

**A Town Board Meeting was held Monday, April 14, 2008 at 7:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** Ronald K. Hotaling, Jr., Supervisor  
Dawn Rogers, Councilwoman  
Thomas A. Boehm, Councilman  
James C. Youmans, Councilman  
Richard Touchette, Councilman

**ALSO PRESENT:** Lucinda Vatalaro, Deputy Town Clerk  
Albert Deering, Superintendent of Highways

\*\*\*\*\*

Supervisor Hotaling opened the meeting and led the Pledge of Allegiance.

\*\*\*\*\*

### **OPENING COMMENT**

Supervisor Hotaling stated that the record should reflect the presence of a full Town Board in addition to Deputy Clerk Vatalaro in the absence of Town Clerk Millious, and Highway Superintendent Deering.

\*\*\*\*\*

### **AGENDA**

- Public Announcement
  - Assessor's Office, Hours of Operation
- Public Comment
- Approval of Minutes
  - Town Board Workshop, March 18, 2008 (previously tabled)
  - Town Board Meeting, March 24, 2008
  - Town Board Special Meeting, April 2, 2008
- Old Business
  - Speed Limit Reduction
  - Update on FEMA Projects
- New Business
  - Portable Sanitation Units for Town Parks
  - Local Law #1-2008 re: Residency Requirements for Court Clerk
  - Resignation of Part-Time Clerk
  - Resignation of Bookkeeper
  - Town Clerk Procedures for Cash Receipts & Other Cash
  - NY Municipal Insurance Reciprocal Annual Meeting
  - Albany County Application for Grant from Office for Small Cities
  - Relevy Process for Civill Housing PILOT Agreement
  - RFP's Received for CDBG Loan Administration
  - Albany County Tax Mapping
  - Albany County Municipal Services Board – Projects for Consideration
- Resolutions
  - Appointment of Bookkeeper
  - Interfund Loan for Community Development Fund Load
  - Annual Audit of Town Officials
  - Annual Audit of Justice Court
- Correspondence
  - Nationalgrid
  - New York State Department of State
- Town Board Workshops / Meetings
  - Town Board Workshop, April 22, 2008, 6:00pm
  - Public Hearing, April 28, 2008, 6:30pm
  - Town Board Meeting, April 28, 2008, 7:00pm

**PUBLIC ANNOUNCEMENT**

Supervisor Hotaling stated that he has a public announcement that reflects the office hour changes of the Assessor's Office. He continued by saying that those coming to the Assessor's Office can come any day Monday through Saturday and find staff members there and then read the following:

- Monday 9:00am – 12 noon  
5:00pm – 8:00pm (Assessor's Hours)
- Tuesday 8:00am – 4:30pm
- Wednesday 8:30am – 4:30pm
- Thursday 8:00am – 4:30pm
- Friday 9:00am – 12 noon
- Saturday 9:00am – 12 noon (Assessor's Hours)

Supervisor Hotaling continued by saying that the hours are posted at the new entrance at the north side of Town Hall as well as being on the website and on the bulletin board.

\*\*\*\*\*

**PUBLIC COMMENT**

Supervisor Hotaling invited the public to comment at this time, hearing none he moved to the next item on the agenda.

\*\*\*\*\*

**APPROVAL OF MINUTES**

Supervisor Hotaling stated that there were three sets of minutes for Town Board approval, a Town Board Workshop on March 18<sup>th</sup>, a Town Board Meeting on March 24<sup>th</sup> and a Special Town Board Meeting on April 2, 2008 and continued by asking for a motion to approve them.

**MOTION**

On motion of Councilman Boehm, seconded by Councilwoman Rogers, the minutes were approved as read.

VOTE – AYES 5 – NAYS 0 – SO MOVED

\*\*\*\*\*

**OLD BUSINESS**

**Speed Limit Reduction – Rowe Road**

Supervisor Hotaling stated that the Town Board had received a request from Highway Superintendent Deering to consider a speed limit reduction on Rowe Road. He continued by saying that the request was tabled on the part of the Town because when they looked it was only 800-1000 feet and added that there was a similar request from the Town of New Scotland to consider a speed limit on their portion of the road, which was the major portion. He went on by saying that they were going to wait until a determination had been made by the State on that request and added that in turn he received a call from DOT, which indicated that they had done their study and were going to grant the 40mph speed limit for the Town of New Scotland and suggested that it be extended for the small portion of the road in the Town of Coeymans. He continued by saying that the Town Board agreed to that and by letter dated April 1<sup>st</sup> to Mr. Mike Franchini from the Department of Transportation it advises that an order has been issued for a 40mph speed limit. He concluded by saying that signage should be placed and asked that Highway Superintendent Deering take whatever action is necessary for that.

