

REGULAR MEETING -BOARD OF TRUSTEES- DECEMBER 18, 2018-6:00 P.M.

**PRESENT: MAYOR – JUDY WOOD-SHAW, TRUSTEE DOROTHY DEMARCO, TRUSTEE JUDY WOOD-ZENO, TRUSTEE TIMOTHY CAMPBELL, TRUSTEE JOHN BASILE
CLERK/TREASURER: SHERISTIN TEDESCO
DEPT. OF PUBLIC WORKS: MATT RIFENBURGH
BUILDING CODE OFFICER: LARRY WOLCOTT
ATTORNEY: JAMES PELUSO
FIRE CHIEF: JEFF MAHAR
ENGINEER – ED HERNANDEZ**

Public Attendance – 5

The meeting began with The Pledge of Allegiance
The Mayor welcomed Trustee Campbell and Trustee DeMarco to the Village Board and stated the Resolution below was effective December 3, 2018.

**RESOLUTION
VILLAGE MAYOR
VILLAGE OF STILLWATER
December 3, 2018
Appointment of Village Trustee**

WHEREAS, a vacancy exists in the office of Village Trustee and pursuant to New York State Village Law section 3-312, vacancies occurring in the office of Trustee, which are not caused by the expiration of their term, are filed by the Mayor;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Mayor of the Village of Stillwater, that Timothy J. Campbell is appointed Trustee of the Village of Stillwater, for the balance of the current official year. The Village Clerk shall administer and file the oath of office pursuant to applicable law.

I, Sheristin Tedesco, Village Clerk, do hereby verify that the foregoing is a true copy of a Resolution duly adopted by the Mayor of the Village of Stillwater, Saratoga County, New York on December 3, 2018.

Clerk/Treasurer Tedesco administered and filed the oath of office to Timothy Campbell on December 3, 2018.

MOTION to open the public hearing on Local Law No. 2 of the year 2018, entitled “Election of Fire Department Officers” made by Trustee Wood-Zeno, seconded by Trustee Basile
Motion carried 4-0

MOTION to close the public hearing on Local Law No. 2 of the year 2018, entitled “Election of Fire Department Officers” made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

**RESOLUTION
VILLAGE BOARD OF TRUSTEES
VILLAGE OF STILLWATER
December 18, 2018
Adoption of Local Law No. 2 of 2018
“Election of Fire Department Officers”**

**Motion by: Trustee Wood-Zeno
Seconded by: Trustee Basile**

WHEREAS, after due notice a public hearing was duly held before the Village of Stillwater Board of Trustees at the Village Hall on December 18, 2018 at 7:00 p.m. to consider the adoption of Local Law No. 2 of 2018 entitled “Election of Fire Department Officers,” and all persons interested in the subject thereof were duly heard;

NOW, THEREFORE BE IT RESOLVED, that the Village of Stillwater Board of Trustees does hereby pass, approve and adopt Local Law 2 of 2018 in its entirety, a copy of which is attached hereto; and

IT IS FURTHER RESOLVED, that the Mayor and Village Clerk are authorized to sign all documents and perform such actions necessary to effectuate the filing of the new local law with the New York State Office of the Secretary of State

VOTE: YES NO

Trustee Basile	<u> X </u>	<u> </u>
Trustee Campbell	<u> X </u>	<u> </u>
Trustee DeMarco	<u> X </u>	<u> </u>
Trustee Wood-Zeno	<u> X </u>	<u> </u>
Mayor Wood-Shaw	<u> X </u>	<u> </u>

I, Sheristin Tedesco, Village Clerk, do hereby verify that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the Village of Stillwater, Saratoga County, New York on December 18, 2018.

Jim from Clear Water Pools gave a presentation on installing a splash pad, at the American Legion Basketball Court Area, that will be 30' round with 24 spray nozzles with a 4 foot sidewalk surrounding the pad. He gave a brief description of his background and prior installations. His company would be in charge of opening and closing the pad, as well as be on call for any issues that may arise. There was some discussion regarding water consumption and drainage issues between the board, the village engineer and Jim. It was decided a small deposit would be given to secure our spot as his first install in Spring of 2019.

