



TOWN OF STILLWATER

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

Town Board Meeting Minutes December 18, 2025 - 7:00 PM at Stillwater Town Hall

Present: Supervisor Ed Kinowski
Councilmember Chris D'Ambro
Councilmember Ellen Vomacka
Councilmember Jennifer Weaver

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 Artie Baker

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 D'Ambro and seconded by Councilmember Vomacka to adopt the minutes of December 4, 2025.

Motion carried.

Agenda Items PUBLIC HEARING- Corrections to Form Based Codes
Resolution No.81- 87 of 2025

Resolution No. 81

Resolution Declaring Intent as Lead Agency for WD#6 Improvements

Introduced by: Supervisor

WHEREAS, Labella Engineering submitted a Draft Map and Plan, as well as a Full Environmental Assessment Form (Part I), in December 2025 for proposed operational performance improvements to Water District #6 and Extensions 1 through 4; and

WHEREAS, the Town Board feels it is appropriate for it to serve as the SEQRA Lead Agency for the project.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby declares its intent to serve as the Lead Agency for the coordinated review of the Operational Performance Improvements Project for Water District #6 and Extensions 1 through 4; and be it further

RESOLVED, that Labella Engineering is hereby requested to send a Letter of Intent to Serve as Lead Agency to all involved or interested agencies regarding the proposed Project and requesting their responses within thirty (30) days.

A motion by Councilmember Vomacka, seconded by Councilmember Weaver, to adopt Resolution No. 81 of 2025.

A roll call was taken on Resolution No. 81 of 2025 as follows:

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

Resolution No. 81 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on December 18, 2025.

Resolution No. 82

Resolution Accepting WD#6 Map & Plan and Setting Public Hearing

Introduced by: Supervisor

WHEREAS the Town previously authorized the preparation of a Map and Plan (“M&P”) by LaBella Associates, a copy of which is on file at the Town Supervisor’s Office, regarding the Operational Performance Improvements for Water District #6 and Extensions 1 through 4; and

WHEREAS the Operational Performance Improvements consist primarily of constructing a booster (“jockey”) pump station adjacent to the SCWA tank on Cordero Boulevard and the installation of 4500 feet of new water main along Graves Road; and

WHEREAS the cost to the typical residential user within Water District #6 and Extensions 1 through 4 is expected to be \$688.51 and is below the 2025 threshold of \$1,101.00 which would require the NYS Comptroller’s approval; and

WHEREAS a Public Hearing is required to consider the Improvements to the District and the attached Notice of Public Hearing is made a part hereof and incorporated by reference herein.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby approves of and accepts the proposed Map and Plan, requests that it be filed with the Town Clerk, finds that it adequately describes the Project and meets the requirements of the NYS Town Law; and be it further

RESOLVED, that the cost of preparing the M&P will be advanced by the Town but then will be reimbursed by the District and the Extensions; and be it further

RESOLVED, this Resolution is subject to a Permissive Referendum in accordance with §209-b of the New York Town Law; and be it further

RESOLVED, that a Public Hearing is hereby scheduled for 7:00 PM on January 22, 2026 at Stillwater Town Hall, 881 Hudson Avenue, Stillwater, New York 12170, to consider the proposed Improvements to WD#6 and Extensions 1 through 4; and be it further

RESOLVED, that the Town Clerk is requested to maintain a copy of the M&P in her office for public review, to post a copy of this Resolution on the Town's sign-board, to publish the attached Notice of the Public Hearing at least once in the Town's Official Newspaper at least 10 days, but no more than 20 days, before the January 22, 2025 Public Hearing and to file a copy of the Resolution, M&P and Notice with the State Comptroller on or about the date of publication of the Notice of Public Hearing.

A motion by Councilmember Vomacka, seconded by Councilmember Weaver, to adopt Resolution No. 82 of 2025.

A roll call vote was taken on Resolution No. 82 of 2025 as follows:

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

Resolution No. 82 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on December 18, 2025.

Resolution No. 83

Resolution Authorizing Interim License Agreement for Browns Beach

Introduced by: Supervisor

WHEREAS the License and Management Agreement ("LMA") with Panza Group LLC at Brown's Beach is due to be renewed; and

WHEREAS the Town and Panza Group LLC have agreed on the terms of an Interim LMA until a final LMA can be achieved, as described in the attachment hereto.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby ratifies and authorizes the Supervisor to sign the attached Interim License and Management Agreement with Panza Group LLC to operate certain portions of the Brown Beach Recreation Area, including but not limited to Doc Browns, the Nest and the Beach Bar and Pavilion.

A motion by Councilmember Vomacka, seconded by Councilmember Weaver, to adopt Resolution No. 83 of 2025.

A roll call was taken on Resolution No. 83 of 2025 as follows:

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

Resolution No. 83 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on December 18, 2025.

Resolution No. 84

Resolution Authorizing Renewal Agreement with SCWA

Introduced by: Supervisor

WHEREAS, a detailed Agreement, a copy of which is attached hereto, has been negotiated with the Saratoga County Water Authority (SCWA) for the supply of water to Consolidated Water District #6 and its Extensions 1 through 4; and

WHEREAS, the renewal Agreement with SCWA calls for the supply of water over a ten (10) year period to reflect the demands anticipated within the Town during that period.

