

# TOWN OF STILLWATER

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



## Town Board Meeting Minutes January 2, 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:**

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 December 19, 2024.

**Motion carried.**

Supervisor Kinowski led the discussion on the organizational resolution. The Town Board of the Town of Stillwater takes certain actions for the purpose of organizing and administrating the town government for the new fiscal year. This process of reorganizing is published in NYS Town Law and has been used for many decades. Examples include the following; sets meeting dates for all boards and committees, sets payroll requirements, identifies needed professional contracts, identifies special board and committee members and many other standard procedures.

There are no changes for appointed and re-appointed positions. New responsibilities have been added to the cleaning crew since we will have new offices soon.

Our Youth Advisory committee has two new students. See committee section on resolution.

Councilmember Weaver questioned the Aging Advisory board and Supervisor Kinowski replied that he is basically the liaison for the Town.

Supervisor Kinowski added there are some revisions to be added to the Re-organizational resolution:

1. Under special duties: delete organize band concerts and add E-waste for councilmember Weaver.
2. Update PB and ZB members
3. Add Ethics Committee
4. Resolution with SACC

**Agenda Items** Resolution No. 1- 2025 Organizational Mtg.

Motion to dispense with reading of Resolutions

Motion by Councilmember D'Ambro seconded by Councilmember Vomacka.

### **Resolution No. 1 Organizational Meeting**

Introduced by: Supervisor Kinowski

WHEREAS, the Town Board of the Town of Stillwater does hereby take certain actions for the purpose of organizing and administering the Town government for the year 2025; and

NOW THEREFORE, BE IT

RESOLVED, that the below actions and appointments shall be effective January 1, 2025, with the following exception: The 2025 payroll will be effective the first pay period of 2025; and

The Town Board shall meet at Town Hall on the first and third Thursday of each month at 7:00 p.m. to conduct business meetings, hear reports, conduct public hearings, and other town business that may be deemed appropriate to include important or time sensitive resolutions; unless changed or rescheduled and appropriate notice posted or is published; and

Executive Sessions shall be conducted in accordance with Chapter 23 of the Town Code and Section 105 of the NYS Public Officers Law; and

The Town Planning Board shall meet at Town Hall on the Fourth Monday of each month at 6:00 p.m., with an alternate on the Third Monday (if needed) unless otherwise changed or rescheduled and appropriate notice is posted or published; and

The Town Zoning Board of Appeals shall meet at the Town Hall on the Second Monday of each month at 6:00 p.m., unless changed or rescheduled and appropriate notice is posted or published; and

The Express Weekly Newspaper is hereby designated as the official newspaper for the Town of Stillwater for 2025; and if exigencies of service are needed or a broader range of advertisement is deemed necessary, other local newspapers may be used such as the Saratogian, Gazette and Times Union; and

The Ballston Spa National Bank, Stillwater branch, is hereby designated as the official depository of all Town of Stillwater funds for the year 2025; and

The Financial Manager (Bookkeeper) is authorized to pay in advance for public utility services (water, sewer, electric, gas, phone), postage, freight, express charges, other regular and recurring budget items and emergency items approved by the Supervisor, with notification to the Town Board Members, as necessary for the year 2025; and

The Supervisor is authorized to establish petty cash funds and authorize petty cash payments in advance of audit as required to conduct regular and recurring Town business at a sum for each account not to exceed \$500 (Examples: Town Clean up, Brown's Beach Admissions, Marina Store, Block House, Court and Town Parks & Recreation activities as required), additionally, the Town Credit Card can be used in lieu of Cash to purchase necessary items for these activities and others approved by the Supervisor; and

For the year 2025, Ms. Ellen Vomacka is hereby appointed to the office of Deputy Supervisor, and in the absence of the Supervisor will exercise his or her duties as specified in NYS Town Law; and

For the year 2025, Ms. Ellen Vomacka is hereby appointed as the Town Fair Housing Officer in accordance with Town Code, chapter 93-7A; and

The following Town employees shall be paid on a bi-weekly basis, with the salaries for these employees and all others required by law in accordance with the 2025 adopted budget or approved by the Board and posted on the Town Website:

Supervisor, Confidential Secretary, Bookkeeper, Committee Chairpersons, Highway employees, Superintendent of Highways, Highway Confidential Secretary, Historian, Assessor, Assessor's Clerk, Town Clerk, Deputy Town Clerk, Court Clerks, Building, Planning & Development Department employees (Including contract employees), employees conducting Parks and Recreation duties, employees of the Police Department and all part-time and summer help employees; and

