced by: Supervisor

WHEREAS, the Town's Senior Planner and LaBella Engineering are recommending comprehensive amendments to the Town's Zoning Code and related Town Code provisions; and

WHEREAS, the Town Board would like to have the recommended changes presented to the Town Board, Planning Board and the Zoning Board of Appeals together.

NOW, THEREFORE, BE IT

RESOLVED, that a Joint Board Workshop is hereby scheduled for April 17, 2025 at Town Hall, 881 Hudson Avenue, Stillwater beginning at 6:00 pm for the Town's Senior Planner and LaBella Engineering to present their proposed amendments to the Town's Zoning Code and related Town Code provisions.

A motion by Councilmember Baker, seconded by Councilmember Vomacka to adopt Resolution No. 17 of 2025.

A roll call was taken on Resolution No. 17 of 2025 as follows:

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

Resolution No. 17 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on March 20, 2025.

### **Other Business**

#### **Query of the Board**

##### **Councilmember Vomacka**

Ellen stated ongoing projects with the Historian Mackenzie Macey, such as the implementation of a free QR code system for buying commemorative bricks, weeding out files and the relocation of equipment to the new office.

She mentioned plans to discuss the blockhouse roof with Jason Christopher in April and the need to address the preservation of the Black House wood.

##### **Supervisor Kinowski**

Read a letter asking for support from a local trap shooting program for youth.

The board discussed supporting the trap shooting program for youth with a \$1,000 donation from Parks and Recreation funds. Supervisor clarified that this is not a school program but an outside initiative focused on gun safety and responsible handling. The board voted to approve the funding, with some discussion about ensuring proper safety measures and instructor certifications. John Nett to verify that trap team instructors are NRA certified.

Final salary determinations for summer help were received. Supervisor mentioned plans to send an email to board members regarding salary determinations, particularly lifeguards, to remain competitive with state rates. The State rate is at \$20.00 per hour. Sue Cunningham has filled all the positions.

The Supervisor brought the attention to the board members regarding the heating system in the community center and upgrading options. It was proposed using mini-split systems instead of replacing the existing boilers, stating that this approach would be more flexible and cost-effective in the long run. The Board considered factors such as energy efficiency, insulation, and the varying temperature needs of different rooms.

Labella Associates will conduct an engineering study on HVAC improvements for the Community Center.

##### **Town Clerk**

Danielle questioned the responsibility for historical signs in the town, noting conflicting information about whether municipalities or the state are responsible for their maintenance. She plans to verify this information with Tom Richardson from the Chamber of Commerce.

Discussion was held about the placement of signs on private property and in public right-of-way. Attorney Jim Trainor suggested that most signs are likely in the public right-of-way and may not require permission from landowners.

Danielle mentioned that some surrounding towns are working on cleaning up their signs for the upcoming 250th anniversary celebration and questioned if the Town of Stillwater can do the same.

Danielle questioned the date for opening of the parks. Barbara (Deputy) is getting many phone calls for reservations for birthday and graduation parties. The board held discussion on some scheduled to open on May 1st, weather permitting. Supervisor explained the process of inspecting equipment and ensuring field conditions are suitable before opening as sometimes we get pressure from the public to open earlier.

The Family Day event is planned for September 13th at Post 490, featuring fireworks, two local bands, and carnival rides. Danielle also mentioned ongoing projects, including high school students creating artwork for a collage display in the town board room.

The implementation of the online dog system is in progress.

### **Councilmember Weaver**

Jen announced the confirmed date for the town-wide cleanup day for May 10th and outlined new pricing structures for different vehicle types participating in the event, ranging from \$5-\$10 for car loads, pick up \$10-\$20 and \$40 for 20-foot trucks. All depending on load sizes.

She is looking to have E-waste collection on May 31st. Superintendent Doughty will check on availability of employees to work that day.

### **Highway Superintendent**

Billy Doughty discussed the water main break issues this week on Kellogg Rd. 2,000 gallons a minute broke 10ft away. Boil water notices were sent out to local area neighbors.