**Update on FEMA Projects**

Supervisor Hotaling stated that last April there was a tremendous rain storm that caused significant damage and subsequent to that damage a Disaster Declaration was rendered by both the County and State, which brought in representatives from FEMA who examined several of the Town's projects. He continued by saying that there were high flooding waters in the Hamlet and significant portions of culverts and roads were approved for relief and added that the Highway crew is either in the process of or has finished the repair of the eroding shoulders. He went on by saying that the major project was identified as the Hannacroix Creek as it runs through Joralemon Park where the flooding had caused damage and added that FEMA was there and approved an open ended check, which began with a \$200,000 reimbursement fund. He continued by saying that in order to go into the Hannacroix Creek they have to have DEC's permission and added that the permit application was deemed incomplete because DEC wants the plans of what they are going to do attached to it and in order to get the plans they had to engage the services of a Fluvial Geomorphologist, who is a specialist engineer that has the knowledge of determining what creek beds and shore lines should look like. He went on by saying that they are at the point now where that person along with Jim Huston from C.T. Male as well as an Army Corps Engineer representative met at the site to access the process for the permit and in turn took some pictures, data and had some conversations and will be forwarding their assessments to the Town as well as DEC in the form of an application for the remediation work that is required. He continued by saying that Mr. Marcuccio at DEC will be receiving an addendum to the application and in turn they can start the process of remediation in Joralemon Park and added that in walking along the creek bed you will see that the creek is full with rubble that is almost level with the sides, which would encourage flooding. He concluded by saying that hopefully the plan will mitigate the flooding and added that they have to do it in accordance with DEC rules, which only allows doing work in the creek from June to September and continued by saying that he will be requesting an extension from FEMA because they are just starting the assessment stage of the project.

Supervisor Hotaling continued by asking for an update on the rest of the projects, which included a culvert pipe and shoulder erosion.

Highway Superintendent Deering stated that all but a couple have been done.

Supervisor Hotaling asked if there were any additional Old Business topics for discussion, hearing none he moved to the next item on the agenda.

\*\*\*\*\*

## **NEW BUSINESS**

### **Portable Sanitation Units for Town Parks**

Supervisor Hotaling stated that Blue Diamond has been the vendor for the sanitation units in the Town parks and continued by saying that there is no State Contract for them. He added that the cost from Blue Diamond to service Coeymans Landing and Joralemon Park is \$533.20 per month, which is for two units for each park. He continued by saying that he checked into it and found that they are not required to have a handicap unit in addition to a regular unit and went on to say that they can have a handicap unit only, which would serve in both locations. He concluded by saying that there is an option that presents itself to the Board and then asked what their thoughts were and added that there is a possibility that they can make a decision to initially put just the handicap unit in the parks.

Councilman Youmans inquired as to if they would be in a position to call and have a second one delivered if necessary.

Supervisor Hotaling stated that he believes so and added that they are not under any contractual arrangement and continued by saying that the regular unit is \$95.00 per month and the handicap unit is \$160.00 per month, which would be a total of \$255.00 for both parks with approximately \$23.20 per week for fuel and cleaning.

Councilman Touchette stated that there are a certain number of uses per unit and continued by asking if they will exceed that with one unit.

Councilman Youmans stated that this was a good point.

Supervisor Hotaling stated that it is indeterminable by him at this point and added that he does not know in terms of the use.

Councilman Youmans stated that he would think that there is fairly heavy use at the river with Evenings on the Green, soccer games and boating.

Supervisor Hotaling interjected that they are not talking about thousands of dollars in difference and added that there is an opportunity to save a few dollars if they want. He continued by saying that if the Board is of the opinion that they should go with the two units at each location they need to understand that from May to October they will be paying \$533.20 per month for each park.

Councilwoman Rogers suggested that they do it this year to find out the usage.

Councilman Boehm stated that he agrees with Councilman Youmans about the usage at the river where there is a lot of activity and added that he would leave the two units at the river and drop it to one handicap unit at Joralemon Park. He continued by saying that it is not a tremendous savings but it is a savings.

Supervisor Hotaling reiterated that they can always add a second one at Joralemon Park if necessary. He then asked if the Board was in agreement.

Collectively the Board agreed.

Supervisor Hotaling stated that they would be ordering two for Coeymans Landing and one for Joralemon Park.

#### **Proposed Local Law 1-2008 – Residency Requirements for Court Clerk**

Supervisor Hotaling stated that the Court has been in the process of identifying a candidate for a Court Clerk pursuant to the 2008 Budget as well as the agreement reached in January when the Board voted to put in a part-time person and resume the search for full-time. He then asked that Councilwoman Rogers bring them up to date as to the information that she received from the Court as well as what information Attorney for the Town Wukitsch has provided them.

Councilwoman Rogers stated that there is a qualified applicant for Court Clerk and added that they would have to change a Local Law to establish requirements to be out of the Town.

Supervisor Hotaling stated that there were several applicants, some whom were Town residents and one that was not but was a former resident and has roots in the Town of Coeymans her entire life. He continued by saying that there is a Public Officers Law Section 3 paragraph 8 that requires in part that a Town Court Clerk that is to serve outside the City of New York must be a resident of the political subdivision or municipal corporation of the state for which he shall be chosen or within which his official functions are required to be exercised. He added that at the end of March Councilwoman Rogers had received a letter signed by both Town Justices indicating that they have chosen the best candidate and would like that candidate appointed but there is an issue with regard to her residency. He continued by saying that upon further submission from the Court stating that the residency requirement exists in the Public Officers Law and that it does provide for the Town to enact a Local Law waiving the residency requirement. He went on by saying that he spoke with Councilwoman Rogers and in turn contacted Attorney for the Town Wukitsch who had provided a proposed Local Law that would handle it and continued by saying that the process would be that if it were introduced by a member of the Town Board and voted upon to be set forth for a Public Hearing, a Public Hearing would be held and the Law could be passed at an upcoming

Board Meeting. He concluded by saying that this would open up the option for the Judges to move outside of the Town boundaries to other Towns within the county and other contiguous counties to Albany County. He then asked that Councilwoman Rogers introduce Proposed Local Law 1-2008.

