



# TOWN OF STILLWATER

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

## Town Board Meeting Minutes February 6, 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  
Bill Doughty, 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 D’Ambro and seconded by Councilmember Weaver to adopt the minutes of January 16, 2025.

**Motion carried.**

**Agenda Items                      **Resolution No. 4 and 5****

**Motion** to dispense with reading of Resolutions

**Motion by** Councilmember Baker seconded by Councilmember Vomacka.

**Motion carried.**

**Resolution No. 4**

**Standard Workday Resolution for Form Rs-2418**

Introduced by: Supervisor Kinowski

WHEREAS, New York State requires the Town to file a certain form annually attesting to the Town’s standard work day hours for wage and benefit purposes; and

WHEREAS, the Office of Fiscal Management has proposed filing the RS 2418 report for that purpose.

NOW, THEREFORE BE IT

RESOLVED, that the Office of Fiscal Management is authorized and directed to file with New York State the proposed Standard Workday Resolution (Form RS 2418) forthwith.

A motion by Councilmember Baker, seconded by Councilmember Vomacka, to adopt Resolution No. 4 of 2025.

A roll call was taken on Resolution No. 4 of 2025 as follows:

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

Resolution No. 4 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on February 6, 2025.

**Resolution No. 5**

**A Resolution Authorizing the Supervisor’s Signature On LaBella Engineering Engagement Agreement 10 of 2025 Regarding the Water Supply Request Program**

Introduced by: Supervisor Kinowski

WHEREAS upon the Supervisor’s request, LaBella Associates presented the Town with 2025 Engagement Agreement 10, a copy of which is attached hereto, to authorize professional services regarding the Water Supply Request Program; and

WHEREAS the professional services, will include developing mapping and a water system model as described in the attached Agreement, are to be provided at an estimated cost of \$9,950.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby authorizes the Supervisor’s signature on the attached 2025 Engagement Agreement 10 with LaBella Associates to provide professional services related developing mapping a water system model at a projected cost of \$9,950.

A motion by Councilmember Baker, seconded by Councilmember Vomacka, to adopt Resolution No. 5 of 2025.

A roll call was taken on Resolution No. 5 of 2025 as follows:

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

Resolution No. 5 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on February 5, 2025.

**Other Business**

**Supervisor Kinowski** stated the water consumption has increased significantly with our growing population. A letter has been submitted to the County requesting an increase from 250,000 to 350,000 gallons per day. Please note: this does not affect the village residents because they have their own water supply. This matter will be discussed at the Capital Projects meeting next Wednesday. Labella has been assigned to create mapping documentation to update our understanding. The cost for the study is \$9,950.00

**Councilmember Weaver** questioned where this will take place? Supervisor Kinowski answered in the Town of Stillwater, however, it does not affect residents that obtain water from private companies or who have dug wells.

As indicated by Supervisor Kinowski, the Federal Emergency Management Agency (FEMA) flood insurance study document is available for review by anyone who may be interested

Councilmember Weaver asked to have a discussion on the Towns Ethics Committee. According to Supervisor Kinowski, we are not authorized to establish an Ethics committee. Nevertheless, our chairperson, Mr. Caufield, would like to step down from his position, has expressed his commitment to assist anyone interested in taking over the role. The committee shall consist of no fewer than three members and no more than five members. Supervisor Kinowski also noted that Carolyn Slocum had previously expressed interest in this position approximately a year ago. Additionally, Councilmember Vomacka put forward Mr. Trudeau as a potential candidate for the committee.

**Police Commission**

John Nett and the Police Commission interviewed Officer Jordan McBride for promotion to Sergeant. He has an impressive set of skills and accomplishments in his career. In addition, he shows the mindset and attitude towards his fellow officers and the general public that one looks for in a supervisory position. The Commission approved and recommended promotion of Officer McBride to the position of Sergeant. They would like to swear both Officers Thompson

and McBride prior to our next Town Board meeting on Thursday February 20th at the Town Hall 6:45 PM. Family and friends are welcome to attend.

