

REGULAR MEETING -BOARD OF TRUSTEES- DECEMBER 16, 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 - Absent

CLERK TREASURER: SHERISTIN TEDESCO

DEPT. OF PUBLIC WORKS: MATT RIFENBURGH

BUILDING CODE OFFICER: JOHN MCBRIDE - Absent

FIRE BUREAU CHIEF: LAURENCE CASE

ATTORNEY: JAMES PELUSO

FIRE CHIEF: TONY CONTI

ENGINEER: ED HERNANDEZ - Absent

Public Attendance – 4

The meeting began with The Pledge of Allegiance

Scott Fitzgerald – Solar On Earth, gave a presentation of a program where the village can sign up to be part of a solar developer and received 5% reduction on the NYSEG bills. It is part of a NYSERDA program. There is not cost to sign up and no cost to exit the program.

It was decided the VB would do some additional research with existing users and report back. Trustee Nelson will check with Saratoga Springs for information and references.

CORRESPONDENCE – Thank you note was received from Barb Ponzillo thanking the Village for the dish garden sent in memory of her mother.

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

DPW – (Report on file)

CODE ENFORCEMENT OFFICER – (Report on file)

BUREAU OF FIRE SERVICES – No Report

ENGINEERING – (Report on file)

MAYOR UPDATES: Informed the Board that a new sewer scale was purchased for \$2200.00. The DPW is working on getting estimates for a generator for the DPW building.

The Mayor stated that Sara Kipp, Village Historian, has secured an \$8000 grant and the ladies auxiliary has raised \$4000 for new windows for the Newland Wood Fire house.

There were not any bids on the surplus equipment. The DPW is going to scrap the items.

The Board discussed options for the three old safes from the Fire Dept. It was determined they would be relocated to the old water plant for now and we will have them appraised.

The Mayor commended Sher Tedesco and Cindy Cowin for questioning some invoices that did not match existing estimates that ended up saving the Village over \$1500.

TRUSTEE NELSON commended Mayor Wood Zeno for the Winter Festival being such a success.

TRUSTEE STEWART did survey buildings for potential cell towers.

**Voucher Totals by Account
12/16/2025**

“A” General Fund	\$ 18,429.90
“F” Water Fund	\$ 2,655.73
“G” Sewer Fund	<u>\$ 5,775.67</u>
 TOTAL	 \$ 26,861.30

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 Constitutional Tax Limit Form for fiscal year ending 05/31/2026, has been Accepted by OSC on 11/19/2025.

The Dept. of the Treasury has accepted the close out reports for the ARPA funds on 12/4/2025

I attended a NYMIR webinar on Cybersecurity. In 2026 all employees will require this training. Cybersecurity is the practice of protecting systems, networks and data from digital attacks. Within 18 months we will be required to institute a Cyber Incident Response Plan. I will be working on preparing this.

I attended a NYMIR webinar on Insurance Risk Transfer. Risk Transfer is making a third party pay for the damages for which they are responsible. (Ex. A contractor having additional insured status or hold harmless agreements in contracts)

MOTION to approve transfer of \$5000.00 from NYCLASS Sewer Debt Account to BSNB Sewer Debt Account to cover the annual payment balance made by Trustee Demarco, seconded by Trustee Stewart

Motion carried 3-0

MOTION to accept the Budget Adjustments as presented to the board made by Trustee DeMarco, seconded by Trustee Stewart

Motion carried 3-0

Increase A.5130.200 DPW Equipment by \$4500.00 to cover the 8 x 12 aluminum flatbed for new truck

Increase A.1440.400 engineering Contractual by \$5000.00 to cover engineering costs

Increase A.7550.400 Celebrations by \$1500.00 to cover Winterfest expenses and décor

Increase A.5010.408 Street Admin. Uniforms by \$1500.00 to cover new sweatshirts and shirts for DPW

Increase A.1620.404 Buildings. Equipment Repair by \$5000.00 to cover repairs at the Fire Dept. 1 School Street, moved tank and relocated oil lines

Increase A.1680.400 Central Data Processing by \$5000.00 to cover additional Microsoft software, PDF software, antivirus software

MOTION to Open the Floor to the Public and Press made by Trustee Stewart, seconded by Trustee Nelson

Motion carried 4-0

Jean Williamson – 47 Lake Street presented her case for her water bill, which had been estimated on 10/1/2025.

The VB will review.