Councilwoman Rogers continued by reading the following:

**Proposed Local Law 1-2008**

Be it enacted that the Town Board of the Town of Coeymans as follows:

**Section I.** Title: A Local Law to establish the residency requirements for the appointed office of Justice Court Clerk.

**Section II.** Authority: This Local Law is adopted pursuant to Municipal Home Rule Law Section 10[1][ii][a][1] that grants to local governments the authority to enact local laws regarding the qualifications of local officers. Furthermore, this Local Law recognizes that the State Legislature has amended Public Officers Law Section 3 numerous times expanding the residency requirements for appointed public offices, thereby rendering the statute a special law, not a general law.

**Section III.** Supersession: This Local Law shall supersede Town Law Section 23[1] in its application to the office of Justice Court Clerk for the Town of Coeymans.

**Section IV.** Residency requirements for the position of the Justice Court Clerk for the Town of Coeymans: The person holding the office of Justice Court Clerk in the Town of Coeymans need to be a resident nor an elector of the Town of Coeymans, provided, however, that such person shall reside in the county in which such town is located or an adjoining county within the State of New York.

**Section V.** Inconsistency: All other local laws and ordinances of the Town of Coeymans that are inconsistent with the provisions of this local law are hereby repealed; provided however, that such repeal shall only be to the extent of such inconsistency and in all other respects this Local Law shall be in addition to such other local laws or ordinances regulating and governing the subject matter covered by this local law.

**Section VI.** Savings Clause: If any clause, sentence, paragraph, word, section or part of this Local Law shall be adjudged by any court of competent jurisdiction to be unconstitutional, illegal or invalid, such judgment shall not affect, impair or invalidate the remainder, thereof, but shall be confined in its operation of the clause, sentence, paragraph, work section or part thereof directly involved in the controversy in which such judgment shall have been rendered.

**Section VII.** Effective Date: This Local Law shall take effect upon filing with the New York Secretary of State.

Supervisor Hotaling stated that they now have a Proposed Local Law introduced by Councilwoman Rogers and continued by saying that he does not know if it is required to get a second for the introduction and added for the record he would like a second.

**MOTION**

On motion of Councilwoman Rogers, seconded by Councilman Touchette, authorizing the introduction of the Local Law.

VOTE – AYES 5 – NAYS 0 – SO MOVED

Supervisor Hotaling asked if there was any further discussion on the wording of the Local Law, hearing none he stated that the second course of action will be that the Town Board has to establish the date for a Public Hearing, which will be in the form of a motion. He continued by asking Deputy Clerk Vatalaro how soon the Proposed Local Law could be published in the local paper.

Deputy Clerk Vatalaro stated that she believed that they can get it in this week's edition if it is received by noon on Tuesday.

Supervisor Hotaling stated that their best effort would be to get it to the local paper by noon, which will put it in for this Thursday's edition April 17<sup>th</sup> and added that if they establish the Public Hearing just prior to the next Town Board Meeting on April 28<sup>th</sup> at 6:30pm, it will provide enough days of public notice if they are successful in getting it in the paper. He then asked for a motion establishing the Public Hearing on April 28<sup>th</sup> at 6:30pm.

**MOTION**

On motion of Councilwoman Rogers, seconded by Councilman Boehm, establishing the Public Hearing on April 28<sup>th</sup> at 6:30pm.

VOTE – AYES 5 – NAYS 0 – SO MOVED

Supervisor Hotaling asked Deputy Clerk Vatalaro if she believes that she will be reasonably successful in getting it to the paper.

Deputy Clerk Vatalaro stated that she would be.

Supervisor Hotaling stated that this will put forth the motion of the process to try to accommodate the Judge's request.

**Resignation of Part-Time Clerk**

Supervisor Hotaling stated that he received a letter of resignation from Ms. Gail Bullock who has worked as a part-time clerk in a Human Resource capacity for almost two years and added that she has indicated a desire to leave the position and her last day will be May 2<sup>nd</sup>. He then asked for a motion to accept the resignation.

**MOTION**

On motion of Councilman Youmans, seconded by Councilman Touchette, accepting the resignation of Ms. Gail Bullock, effective May 2, 2008.

VOTE – AYES 5 – NAYS 0 – SO MOVED

**Resignation of Bookkeeper**

Supervisor Hotaling stated that he received a resignation letter from Ms. Rosemary Puckett who was the Bookkeeper and added that it indicates it is effective April 11, 2008. He continued by saying that Rosemary did a great job as Bookkeeper and went on by saying that she was evolving into a great Municipal Bookkeeper, which made her attractive to other employers and added that he believes that she enjoyed her time with the Town. He then stated that during the transition nothing is more important than keeping your fiscal house in order, which was evident to them when they first arrived in 2004 and added that this is what needed to be done. He continued by saying that they have turned the corner on that and he does not want to backslide on it and went on by saying that during the transition Ms. Puckett has agreed to make herself available in a part-time way payable by voucher to assist in the transition of the new bookkeeper. He concluded by saying that he is happy that she has done that and then wished her well in her new venture.