NOW, THEREFORE, BE IT

RESOLVED, that the Supervisor is hereby authorized to sign the attached Agreement with the SCWA for the supply of water to the Town's water supply system for the period July 15, 2025 to July 14, 2034.

A motion by Councilmember Vomacka, seconded by Councilmember Weaver, to adopt Resolution No. 84 of 2025.

A roll call was taken on Resolution No. 84 of 2025 as follows:

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

Resolution No. 84 of 2025 was adopted at a Town Board meeting of the Town Board of the Town of Stillwater duly conducted on December 18, 2025.

Resolution No. 85

Resolution Adopting Local Law 5 of 2025 re Form Based Code

Introduced by: Supervisor

WHEREAS, by Resolution 41 of 2017 and Local Law 2 of 2017, the Town Board adopted the Route 4 Form Based Code provisions into the Town's zoning code as Article XXI of Chapter 210; and

WHEREAS, at the time of the adoption of Local Law 2 of 2017, certain tables and descriptions from the old zoning provisions were inadvertently included with the published text of the new zoning provisions, thus requiring an amendment to the local law to eliminate the no longer applicable provisions.

WHEREAS, a public hearing was conducted on December 18, 2025 to receive public comment concerning the proposed amendments.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby adopts Local Law ___ of 2025, a Local Law amending Local Law 2 of 2017 regarding the Route 4 Form Based Code Provisions as described in the attachment hereto; and be it further

RESOLVED, that the Town Clerk is requested to publish appropriate notice of the adoption of the Local Law and to file it with the New York Secretary of State.

A motion by Councilmember Vomacka, seconded by Councilmember Weaver, to adopt Resolution No. 85 of 2025.

A roll call was taken on Resolution No. 85 of 2025 as follows:

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

Resolution No. 85 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on December 18, 2025.

Resolution No. 86

Resolution for 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

RESOLVED, that the above budget adjustments and transfers are hereby approved.

BUDGET ADJUSTMENTS/ TRANSFERS	2025		
B-3620.4 B-8010.41	Code Enforcement Contractual	Transfer	500.00
	Zoning Contractual	Transfer	-500.00

A -8160.465	Recycling	Transfer	115.00
A-6410.4	Publicity Contractual	Transfer	-115.00
A-1620.41	Building contractual	Transfer	15,000.00
A-9060.8	Hospitalization	Transfer	-15,000.00
A-1330.2	Tax equipment	Transfer	-1000.00
A-1330.4	Tax contractual	Transfer	1000.00
A-1220.4	Supervisor contractual	Transfer	400.00
A-1355.4	Assessor contractual	Transfer	-400.00
A-1010.4	Town board contractual	Transfer	500.00
A-1355.4	Assessor contractual	Transfer	-500.00
A-1410-100	Town Clerk Salaries	Transfer	-100.00
A-1410.4	Town Clerk Contractual	Transfer	100.00
SW-8310.106	Salaries dist. 6	Increase budget	7000.00
SW-2147	Metered Sales Dist. 6	Increase budget	12,300.00
SW-8340-466	Water Transmission Dist. 6	Increase budget	5000.00
SW-9035.86	Medicare dist. 6	Increase budget	100.00
SW-9030.86	Social Security Dist. 6	Increase budget	200.00

A-1315.100	Fiscal Mgt Salaries	Transfer (cover Paffen)	5000.00
A-1355.100	Assessor Salaries	Transfer (cover Paffen)	-5000.00
B-7140.2	Parks Contractual	Increase budget (Landscaping)	24,000.00
B-2706	Grant Local Gov	Increase budget (Grant Bemis Heights)	24,000.00
B-7140.100	Playground & Rec Salaries	Transfer	1000.00
B-7140.2	Parks Contractual	Transfer	-1000.00

A motion by Councilmember Vomacka, seconded by Councilmember Weaver, to adopt Resolution No. 86 of 2025.

A roll call was taken on Resolution No. 86 of 2025 as follows:

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

Resolution No. 86 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on December 18, 2025.

Resolution No. 87

Resolution for 2025 Year end Budget Adjustments.

Introduced by: Supervisor

WHEREAS, certain year end budget transfers and corrections to contingent appropriations should be undertaken to maximize the use of 2025 appropriated funds; and

WHEREAS, the Office of Fiscal Management will work with the Supervisor to finalize all transactions for fiscal close-out, ensure the necessary transfer and use of unexpended balances to balance the 2025 budget, make corrections to contingent appropriations with the 2025 budget, adjust the distribution of sales tax revenues between B and DB Funds, as required by the board, and encumber the necessary funds to pay unpaid 2025 obligations.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby approves the described year end budget transfers, corrections to contingent appropriations and adjustments to the distribution of sales tax revenues; and be it further

RESOLVED that the Town Board hereby directs the Office of Fiscal Management to work with the Supervisor to make the appropriate transfers and corrections and annotate the same in the Town's financial records.