The remaining Town employees shall be paid on a monthly basis and / or upon presentation of a voucher for services rendered, except for Planning and Zoning board members who are paid at the end of each year; and

The individuals identified below are appointed/re-appointed, by their appointing authorities, for the year 2025 to the positions specified and salaries indicated in the 2025 budget; and

Confidential Secretary to the Supervisor	Tiara Brown
*Administrator – Part-Time	John Nett
Registrar of Vital Statistics, Foil Officer	Danielle Cowin
Handicapped Parking Permit Issuing Agent	
Records Management Officer	
Deputy Town Clerk – Part Time	Barb McManus
Deputy Tax Collector - Part Time	Heather Lesson
Court Clerk	Lorraine Buchal
Court Clerk – Part Time	Cassidy Doescher
Canine Control Officer & General Town Maint.	Clayton Russom
Parks and Recreation Supervisor – Part Time	Sue Cunningham
Town Historian	Mackenzie Macy

(\* Supports the Supervisor by accomplishing a number of various duties that are both specific and broad in nature. Accomplish Reports, analysis and research on numerous topics as requested by the Supervisor. Examples of Broad tasks: Works autonomously on a variety of tasks to enhance, improve or correct specific Operations such as facility security measures, Lighting districts and road safety, assist with reviewing police policy and procedures SOPs, Facility enhancements and other assignments as needed.

Planning Board Positions: (Note: The Chairpersons term is appointed Annually)

Chairperson (For FY 2025):	Frank Bisnett	Exp: 12/31/30
Member	Peter Buck Exp	Exp:12/31/26
Member	Randy Rathbun	Exp:12/31/27
Member (for the unexpired term of Heather Ferris – Exp: 12/31/25)	Kimberlee J. Marshall	Exp:12/31/25
Member	Marybeth Reilly	Exp: 12/31/24
Member	Dale Smith	Exp: 12/31/30
Member	Eliot Creswell	Exp: 12/31/2029
(Alternate Member)	Carol Marotta	Exp: Yearly
(Alternate Member)	Tim Scrum	Exp: Yearly

Zoning Board Positions: (Note: The Chairpersons term is appointed Annually)

Chairperson (For FY 2025)	Donald D’Ambro	Exp: 12/31/26
Member	Joseph Urbanski	Exp: 12/31/28
Member	Christine Kipling	Exp: 12/31/25
Member	Richard Rourke	Exp: 12/31/24
Member	Charles Dyer	Exp: 12/31/27
Alternate Member – (Re-appointed yearly)	Jeffrey Alonzo	Exp: 12/31/25
Alternate Members – (Re-appointed yearly)	Frank Marshall	Exp: 12/31/25

All elected officials and appointed employees, as designated by the Town Board, are authorized to attend annual training as required for their position or approved by the Town Board; and

Ed Kinowski is hereby designated as the official voting delegate and Ellen Vomacka is designated as the alternate voting delegate for the 2025 annual training conference conducted by the Association of Towns when approved to attend; and

The official mileage reimbursement rate for the Town of Stillwater will be the official IRS reimbursement rate set for 2025 at \$.70 per mile and is in accordance with current IRS regulations; and

The individuals identified below are appointed/re-appointed for the year 2025 and compensation is indicated by an (\*). The compensation for the BAR chair is \$100 per meeting and the BAR members are \$80 per meeting; and

\*Board of Assessment Review – 5-year appointments:

Chairman:	Francis Zagorski - 9/30/28
Member	Scott C. Gresens - 9/30/25
Member – for the unexpired term of Jennifer Weaver	Andrew J. Krupski – 9/30/26
Member – for the unexpired term of Judy Wood-Zeno –	Frank Marshall – 9/30/27

Emergency Management – Appointments as necessary:

Chairman:	Tom Rinaldi
Town Board Liaison	Ellen Vomacka

Saratoga County Office of the Aging Advisory Board:

Appointments:	Sue Petronis
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Saratoga County Youth Advisory Board (2)

Appointments:	Timothy Oliver
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Appointments:	Riley Stack
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The Supervisor is authorized to enter into a contract with James P. Trainor, Esq. and the law firm of Trainor, Pezzulo & DeSanto PLLC to serve as attorney for the Town and shall be compensated in accordance with engagement agreements agreed upon by the board throughout the calendar year 2025; and

The Supervisor is authorized to enter into a contract with a Bond counsel, in accordance with applicable Town Law, to meet any and all financial requirements for current and future Bonds obtained by the Town; and

The Supervisor is authorized to enter into a contract with the Labella Companies to provide basic engineering services for the Town and shall be compensated in accordance with engagement agreements agreed upon by the board throughout the calendar year 2025; and

The Supervisor is authorized to enter into a contract with Top Mop for Town hall Cleaning Services for the year 2025.