Supervisor Hotaling asked for a motion to accept the resignation.

**MOTION**

On motion of Councilman Youmans, seconded by Councilman Touchette, accepting the resignation of Ms. Rosemary Puckett, effective April 11, 2008.

VOTE – AYES 5 – NAYS 0 – SO MOVED

**Town Clerk Procedures for Cash Receipts and Other Cash**

Supervisor Hotaling stated that an audit was developed some time ago and added that it was signed off by himself, Internal Control Officer Purinton and Town Clerk Millious and is now being presented to the Town Board. He continued by saying that this is a formality of approving the procedures that have been prepared by the Internal Control Officer working with the Town Clerk and signed off by the Supervisor. He then asked for a motion to accept two procedures, one for cash receipts and the second for other cash. He continued by asking if Deputy Clerk Vatalaro was familiar with what the other cash would be.

Deputy Clerk Vatalaro stated that it would be cash collected from other departments.

Supervisor Hotaling interjected that it would be cash from other outside sources like the Building Department and Police Department. He continued by asking if there were any other questions, hearing none he asked for a motion to move on it.

#### **MOTION**

On motion of Supervisor Hotaling, seconded by Councilman Touchette, accepting the procedures developed by the Internal Control Officer with the assistance of the Town Clerk and signed off by the Supervisor.

VOTE – AYES 5 – NAYS 0 – SO MOVED

Supervisor Hotaling stated that they would be made part of the Procedures Book.

#### **NY Municipal Insurance Reciprocal Annual Meeting**

Supervisor Hotaling stated that he was in receipt of a notification of the annual meeting of the New York Municipal Insurance Reciprocal and added that it is local for anyone wishing to attend to cast their vote. He continued by saying that they can authorize him to sign the proxy to accept or reject the slate and went on by saying that it is the Town's liability insurance for all the departments. He added that the Town has paid five initiation payments with the last one being this year in the amount of \$5,000.00 and went on by saying that they have to pay \$35,000.00 up front in order to be a full fledged member, which will enable them to achieve greater savings on insurance. He then asked for a motion authorizing him to sign the proxy.

#### **MOTION**

On motion of Councilman Boehm, seconded by Councilwoman Rogers, authorizing Supervisor Hotaling to sign the proxy and indicate a choice for the three candidates indicated on the proxy card.

VOTE – AYES 5 – NAYS 0 – SO MOVED

#### **Albany County Application for Grant from Office for Small Cities**

Supervisor Hotaling stated that the County is preparing a grant application for submission for \$750,000.00 and added that County Executive Breslin sent a letter to him talking about the benefits of doing that. He then asked if Councilman Boehm wanted to take the lead on doing it.

Councilman Boehm inquired as to whether or not it was the same application that they had worked on prior or if was a new application.

Supervisor Hotaling stated that the one last year was the Housing Trust Fund and added that they established a \$300,000 Housing Trust Fund in their County Budget. He went on by saying that the Town did receive an introductory correspondence asking if they wanted to participate in this application as well. He continued by saying that he is being asked to send a letter of support to the Director of Small Cities in support of the County application. He then asked if this is something that the Town Board wishes him to do.

Councilman Boehm stated that he believes that it is a good idea to support their efforts and added that it will help subsidize the rental properties in the Town.

Supervisor Hotaling stated that he does not believe that they need a motion and added that he will send a letter. He continued by saying that he will keep them updated as to the progress and added that it is similar to what the Town applied for in terms of the Port of Coeymans.

#### **Relevy Process for Civill Housing PILOT Agreement**

Supervisor Hotaling stated that the Town has a PILOT (Payment in Lieu of Taxes) Agreement with Civill Senior Housing and added that it goes back 6-7 years. He continued by saying that they don't pay taxes directly and they have a PILOT Agreement to pay in accordance with what their gross rental income is and in turn it is dispersed amongst the town, county and school. He added that the school gets approximately 80% and the town gets approximately 12% with the balance going to the county. He went on by saying that over the years they have had some difficulty getting the PILOT requirement paid on time and continued by saying that he has a spread sheet showing the Civill Senior Housing is in arrears by \$17,000 - \$18,000. He added that it was in conjunction with an effort on the part of the Town Clerk's Office and Internal Control Officer Purinton to come up with the figure and continued by saying that on April 23<sup>rd</sup> he along with Mr. Purinton will have a meeting with Mr. Duncan Barrett, the person responsible for Civill Senior Housing and in turn they are going to advise Mr. Barrett that there is some money owed. He went on by saying that the Town has been remiss in conveying the schools portion to the school since 2000 and added that because of the arrears he had decided approximately 12 months ago that he was not going to give anything to the school until the Town's books were in order in terms of what Mr. Barrett owes the Town. He continued by saying that once the Town collects, they will convey to the school their portion, which is approximately \$50,000 and added that within the next 4-6 weeks he will be sending it to the school. He went on by saying they needed to establish a process for a way to get their money even if it is unpaid and continued by saying that according to Internal Control Officer Purinton, based on his conversation with the Town Clerk, who had spoken with Anthony DiLella, Albany County Director of Finance, there is an opportunity in the statute for it to be relevied. He added by saying that if the bill is unpaid the Town Board would pass a resolution that would authorize Albany County to relevy on the following years tax bill, which would make the Town whole and the County would be left to get the money. He concluded by saying that he wanted to let the Town Board know that there is a process that they can employ and added that hopefully they will not have to use it and continued by saying that he will report back to the Board after the meeting to let them know where they are at with getting the payment.

