

REGULAR MEETING -BOARD OF TRUSTEES- DECEMBER 20, 2022-6:30 P.M. – TOWN HALL

**PRESENT: MAYOR – JUDY WOOD-SHAW, TRUSTEE DOROTHY DEMARCO, TRUSTEE JUDY WOOD-ZENO, TRUSTEE PATRICK NELSON, TRUSTEE JOHN BASILE
CLERK TREASURER – SHERISTIN TEDESCO
DEPT. OF PUBLIC WORKS: MATT RIFENBURGH
BUILDING CODE OFFICER: LARRY WOLCOTT
ATTORNEY: JAMES PELUSO
FIRE CHIEF: TONY CONTI
FIRE BUREAU CHIEF: LAURENCE CASE
ENGINEER: ED HERNANDEZ**

Public Attendance - 1

The meeting began with The Pledge of Allegiance and a moment of silence.

Trustee Nelson said some kind words of remembrance for John Murphy, former Deputy Mayor and Village Trustee. Trustee Basile also stated John Murphy’s leadership was the reason Trustee Basile was on the board. He has been a great mentor and friend. John Murphy served for over 10 years as Deputy Mayor and worked improving our water and sewer systems. Trustee Wood Zeno stated John Murphy reached out to introduce himself and offered guidance when she won as a new trustee by write in. Mr. Murphy was a great asset to the Village of Stillwater and will be very missed by many, Clerk Tedesco included.

CORRESPONDENCE – None

FIRE DEPARTMENT CHIEF: (Report on file) There were 4 alarms and 4 training events in the month of November.

BUREAU OF FIRE SERVICES – (Report on file) Working on bringing all inspections up to date.

DPW – (Report on file)

BCO – (Report on file)

ENGINEERING – (Report on file)

Mayor Wood Shaw thanked the Fire Department for their service all year and for their quick response and assistance in the Castle Cliff fire the prior week.

COMMITTEE REPORTS:

Trustee Basile – RWE began construction of the battery. NYSEG working on converting 3 phase to 1 phase and will cover the cost for the conversion at the water plant.

Trustee DeMarco – Mayor Wood Shaw thanked Trustee DeMarco for making the Village look beautiful.

Trustee Nelson – Continues to work on the Electric Vehicle Charging Station installation.

Trustee Zeno – Working on updating the employee manual to include covid language and hard hat updates.

VILLAGE ATTORNEY .- No report at this time

**Voucher Totals by Account
12/20/2022**

“A” General Fund	\$ 74,703.98
“F” Water Fund	\$ 4,028.87
“G” Sewer Fund	\$ 7,538.46
TOTAL	\$ 86,271.31

Treasurer’s Report – copy provided to all board members

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

Village Tax Relevys were sent to Saratoga County in the amount of \$27,215.81 for 2022

MOTION to approve the Treasurer's report for November and December made by Trustee Basile, seconded by Trustee DeMarco
Motion carried 4-0

MOTION to accept the budget adjustment as presented below, made by Trustee Basile, seconded by Trustee Wood Zeno
Motion carried 4-0

Increase A.6510.400 Veterans Services Hometown Hero Banners by \$2,800.00 to pay vendor for 14 banners.

Increase A.5010.408 Street Admin. Uniforms by \$5,000.00 to cover DPW gear.

Increase A.5110.410 Street Maintenance Road Repairs by \$41,075.15 to cover 2022 paving by Evolution Services

Increase A.7550.400 Celebrations Contractual by \$750.00 for fireworks for the tree lighting at the Blockhouse

Increase A.3410.406 Fire Dept Equipment Testing by \$1,200.00 for firehose testing by Safety First Fire Equipment Testing November 2022

Increase F.8340.200 Trans. Dist. Equipment by \$4,000.00 to cover replacement fire hydrant from Lake Street accident Nov 2022

Increase A.5132.404 Garage Equipment Repairs by \$7,500.00 for Bucket Truck Repairs

Increase A.1490.400 Public Works Admin Contractual by \$680.00 to cover employee sewer class at Suny Adirondack Spring 2023