MOTION authorizing a \$1500.00 deposit be made payable to Clear Water Pools, to be paid from Parks Contractual, to secure an installation spot for Spring 2019, under the conditions the water consumption and drainage questions be determined made by Mayor Wood-Shaw, seconded by Trustee Wood-Zeno
 Motion carried 4-0

The Mayor stated she invited Senator Marchione to present Linda Sanders with a proclamation during the January meeting.

CORRESPONDENCE – Letter received from Linda Sanders stating she will be retiring on December 31, 2018 as Village Historian and thanking all those who she worked with over the last 30 years. Also, DEC inspected the WWTP and noted there were not any violations and that it was a good report of the plant.

FIRE DEPARTMENT CHIEF: Chief Mahar reported there were 5 alarms, 4 drills and one fundraiser for the month. They held their annual elections and the results are as follows.

<u>Line Officers</u>		<u>Administrative Officers</u>	
Chief	Anthony Conti	President	Tracey Pommer
1 st Asst. Chief	Jeff Mahar	Vice President	Amy VanArnum
2 nd Asst. Chief	Jeri Mehan	Secretary	Jeri Mehan
Captain	Joe Fitzpatrick	Treasurer	Bill Mehan
Lieutenants	TJ Fitzpatrick	Trustees	Tom Caivana
	Ron Minor		Joe Fitzpatrick Sr.
		Steward	Jeri Mehan

(Report on file)

MOTION to approve the Fire Dept. officers as listed above for the 2019 year made by Trustee Basile, seconded by Trustee Wood-Zeno
 Motion carried 4-0

DPW – Matt reported the DPW has hung the Christmas lights, banners and kissing balls. They also jetted a storm water line for the Town of Stillwater. The Cordero chlorine shed is in the process of being completed. (Report on file)

BCO – There were 4 permits filed during the month with multiple inspections. Order to Remedies were sent out to 27 Major Dickinson and 44 Major Dickinson for trash pile up. (Report on file)

ENGINEERING – The Hillside Water Tank project is complete and under budget. The engineering portion was almost \$6,000.00 under budget. (Report on file)

COMMITTEE REPORTS:

Trustee Basile – Stated he will be giving a presentation regarding the sewer plant history at the next meeting. There was a discussion about the Park Ave. culvert and its safety. It was decided Ed Hernandez would reach out to DOT again for another inspection of the culvert.

Trustee Campbell – State our sewer truck needs to be replaced. He offered a few options and stated Matt and Rich will be looking at a used truck as an option in the next week or two and will report back to the Village Board.

Trustee DeMarco – Stated she is ready to serve and learn.

Trustee Wood-Zeno – Will be attending the Hudson/Hoosick Partnership meeting regarding the Champlain Trail and hopes Trustee De Marco can join her. She had a meeting with Flatley Reed regarding many grant opportunities for the Village and will report back. Committee chairs have been created for the Village Board. She stated she did not get very far with the Stewart’s parking/congestion issue. Jennifer Howard, Stewart’s rep, told Trustee Wood-Zeno it is up to the Village to paint some lines in the road to try to provide some guidance in and out of the parking lot. Trustee Wood-Zeno stated she will be working on financial policy updates next.

VILLAGE ATTORNEY

TREASURER REPORT

Voucher Totals By Account for the month

“A” General Fund	\$ 37,390.89
“F” Water Fund	\$ 3,722.74
“G” Sewer Fund	\$ 9,397.80
TOTAL	\$ 50,511.43

Treasurer’s Report – copy provided to all board members

Up to date Revenue and Expense Control Reports have been provided to all board members.

MOTION to open the floor to the public and press made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

Christa Waldron, Colonial Road, stated she was against the proposed apartment complex on Colonial Road that was presented to the Village Board during last month’s meeting.

Mayor Wood-Shaw stated it was only a first proposal and we have not received any application in writing to date.

There were multiple comments against the proposal for the apartment complex from the public.

MOTION to close the floor to the public and press made by Trustee Campbell, seconded by Trustee Basile
Motion carried 4-0

NEW BUSINESS

MOTION to approve the 2019 Reorganizational Resolutions made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

REORGANIZATIONAL RESOLUTIONS 2019

BE IT RESOLVED that Judy Wood-Zeno be appointed as Deputy Mayor for the calendar year 2019.

BE IT RESOLVED that Sheristin Tedesco be reappointed as Village Clerk/Treasurer and Village Registrar and Barbara Ponzillo as Deputy Clerk/Registrar for the calendar year 2019.