#### **RFP's Received for CDBG Loan Administration**

Supervisor Hotaling stated that there were several RFP's (Request for Proposal) for the CDBG Loan and added that they have had some internal discussions about it. He then asked that Councilman Boehm give an update as to where they are and what they should do next.

Councilman Boehm stated that there were several RFP's received and added that some were fragmented in what areas they are going to cover. He continued by saying that he will be reaching out to Attorney Pempraze, who is helping them with the grant as well as contacting Chris Huntsinger, who is with the Office of Small Cities to guide them through the RFP's that they received and in turn will pick the best components of them because some of the agencies cannot cover an Environmental Review but can administer loan programs. He added that the RFP's seem to be all over the board and added that with the help of Attorney Pempraze and Chris Huntsinger they will sort through them and move forward with the loan agreement.

Supervisor Hotaling stated that it is a good course of action.

#### **Albany County Tax Mapping**

Supervisor Hotaling stated that Assessor VanValkenburg had talked with him briefly about Albany County Tax Mapping and in turn he had asked that she memo the Town

Board. He continued by saying that to date Albany County is without a contract for tax mapping services and added that Mr. John Davis, employed by Sipperly & Assoc. has been the tax map specialist for the county for many years. He added that the contract has expired and efforts have been made by the Albany County Director of Real Property Services, John Lynch, to alert the appropriate people at Albany County as to the importance of addressing a new contract. He went on by saying that according to Assessor VanValkenburg this will directly affect multiple departments such as the Planning and Zoning Boards, Census, Building and Assessor Departments, who rely on up to date information regarding ownership, subdivisions, right of ways and more. He then read the following excerpt from the memo:

“Mr. Davis’ experience, knowledge and availability are of great value to the successful operation of tax mapping. I ask that the Town Board do whatever can be done to bring this issue of concern to Albany’s attention as soon as possible.”

Supervisor Hotaling stated that after his discussion with Assessor VanValkenburg he had called Assemblyman Clouse and left a message inviting him to call back either himself or Assessor VanValkenburg. He added that some pressure could be put on by Assemblyman Clouse to bring the contract to conclusion and added that he has been told that a competitor for the contract is from California and continued by saying that there would be a tax mapping service in California talking about how to map Albany County tax parcels, which might be able to be done with efficient software and GPS technology, He concluded by saying that Sipperly & Associates have provided good service and then asked the Town Board if he should write a letter to the County and express their concern that there is not a contract for tax mapping or whether they should just have Assemblyman Clouse get involved.

Councilman Boehm suggested that they wait to hear from Assemblyman Clouse and if necessary write a letter.

Collectively the Town Board agreed.

### **Albany County Municipal Services Board**

Supervisor Hotaling stated that he has attended some Shared Municipal Services meetings and added that the Shared Municipal Services Board has been empowered within the county to talk about how municipalities can consolidate, conserve and do other things to save tax dollars under the spirit of Shared Municipal Services Agreements. He continued by saying that the most recent one that he attended talked about the Centralized Property Tax Administration Program and added that the State Office of Real Property Services was represented by Susan Savage who talked about the county getting some money to study centralized tax collection. He went on by saying that there are collectors of taxes in Town government as well as the school having a collector and added that it can be simplified by having the taxes collected in one location, such as the county collecting. He continued by saying that the county is considering applying for a grant to study the benefits of consolidated tax collection. He added that another thing that they are studying is a Health Insurance Consortium, which he signed on to be a part of and continued by saying that the County a few years ago became self-insured with Health Insurance and has saved some money and see that a continuation of it will achieve greater savings. He went on by saying that the question is whether or not the Town as a municipality as well as other municipal colleagues in Albany County, should join the Consortium to make it larger to be able to achieve even greater savings to a larger group number. He concluded by saying that he is very interested in it and has material to share with the Town Board and reiterated that they are moving ahead on seeing if it can extend itself to achieve even greater savings if they bring in Towns, Villages and School Districts.

Supervisor Hotaling asked if there were any other New Business topics that anyone wanted to discuss.

Councilman Boehm stated that he received an e-mail from someone in Town asking about Mosher Park Pool and what their plans were. He continued by saying that he

believes that it is a good time of year before the summer starts to let everyone know that last year the Town took out of the budget the \$9,000 - \$10,000 to enter into an agreement with the Village for paying 20% for the cost of the pool. He added that he wanted to let people know that the Town is not participating in the use of the pool because of the low numbers and cost involved and went on by saying that it is early and people can make other plans as well as being able to use the community pool at the school. He concluded by saying that it would seem to make sense for the Village to have some kind of system for those outside of the Village to use the pool, such as a pool pass system and added that hopefully they will make some arrangements to do that.

