



# TOWN OF STILLWATER

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

## Town Board Meeting Minutes September 18, 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 Vomacka and seconded by Councilmember Weaver to adopt the minutes of August 21, 2025.

**Motion carried.**

**Agenda Items** Resolution No’s 50-56

Motion to dispense with reading of Resolutions

Motion by Councilmember Vomacka seconded by Councilmember D’Ambro.

**Resolution No. 50**

**A Resolution Authorizing the Supervisor’s Signature on LaBella Engineering Change Order 1 to Engagement Agreement 11 of 2025 Regarding Water District #6 Improvements**

Introduced by: Supervisor Kinowski

WHEREAS upon the Supervisor’s request, La Bella Associates presented the Town with 2025 Engagement Agreement 11, for professional services regarding Water District #6 Improvements; and

WHEREAS the professional services included a Preliminary Engineering Report (“PER”) containing analysis to improve system performance across Water District #6 and related extensions; and

WHEREAS, the Town has requested LaBella to provide a Map, Plan and Report (“MPR”) to implement the recommendations contained in the PER.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby authorizes the Supervisor’s signature on the attached 2025 Change Order #1 to Engagement Agreement 11 with LaBella Associates to provide a Map, Plan and Report related to Water District #6 Improvements at a projected cost of 17,950.

A motion by Councilmember Vomacka, seconded by Councilmember D’Ambro, to adopt Resolution No. 50 of 2025.

A roll call was taken on Resolution No. 50 of 2025 as follows:

Supervisor Kinowski YES

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

Resolution No. 50 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 18, 2025

**RESOLUTION NO. 51 Budget Adjustments**

BUDGET ADJUSTMENTS/ TRANSFERS	2025		
A 1620.41	Building Supplies and Material	Blockhouse roof, SACC heating system and town hall remodel	82,000.00
A -599	Fund Balance	Blockhouse roof, SACC heating system and town hall remodel	82,000.00
A-1110.100	Justice Salaries	Vacation Payout	3000.00
A-1220.100	Supervisor Salaries	Extra week in 2025	3000.00
A-1410.100	Town Clerk	Barb McManas vacation pay and bonus approved by board	5000.00
A-1460.100	Vital Statistics	Extra week in 2025	104.00
A-5010.100	Highway Super Salaries	Extra week in 2025	6000.00
A-9060.8	Hospitalization	Budget transfer	-17104.00
A-1680.4	Central Data Processing Cont.	transfer	1000.00
A-1680.2	Central Data Processing Equip.	transfer	-1000.00
A-5182.4	Lighting	transfer	1500.00
A-8810.4	Cemetery Contractual	transfer	-1500.00
B-7510.4	Historian Contractual	transfer	-1500.00
B-7140.4681	Blockhouse Park	transfer	1500.00
B 7140.100	Playground Salaries	Extra week in 2025 and overbudget	10,000.00
B-599	Fund Balance	Extra week in 2025 and overbudget	10,000.00
B-7180.100	Spec Rec Marina Salaries	Transfer	10,000.00
B 7180.41	Spec Rec Marina Cont.	transfer	-10,000.00
B 8010.443	Zoning Eng. Service	Increase in budget	6900.00

B 4020.100	Registrar of Vital Stats	Increase in budget	100.00
B-2558	Public Benefit	Increase in budget	7000.00
B-3620.100	Code Enforcement Salaries	Extra week in 2025	17000.00
B -2558	Public Benefit	Extra week in 2025	15000.00
B-2401	Interest Income	Extra week in 2025	2000.00
DB-1989.4	Engineering Contractual	Increase in budget culverts	14000.00
DB-599	Fund Balance	Increase in budget culverts	14000.00
SW-8310.466	Water Operation and Maintenance	Increase	1000.00
SW- 2147	Metered Sales Dist. 6	increase	1000.00
SW-2142	Meter Sales Dist 7	Establish District 7	38412.13
SW-8320.467	Water Source Operations Dist 7	Establish District &	38412.13

