

REGULAR MEETING -BOARD OF TRUSTEES- NOVEMBER 18, 2025-6:15 P.M. – VILLAGE HALL- 662 HUDSON AVENUE, PRESENT: MAYOR – JUDY WOOD-ZENO, TRUSTEE DOROTHY DEMARCO, TRUSTEE PATRICK NELSON, TRUSTEE JEFF STEWART, TRUSTEE SUE CUNNINGHAM

CLERK TREASURER: SHERISTIN TEDESCO

DEPT. OF PUBLIC WORKS: MATT RIFENBURGH - Absent

BUILDING CODE OFFICER: JOHN MCBRIDE

FIRE BUREAU CHIEF: LAURENCE CASE

ATTORNEY: JAMES PELUSO

FIRE CHIEF: TONY CONTI

ENGINEER: ED HERNANDEZ - Absent

Public Attendance – 5

The meeting began with The Pledge of Allegiance

MOTION to open the public hearing to consider a Minor Subdivision Application by John LeClaire the owner of 0.72± acres of land at 28 Colonial Road in the Village of Stillwater (Tax Map No.:243.76-1-2) who is proposing to subdivide the property into two parcels containing 17,855 sf ± (Lot 1) and 13,429 sf± (Lot 2) made by Trustee Stewart, seconded by Trustee Cunningham
Motion carried 4-0

Maria Morris, 929 Hudson Ave., questioned whether there were any issues because of the old canal running through the property and wanted to inquire about property lines. The VB stated, for now, this was a simple subdivision and there had not been anything submitted for any building on the proposed lot and if in the future there is it will be another application.

MOTION to close the public hearing to consider a Minor Subdivision Application by John LeClaire the owner of 0.72± acres of land at 28 Colonial Road in the Village of Stillwater (Tax Map No.:243.76-1-2) who is proposing to subdivide the property into two parcels containing 17,855 sf ± (Lot 1) and 13,429 sf± (Lot 2) made by Trustee Stewart, seconded by Trustee DeMarco
Motion carried 4-0

CORRESPONDENCE – A letter was received regarding water billing and will be read under new business.

FIRE DEPARTMENT CHIEF: (Report on file) There were 3 alarms, 5 training drills and 2 events during the month.

DPW – Absent, no report provided.

CODE ENFORCEMENT OFFICER – (Report on file)

BUREAU OF FIRE SERVICES – (Report on file)

ENGINEERING – (Report on file)

MAYOR UPDATES: The Mayor stated we have a firetruck that needs to be kept from freezing in the winter temperatures. Many options were discussed and it was decided the FD will look into pricing for some larger doors for one of the bays at the FD and may be able to juggle trucks to fit at the water plant.

Zoning maps have been offered to be updated for us with better colors by LaBella for free. The VB all agreed this is a generous offer and will be accepted.

The Telecommunication Proposed Law needs some verbiage updating and then will be presented.

We are looking at ways to reduce I & I at the sewer plant to avoid violations.

Winter Festival is the first Saturday in December. There will be a live nativity, Jack Frost show, A Nightmare Before Christmas at the Fire Department, 6:30 PM Memory Tree Lighting and Fireworks at the Blockhouse. We are hoping to bring a little bit of “Hallmark” to the Village.

TRUSTEE STEWART stated he will work with Arvin Hart to verify there will be a plan in place if they are to use their new ladder truck on any of the village hydrants because the maximum flow for the ladder truck is too much for our hydrants.

**Voucher Totals by Account
11/18/2025**

"A" General Fund	\$ 82,067.98
"F" Water Fund	\$ 3,139.64
"G" Sewer Fund	<u>\$ 12,475.23</u>
 TOTAL	 \$ 97,682.85

Treasurer's Report – copy provided to all board members

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

The final report and closeout request for the ARPA Program was submitted to the US Treasury Dept. on 11/6/2025

Motion to accept the Budget Adjustments as presented to the board made by Trustee DeMarco, seconded by Trustee Cunningham

Motion carried 4-0

Increase to A.7110.400 Parks Contractual by \$5,000.00 to cover paving and electrical work at Revolution Park

Increase A.9010.800 State retirement by \$9,000.00 to cover actual invoice from NY State Retirement

Increase A.3410.407 Fire Department Education by \$100.00 to cover FD Training

Increase G.8130.415 Sewage Treatment/Disposal Lab Testing by \$1000.00 to cover additional lab testing

MOTION to Open the Floor to the Public and Press made by Trustee DeMarco, seconded by Trustee Stewart
Motion carried 4-0

MOTION to close the floor to the public and press made by Trustee Stewart, seconded by Trustee Cunningham

Motion carried 4-0

NEW BUSINESS

MOTION made to accept certified County election results as follows: "Be it resolved that upon receipt to the village clerk of the certified election results of 11/4/25, that those persons receiving the highest number of votes for village trustee shall be deemed duly elected by this body at the time of receipt made by Mayor Wood Zeno, seconded by Trustee Stewart
Motion carried 4-0