\*\*\*\*\*

**RESOLUTIONS**

**RES. #53-08 APPOINT BOOKKEEPER**

On motion of Councilman Touchette, seconded by Councilman Youmans, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**WHEREAS**, the Bookkeeper for the Supervisor, Rosemary Puckett, tendered her resignation,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans hereby, at the request of the Supervisor, and in accordance with Town Law Section 29, appoints Nita J. Chmielewski as Bookkeeper, at the hourly rate of \$20.00. This appointment is effective immediately.

Supervisor Hotaling stated that the departure of Ms. Puckett was unexpected and added that this gave him the opportunity to bring back into the fold the person who he believes played a great role in turning the fiscal corner when she served on the Board. He continued by saying that some may view it as loyalty on his part from a political perspective and added that perhaps you can say that because there is a hint of that and went on by saying that it is only to the extent that back in 2004 when they took office they had a mess and in turn because of their efforts they turned it around. He added that there is an opportunity for him to bring back in a fiscal way someone who had that as a foundation of her town and community service who has served the community in so many ways. He continued by saying that he has the benefit of a very energetic Board with two new members who have demonstrated to him very early that they are very interested and want to play a role in every part of Town government and added that he also feels blessed that he has the opportunity to bring Ms. Chmielewski back as he had also brought back Mr. Conrad to the Building Department and went on by saying that there is no one better that has the knowledge of the infrastructure than he does. He concluded by saying that as a Supervisor he is in the best position now to be able to move forward with the confidence of input from veteran people and the energy of new people as well.

Councilwoman Rogers inquired as to adding full-time or part-time to the resolution.

Supervisor Hotaling stated that it is just bookkeeper at this point and added that it is never going to be full-time. He continued by saying that it may be four days a week for the transition and as it settles out it will probably be Monday, Wednesday and Friday.

Councilman Boehm inquired as to whether or not she will adequately be able to make up for Ms. Puckett's absence or if they will need to hire again.

Supervisor Hotaling stated that ultimately he believes that it will be fine and added that they also have Sarah Morrison who is also serving the Town as the accountant and checker of the books a couple Saturdays a month as well as doing the AFR in addition to Internal Control Officer Purinton who will give his guidance.

Councilman Boehm inquired as to whether or not the actual hours when it is up and running will be less than Ms. Puckett's.

Supervisor Hotaling stated that it will likely be less at 21-24 hours a week as opposed to 35 hours a week.

**RES. #54-08 AUTHORIZE GENERAL FUND TO LOAN SPECIAL GRANT FUND**

On motion of Councilman Boehm, seconded by Councilwoman Rogers, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**WHEREAS**, the Town Board has received a Small Cities Economic Development Grant from the New York State Office for Small Cities, and

**WHEREAS**, the Town anticipates the entire cost of the funds expended by the Special Grant Fund (CD) will be reimbursed by the grant, and

**WHEREAS**, the Town desires to proceed with the implementation of the project, and

**WHEREAS**, the Town is incurring costs in advance of reimbursement from the State,

**NOW, THEREFORE, BE IT RESOLVED**, that the General Town-Wide Fund (A) will loan the Special Grant Fund the funds necessary up to \$16,000 to pay vouchers for program delivery and program administration expenditures as they come due until the grant draw down is completed, which will be used to repay the General Town-Wide Fund (A). The Special Grant Fund will repay the loan with no interest.

Supervisor Hotaling stated that the Attorney who substituted for Ms. Pempraze has submitted a bill and added that there are no monies yet to be disbursed. He continued by saying that the purpose is to establish a fund up to \$16,000 to pay the bills until they get the other money disbursed to them.

Councilman Boehm stated that once the load is closed, the money will be repaid.

Supervisor Hotaling stated that the General Fund will be made whole quicker than the one on Martin's Hill.

Supervisor Hotaling stated that the next two resolutions are a result of a Special Audit Meeting, which was held April 2<sup>nd</sup>. He added that they conducted an audit of the books for the Supervisor, Town Clerk, Justice Court and small amount of books that the Police Department has. He concluded by saying that the results of the audit are in the Annual Audit of Town Officers book and the resolution will be a summary of the audit and added that the actual comments are contained in the book and can be accessed publicly.

**RES. #55-08 AUTHORIZE COMPLETION OF AUDIT FOR TOWN OFFICIALS**

On motion of Councilwoman Rogers, seconded by Councilman Boehm, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**WHEREAS**, the Town Board must complete or have completed an audit in accordance with Section 123 of Town Law, of all Town Officials that handle cash, and

**WHEREAS**, the Town Board has adopted an audit procedure, based on the Local Management Guide, Fiscal Oversight Responsibilities, published by the State of New York Office of the State Comptroller, on May 14, 2007, to be applied to the records of each Town Official that handles cash, and

**WHEREAS**, the Town Board has completed the audit on April 2, 2008.

**NOW, THEREFORE, BE IT RESOLVED**, that the records of the Town Supervisor have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Dawn Rogers	See attached checklist/comments
Thomas Boehm	See attached checklist/comments
James Youmans	See attached checklist/comments
Richard Touchette	See attached checklist/comments