BUDGET IMPACT STATEMENT: as stated above

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

A motion by Councilmember Vomacka, seconded by Councilmember D’Ambro to adopt Resolution No. 51 of 2025

A roll call was taken on Resolution No. 51 of 2025 as follows:

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

Resolution No. 51 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 18, 2025

**RESOLUTION NO. 52**

**A Resolution Amending a Resolution to Replace the Blockhouse Roof**

Introduced by: Supervisor Kinowski

WHEREAS, a need for the replacement of the shake roof at the Blockhouse has been identified; and

WHEREAS, proposals were solicited for this non-standard roof replacement and the attached amended proposal was received from Di Christofaro Construction at \$34,320.00; and

WHEREAS, the scope and price of the proposal brought it under the thresholds contained in General Municipal Law §103 for competitive bidding.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby accepts the amended proposal received from Di Christofaro Construction for the replacement of the shake roof at \$34,320.00, conditional upon

the receipt and review of \$1,000,000.00 liability insurance coverage and workers' compensation insurance certificates naming the Town as an additional insured.

A motion by Councilmember Vomacka, seconded by Councilmember D'Ambro to adopt Resolution No. 52 of 2025.

A roll call was taken on Resolution No. 52 of 2025 as follows:

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

Resolution No. 52 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 18, 2025.

### **RESOLUTION NO. 53 of 2025**

#### **A Resolution to Authorize the Town Court to Apply for Funding**

Introduced by: Supervisor Kinowski

WHEREAS, the Town Court has requested authorization to apply for funding from the Justice Court Assistance Program ("JCAP"); and

WHEREAS, authorization from the Town Board is required to complete the Court's application for submission prior to October 10, 2025.

NOW, THEREFORE, BE IT

RESOLVED, that the Board of the Town of Stillwater authorizes the Stillwater Town Court to apply for a JCAP grant in the 2025-2026 grant cycle up to \$30,000.00.

A motion by Councilmember Vomacka, seconded by Councilmember D'Ambro, to adopt Resolution No. 53 of 2025.

A roll call vote was taken on Resolution No. 53 of 2025 as follows:

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

Resolution No. 53 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 18, 2025.

### **RESOLUTION NO. 54**

#### **A Resolution to Authorize an IT Services Agreement**

Introduced by: Supervisor Kinowski

WHEREAS, a need has arisen to change the IT services provider to the Town; and

WHEREAS, the Supervisor has recommended that the Town engage the services of Repeat Business Systems of Albany to provide continuous IT services in accordance with the attached proposal and investment schedule.

NOW, THEREFORE, BE IT

RESOLVED, that the Supervisor is hereby authorized to sign the attached Agreement and Investment Schedule with Repeat Business Systems for continuous IT services at a monthly cost of \$5,610.

A motion by Councilmember Vomacka, seconded by Councilmember D'Ambro to adopt Resolution No. 54 of 2025.

A roll call was taken on Resolution No. 54 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. 54 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 18, 2025.

**RESOLUTION NO. 55 of 2025**

**A Resolution to Authorize the Recoating of the Town Hall Roof**

Introduced by: Supervisor

WHEREAS, the roof of the Town Hall has been patched and repaired several times but is at the end of its useful life; and

WHEREAS, Kenneth Ingersoll has presented the attached proposal to recoat the front and back roofs and to remove and replace the gutters, which the Supervisor recommends.

NOW, THEREFORE, BE IT

RESOLVED, that the Supervisor is authorized to accept and sign the attached proposal by Kenneth Ingersoll to recoat the front and back roofs and to remove and replace the gutters of the Stillwater Town Hall at a cost of \$19,880.

A motion by Councilmember Vomacka, seconded by Councilmember D'Ambro to adopt Resolution No. 55 of 2025.