BE IT RESOLVED that the DPW Foreman has the authority and responsibilities for the duties of the DPW Superintendent.

BE IT RESOLVED that the following appointments and terms of the members of the Zoning Board of Appeals are hereby ratified: Wayne Simmons, term expiring March 31, 2019; Raymond Walker, term expiring March 31, 2020; and Steve Marshall, term expiring March 31, 2021.

BE IT RESOLVED that Wayne Simmons is appointed as Chairman of the Zoning Board of Appeals for the calendar year 2019 subject to reappointment upon expiration of his term.

BE IT RESOLVED that Dreyer Boyajian LLP, represented by Mr. James R. Peluso, be retained as the Attorneys for the Village of Stillwater, pursuant to retainer agreement dated December 18, 2018 for the calendar year 2019.

BE IT RESOLVED that the Ballston Spa National Bank be designated as the official depository for all village funds for the calendar year 2019.

BE IT RESOLVED that The Express and The Daily Gazette shall be the official newspapers for the Village of Stillwater for the calendar year 2019.

BE IT RESOLVED that Mayor Judy Wood-Shaw and Clerk/Treasurer Sheristin Tedesco shall be authorized at the bank for signatures for all Village checks and withdrawals and in the absence of the Mayor or Clerk/Treasurer, Trustee Wood-Zeno be authorized to sign.

BE IT RESOLVED that Clerk/Treasurer Sheristin Tedesco shall be the authorized official with regard to online banking for the Village of Stillwater for the calendar year 2019.

BE IT RESOLVED that Clerk/Treasurer Sheristin Tedesco be appointed as records management officer for the calendar year 2019.

BE IT RESOLVED that the Board of Trustees authorizes the Clerk-Treasurer to make payments in advance for utility services, postage, Federal Express & United Parcel fees, health insurance, reimbursements with all bills presented at the next regularly scheduled board meeting for audit.

BE IT RESOLVED that the Board of Trustees does authorize reimbursement to employees and officers of the Village who use their own personal vehicle while performing their official duties on behalf of the Village of Stillwater at the Federal mileage rate (currently \$.545 per mile).

BE IT RESOLVED that the Board has reviewed and approved the Village Procurement and Investment Policies.

BE IT RESOLVED that the Village of Stillwater Board hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body: Mayor and Trustee positions - 6 days per month, DPW Foreman Matt Rifenburgh - 8 hours per day, Clerk/Treasurer Sheristin Tedesco – 8 hours per day, Deputy Clerk – 6 hours per day.

BE IT RESOLVED that regular Village of Stillwater Board of Trustees meetings will be held the third Tuesday of each month, as per the schedule below, beginning at 7:00 P.M., with the exception of June, July and August to begin at 6:00 pm, in the Village Board Room. If changes are needed, the press will be notified.

January 15, 2019

February 19, 2019

March 19, 2019

April 16, 2019

May 21, 2019

June 18, 2019 – 6 PM

July 16, 2019 – 6 PM

August 20, 2019 – 6 PM

September 17, 2019

October 15, 2019

November 19, 2019

December 17, 2019

BE IT RESOLVED that the Mayor will have the sole authority for calling special meetings and will notify the public and press at least 72 hours in advance of the meeting if possible, further each Trustee shall be notified via the telephone by the Mayor or the Clerk and a notice of such meeting shall be displayed in the Office of the Village Clerk.

I, Sheristin Tedesco, Village Clerk, do hereby verify that the foregoing is a true copy of the Reorganizational Resolutions adopted by the Board of Trustees of the Village of Stillwater, Saratoga County, New York on December 18, 2018.

RESOLUTION

**VILLAGE BOARD OF TRUSTEES
VILLAGE OF STILLWATER
December 18, 2018
Village Employee Manual and
Sexual Harassment Policy**

**Motion by: Trustee Wood-Zeno
Seconded by: Trustee De Marco**

WHEREAS the Board of Trustees of the Village of Stillwater desires to amend its Employee Personnel Manual and the policies contained therein; and

WHEREAS, New York State has enacted a new sexual harassment prevention law that imposes certain requirements on employers, including the Village; and

WHEREAS the Board has reviewed the existing employee manual and considered proposed policy changes to the manual, including the Village’s sexual harassment policy;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS: The Board of Trustees hereby adopts the Employee Personnel Manual attached to this resolution; and

BE IT FURTHER RESOLVED, the Board of Trustees hereby adopts the attached Sexual Harassment Policy which is referenced in the amended employee manual.