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

Motion carried 3-0

NEW BUSINESS

MOTION to accept the 2026 Reorganizational Resolutions made by Trustee Stewart, seconded by Trustee Nelson

Motion carried 320

REORGANIZATIONAL RESOLUTIONS 2026

BE IT RESOLVED that Dorothy DeMarco be appointed as Deputy Mayor for the calendar year 2026.

BE IT RESOLVED that Sheristin Tedesco be reappointed as Village Clerk/Treasurer and Village Registrar and Cynthia Cowin as Deputy Clerk/Registrar for the calendar year 2026.

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 2026.

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 2026.

BE IT RESOLVED that John McBride is appointed Code Enforcement Officer for the calendar year 2026.

BE IT RESOLVED that Sara Kipp is appointed Village Historian for the calendar year 2026.

BE IT RESOLVED that Dreyer Boyajian LLP, represented by Mr. James R. Peluso, be retained as the Attorneys for the Village of Stillwater for the calendar year 2026.

BE IT RESOLVED that Adirondack Mountain Engineering be appointed as engineer for water and sewer for the calendar year 2026.

BE IT RESOLVED that Lindsay Buck be appointed as the MS4 Manager and Zoning Committee Consultant for the calendar year 2026.

BE IT RESOLVED that Lloyd Moses be appointed as our back up code enforcement officer for the calendar year 2026.

BE IT RESOLVED that Drew Alberti be appointed as the village grant writer for the calendar year 2026.

BE IT RESOLVED that Paul Male be appointed as the village Civil Engineer and Building/Planning support for the calendar year of 2026.

BE IT RESOLVED that the Ballston Spa National Bank be designated as the official depository for all village funds for the calendar year 2026.

BE IT RESOLVED that The Express and The Daily Gazette shall be the official newspapers for the Village of Stillwater for the calendar year 2026.

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 2026.

BE IT RESOLVED that Clerk/Treasurer Sheristin Tedesco be appointed as records management officer for the calendar year 2026.

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 mileage rate.

BE IT RESOLVED that the Board of Trustees adopts the attached Village of Stillwater Fee Schedule effective January 1, 2026.

BE IT RESOLVED that the Board of Trustees adopts the attached Village of Stillwater Financial Policies effective January 1, 2026.

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 – 15.25 days per month, Trustee, CEO and Historian 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., in the Village Board Room. If changes are needed, the press will be notified.

January 20, 2026

February 17 2026

March 17, 2026

April 21, 2026

May 19, 2026

June 16, 2026

July 21, 2026

August 18, 2026

September 15, 2026

October 20, 2026

November 17, 2026

December 15, 2026

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 16, 2025.

MOTION to amend the resolution to add the verbiage "and manhole covers" after NOW THEREFORE made by Trustee Nelson, seconded by Trustee Stewart
Motion carried 3-0

A RESOLUTION BY THE VILLAGE OF STILLWATER GRANTING AUTHORITY TO THE STATE OF NEW YORK TO ADJUST VILLAGE OF STILLWATER OWNED WATER VALVES AND MANHOLE COVERS ON US 4 INCLUDED IN PIN 1811.50 PAVEMENT CORRECTIVE MAINTENANCE SFY26B PROJECT,

Resolution # 12 16 2025

WHEREAS the New York State Department of Transportation proposes Pavement Corrective Maintenance on US 4, located in the Village of Stillwater, Saratoga County, PIN 1811.50, and

WHEREAS, the Village of Stillwater approves of such project, currently maintains water valves and manhole covers on US 4 within the project limits, and

WHEREAS the State of New York will include as part of the construction of the above-mentioned project, at no cost to the Village, height adjustment of existing water valves and manhole covers as needed, pursuant to Article II, Section 10, Subdivision 24 of the NY State Highway Law, as shown on the contract plans relating to the project, and

WHEREAS the service life of the adjusted and/or replaced utility facilities has not been extended, and

WHEREAS, the State will provide for the construction of the above-mentioned work, as shown on the contract documents relating to the above-mentioned project, and the Village of Stillwater has agreed, to maintain the water facilities and manhole covers after they have been adjusted by NYSDOT as part of this project,

NOW, THEREFORE,

BE IT RESOLVED, that the Village of Stillwater, by means of this Resolution, grants permission to the State of New York to adjust the height of the water valves and manhole covers as needed to complete proposed pavement corrective maintenance work on US 4 within this construction project; and after adjusted, the Village shall continue to maintain or cause to be maintained, at its own expense, these adjusted water valves and manhole covers; and