Supervisor Kinowski expressed the need for a standard notification plan for board members and other relevant parties. A plan is needed for immediate notifications in case of future water breaks. Billy will send Shelby a standard notification list for water breaks to notify the relevant parties.

### **Police Commissioner**

John Nett announced positive news about grant money received for the gun range project. It was approved from the DEC. He provided police activity statistics for the month. See report attached

### **Public Input**

#### **Mayor Judy Wood-Zeno**

The village garage sales have been scheduled for May 17 & 18<sup>th</sup>, 2025.

Village Board approved payment for 1 of 2 bands for Family Day 2025.



Judy announced a plan to light up the village between the town's community center craft fair and the village tree lighting event. She stated there is time in the day in between these two events with nothing going on. She suggested various activities, including a band, singing group, and a live nativity. She also mentioned the possibility of setting pop up tents in the village parking lot for selling Christmas cookies and pies etc. She is encouraging businesses to participate and sell their products during the celebrations.

Supervisor Kinowski mentioned the need for traffic control measures due to potential slippery sidewalks and snowy conditions. Judy to reach out to Paul regarding traffic control measures for the planned Christmas village event.

Express Newspaper

Tom Mahoney briefly touched on ideas for a winter celebration, including the possibility of organizing sleigh rides.

The Town Clerk presented the following for the Town Boards review.

Town Clerks Monthly (attached) and

**Audited Claims**

March 7	General	\$33,415.62
	Town Outside	\$14,452.08
	Highway	\$22,872.84
	Water & Sewer	\$264.00
March 21	General	\$23,256.27
	Town Outside	\$1,870.31
	Highway	\$19,086.37
	Water & Sewer	\$4,632.52
<b><u>Jan/Feb Prepays</u></b>		
	General A Fund	\$343,983.80
	General B Fund	\$29,693.79
	Capital Projects	\$21,988.13
	Highway	\$154,847.54
	Lighting	\$3,331.29
	Water & Sewer	\$62,787.04
	Trust & Agency	\$1,099,630.58

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

**Motion carried.**

**Adjournment**

**Motion** by Councilmember Baker and seconded by Councilmember Vomacka to adjourn the Town Board meeting at 7:55pm.

**Motion carried.**

The next meeting is scheduled for Thursday April 3, 2025

Respectfully submitted by,

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Danielle Cowin, Stillwater Town Clerk

**Police Activities Report for February 2025**

Patrol Miles	4317
Fuel Used	389
Complaints & Request for Service	47
Domestic Complaints	4
Closed by Investigation	46
Open Cases	1
Follow Up Investigations	9
Arrests	10
Use of Force	0
Tickets Issued	39
Motor Vehicle Crashes	7
Assist Other Agencies	17
Property Checks Conducted	154
Special Events / Details	1
Meetings & Training	2
Request for Records	9
Portable Radar Unit Placement	0
Sexual Offenders Registered	1
Total Call for Services	238

Respectfully submitted,

John Nett  
Police Commissioner  
(Signed Copy on file)

Stillwater Trap Team  
1027 Hudson Ave  
Stillwater, NY 12170

RE: Sponsorship Request

Dear Supervisor Kinowski & Town Board Members

Let me take this opportunity to introduce you to the Stillwater Trap Club. The Stillwater Trap Club consists of male & female students from the Stillwater School District ranging from 7<sup>th</sup> grade to 12<sup>th</sup> Grade. The Stillwater Trap Club shoots every Sunday at the Fish Creek Rod & Gun Club. On top of this the coaches have an open shoot for other kids and adults after the Trap Team does their competition rounds. It is open to the public to come in and watch.

The Stillwater Trap Club has been practicing their shooting since February with competition shooting starting in two weeks. The students will be competing every Sunday and their scores will be added to a data base with other schools. They will also compete in Hudson Falls against a few hundred other young athletes and in the State competition in the summer. All this comes at a high cost to the student/parent.