A roll call was taken on Resolution No. 55 of 2025 as follows:

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

Resolution No. 55 of 2025 was adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 18, 2025.

**RESOLUTION NO. 56 of 2025**

**A Resolution to Schedule a Public Hearing Regarding the Dissolution of Certain Water and Sewer Districts**

WHEREAS, the bonds utilized for improvements to Water Districts 1, 3, 4, 4 extension 1 and Sewer District 3 are now paid in full and the Town Board wishes to eliminate the special assessments to district members used to pay the bond premiums; and

WHEREAS, New York Town Law §202-C (2) requires a public hearing to formally dissolve the districts.

NOW, THEREFORE, BE IT

RESOLVED, that a public hearing is hereby scheduled for October 2, 2025 at 7:00 PM at Stillwater Town Hall, 881 Hudson Avenue, Stillwater, New York 12170 to consider dissolving Town Water Districts 1, 3, 4, 4 extension 1 and Sewer District 3.

A motion by Councilmember Vomacka, seconded by Councilmember D'Ambro, to adopt Resolution No. 56 of 2025.

A roll call vote was taken on Resolution No. 56 of 2025 as follows:

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

Resolution No. 56 of 2025 was unanimously adopted at a meeting of the Town Board of the Town of Stillwater duly conducted on September 18, 2025.

## **Other Business**

### **Supervisor Kinowski**

Shared details about the community center's request to paint the cement wall. Ed explained that repairs to the cracked and deteriorating structure must be completed before painting can begin. The highway department has already unplugged drains and pressure washed the wall. He requested a plan from the community center for its future use.

Shared that the 3<sup>rd</sup> Edition of the Express newspaper, focusing on the Town was published and mailed to all Stillwater residents.

### **Deputy Supervisor Ellen Vomacka**

Shared Mackenzie's progress and return to the office on Thursday from vacation and plans for the upcoming Siege weekend in October, which will include visits to Revolutionary War landmarks.

### **Councilmember Weaver**

Confirmed the final days of e-waste day on October 4th and a town-wide cleanup on October 18<sup>th</sup> with plans to update the fees for vehicles and trailers.

### **Councilmember D'Ambro**

Met with Supervisor Kinowski and tax collector Amber Paffen and provided a brief noting on the preliminary budget review stating everything appears to be on track, with some positive developments including the payoff of two bonds.

### **Town Clerk Danielle Cowin**

Mentioned the success of Family Day, with plans to address parking issues for next year's event.

Updated the board on upcoming events including the Fall Festival on October 25th and the Mechanical Stillwater Veterans Parade on November 15th. She requested approval to participate in the Veterans Parade with a town float. Danielle also mentioned the 25<sup>th</sup> anniversary of 9/11 in 2026. A resident suggested the town should consider planning its own celebration. Reminded the board that the Breast Cancer Walk is on October 12th where Beth and I will have a table representing the town and invited the board to join.

### **Police Commission**

John Nett, invited all to join in the celebration of 50 years of service for the Town/village of Stillwater police departments at the Post 490 Legion this weekend. He also shared the August police department activities report, highlighting patrol miles, complaints, arrests, and other statistics. See full report attached.

### **Public Input**

Brian Wood, a town resident addressed the Town Board regarding the condition and potential renovation of Lohnes Road, expressing concerns about ongoing construction and seeking clarity on the planned improvements, including details about expenses, impact, and changes to the road. The resident emphasized the importance of transparency and public discussion about the project, particularly regarding a rumored collaboration between the town and the National Park. They also noted that the current situation has improved resident access and community engagement on the street.

Supervisor Kinowski responded and discussed concerns about a proposed change to Lohnes Road, noting that while many residents support the resolution, not everyone agrees. He emphasized the need for further discussion with residents to ensure any decision is acceptable to the community. In addition, mentioned that the board would be discussing the matter in an upcoming meeting, though it would not be a public hearing. He explained that the contract includes provisions for delivery truck and emergency vehicle turnarounds, with the highway department arranging for a temporary turnaround in a field. Finally, he discussed the ownership of roads between the federal government and national park, which will be addressed in an upcoming executive session.