Increase A.1620.404 Buildings Equipment Repair by \$5000.00 to cover new Fire Department Overhead Doors

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

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

NEW BUSINESS

The following Resolutions were presented and read by members of the Village Board

MOTION to accept and approve the 2022 Reorganizational Resolutions, as amended to include the majority of the Board of Trustees having authority to call special meetings, made by Trustee Nelson, seconded by Trustee Basile
Motion carried 4-0

MOTION to approve the 2022 Reorganizational Resolutions made by Trustee Basile, seconded by Trustee DeMarco
Motion carried 4-0

REORGANIZATIONAL RESOLUTIONS 2023

BE IT RESOLVED that Judy Wood-Zeno be appointed as Deputy Mayor for the calendar year 2023.

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 2023.

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

BE IT RESOLVED that Wayne Simmons is appointed as Chairman of the Zoning Board of Appeals for the calendar year 2023.

BE IT RESOLVED that Laurence Case is appointed as Bureau Chief of Fire Services and Steve Benders as Fire Inspector for the Newland-Wood Fire Dept for the calendar year 2023.

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 20, 2022 for the calendar year 2023.

BE IT RESOLVED that the Ballston Spa National Bank be designated as the official depository for all village funds for the calendar year 2023.

BE IT RESOLVED that The Express and The Daily Gazette shall be the official newspapers for the Village of Stillwater for the calendar year 2023.

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 2023.

BE IT RESOLVED that Clerk/Treasurer Sheristin Tedesco be appointed as records management officer for the calendar year 2023.

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 current Federal milage rate.

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 6:30 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 17, 2023

February 21, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 20, 2023 – 6 PM

July 18, 2023 – 6 PM

August 15, 2023 – 6 PM

September 19, 2023

October 17, 2023

November 21, 2023

December 19, 2023

BE IT RESOLVED that the Mayor or a majority of the Board of Trustees will have the 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 20, 2022.

RESOLUTION

BOARD OF TRUSTEES VILLAGE OF STILLWATER December 20, 2022

A Resolution Dissolving the Stillwater Consolidated Health District

Motion By: Trustee Wood Zeno

Seconded By: Trustee Basile

WHEREAS, the Stillwater Consolidated Health District was formed in 1915, upon the written request of the Town and Village of Stillwater pursuant to New York State Public Health Law §390; and

WHEREAS, the Stillwater Consolidated Health District was created to enact regulations essential to the preservation and protection of the health of the residents of the Town and Village of Stillwater; and

WHEREAS, the New York State Department of Health has determined that all health matters, including those currently under the Stillwater Consolidated Health District's authority, are now under the jurisdiction of County Health Departments;

NOW, THEREFORE, BE IT RESOLVED, that the Village hereby dissolves the Stillwater Consolidated Health District and transfers all duties and powers previously under its jurisdiction to the Saratoga County Department of Health; and be it further

RESOLVED, that the Town will maintain all records pertaining to the Stillwater Consolidated Health District and will house these records in the Stillwater Town Hall under the direction of the Town Records Manager; and be it further

RESOLVED, that the balance of any funds related to the Stillwater Consolidated Health District is \$0.00 upon its dissolution.

The Village Board Members present were:

Voting:	Yes	No	Abstain	Absent
Trustee Basile	<u> X </u>	_____	_____	_____
Trustee DeMarco	<u> X </u>	_____	_____	_____
Trustee Nelson	<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 20, 2022.

RESOLUTION

**BOARD OF TRUSTEES
VILLAGE OF STILLWATER
December 20, 2022**

A Resolution Granting the State of New York Authority to Height Adjust Sewer Manholes for the Owner and Agreeing to Maintain Facilities Adjusted Via State-let

Motion By: Trustee Basile
Seconded By: Trustee Nelson

WHEREAS, the New York State Department of Transportation proposes the Pavement Corrective Maintenance 23B project, including part of US Route 4 in the Village of Stillwater located in Saratoga County, PIN 1811.44 (the "Project"), and

WHEREAS, the Board of Trustees of the Village of Stillwater approves of such Project and the State of New York will include as part of the construction of the above-mentioned project, height adjustment of existing sanitary sewer manholes as needed, pursuant to Article II, Section 10, Subdivision 24 of the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the owner, and

WHEREAS, the Village of Stillwater maintains sewer facilities on US Route 4 within the project limits, and

WHEREAS, the service life of the adjusted utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above-mentioned work, as shown on the contract plans relating to the above-mentioned project and at no cost to the Village of

Stillwater.