The Supervisor is authorized to enter into a contract with Mr. Paul Male, Licensed Engineer, to perform the duties of Acting Director of the Building, Planning and Zoning Department and shall be compensated in accordance with engagement agreement submitted for the 2025 budget; and

The Town Board approves an additional two-year extension (2025 & 2026) to the 2018 Town Contract with Mr. Robert Morris, for the management of the Browns Beach Marina Operations; and

The Supervisor is authorized to enter into a contract, with Edmonds computer Support Company, to provide for the Town's computer network. The cost of the contract shall not exceed \$25,000 as a base cost. Additional fees may be charged on an hourly basis for additional work as required; and,

The Supervisor is authorized to enter into a contract with Spectrum Cable for Internet access and a new phone system starting 2025, paid on a monthly basis in accordance with the Town contract; and

Pursuant to Section 284 of the New York State Highway Law, the Town Board hereby requires a written agreement with the Highway Superintendent for the expenditure of budgetary funds related to the repair and improvement of all roadways, sluices, culverts and bridges having a span of less than 5 feet and boardwalks and renewals thereof; and, pending approval of said agreement, the Highway Superintendent can approval expenditures on vouchers up to \$15,000 to be paid out by the Supervisor; and

The Supervisor is authorized to enter into contract with Cusack & Company to conduct a financial audit of the Town for the fiscal year 2024. The audit is to be completed no later than June 30, 2025 at a cost not to exceed \$24,300 for the general audit. Additional fees may be charged at an hourly rate for other services as requested; and

The Supervisor is authorized to enter into contract with the Stillwater Area Community Center for the use of the Town Building. The contract will specify all requirements for the use of the

Town Facility and expenditure of taxpayer funds. Additionally, The Board of Directors of the Stillwater Area Community Center is authorized, by the Town Board, to seek funding opportunities, to improve the Community Center Facility and grounds, as defined in the new 3-year contract between the SACC and the Town effective 1 January 2025.; and

The Standing Committees and other special duty assignments, shown below, are here-by assigned, as indicated below, for the year 2025 and additional committees can be established with appropriate charters developed; and

Capital Projects- Includes Town Infrastructure Ed Kinowski (Chairman)  
Ellen Vomacka (Alternate)

(Other members of this committee are: Town Engineer, Town Attorney, Director of Building & Planning, Senior Planner, Village Rep, Others as Invited)

\*Buildings, Grounds, Parks and Recreation: Art Baker (Chairman)

(Other members assigned are Barb McManus, Clayton Russom, Sue Cunningham, Bob Morris, Matt Harris, Greg Pecora, plus others as determined by Chairman)

- Community Center Liaison

TBD  
TBD

- Administration, Promotions, Public Relations  
And NYS Grant Gateway Administrator:

Ellen Vomacka (Chairwoman)  
Jennifer Weaver

- Police Commission

John Nett (Chairman)  
Ray Cordani  
Sue Petronis  
Ed Kinowski

- Finance Committee:

Chris D'Ambro  
Amber Paffen  
Ann Marie Hallum

Special Duty Assignments:

1. Organize Annual Band concerts and Town Wide Clean-ups
2. Oversee Brown's Beach Contractual Obligations

Jennifer Weaver

Ellen Vomacka

The Chairpersons of each committee and Council member(s) assigned special duties will meet at their discretion and provide a written or verbal summary of minutes to be presented at Town Board meetings, as needed, to update the board and make any recommendations for required actions; and

\*The Chairperson of the Buildings, Grounds, Parks and Recreation will be compensated for all necessary duties to keep the parks maintained and secured. The stipend for these duties is set at \$11,669 for the 2025. Additionally, a Part-time Parks and Recreations Supervisor is created to assist the Chairperson and accomplish all necessary administration and coordination. The salary for the position is as approved in the 2025 budget. A listing of duties and responsibilities is on file in the Supervisors office; and

To comply with Chapter 211 Zoning Planned Development Districts, Article XI, Luther Forest Technology Campus, section 211-164, the following Planning Board members are appointed to the Malta / Stillwater Joint Planning Board: Mrs. Carol Marotta and Mr. Frank Bisnett; and Pursuant to Town Law section 29(16), the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all state and federal laws applicable thereto and with any and all local laws, resolutions, labor & union requirements and policies heretofore or hereafter adopted by the Town Board.

