

**REGULAR MEETING -BOARD OF TRUSTEES- DECEMBER 19, 2023-6:00 P.M. – TOWN HALL**

**PRESENT: MAYOR – JUDY WOOD-ZENO, TRUSTEE DOROTHY DEMARCO, TRUSTEE PATRICK NELSON, TRUSTEE SHEILA NETT  
CLERK TREASURER – SHERISTIN TEDESCO  
DEPT. OF PUBLIC WORKS: MATT RIFENBURGH  
BUILDING CODE OFFICER/ FIRE BUREAU CHIEF: LAURENCE CASE  
ATTORNEY: JAMES PELUSO  
FIRE CHIEF: JERI MEHAN  
ENGINEER: ED HERNANDEZ**

Public Attendance - 5

The meeting began with The Pledge of Allegiance

**CORRESPONDENCE** – Thank you note read from former Mayor Judith Wood Shaw thanking everyone for her plaque and send off luncheon and flowers. She provided a cookie platter for all.

**FIRE DEPARTMENT CHIEF:** (Report on file) There were 6 alarms, 4 training drills and 1 event during the month.

**DPW** – (Report on file) Trustee Nelson stated a review should be done of the parking at the end of Palmer Street and Lake Street. If one spot was removed it maybe easier to see to pull out of Palmer Street. It was agreed it would be looked at. DPW Supervisor Matt Rifenburg gave an update on the search for a new truck/trucks. A dump truck would not be available for at least a year and he got a price of \$70,217.00 for a 3500 truck with no responses from Mohawk Chevy and State OGS.

**CODE ENFORCEMENT OFFICER / BUREAU OF FIRE SERVICES** – (Reports on file) 687 Hudson Ave is waiting on NYSEG. The Fire Services vehicle needs repairs.

**MOTION** to amend the following motion to not to exceed \$6,500.00 made by Mayor Wood Zeno, seconded by Trustee DeMarco  
Motion carried 4-0

**MOTION** to increase budget line item, A.3010.400 Public Safety Admin Contractual, by \$6,000.00 to cover a new motor and labor for the Fire Services SUV made by Mayor Wood Zeno, seconded by Trustee DeMarco  
Motion carried 4-0

It was discussed that old computers in the Mayor’s office and BCO office will be disposed of properly.

**ENGINEERING** – (Report on file)

**TRUSTEE UPDATES:**

Mayor Judith Wood Zeno welcomed all to the first meeting as the new Mayor. She outlined some goals she would like to see accomplished during the next four years. She wants to promote a policy of integrity and beautification of the Village. She would like to promote the 250<sup>th</sup> Anniversary of the Battle of Saratoga that is coming soon. She will be meeting with each employee and Trustee to discuss their goals and priorities. She intends to hold regular Mayor’s office hours soon. She would like to form committees to update the Village Charter, zoning, forms and fees. She would like to see the DPW form a four year plan for replacing equipment and get the new property recently purchased at 682 Hudson Ave usable for the residents as a park.

Trustee Nelson stated the EV station is in operation at a default rate of \$.30 a kw. Rates to be discussed further. He attended the Mechanicville/Stillwater Chamber of Commerce meetings as the Village representative.

**TREASURER’S REPORT** – Copy provided to each Board member

**Voucher Totals by Account  
12/19/2023**

“A” General Fund	\$ 20,031.99
“F” Water Fund	\$ 2,988.06

"G" Sewer Fund	\$ <u>13,372.14</u>
TOTAL	\$ 36,392.19

Village Tax Relevys were sent to Saratoga County in the amount of \$24,462.62 for 2023

**MOTION** to approve the transfer of \$10,000.00 from the NYCLASS Sewer Debt Fund to BSNB Sewer Debt Service Account \*0408 to pay the annual NYSEFC Principal payment for the sewer project upgrade C5-5558-03 made by Mayor Wood Zeno, seconded by Trustee DeMarco  
Motion carried 4-0

**MOTION** to Open the Floor to the Public and Press made by Trustee Nelson, seconded by Mayor Wood Zeno  
Motion carried 4-0

Jeff Mahar stated he emailed the Mayor some information regarding possible FireHouse grant opportunities.

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

**NEW BUSINESS**

**MOTION** to approve the 2024 Reorganizational Resolutions made by Trustee DeMarco, seconded by Trustee Nelson  
Motion carried 4-0

**REORGANIZATIONAL RESOLUTIONS 2024**

**BE IT RESOLVED** that Dorothy DeMarco be appointed as Deputy Mayor for the calendar year 2024.

**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 2024.

**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 2024.

**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 2024.

**BE IT RESOLVED** that Laurence Case is appointed Code Enforcement Officer for the calendar year 2024.

**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 19, 2023 for the calendar year 2024.

**BE IT RESOLVED** that the Ballston Spa National Bank be designated as the official depository for all village funds for the calendar year 2024.

**BE IT RESOLVED** that The Express and The Daily Gazette shall be the official newspapers for the Village of Stillwater for the calendar year 2024.

**BE IT RESOLVED** that Mayor Judy Wood Zeno 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 De Marco 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 2024.

**BE IT RESOLVED** that Clerk/Treasurer Sheristin Tedesco be appointed as records management officer for the calendar year 2024.