MOTION to accept the Newland Wood Fire Dept. 2025 Elections as follows for 1/1/2026 made by Trustee DeMarco, seconded by Trustee Cunningham
Motion carried 4-0

Chief: Tony Conti

1 St Assistant Chief: Jeff Mahar

2nd Assistant Chief: Matt Mehan

Captains: Jeri Mehan and Teddy Thrane

Lieutenants: Joe Conti, Jeff Stewart

Administrative:

President: Tracy Pommer

VP: Chris Concilla

Secretary: Heather Conti

Treasurer: Sue Mehan

Trustee: Amy VanArnum

Steward: Jeff Stewart

RESOLUTION

**BOARD OF TRUSTEES
VILLAGE OF STILLWATER
November 18, 2025**

Minor Subdivision SEQRA Review 28 Colonial Road

WHEREAS, the Village of Stillwater has received a subdivision and site plan application from John LeClaire, the owner of 0.72± acres of land at 28 Colonial Road in the Village of Stillwater (Tax Map No.: 243.76-1-2) proposing to subdivide the property into two parcels containing 17855 sf± (Lot 1) and 13429± (Lot 2) whereby Lot 1 contains a single family home will continue their present use and the applicants propose to transfer Lot 2 for future use as a single family home.

WHEREAS, on November 06, 2025, the application was referred to the County Planning Board pursuant to General Municipal Law §§ 239-m, 239-n; and

WHEREAS, pursuant to the New York State Environmental Quality Review Act (SEQRA), the proposed action is an Unlisted action requiring SEQRA review; and

WHEREAS, pursuant to 6 NYCRR §617.6, the Village Board of Trustees has designated itself as the lead agency for SEQRA review; and

WHEREAS, the applicant has submitted a fully completed Short Environmental Assessment Form (EAF); and

WHEREAS, a public hearing was noticed and duly held on November 18, 2025 to consider the environmental significance of the proposed action; and

WHEREAS, the Village Board has duly reviewed the application materials and carefully considered and weighed the input by the public; and

WHEREAS, the Board of Trustees has duly reviewed the Short Form EAF and has considered the criteria contained in 6 NYCRR §617.7(c), to determine if the proposed action will have a significant impact on the environment;

WHEREAS, the Board of Trustees has considered the criteria set forth in 6 NYCRR 617.7(c), reviewed each of the eleven (11) factors contained in Part 2 of the EAF, and determined that the proposed action will have no, or only a small, environmental impact; and

NOW, THEREFORE, BE IT RESOLVED, that the Village of Stillwater Board of Trustees hereby determines that the proposed action by John LeClaire, the owner of 0.72± acres of land at 28 Colonial Road in the Village of Stillwater (Tax Map No.: 243.76-1-2) to subdivide the property into two parcels containing 17855 sf± (Lot 1) and 13429 sf± (Lot 2) will not have a significant impact on the environment.

The Village Board Members present were:

Voting:	Yes	No	Abstain	Absent
Trustee Cunningham	X	—	—	—
Trustee DeMarco	X	—	—	—
Trustee Nelson	—	—	—	X
Trustee Stewart	X	—	—	—
Mayor Wood-Zeno	X	—	—	—

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 November 18, 2025.

RESOLUTION

**VILLAGE BOARD OF TRUSTEES
VILLAGE OF STILLWATER
November 18, 2025**

Minor Subdivision Application 28 Colonial Road

WHEREAS, the Village of Stillwater has received a subdivision and site plan application from John LeClaire, the owner of 0.72± acres of land at 28 Colonial Road in the Village of Stillwater (Tax Map No.: 243.76-1-2) proposing to subdivide the property into two parcels containing 17855 sf± (Lot 1) and 13429 sf± (Lot 2) whereby Lot 1 contains a single family home will continue their present use and the applicants propose to transfer Lot 2 for future use as a single family home.

WHEREAS, on November 06, 2025, the application was referred to the County Planning Board pursuant to General Municipal Law §§ 239-m, 239-n; and

WHEREAS, after due notice a public hearing was duly held before the Village of Stillwater Board of Trustees at the Village Hall on November 18, 2025 at 6:15 p.m. to consider the subdivision application and all persons interested in the subject thereof were duly heard;

WHEREAS, the Board of Trustees completed a SEQRA review and issued a negative declaration on the application; and

WHEREAS, the Board of Trustees has duly considered the application, including the survey and site plan submitted by the applicants; and

NOW, THEREFORE, BE IT RESOLVED, that the Village of Stillwater Board of Trustees hereby approves the application by John LeClaire, the owner of 0.72± acres of land at 28 Colonial Road in the Village of Stillwater (Tax Map No.: 243.76-1-2) to subdivide the property into two parcels containing 17855 sf± (Lot 1) and 13429 sf± (Lot 2). Any proposed development of Lot 2 shall be

subject to separate permit application and review pursuant to all applicable land use regulations and other laws.

