

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**October 10, 2024 – Town Board Meeting – 6:00pm**

**A Town Board Meeting was held Thursday, October 10, 2024 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** Stephen Donnelly, Supervisor  
Linda S. Bruno, Council Member  
Stephen J. Schmitt, Council Member  
Ronald Hotaling, Council Member  
Michael J. Stott, Council Member

**Absent:**

**ALSO PRESENT:** Candace McHugh, Town Clerk  
Richard C. Reilly, Town Attorney

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Supervisor Donnelly called the meeting to order and led the audience in the Pledge of Allegiance. Supervisor Donnelly asked that the record reflect that all members were present.

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**Announcements:**

- Adult Halloween Party 10/18/24 @ Sycamore
- Horror in the Hollow - Haunted Hayride 10/19
- Roast Port Dinner at Ravena Grange #1457 – 10/19
- APA Grant Accepted
- Coeymans Town Hall will be closing early on October 11, 2024 at 12:30

**Approval of Minutes:** The following minutes were approved:

- September 26, 2024 Town Board meeting minutes

Council member Donnelly made a motion to accept the minutes for September 26, 2024 Town Board Meeting and Council member Stott seconded the motion.

APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – ABSTAIN - SO MOVED

**Old Business:**

Rescue Squad Meeting is scheduled for next week regarding creating a tax district. Council members Schmitt and Hotaling will be in attendance. They believe the committee is close to being able to present a plan by the end of the year to the town board.

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**Resolutions**

**Resolution #114-24 Authorize Admin Fee**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>5</u>		<u>4</u>	<u>1</u>	

I, Council member Stott offer the following resolution and move its adoption:

**WHEREAS**, pursuant to Local Law No 2 of the Year 2020, the Town Board amended the Town Code to authorize the establishment of an “Escrow Account”—to be funded by an applicant before the Planning Board/Zoning Board of Appeals (the “Planning Board”)—when the Planning Board determines professional services are necessary to properly review a submitted application; and

**WHEREAS**, the Town Board recognizes that the establishment and ongoing administration of an Escrow Account requires additional work that is performed by Town staff; and

**WHEREAS**, the Town Board has determined that, in consideration of that additional work the Town should collect a fee in connection with the establishment of an Escrow Account.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize the collection of a fee in the amount of seventy-five dollars (\$75.00)—to be paid by an applicant upon the deposit of Escrow funds that are required by the Town’s Planning Board.

Seconded by Council member Hotaling, offered for discussion and duly put to a vote, the results of which appear above.

**Discussion:** Council member Schmitt asked for clarification. Supervisor Donnelly stated the Business Office manager takes time out of her regular duties to complete these transactions and it was requested by her we charge a fee to cover expenses. Supervisor Donnelly stated that the Town Attorney researched this and it is an allowable fee.

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**Resolution # 115-24 Authorize Transfer of Deeds**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>5</u>		<u>5</u>		

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I, Council member Hotaling offer the following resolution and move its adoption:

**WHEREAS**, according to the rules and regulations of the cemeteries owned and operated by the Town of Coeymans adopted on July 22, 2021 all lot transfers must be approved by the Town Board; and

**WHEREAS**, the owner of Grove Cemetery Lot 347 has passed and the remaining plots located in lot 347 will be transferred as follows to his family;

Lot 347 Space 8

Christine Keenan

Lot 347 Spaces 1,2,4, and 7

Kathy Jo McNessor & Pamelyn J. Powell

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Town Clerk Candace McHugh to transfer ownership of the remaining lots in lot 347 of Grove Cemetery as depicted above.

Seconded by Council member Donnelly, offered for discussion and duly put to a vote, the results of which appear above.