**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, credit card payments 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, Trustee and CEO 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 6:15 P.M., with the exception of June, July and August to begin at 6:00 pm, in the Village Board Room or Town Board Room. If changes are needed, the press will be notified.

January 16, 2024

February 20, 2024

March 19, 2024

April 16, 2024

May 21, 2024

June 18, 2024

July 23, 2024

August 20, 2024

September 17, 2024

October 15, 2024

November 19, 2024

December 17, 2024

**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 a Resolution adopted at meeting of the Board of Trustees of the Village of Stillwater, Saratoga County, New York on December 19, 2023.

## **RESOLUTION**

### **BOARD OF TRUSTEES VILLAGE OF STILLWATER December 19, 2023**

#### **Resolution Accepting Dedication from Stillwater Landings Project Of Streets, Sewers, and Stormwater Improvements**

Motion By: Trustee Nelson

Seconded By: Trustee DeMarco

**WHEREAS**, the Village may accept by resolution the dedication of lands, streets, easements, and improvements therein pursuant to Village Law §§ 1-102 and 6-610; and

**WHEREAS**, by resolution dated October 17, 2006, the Village approved a land development and subdivision application for the Stillwater Landings Project, a thirty-nine, single family subdivision on lands along NYS Route 4 & 32 with certain conditions; and

**WHEREAS**, by resolution dated April 22, 2008, the Village approved certain conditions related to the Project; and

**WHEREAS**, by resolution dated November 14, 2017, the Village approved certain payment conditions related to the public benefit/mitigation fee for said Project; and

**WHEREAS**, the developer has constructed the 39 homes in the subdivision, together with certain roads, sewers, and stormwater improvements; and

**WHEREAS**, the developer has made an offer of dedication to the Village of such streets, sewers, and stormwater improvements, together with certain sewer and stormwater easements, which are more specifically described on the attached maps and proposed deeds and easement agreements; and

**WHEREAS**, the Village shall receive title insurance for the subject conveyances through Sneeringer Monahan Provost Redgrave Title Agency, Inc.;

**WHEREAS**, the Village engineer has inspected said streets, sewers, and stormwater improvements; and

**WHEREAS**, the Village Board of Trustees finds that it is in the best interest of the public health, safety and general welfare of the citizens of the Village of Stillwater to accept the offered dedication.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Trustees of the Village of Stillwater:

1. The Village of Stillwater accepts the dedication of the streets, sewers and stormwater improvements, together with the stormwater and sewer easement agreements, as set forth in this resolution;
2. Acceptance of the dedication and easement agreements shall be effective upon the issuance of title insurance policies to the Village and the recording of the deeds and easement agreements with the Saratoga County Clerk's office; and
3. This resolution shall be entered in the meeting minutes.
4. The Village Mayor and Village Clerk are authorized to perform all actions necessary to effectuate the acceptance of the dedication and this resolution.

The Village Board Members present were:

<b>Voting:</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Trustee DeMarco	<u>  X  </u>	_____	_____	_____
Trustee Nelson	<u>  X  </u>	_____	_____	_____
Trustee Nett	<u>  X  </u>	_____	_____	_____
Mayor Wood-Zeno	<u>  X  </u>	_____	_____	_____

I, Sheristin Tedesco, Village Clerk, do hereby verify that the foregoing is a true copy of a Resolution adopted at meeting of the Board of Trustees of the Village of Stillwater, Saratoga County, New York on December 19, 2023.

**MOTION** to approve the change of occupancy of 719 Hudson Ave, SBL 253.27-1-29.1 from a pizza to a smoke shop, made by Mayor Wood Zeno, seconded by Trustee DeMarco  
Motion carried 4-0

**RESOLUTION**

**BOARD OF TRUSTEES  
VILLAGE OF STILLWATER  
December 19, 2023**

**Appointment of Village Trustee**

Mayor Wood-Zeno introduced the following resolution:

**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 James G. Doyle is appointed Trustee of the Village of Stillwater effective January 1, 2024 for the balance of the official year. The Village Clerk shall administer and file the oath of office pursuant to applicable law.

The Village Board Members present were:

<b>Voting:</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Trustee DeMarco	<u>  X  </u>	_____	_____	_____
Trustee Nelson	<u>  X  </u>	_____	_____	_____
Trustee Nett	<u>  X  </u>	_____	_____	_____
Mayor Wood-Zeno	<u>  X  </u>	_____	_____	_____

I, Sheristin Tedesco, Village Clerk, do hereby verify that the foregoing is a true copy of a Resolution adopted at meeting of the Board of Trustees of the Village of Stillwater, Saratoga County, New York on December 19, 2023.

**OLD BUSINESS**

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

**MOTION** to approve the Treasurer's Report made by Trustee DeMarco, seconded by Trustee Nelson  
Motion carried 4-0

**MOTION** to approve the minutes from Regular Meeting dated 11/21/2023 made by Trustee Nelson, seconded by Trustee Nett  
Motion carried 4-0

**MOTION** to adjourn made by Mayor Wood Zeno, seconded by Trustee Nett  
Motion carried 4-0

Meeting adjourned 6:52 PM

Respectfully submitted,

Sheristin Tedesco  
Clerk/Treasurer