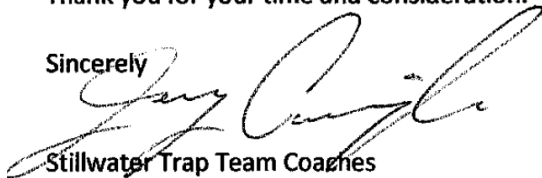
Our goal is to raise \$10,000 through various endeavors such as raffles, kids shoot a thon, applying for grants and reaching out to local Businesses, Families, and Friends for sponsorships. All donations raised will be targeted exclusively towards covering the expenses associated with trap shooting; such as: uniform shirts & hats, ammo, clays, shot cam, dummy gun, voice activated trap release system, etc.

Would you please consider sponsoring the Stillwater Trap Club in order for them to reach their goal and to help continue this growing sport in the future. With your sponsorship you will be helping young adults participate in a lifelong sport, develop safe gun handling and practices and provide them with a safe and educational opportunity.

If you find that the requested sponsorship fits within the scope of the Parks & Recreation budget please make check payable to the **Stillwater Trap Club**.

Thank you for your time and consideration.

Sincerely



Stillwater Trap Team Coaches  
Chuck Law, Head Coach  
Jeremy Cunningham, Coach  
Scott Wagner, Coach

PS: Last year there was one student who scored high enough throughout the competitions that was invited to the National competition in Michigan. Although he was unable to go he placed 12<sup>th</sup> out of 275 local competitors. First time shooting-pretty good.

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	2	2.76
	Marr. Lic.	Marriage Licensing Fees	1	17.50
	MISC. FEES	Marriage Trans.	16	160.00
		<b>Sub-Total:</b>		<b>\$180.26</b>
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	17	85.00
		Female, Unspayed	9	90.00
		Male, Neutered	13	65.00
		Male, Unneutered	3	30.00
		Replacement Tags	1	3.00
	senior discount	senior discount	3	-7.50
		<b>Sub-Total:</b>		<b>\$265.50</b>
A2770	Misc Fees	Foil Requests	3	10.75
		<b>Sub-Total:</b>		<b>\$10.75</b>
B 2115	PLAN & ZONE	Subdivision Fees	1	300.00
		<b>Sub-Total:</b>		<b>\$300.00</b>
B 2555	PERMIT FEES	Building Permits	12	8,730.75
		<b>Sub-Total:</b>		<b>\$8,730.75</b>
B1255	Misc Fee	Park Pavilion NR	2	150.00
	Misc Fees	Park Kitchen	1	50.00
		Park Pavilion	1	50.00
	MISC. FEES	Death Transcripts	3	30.00
		Genealogy	1	44.00
		<b>Sub-Total:</b>		<b>\$324.00</b>
B2155	Misc Fee	Park Misc.	1	35.00
		<b>Sub-Total:</b>		<b>\$35.00</b>
B2555	PERMIT FEES	Peddler	1	100.00
	Permits	Swimming Pools	1	100.00
		<b>Sub-Total:</b>		<b>\$200.00</b>

**Total Local Shares Remitted: \$10,046.26**

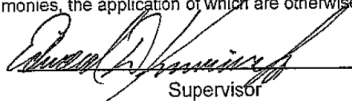
Amount paid to: NYS Ag. & Markets for spay/neuter program 66.00  
 Amount paid to: NYS Environmental Conservation 47.24  
 Amount paid to: State Health Dept. for Marriage Licenses 22.50


**Total State, County & Local Revenues: \$10,182.00**

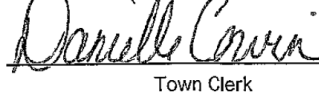
**Total Non-Local Revenues: \$135.74**

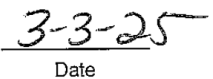
To the Supervisor:

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.

  
Supervisor

  
Date

  
Town Clerk

  
Date