The records of the Town Clerk have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Ronald Hotaling, Jr.	See attached checklist/comments
Dawn Rogers	See attached checklist/comments
Thomas Boehm	See attached checklist/comments
James Youmans	See attached checklist/comments
Richard Touchette	See attached checklist/comments

The records of the Receiver of Taxes have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Ronald Hotaling, Jr.	See attached checklist/comments
Dawn Rogers	See attached checklist/comments
Thomas Boehm	See attached checklist/comments
James Youmans	See attached checklist/comments
Richard Touchette	See attached checklist/comments

The records of the Town Clerk's collection of Water receipts have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Ronald Hotaling, Jr.	See attached checklist/comments
Dawn Rogers	See attached checklist/comments
Thomas Boehm	See attached checklist/comments
James Youmans	See attached checklist/comments
Richard Touchette	See attached checklist/comments

The records of the Town Clerk's collection of Sewer receipts have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Ronald Hotaling, Jr.	See attached checklist/comments
Dawn Rogers	See attached checklist/comments
Thomas Boehm	See attached checklist/comments
James Youmans	See attached checklist/comments
Richard Touchette	See attached checklist/comments

The records of the Police Chief's collection of bail and other cash receipts have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Ronald Hotaling, Jr.	See attached checklist/comments
Dawn Rogers	See attached checklist/comments
Thomas Boehm	See attached checklist/comments
James Youmans	See attached checklist/comments
Richard Touchette	See attached checklist/comments

The completed checklists, which include the reviewer's comments and conclusions are made part of this resolution.

Supervisor Hotaling stated that he did not participate in the audit for the records of the Town Supervisor and this is why his name was not listed and added that he can vote on the resolution because it accurately reflects what happened.

**RES. #56-08 AUTHORIZE COMPLETION OF AUDIT FOR JUSTICE COURT**

On motion of Councilman Youmans, seconded by Councilman Touchette, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**WHEREAS**, the Town Board must complete or have completed an audit in accordance with Town Law Section 123 and Section 2019-A of the Uniform Justice Court Act, of all Town Justices, and

**WHEREAS**, the Town Board has adopted an audit procedure, based on the Local Management Guide, Fiscal Oversight Responsibilities, published by the State of New York Office of the State Comptroller, on May 14, 2007 to be applied to the records of each Town Justice, and

**WHEREAS**, the Town Board has completed the audit on April 2, 2008.

**NOW, THEREFORE, BE IT RESOLVED**, the records of Town Justice Dardani have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Ronald Hotaling, Jr.	See attached checklist/comments
Dawn Rogers	See attached checklist/comments
Thomas Boehm	See attached checklist/comments
James Youmans	See attached checklist/comments
Richard Touchette	See attached checklist/comments

The records of Town Justice Pearson have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Ronald Hotaling, Jr.	See attached checklist/comments
Dawn Rogers	See attached checklist/comments
Thomas Boehm	See attached checklist/comments
James Youmans	See attached checklist/comments
Richard Touchette	See attached checklist/comments

The completed checklists, which include the reviewer's comments and conclusions, are made part of this resolution.

\*\*\*\*\*

## **CORRESPONDENCE**

### **Nationalgrid**

Supervisor Hotaling stated that he was in receipt of a request from Nationalgrid for the Town's input on 2008 construction and whether or not any roadwork, water or sewer projects are planned. He added that he would think that they sent the State of New York something similar and the Rte. 143 project is already listed. He continued by saying that he would be giving Highway Superintendent Deering a copy of the letter as well as Chief Operator Breedlove and in turn they will indicate whether or not there are any projects planned for 2008 that will potentially impact Nationalgrid and their services. He added that Highway Superintendent Deering is doing road work out over the hill and then asked him if he is doing any road work in the Hamlet.

Highway Superintendent Deering stated that it is not directly in the Hamlet and added that they are doing work in the Riverview Drive area.

Supervisor Hotaling stated that there is gas there and then asked that Highway Superintendent fill out the form and in turn give it back to him to send back to Nationalgrid and added that the deadline is May 1<sup>st</sup>.

### **New York State Department of State**

Supervisor Hotaling stated that he was in receipt of a correspondence from the Department of State regarding a consolidation of health insurance. He went on by saying

that there are many municipalities involved with more indicating that they want to be involved.

\*\*\*\*\*

**WORKSHOPS / MEETINGS**

- Town Board Workshop, April 22, 2008, 6:00pm
- Public Hearing, April 28, 2008, 6:30pm
- Town Board Meeting, April 28, 2008, 7:00pm

\*\*\*\*\*

**ADDITONAL COMMENTS**

Supervisor Hotaling asked if there were any additional comments.

Councilwoman Rogers inquired about Biers Road being open on the Copeland Hill end.

Highway Superintendent Deering stated that it is open.

Supervisor Hotaling inquired as to what that means.

Councilwoman Rogers stated that the new road that Mr. Palange had been working on is open.

Supervisor Hotaling inquired as to whether or not they had accepted it.

Councilwoman Rogers and Highway Superintendent Deering collectively stated that they haven't.