**Town Clerk**

Danielle Cowin informed the town board about exploring an online dog portal to enhance convenience for residents. Residents will have the opportunity to renew their dog licenses online, though a small fee will be associated with this convenient service. Edmonds, our IT company, offers this portal at a competitive rate. The software license requires a one-time fee of \$825.00. The implementation fee is \$385.00, and the support for this portal will be \$425.00, totaling \$1,635.00. After the first year, the annual maintenance fee will be \$425.00.

Our office has implemented a transition from welcome folders to welcome postcards for new property owners. This modification yields substantial cost reduction while maintaining the opportunity for personal engagement with incoming residents. The postcard contains a warm welcome note and extends an invitation to new homeowners to visit the town hall, where they can collect a folder containing comprehensive information. Additionally, we are updating the local business directory to be included in this folder. We have invited community members to submit their information if they wish to be included.

During a conversation with Ray Cordini, a police commission member, he suggested that the town should consider installing Narcan equipment and a life/vac in our building. These items can be conveniently stored in the defibrillator cabinet located in the town hall boardroom.

Barb, Deputy Clerk, has already begun taking reservations for the parks, and thus far, she has secured fifteen reservations at Glen Hollow park this season.

The monthly dog contest is progressing well, with an average submission of six/seven participants per month.

**Highway Dept.**

Superintendent Bill Doughty addressed the salt shortage situation and continues to await a pending order. The delivery cannot arrive soon enough. They have already used 1700 tons this season which is 500 more than the whole winter season last year. Meanwhile, sand has been transported to assist with ground treatment.

Attorney Jim Trainor asked if we could put a notice on the salt shortage on the Town website.

**Public Input-** None.

**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

**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 D'Ambro to adjourn the meeting at 7:50PM.

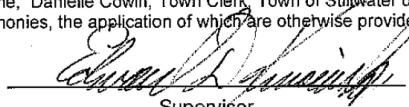
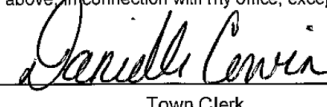
Respectfully submitted by,

\_\_\_\_\_  
Danielle Cowin, Town Clerk

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	1	0.28
	Marr. Lic.	Marriage Licensing Fees	1	17.50
	MISC. FEES	Marriage Trans.	4	40.00
			<b>Sub-Total:</b>	<b>\$57.78</b>
A2544	Dog Licensing	Female, Spayed	26	130.00
		Female, Unspayed	2	20.00
		Male, Neutered	15	75.00
		Male, Unneutered	4	40.00
	senior discount	senior discount	6	-15.00
			<b>Sub-Total:</b>	<b>\$250.00</b>
A2770	Misc Fees	Foil Requests	4	20.25
			<b>Sub-Total:</b>	<b>\$20.25</b>
B 2115	PLAN & ZONE	Subdivision Fees	1	300.00
			<b>Sub-Total:</b>	<b>\$300.00</b>
B 2555	PERMIT FEES	Building Permits	6	1,327.50
			<b>Sub-Total:</b>	<b>\$1,327.50</b>
B1255	Misc Fee	Park Pavilion NR	3	225.00
	Misc Fees	Park Kitchen	5	250.00
		Park Pavilion	13	650.00
	MISC. FEES	Birth Certificates	1	10.00
		Death Transcripts	18	180.00
			<b>Sub-Total:</b>	<b>\$1,315.00</b>
B2115	PLAN & ZONE	Lot Line Adjustment	1	250.00
			<b>Sub-Total:</b>	<b>\$250.00</b>
B2155	Misc Fee	Park Misc.	5	115.00
			<b>Sub-Total:</b>	<b>\$115.00</b>
B2555	PERMIT FEES	Peddler	1	100.00
			<b>Sub-Total:</b>	<b>\$100.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$3,735.53</b>
Amount paid to:	NYS Ag. & Markets for spay/neuter program			59.00
Amount paid to:	NYS Environmental Conservation			4.72
Amount paid to:	State Health Dept. for Marriage Licenses			22.50
<b>Total State, County &amp; Local Revenues:</b>		<b>\$3,821.75</b>	<b>Total Non-Local Revenues:</b>	
			<b>\$86.22</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.

Supervisor \_\_\_\_\_ Date 1/29/25 Town Clerk \_\_\_\_\_ Date 2-3-25