BE IT FURTHER RESOLVED, that Judith Wood Zeno the Mayor is hereby authorized by the Village Board to enter into and execute a Utility Work Agreement with the State of New York and through the Commissioner of Transportation with regards to the above identified project as it relates to the Village of Stillwater, and

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

RESOLVED, that this Resolution shall take effect immediately,

Moved By: Trustee Stewart

Seconded By: Trustee Nelson

Roll Call Vote:

Voting:	Yes	No	Abstain	Absent
Trustee Cunningham	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
Trustee DeMarco	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Nelson	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

Trustee Stewart
Mayor Wood-Zeno

X
X

MUNICIPAL CERTIFICATION STATEMENT

I, Sheristin Tedesco, duly appointed and qualified Clerk/Treasurer, do hereby CERTIFY that the foregoing resolution was adopted at a meeting duly called and held in the office of, Village of Stillwater, a quorum being present on the 16 day of December, 2025, and that said copy is a true, correct and compared copy of the original resolution so adopted and that the same has not been revoked or rescinded.

RESOLUTION BOARD OF TRUSTEES VILLAGE OF STILLWATER

December 16, 2025 **Resolution Adopting Hazard Mitigation Plan**

Motion By: Trustee Stewart
Seconded By: Trustee DeMarco

WHEREAS, the Board of Trustees of the Village of Stillwater recognizes the threat that natural hazards pose to people and property within the Village; and

WHEREAS, in 2019 FEMA approved Saratoga County's "Multi-Jurisdiction Hazard Mitigation Plan" that includes the Village of Stillwater as a participating jurisdiction; and

WHEREAS, Saratoga County has prepared a "2025 Hazard Mitigation Plan Update" in accordance with the Disaster Mitigation Act of 2000 (the "HMAP Update 2025"), that includes the Village of Stillwater as a participating jurisdiction; and

WHEREAS, the HMAP Update 2025 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Village of Stillwater from the impacts of future hazards and disasters; and

WHEREAS, Title 44 CFR, Chapter 1, part 201.6(c)(5) requires each local government participating in the preparation of a Multi-Jurisdiction Plan or Plan Update to accept and adopt such plan; and

WHEREAS the Board of Trustees has reviewed the 2019 Multi-Jurisdiction Hazard Mitigation Plan and the HMAP Update 2025, and is committed to hazard mitigation and achieving the goals outlined in said Plan and Plan Update; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Stillwater, as a participating jurisdiction, hereby approves and adopts the Hazard Mitigation Plan Update 2025.

The Village Board Members present were:

Voting:	Yes	No	Abstain	Absent
Trustee Cunningham	____	____	____	<u>X</u>
Trustee DeMarco	<u>X</u>	____	____	____
Trustee Nelson	<u>X</u>	____	____	____
Trustee Stewart	<u>X</u>	____	____	____
Mayor Wood-Zeno	<u>X</u>	____	____	____

I, Sheristin Tedesco, Village Clerk, do hereby verify the foregoing resolution was duly adopted at a meeting of the Board of Trustees of the Village of Stillwater duly conducted on December 16, 2025.

OLD BUSINESS

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

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

MOTION to approve the minutes from Regular Meeting dated 10/21/2025 made by Trustee Stewart, seconded by Trustee Nelson
Motion carried 3-0

MOTION to adjourn to executive session at 7:06 PM for contractual issues made by Trustee Stewart, seconded by Trustee DeMarco
Motion carried 3-0

MOTION to exit executive session at 7:16 PM for contractual issues made by Trustee DeMarco, seconded by Trustee Nelson
Motion carried 3-0

MOTION to refund Jean Williamson a total of \$279.50, \$130.00 from the sewer fund and \$149.50 from the water fund, made by Trustee DeMarco, seconded by Trustee Stewart
Motion carried 3-0

MOTION to adjourn to executive session at 7:16 PM for contractual issues made by Trustee Stewart, seconded by Trustee Nelson
Motion carried 3-0

MOTION to exit executive session at 7:25 PM for contractual issues made by Trustee Stewart, seconded by Trustee DeMarco
Motion carried 3-0

MOTION to accept the retainer agreement with Dreyer Boyajian, for an annual amount of \$18,000.00, made by Mayor Wood Zeno, seconded by Trustee DeMarco
Motion carried 4-0

MOTION to adjourn at 7:25 PM made by Trustee Nelson, seconded by Trustee Stewart
Motion carried 3-0

Respectfully submitted,

Sheristin Tedesco
Clerk/Treasurer