

REGULAR MEETING -BOARD OF TRUSTEES- APRIL 16, 2024-6:15 P.M. – TOWN HALL

**PRESENT: MAYOR – JUDY WOOD-ZENO, TRUSTEE DOROTHY DEMARCO, TRUSTEE PATRICK NELSON - ABSENT, TRUSTEE SHEILA NETT - ABSENT, TRUSTEE JAMES DOYLE
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 - ABSENT
ENGINEER: ED HERNANDEZ**

Public Attendance - 5

The meeting began with The Pledge of Allegiance

SPECIAL GUESTS – Shane Mahar and John Joyce of the NYS Canal Corp

Mr. Joyce gave a presentation explaining the canal corps program to donate older vessels to communities called the “Historical Vessel Initiative”. This program is to support local tourism through the display of historical retired vessels across the 524 miles of canals.

CORRESPONDENCE – Attic Angels will be holding an Open House Saturday May 4th, 2024, from 12 – 4 PM

FIRE DEPARTMENT CHIEF: (Report on file) There were 8 alarms and 3 training drills during the month.

DPW – (Report on file)

CODE ENFORCEMENT OFFICER / BUREAU OF FIRE SERVICES – (Reports on file)

ENGINEERING – (Report on file)

TRUSTEE UPDATES:

The shed at the property next to the blockhouse was advertised for bid in the Express newspaper and there was only one bid received was for \$50.00. Bid awarded to Darren T. Howard

Mayor Wood-Zeno stated the firehouse roof had been leaking and is now all repaired. The surplus property shed structure at 682 Hudson Ave. went out to bid and there was only one bid was received for \$50.00. The high bidder has 30 days to remove the shed. The Village has placed a help wanted ad in the Express and on social media for a DPW crew member.

The Memorial Day parade, planned by the American Legion Post 490, will take the same route as last year.

A Zoning committee is being formed and has 5 members thus far who are reviewing the form-based code to start.

The Veteran’s Parade will be in Mechanicville 11/16/2024 and is predicted to be huge. Three Eagle Scouts will be presented with plaques on 5/4/24

TREASURER’S REPORT – Copy provided to each Board member

**Voucher Totals by Account
4/16/2024**

“A” General Fund	\$ 24,898.76
“F” Water Fund	\$ 34,609.36
“G” Sewer Fund	\$ <u>10,555.41</u>
TOTAL	\$ 70,063.53

Treasurer’s Report – copy provided to all board members

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

Water Billing for April 1, 2024

Grand Total \$247,645.75, of which 14% is collected to date

Inside Users

Water \$86,897.35

Sewer \$73,354.38

Debt Service \$49,033.25

Total \$209,284.98

Outside Users, District 5, Saratoga Hills

Water \$32,179.87

Sewer \$4,802.36

Debt \$1378.54

Total \$38,360.77

MOTION to approve the budget adjustments as presented to the Board made by Trustee DeMarco, seconded by Trustee Doyle
Motion carried 3-0

Increase A.1620.404 Buildings Equipment Repair by \$3240.00 for the deposit to repair the Fire Department roof.

Increase A.1620.404 Buildings Equipment Repair by \$3000.00 for the balance due on the repair to the Fire Department roof.

Increase A.1440.400 Engineering Contractual by \$1500.00 to cover additional engineering inspections and grant work

Increase A.1680.200 Central Data Processing Equipment by \$1650.00 to cover new laptops for Mayor Judy Wood Zeno and DPW Matt Rifenburgh

Increase A.9050.800 Unemployment Insurance by \$200.00 to cover UI on the NYS 45 Qtr 1 Report

Increase A.5142.100 Snow Removal/Personal Service to cover snow plow payroll and correctly track the expense from year to year

Increase A.5010.408 Street Administration Uniforms by \$800.00 to cover new DPW shirts and sweatshirts

Increase A.1680.400 Central Data Processing Contractual by \$5000.00 to cover KVS General Ledger software, budget line previously used to cover new email conversion

Increase A.1680.400 Central Data Processing Contractual by \$5000.00 to cover PAYCHEX management costs

Increase A.1325.401 Treasurer Contractual by \$200.00 to cover monthly bank fees for printed bank statements

Increase A.1325.100 Treasurer Personal Service by \$5000.00 to cover payroll while we configure Paychex distributions

MOTION to Open the Floor to the Public and Press made by Trustee De Marco, seconded by Trustee Doyle
Motion carried 3-0

Tamara Hopkins, 672 Hudson Ave., inquired what the Village has planned for the property at 682 Hudson Ave. Mayor Wood-Zeno responded a grass park with perhaps a deck.