The Village Board Members present were:

Voting:	Yes	No	Abstain	Absent
Trustee Cunningham	X	_____	_____	_____
Trustee DeMarco	X	_____	_____	_____
Trustee Nelson	_____	_____	_____	X
Trustee Stewart	X	_____	_____	_____
Mayor Wood-Zeno	X	_____	_____	_____

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 November 18, 2025.

RESOLUTION
BOARD OF TRUSTEES
VILLAGE OF STILLWATER

November 18, 2025

Resolution to Participate in the Tri-Municipal Code Enforcement Modernization and Records Digitization Initiative

Motion By: Trustee DeMarco

Seconded By: Trustee Cunningham

WHEREAS, the Villages of Schuylerville and Stillwater and the City of Mechanicville desire to collaborate to improve local government efficiency by modernizing and consolidating code enforcement, zoning, and planning operations; and

WHEREAS, the New York State Department of State (DOS) has announced the availability of funding through the 2024–2025 Local Government Efficiency (LGE) Grant Program to assist municipalities in implementing shared services that reduce costs, enhance efficiency, and improve public access to government services; and

WHEREAS, the partner municipalities currently maintain separate systems for code enforcement and recordkeeping, resulting in duplication of effort, limited coordination, and a backlog of paper records requiring digitization; and

WHEREAS, the proposed Tri-Municipal Code Enforcement Modernization and Records Digitization Initiative would digitize existing files, implement a unified online recordkeeping and permitting platform, standardize workflows, and improve intermunicipal cooperation among the three communities; and

WHEREAS, the participating municipalities have agreed to share equally in the local cost match required under the LGE Program, including expenses related to grant writing, administration, and project implementation, through a combination of cash contributions and/or in-kind services; and

WHEREAS, the Village of Schuylerville has the administrative capacity and prior grant experience necessary to serve as Lead Applicant and Fiscal Agent for the submission and administration of the grant;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Stillwater hereby:

1. Authorizes participation in the Tri-Municipal Code Enforcement Modernization and Records Digitization Initiative with the Villages of Schuylerville and Stillwater and the City of Mechanicville.
2. Approves an estimated local contribution representing one-third of the total local share of the project cost, inclusive of grant writing and administration costs. This cost is to be finalized upon confirmation of the grant award and total project budget, but shall not exceed \$10,000.00.
3. Approves designation of a Municipal Representative, to be appointed by the Village Mayor, who shall serve as the official point of contact responsible for coordination of local approvals, access to records, and communication with the project administrator.
4. Authorizes the Village of Schuylerville to act as Lead Applicant and Fiscal Agent for purposes of submitting the application and administering any resulting grant funds.
5. Authorizes the Village Mayor and/or Municipal Representative to execute all necessary documents and certifications required by the New York State Department of State, subject to approval as to form by the Village's attorney.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately and a certified copy shall be provided to the Village of Schuylerville for inclusion with the grant application.

The Village Board Members present were:

Voting:	Yes	No	Abstain	Absent
Trustee Cunningham	X	_____	_____	_____
Trustee DeMarco	X	_____	_____	_____
Trustee Nelson	_____	_____	X	_____
Trustee Stewart	X	_____	_____	_____
Mayor Wood-Zeno	X	_____	_____	_____

The foregoing resolution was duly adopted at a meeting of the Board of Trustees of the Village of Stillwater duly conducted on November 18, 2025.

OLD BUSINESS

The results from the meter testing for 1142 Hudson Ave have been received and found to be accurate. A letter will be drafted to the residents.

A letter was received from a Lake Street resident stating she was unhappy she received an estimated water reading on the 10/1/2025 invoice and wanted a credit. The VB discussed it states in the water regulations that if you do not call in your reading you will receive a 36k estimate as your water reading. The VB stated these rules are in place for a reason to encourage people to call in their water readings when they are left a tag during the reading process. The VB stated residents usually have a couple weeks to call in their reading or to reach out and have the DPW return for another attempt to read. The VB agreed to keep the bill as is.

MOTION to declare surplus equipment not operable, as listed below, and authorize the clerk to put up for auction made by Trustee Nelson, seconded by Trustee Stewart
Motion carried 4-0

1997 Elgin Crosswind Street Sweeper
1980 GMC Bucket Truck
1979 Mack Model R

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

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

MOTION to approve the minutes from Regular Meeting dated 10/21/2025 made by Trustee Cunningham, seconded by Trustee DeMarco
Motion carried 4-0

MOTION to adjourn to executive session at 7:05 PM for legal advice on the Telecommunications Local Law made by Trustee Stewart, seconded by Trustee Nelson
Motion carried 4-0

MOTION to exit executive session at 7:30 PM for legal advice on the Telecommunications Local Law made by Trustee Cunningham, seconded by Trustee DeMarco
Motion carried 4-0

MOTION to adjourn at 7:30 PM made by Trustee Cunningham, seconded by Trustee Stewart
Motion carried 4-0

Respectfully submitted,

Sheristin Tedesco
Clerk/Treasurer