A motion by Councilmember D'Ambro, seconded by Councilmember Vomacka, to adopt Resolution No.1 of 2025.

A roll call was taken on Resolution No. 1 of 2025 as follows:

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

**Motion to accept.** Resolution No. 1 of 2025.

### **Other Business**

**Councilmember Weaver** expressed her concern about the lack of comprehensive training for new town board members, suggesting the need for a structured program to help them understand their roles and responsibilities. She mentioned that she had researched training options and found that the Association of Towns offers a Town Hall Manual, but it's not specific to newly elected officials. She also suggested the idea of mentorship or a guide for new board members.

Art, Councilmember, who has been on the board for 40 years, offered his assistance to help Councilmember Weaver understand the process better. The team agreed to set up a training meeting with her to discuss the process of training on a town board.

Attorney Jim Trainor stated there is a Town Board Handbook.

Supervisor Kinowski stated there is no syllabus for specific education and suggested obtaining a copy of the Town Law Manual.

Councilmember Weaver inquired if the board could establish a guide to utilize as a procedural guide for new town board member training.

All agreed to create a training guide as a group.

**Councilmember D'Ambro** questioned the snack shack at the beach for the 2025 season.

**Councilmember Vomacka** discussed the ice cream vendor's contract renewal and plans to streamline their menu due to equipment challenges last year. She mentioned needing to address the sprinkle situation on the deck area.

Reported she will have year end report from the Building Dept. at next meeting.

Stated the Historian office will be moving next week and possibly getting a POD for remaining items.

**Highway Superintendent Billy Doughty** stated preparations are underway for the upcoming season, including potentially training staff on winterizing and opening procedures if a regular staff member is unavailable.

**Supervisor Kinowski** highlighted John and Eric's efforts in addressing damage at the public safety facility. There are ongoing discussions about easement issues from previous development projects, with potential costs and compliance challenges. Federal funding prospects for infrastructure projects remain uncertain based on recent updates.

**Public Input.** None.

### **Audited Claims**

The Town Clerk presented the following audited claims for the Town Board review.

General	\$31274.77
Town Outside	\$29197.48
Highway	\$43413.55
Water	\$20056.71

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

**Motion carried.**

**Adjournment**

**Motion** by Councilmember D'Ambro and seconded by Councilmember Vomacka to adjourn the Town Board meeting at 7:50pm.

Respectfully submitted by,

Danielle Cowin, Town Clerk

1/06/2025

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

Account#	Account Description	Fee Description	Qty	Local Share
12540	WAGERING FEES	Bell Jar	2	20.00
			<b>Sub-Total:</b>	<b>\$20.00</b>
12555	Conservation Marr. Lic.	Conservation Marriage Licensing Fees	1	0.28
			3	52.50
			<b>Sub-Total:</b>	<b>\$52.78</b>
12544	Dog Licensing	Exempt Dogs Female, Spayed Male, Neutered Male, Unneutered senior discount	1	0.00
			15	75.00
			10	50.00
			3	30.00
			2	-5.00
			<b>Sub-Total:</b>	<b>\$150.00</b>
A2770	Misc Fees	Foil Requests	3	18.25
			<b>Sub-Total:</b>	<b>\$18.25</b>
B 2555	PERMIT FEES	Building Permits	18	11,137.12
			<b>Sub-Total:</b>	<b>\$11,137.12</b>
B1255	MISC. FEES	Death Transcripts	39	390.00
			<b>Sub-Total:</b>	<b>\$390.00</b>
B2555	Permits	Swimming Pools	1	100.00
			<b>Sub-Total:</b>	<b>\$100.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$11,868.15</b>
Amount paid to: NYS Ag. & Markets for spay/neuter program				34.00
Amount paid to: NYS Environmental Conservation				4.72
Amount paid to: STATE COMPTROLLER FOR GAMES OF CHANCE				30.00
Amount paid to: State Health Dept. for Marriage Licenses				67.50
<b>Total State, County &amp; Local Revenues:</b>			<b>\$12,004.37</b>	<b>Total Non-Local Revenues:</b>
				<b>\$136.22</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.

*Edward J. ...* 1/6/25      *Danielle Cowin* 1-6-25  
Supervisor      Date      Town Clerk      Date