**Audited Claims**

The Town Clerk presented the following financial report for the Town Board's review. Town clerks monthly report is attached.

General	\$51299.68
Town Outside	\$57492.68
Highway	\$ 158042.08
Water	\$ 4787.00

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

**Motion carried.**

**Motion** by Councilmember D'Ambro and seconded by Councilmember Vomacka to adjourn into executive session to discuss contracts.

**Motion carried.** (Note: The Town Board will not resume back into the regular Town Board meeting.) The Town Board went into Executive Session at 7:35 pm to discuss contracts.

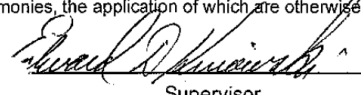
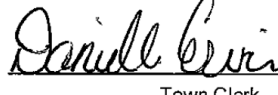
Respectfully submitted by,

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Danielle Cowin, Town Clerk

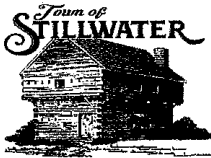
Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	17	166.22
	Marr. Lic.	Marriage Licensing Fees	3	52.50
	MISC. FEES	Marriage Cert.	2	20.00
		Marriage Trans.	3	30.00
			<b>Sub-Total:</b>	<b>\$268.72</b>
A2544	Dog Licensing	Female, Spayed	26	130.00
		Female, Unspayed	1	10.00
		Male, Neutered	19	95.00
		Male, Unneutered	2	20.00
		Replacement Tags	1	3.00
	senior discount	senior discount	12	-30.00
				<b>Sub-Total:</b>
A2770	Misc Fee	P H Notification	1	45.54
	Misc Fees	Foil Requests	1	0.50
			<b>Sub-Total:</b>	<b>\$46.04</b>
B 2555	PERMIT FEES	Building Permits	14	3,710.17
			<b>Sub-Total:</b>	<b>\$3,710.17</b>
B1255	MISC. FEES	Birth Certificates	1	10.00
		Death Transcripts	5	100.00
			<b>Sub-Total:</b>	<b>\$110.00</b>
B2555	Business	Bussiness	2	500.00
	Fire Inspections	Fire Inspections	1	250.00
	PERMIT FEES	Demolition	1	100.00
	Permits	Swimming Pools	4	300.00
	Special Event	Special Event	1	250.00
			<b>Sub-Total:</b>	<b>\$1,400.00</b>
B2771	Misc Fees	Brown's Beach-10 Day Pass	1	60.00
			<b>Sub-Total:</b>	<b>\$60.00</b>
			<b>Total Local Shares Remitted:</b>	<b>\$5,822.93</b>
Amount paid to:	NYS Ag. & Markets for spay/neuter program			54.00
Amount paid to:	NYS Environmental Conservation			3,149.78
Amount paid to:	State Health Dept. for Marriage Licenses			67.50
<b>Total State, County &amp; Local Revenues:</b>		<b>\$9,094.21</b>	<b>Total Non-Local Revenues:</b>	
			<b>\$3,271.28</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 9/3/25 Town Clerk \_\_\_\_\_ Date 9-3-25



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

**Police Activities Report for August 2025**

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

Patrol Miles	4801
Fuel Used	386
Complaints & Request for Service	63
Domestic Complaints	3
Closed by Investigation	62
Open Cases	1
Follow Up Investigations	15
Arrests	10
Use of Force	0
Tickets Issued	38
Motor Vehicle Crashes	3
Assist Other Agencies	17
Property Checks Conducted	186
Special Events / Details	0
Meetings & Training	3
Request for Records	12
Portable Radar Unit Placement	0
Sexual Offenders Registered	1
Total Call for Services	286

Respectfully submitted,

John Nett  
Police Commissioner  
(Signed Copy on file)