Pete Bardunias, Saratoga County Chamber, publicly supported the Canal Boat Project.

MOTION to close the floor to the public and press made by Trustee Doyle, seconded by Trustee DeMarco
Motion carried 3-0

NEW BUSINESS

RESOLUTION

**BOARD OF TRUSTEES
VILLAGE OF STILLWATER
April 16, 2024**

**Authorizing Execution and Submission of Grant Applications
for Hudson Avenue Water Line Replacement Project**

Motion By: Trustee Doyle

Seconded By: Trustee DeMarco

WHEREAS, the Village of Stillwater plans to replace an existing water line on Hudson Avenue that entails the installation of approximately 8,600 linear feet of 8” ductile iron water main within the existing right of way and easements (the “Project”); and

WHEREAS, following a coordinated review pursuant to the State Environmental Quality Review Act (SEQRA), the Village adopted a Negative Declaration on May 16, 2023 finding that the Project will not result in any significant adverse environmental impacts; and

WHEREAS, the Village wishes to pursue grant funding for the Project through the Environmental Facilities Corporation (EFC) and to seek low-interest financing under the Clean Water State Revolving Fund.

NOW, THEREFORE, BE IT RESOLVED, that the Village hereby authorizes the Village Mayor and Clerk to prepare, execute and submit any and all Grant Applications and supporting materials in furtherance of obtaining grant funding for the Project pursuant to the NYS Water Infrastructure Improvement Act; and be it further

RESOLVED, that the Village hereby authorizes the Mayor and Clerk to prepare, execute and submit any and all documents and supporting materials necessary to apply for and obtain low-interest financing through the Drinking Water State Revolving Fund; and be it further

RESOLVED, that the Mayor and Clerk are hereby authorized to prepare, execute and submit any additional materials deemed necessary to seek and obtain grant funds and financing as described in this Resolution, including, but not limited to, any and all materials reasonably requested by EFC.

The question of the adoption of this Resolution was duly put to a vote on roll call which resulted as follows:

Voting:	Yes	No	Abstain	Absent
Trustee Doyle	<u> X </u>	_____	_____	_____
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 certify 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 the 16th of April, 2024.

RESOLUTION

**BOARD OF TRUSTEES
VILLAGE OF STILLWATER
April 16, 2024**

**Authorizing Execution and Submission of Grant Applications
for Wastewater Treatment Plant Upgrade Project**

Motion By: Trustee Doyle

Seconded By: Trustee DeMarco

WHEREAS, the Village of Stillwater plans to make certain upgrades to the Village’s existing wastewater treatment plant (Project); and

WHEREAS, following a coordinated review pursuant to the State Environmental Quality Review Act (SEQRA), the Village adopted a Negative Declaration on May 16, 2023 finding that the Project will not result in any significant adverse environmental impacts; and

WHEREAS, the Village wishes to pursue grant funding for the Project through the Environmental Facilities Corporation (EFC) and to seek low-interest financing under the Clean Water State Revolving Fund.

NOW, THEREFORE, BE IT RESOLVED, that the Village hereby authorizes the Village Mayor and Clerk to prepare, execute and submit any and all Grant Applications and supporting materials in furtherance of obtaining grant funding for the Project pursuant to the NYS Water Infrastructure Improvement Act; and be it further

RESOLVED, that the Village hereby authorizes the Mayor and Clerk to prepare, execute and submit any and all documents and supporting materials necessary to apply for and obtain low-interest financing through the Clean Water State Revolving Fund; and be it further

RESOLVED, that the Mayor and Clerk are hereby authorized to prepare, execute and submit any additional materials deemed necessary to seek and obtain grant funds and financing as described in this Resolution, including, but not limited to, any and all materials reasonably requested by EFC.

The question of the adoption of this Resolution was duly put to a vote on roll call which resulted as follows:

Voting:	Yes	No	Abstain	Absent
Trustee Doyle	<u> X </u>	_____	_____	_____
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 certify 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 the 16th of April, 2024.

MOTION to accept the Standard Work Day and Reporting Resolution for Elected and Appointed Officials for Mayor Wood Zeno based on her Record of Activities made by Trustee De Marco, seconded by Trustee Doyle
Motion carried 3-0

OLD BUSINESS

MOTION to table the discussion regarding the Employee Manual dated April 11, 2024 made by Trustee Doyle, seconded by Trustee DeMarco
Motion carried 3-0

MOTION to approve the audit claims for the month made by Trustee DeMarco, seconded by Trustee Doyle
Motion carried 3-0

MOTION to approve the Treasurer’s Report made by Trustee Doyle, seconded by Trustee DeMarco
Motion carried 3-0

MOTION to approve the minutes from Regular Meeting dated 3/19/2024 made by Trustee DeMarco, seconded by Trustee Doyle
Motion carried 3-0,

MOTION to adjourn to executive session at 7:30 PM for contractual issues made by Trustee Doyle, seconded by Trustee DeMarco
Motion carried 3-0.