NOW, THEREFORE, BE IT RESOLVED: that the Board of Trustees of the Village of Stillwater by means of this Resolution, grants permission to the State of New York to complete the above-mentioned work performed on the above-mentioned Project and that the Village of Stillwater will continue to maintain or cause to be maintained, at its own expense, the adjusted facilities performed as above stated and as shown on the contract plans, and

BE IT FURTHER RESOLVED that Mayor, Ms. Judy A. Wood Shaw, is hereby authorized to sign and execute any and all documentation that may become necessary as a result of the Project, and

BE IT FURTHER RESOLVED: That the Village Clerk is hereby directed to electronically transmit a signed, sealed, certified, notarized, and stamped copy of the foregoing resolution to the New York State Department of Transportation.

The Village Board Members present were:

Voting:	Yes	No	Abstain	Absent
Trustee Basile	<u> X </u>	_____	_____	_____
Trustee DeMarco	<u> X </u>	_____	_____	_____
Trustee Nelson	<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 20, 2022.

MOTION to amend proposed fee schedule to include water connection fee, multiple unit, commercial and industrial at \$1,500 for first unit and \$1,000 for each additional unit and remove the fire safety maintenance fees from the fee schedule made by Trustee Basile, seconded by Trustee Nelson
Motion carried 4-0

RESOLUTION

**BOARD OF TRUSTEES
VILLAGE OF STILLWATER
December 20, 2022**

Resolution Approving Village Fee Schedule Effective January 1, 2023

Motion By: Trustee Wood Zeno
Seconded By: Trustee Nelson

WHEREAS, the Village Board of Trustees of the Village of Stillwater is authorized pursuant to local law to enact, amend, repeal and otherwise set fees by resolution of the Board for various applications and permits related to planning, zoning, buildings, and other matters; and

WHEREAS said fees are maintained in a schedule by the Village Clerk’s Office; and

WHEREAS, the Village Board of Trustees has reviewed and considered the Village’s current fee schedule, and considered the recommendations of the Village department heads to amend said fee schedule;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Stillwater does hereby amend and adopt the fees set forth in the attached Village of Stillwater Fee Schedule, which fee schedule shall be effective January 1, 2023.

The Village Board Members present were:

Voting:	Yes	No	Abstain	Absent
Trustee Basile	<u> X </u>	_____	_____	_____
Trustee DeMarco	<u> X </u>	_____	_____	_____
Trustee Nelson	<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 20, 2022.

MOTION to adopt the updated employee manual, to include changes in 12.0 for hard hats and 41.0 for COVID information, made by Trustee Wood Zeno, seconded by Trustee Basile
Motion carried 4-0

A letter was received from SCWA stating the water purchasing rates will be going up 1.5 percent in the first billing cycle for 2023. This will make the new rate \$2.357 for 1000 gallons from \$2.322 for 1000 gallons. Mayor Wood Shaw stated the Board should think about passing along the increase to our customers.

OLD BUSINESS

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

MOTION to approve the minutes from Regular Meeting dated 11/14/2022 made by Trustee Basile, seconded by Trustee DeMarco
Motion carried 4-0

MOTION to adjourn to executive session for legal advice for a personnel issue made by Trustee Basile, Seconded by Trustee Nelson
Motion carried 4-0.

MOTION to exit executive session for legal advice for a personnel issue made by Trustee Basile, seconded by Trustee Nelson
Motion carried 4-0

MOTION to adjourn made by Trustee Nelson, seconded by Trustee Wood-Zeno
Motion carried 4-0

Meeting adjourned 8:12 PM

Respectfully submitted,

Sheristin Tedesco
Clerk/Treasurer