A motion by Councilmember Vomacka, seconded by Councilmember Weaver, to adopt Resolution No. 87 of 2025.

A roll call vote was taken on Resolution No. 87 of 2025 as follows:

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

Resolution No. 87 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on December 18, 2025.

Motion to dispense with reading of Resolutions

Motion by Councilmember Vomacka seconded by Councilmember Weaver.

Public Hearing

During the public hearing, supervisor Kinowski explained that when the code was adopted in 2017, some items were inadvertently left in graphics, tables, and other materials. These issues were identified by someone at a planning board meeting about a month ago. The corrections were described as minor changes that required a public hearing.

Public Input

Mayor Judy Wood-Zeno, resident, stated, she would like to hear what you're changing.

Supervisor Kinowski responded with the form-based code was adopted in 2017, some things were inadvertently left in the graphics and tables that needed to be removed. Someone pointed these out at a planning board meeting about a month ago.

Mayor Judy Wood- Zeno questioned, "The village has the same form-based code to do jointly, so it'll have too?"

Supervisor Kinowski responded that the attachment to the local law highlights the changes that needed to come out, using a format from 2017.

During public input, questions were raised about water hookup fees, which were clarified as \$2,250 for hookup, with additional charges for tapping (\$1,600) and water meters (\$550). The typical annual cost for water service was stated as \$688.51. The project will include extending water lines to new areas, with property owners being offered free hookups in exchange for voluntary easements.

Tom Mahoney, with Express newspaper questioned, "Is Water District 6 all private water?" and is What's the hookup fee of \$2,250?

Supervisor Kinowski replied, No, it's public water and that's a one-time fee to tie into the water system, with additional charges for tapping and water meters.

Councilmember Weaver questioned, “Are there any homeowners who have not hooked up yet who will be forced at this point?”

Supervisor Kinowski answered all property owners have been given notice by mail. Some easements will be needed as part of the project, which will involve an eminent domain process likely in the first quarter of next year.

Other Business

Supervisor Kinowski Board addressed several items related to Water District 6 and extensions 1 through 4, including declaring intent to serve as lead agency for the Operational Performance Improvements Project.

Supervisor Kinowski explained the interim license and management agreement with Panza’s Group LLC to operate certain portions of the Browns Beach Recreation Area. The agreement covers the operation of Doc Brown's, The Nest, the beach bar, and the pavilion. The supervisor noted that while the board had previously authorized signing this agreement approximately two years ago, it needed renewal. The contract includes specific divisions of responsibility, such as defining parking areas and management responsibilities. The supervisor mentioned that they had been working with Jim and Ryan on the agreement, which includes provisions for reviewing and accepting funds. The contract has provisions for continuation even if it formally ends, and the board will continue to refine it over the coming months with any necessary changes being brought before the board for approval.

The supervisor explained that the annual adjustments allow the finance manager and supervisor to balance the budget by moving funds between accounts where some are over and others under budget. This process helps achieve a reasonable fund balance at the end of the year, with internal adjustments being made monthly throughout the year.

Supervisor Kinowski shared that Tom Messore, long time resident of Stillwater was recognized at the County Veterans ceremony this month.

Councilmember Vomacka raised concerns about unauthorized motorized vehicles being operated by young people on village streets. The Police Commissioner acknowledged this as an ongoing issue and requested that residents provide detailed information when they observe such incidents, including descriptions of the vehicles and riders. There was discussion about creating a public service announcement encouraging residents to report unsafe riding behaviors. The board also briefly discussed the challenges of regulating e-bikes, noting that New York State is still working to develop comprehensive regulations for these increasingly popular vehicles.

Police Commission

See report attached.

Audited Claims

The Town Clerk presented the monthly town clerk report and financial report of October, November, December 2025 for the Town Board's review.

General A Fund	\$ 317,023.33
B Fund	\$159,830.36
Highway	\$242,482.94
Water	\$167,881.89
Capital Projects	\$203,264.50
Lighting	\$5076.41
Trust & Agency	<u>\$43,784.58</u>
	\$1,139,344.01

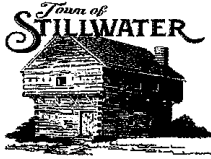
Motion by Councilmember Vomacka and seconded by Councilmember D'Ambro to pay the audited claims.

Motion carried.

Motion by Councilmember Vomacka and seconded by Councilmember Weaver to adjourn meeting at 7:35pm.

Respectfully submitted by,

Danielle Cowin, Town Clerk



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

Police Activities Report for November 2025

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

Patrol Miles	5014
Fuel Used	477
Complaints & Request for Service	58
Domestic Complaints	8
Closed by Investigation	56
Open Cases	2
Follow Up Investigations	17
Arrests	14
Use of Force	0
Tickets Issued	72
Motor Vehicle Crashes	9
Assist Other Agencies	13
Property Checks Conducted	211
Special Events / Details	0
Meetings & Training	2
Request for Records	14
Portable Radar Unit Placement	0
Sexual Offenders Registered	0
Total Call for Services	309

Respectfully submitted,

John Nett
Police Commissioner
(Signed Copy on file)