Supervisor Hotaling asked what it is doing open.

Highway Superintendent Deering stated that it is not open on behalf of him.

Supervisor Hotaling stated that it should be closed.

Highway Superintendent Deering stated that he could close it.

Supervisor Hotaling reiterated that the Town Board had not accepted it.

Councilman Boehm stated that he drove over it earlier and added that it is open and there is no stop sign or guard rails and continued by saying that it should be closed.

Highway Superintendent Deering stated that there are not any plans for guard rails.

Councilman Boehm inquired about guide rails over the culvert.

Highway Superintendent Deering stated that guide rails were not in the plan.

Councilman Boehm stated that it's not a good idea.

Supervisor Hotaling inquired as to if Highway Superintendent Deering would have put guard rails.

Highway Superintendent Deering stated that he would have by the pipe.

Supervisor Hotaling stated that Highway Superintendent Deering should make Mr. Palange do it and added that he approved the plans.

Highway Superintendent Deering stated that it was not in the road specifications.

Supervisor Hotaling stated that if the road is in the same condition when it comes to the Board for approval, he will have a problem approving it.

Councilwoman Rogers interjected that Mr. Palange will be finishing the corner soon.

Highway Superintendent Deering stated that was true.

Supervisor Hotaling asked if anyone else was concerned about not having guard rails by the culvert.

Councilwoman Rogers stated that she is concerned because if something happens she does not know who is liable.

Councilman Boehm stated that his concern is that there is not a stop sign and someone not familiar with the area could easily go on the county road without stopping for traffic.

Mr. Zabel interjected from the audience that there were cones with tape across the road and then someone stole the cones.

Councilman Boehm interjected that there needs to be something more substantial than the cones.

Councilman Youmans stated that it sounds like a hazard and added that he has corresponded with Mr. Palange who seems to be fairly reasonable with what he wants to do. He continued by saying that if Highway Superintendent Deering feels as though there should be a guard rail there, they should ask him to do it.

Highway Superintendent Deering stated that he could ask him.

Councilman Youmans inquired as to if there needs to be guard rails there.

Highway Superintendent Deering stated that he does not think that they need to be there.

Supervisor Hotaling stated that he thought that Highway Superintendent Deering had said that there should be by the culvert pipe.

Highway Superintendent Deering stated that he does not feel as though they are needed and continued by saying that there could be some warning signs.

Supervisor Hotaling inquired as to whether or not he would recommend accepting the road after the curve is fixed.

Highway Superintendent Deering stated that as far as he is concerned he would accept it.

Supervisor Hotaling inquired as to whether or not core samples were taken.

Highway Superintendent Deering stated that they had not and added that the road is fine and continued by saying if they drilled holes in the road there would be a mess.

Councilman Touchette inquired as to if the Attorney's are still drafting it.

Highway Superintendent Deering stated that they have everything ready and added that they could speak with Attorney Wukitsch.

Supervisor Hotaling interjected that they don't have to talk to Attorney Wukitsch because the request to accept the road will come from Highway Superintendent Deering and continued by saying that whatever form the road specification should take should be a discussion that Highway Superintendent Deering has with Attorney Wukitsch. He went on by saying that he had voiced that he didn't like the elbow in the road and it is up to Highway Superintendent Deering to tell him that it is alright or has to be changed.

Highway Superintendent Deering stated that Mr. Palange is going to correct it and added that he personally thought that it was alright and added that he believes that he did a good job.

Councilman Boehm inquired as to how he could think it was a good job when all of the sudden you take a turn into a field.

Highway Superintendent Deering stated that some of the other roads such as Rowe are worse.

Councilman Boehm interjected that they are there to make them better.

Supervisor Hotaling asked if there were any additional comments.

Councilman Youmans stated that he wanted to thank Ms. Bullock and Ms. Puckett for their service to the Town and the way in which they exited with giving a month notice in one case and a fairly good one in the other as well as staying around to help with the transition.

Councilman Boehm stated that he would piggy back on what Councilman Youmans had said and added that any interaction was very professional and continued by saying that they are very competent people and he wishes them well.

Councilman Touchette stated that he also wishes them well.

Supervisor Hotaling asked if there were any additional comments.

Highway Superintendent Deering stated that he has not heard anything on his attending Highway School and continued by saying that he thought that it was going to be discussed at the Special Board Meeting.

Supervisor Hotaling stated that he thought it had been done.

Highway Superintendent Deering inquired as to whether or not it was sent in and paid and added that he didn't get a voucher.

Supervisor Hotaling stated that he would check into it and get back to him. He continued by asking if they are up against a deadline.

Highway Superintendent Deering stated that he may be as far as getting a room.

Supervisor Hotaling suggested that he make the room reservation and added that they will have the paperwork catch up with him. He continued by asking if there were any other comments, hearing none he asked for a motion to adjourn the meeting.

\*\*\*\*\*

**ADJOURNMENT**

**MOTION**

On motion of Councilman Boehm, seconded by Councilwoman Rogers, the Town Board Meeting was adjourned.

VOTE – AYES 5 – NAYS 0 – SO MOVED

Time: 8:12pm

*Respectfully Submitted,*

**APPROVED:**

---

*Diane L. Millious, Town Clerk*