MOTION to exit executive session at 7:45 PM for contractual issues made by Trustee Doyle, seconded by Trustee DeMarco
Motion carried 3-0

**RESOLUTION
BOARD OF TRUSTEES
VILLAGE OF STILLWATER
April 16, 2024**

**Resolution Approving Contact for Purchase of Real Property
at 662 Hudson Avenue, Stillwater, NY**

WHEREAS, the Village of Stillwater has steadily expanded over the past decades and as a result the Village Hall municipal office space at 1 School Street, Stillwater, NY, is inadequate to serve the current and future needs of the Village, due in part to the age and condition of the building, inadequate space for the Village's offices, and lack of accessibility to public meeting areas and office locations; and

WHEREAS, the Village of Stillwater requires adequate public facilities that meet the needs of current and future Village residents, including a Village Hall that is modernized and accessible to the public and staff, which is of great importance to the Village and its residents; and

WHEREAS, the proposed use of the property located at 662 Hudson Avenue, Stillwater, NY (formerly the Stillwater Public Library") will allow the Village to upgrade its municipal office space and meeting areas to the benefit of the Village's residents; and

WHEREAS, the Village has explored a host of options to address the above, including renovation of the current Village Hall at 1 School Street, Stillwater, NY, and the current temporary holding of public meetings at alternate sites; and

WHEREAS, after careful consideration of costs related to the above, the Village Board has determined that the purchase of the property at 662 Hudson Avenue, Stillwater, NY, shall allow for the relocation of one or more existing Village Hall municipal offices to a suitable location that provides adequate space and public access; and

WHEREAS, Village Law, §1-102(1) provides that a village shall have the power to take, purchase, hold, lease, sell and convey such real and personal property as the purposes of the corporation may require; and

WHEREAS, the proposed action, the purchase of real property located at 662 Hudson Avenue, Stillwater, NY for use as a village hall and other municipal purposes, is a Type II action under 6 NYCRR Part 617.5(18) ("SEQRA") involving "[r]euse of a residential or commercial structure, or of a structure containing mixed residential and commercial uses" where the use is permitted by applicable zoning laws and does not meet or exceeds any of the thresholds in SEQRA Part 617.4"; and

WHEREAS, the Village Board has prepared and reviewed a proposed contract for the purchase of the property in the amount of \$140,000.00; and

WHEREAS, the Village Board has duly reviewed and considered all other relevant planning, zoning and environmental factors and makes the following findings:
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1. The action is for the purchase of real property located at 662 Hudson Avenue, Stillwater, NY for use as a Village Hall and other municipal purposes; and
2. The property is presently improved with building on +/- .62 acres; and
3. The use of the property for municipal purposes is a principal use in the V-4 Mixed Use zoning district, which includes community, government, and municipal buildings; and
4. The parking on site is adequate for the needs of a Village Hall; and
5. The reuse of the existing facilities and improvements on site will result in no significant adverse environmental impacts and will provide the residents of the Village of Stillwater with a centrally located modern and functional Village Hall facility; and

NOW, THEREFORE BE IT RESOLVED, the Village Board of the Village of Stillwater hereby classifies the purchase of real property located at 662 Hudson Avenue, Stillwater, NY for use as a Village Hall, as a Type II action pursuant to SEQRA; and be it further

RESOLVED, the Village Board authorizes the purchase of improved real property located at 662 Hudson Avenue, Stillwater, NY for \$140,000.00 for use as a Village Hall and other municipal purposes; and

RESOLVED, that property shall be purchased with surplus funds to be transferred and withdrawn from the Village's fund balance account; and

RESOLVED, the Mayor is authorized to enter into and execute contracts of sale and

other closing documents to effectuate the purchase.

The Village Board Members present were:

Voting:	Yes	No	Abstain	Absent
Trustee Doyle	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Trustee DeMarco	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Trustee Nelson	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Trustee Nett	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Mayor Wood-Zeno	<u> X </u>	<u> </u>	<u> </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 March 19, 2024.

Village Clerk

MOTION to adjourn made by Trustee Doyle, seconded by Trustee DeMarco
Motion carried 3-0

Meeting adjourned 7:50 PM

Respectfully submitted,

Sheristin Tedesco
Clerk/Treasurer