VOTE:	YES	NO
Trustee Basile	<u> X </u>	_____
Trustee Campbell	<u> X </u>	_____
Trustee DeMarco	<u> X </u>	_____
Trustee Wood-Zeno	<u> X </u>	_____
Mayor Wood-Shaw	<u> X </u>	_____

I, Sheristin Tedesco, Village Clerk, do hereby verify that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the Village of Stillwater, Saratoga County, New York on December 18, 2018.

MOTION to accept the employee manual, with changes to be made as advised by the village attorney, made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

MOTION to continue to pay the annual dues to the Association of Public Historians of New York State for Linda Sanders, at a cost not to exceed \$25, made by Trustee Campbell , seconded by Trustee Basile
Motion carried 4-0

MOTION to appoint Laurence Case as volunteer Fire Marshall for the Village of Stillwater, made by Trustee Wood-Zeno, seconded by Trustee Basile
Motion carried 4-0

RESOLUTION

**VILLAGE BOARD OF TRUSTEES
VILLAGE OF STILLWATER
December 18, 2018**

American Legion Basketball Court Renovation and Improvements Budget Commitment

Motion by: Trustee Wood-Zeno
Seconded by: Trustee Campbell

WHEREAS the Board of Trustees is in the process of applying for certain grant monies through DASNY to improve the basketball courts at the Village’s park facilities.

BE IT RESOLVED that any funds required for the basketball court improvement capital project shall be taken from the 2018/2019 adopted budget line item A.7110.400 - Parks Contractual.

BE IT FUTHER RESOLVED that the Board of Trustees hereby authorizes expenditures not to exceed \$10,000 from said budget line for expenses associated with the basketball court improvements, which expenses shall be subject to review and approval by the Village Mayor prior to disbursement thereof.

VOTE:	YES	NO
Trustee Basile	<u> X </u>	_____
Trustee Campbell	<u> X </u>	_____
Trustee DeMarco	<u> X </u>	_____
Trustee Wood-Zeno	<u> X </u>	_____
Mayor Wood-Shaw	<u> X </u>	_____

I, Sheristin Tedesco, Village Clerk, do hereby verify that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the Village of Stillwater, Saratoga County, New York on December 18, 2018.

OLD BUSINESS

There was discussion regarding upgrades to the fire house vs. building a new firehouse. Many pros and cons were stated. Topic was tabled for further research.

Imperial Security is scheduled to finish the internet install for Major Dickinson Park for easy remote viewing of the cameras. It is anticipated to be done within the week.

MOTION to approve the audit claims for the month made by Trustee Campbell, seconded by Trustee Basile
Motion carried 4-0

MOTION to approve the Treasurer's report made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

MOTION to approve the minutes from Regular Meeting dated 11/13/2018 and 11/27/18 Special Meeting made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

MOTION to adjourn to executive session for personnel issues made by Trustee Campbell, seconded by Trustee Basile
Motion carried 4-0

MOTION to exit executive session for personnel issues made by Trustee Campbell, seconded by Trustee Basile
Motion carried 4-0

MOTION to accept the DPW raises as listed below made by Trustee Wood-Zeno, seconded by Trustee Basile
Motion carried 4-0

Laborer: No experience = 21.00 per hour
Laborer: With experience = \$22.00 per hour
Heavy Equipment Operator = \$23.00 per hour (proof of ability required)
After 6 months probation-all positions above receive 1.00 an hour raise.

Extras:
Mechanics: Add 1.00 to base (proof of ability required)
CDL License holders: Add 1.00 to base
Water License: Add 1.00 to base
Sewer License: Add 2.00 to base.
After 18 months of continuous employment = 1.00 raise
After 30 months (2 1/2 years) of continuous employment = 1.00 raise.
Matt new hourly rate = 29.00 an hour.
NEW RATES ARE EFFECTIVE first pay period in January 2019.

MOTION to adjourn made by Trustee Campbell, seconded by Trustee Basile.

Motion carried 4-0

Meeting adjourned 10:30 PM

Respectfully submitted,

Sheristin Tedesco
Clerk/Treasurer