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**Resolution #116-24 Authorize Budget Transfer**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>5</u>		<u>5</u>		

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I, Council member Donnelly offer the following resolution and move its adoption:

**WHEREAS**, the Chief Fiscal Officer has determined that in order to maintain proper balances within various accounts several inter-fund transfers are necessary;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Supervisor Stephen Donnelly to transfer the funds as depicted below for the Budget Year 2024:

**General Fund B**

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$6000	B5410.4 (Sidewalk Contractual)	B1680.4 (Shared services- Summer rec)
\$123.68	B3620.4 (Safety insp. Contract.)	B1910.4 (Insurance Contractual)
\$371.00	B3620.4 (Safety insp. Contract.)	B9040.8 (Workers Comp.)

**General Fund DB**

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$1638.18	DB5110.4 (Gen Repairs Contractual)	DB1910.44 (Insurance Contractual)

**General Fund SS**

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
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\$781.34      SS8130.4 (Sewer Contractual)      SS1910.4 (Insurance Contractual)

Seconded by Council member Bruno offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #117-24 ERS Record of Activities Resolution**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>5</u>		<u>5</u>		

I, Council member Bruno offer the following resolution and move its adoption:

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Town of Coeymans 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 record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hours/Day)	Term Begin/End	Days/Month (Based on Record of Activities)
Elected				
Town Supervisor	Stephen Donnelly	7	1/1/24-12/31/25	8.83
Town Council	Ronald Hotaling	7	1/1/24-12/31/27	1.48
Town Council	Michael Stott	7	1/1/24-12/31/27	.329

Seconded by Council member Schmitt, offered for discussion and duly put to a vote, the results of which appear above.

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**Discussion:** Council Member Schmitt asked for clarification on a previous resolution regarding a budget transfer. Supervisor Donnelly clarified that it was not an over expenditure of office supplies by the Justice Court as previously stated. It was the return of unused JCAP grants funds.

**A motion was made by Council Member** Stott to authorize Town Clerk Candace McHugh to Publish a Public Notice regarding a budget workshop to be held on October 17, 2024 which was seconded by council member Schmitt. All were in favor.

**Public Comment:**

Barbara Tanner lives in the Village of Ravena. She asked why we are waiting till December to close on the new building. The Board stated it is a contractual obligation the current owner has with renters. Mrs. Tanner asked if we have the money to fix the needed sewer repairs. Supervisor Donnelly stated that is why sewer rents are being raised and some investment money will also help to offset those costs.

Richard Connell stated our grandparents paid for the infrastructure to be put in and it is time the new generation step up and replace it.

Nita Chmielewski lives in Alcove. She noted that the fee charged for escrow will be placed in the TA fund, not the A fund as previously stated. Ms. Chmielewski doesn't feel as there should be an additional fee for the escrow accounts and the resolution should be rescinded.

Richard Connell Jr read a written statement thanking the Emergency Services that assisted during a family tragedy and urged the town to continue to support these vital services. County Legislator Zachary Collins also helped Mr. Connell with an issue and thanked him for his concern and help. These statements of gratitude are attached. Mr. Connell stated he fully supports the purchasing of the old medical building and hopes all goes well. He cautioned the board to monitor costs and be aware of over run. He suggested to have contingency funds set aside for unexpected costs. He also warned to make sure our specific project manager has the actual time for our project.

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**Motion to Adjourn** was made by Council member Donnelly and Seconded by Council member Bruno. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED 6:48pm

*Respectfully Submitted,*



*Candace McHugh, Town Clerk*

Good evening.

Richard Connell Jr.

On July 13, 2024 my wife passed away unexpectedly at home. After calling 911 I performed CPR until help arrived. Although I felt she passed away quickly prior to help arriving a team of professionals attempted for a half hour or so before pronouncing her dead.

Often these professionals perform their duties without recognition.

We are lucky to have these organizations in our community.

The following tried to help.

The Town of Coeymans Police Department

The Albany County Sheriff Department

The Albany County Sheriff Emergency Medical Services Unit.

The Ravena Rescue Squad

The Coeymans Hollow Volunteer Fire Company

I hope I didn't miss anyone during this hectic period.

Although my wife's passing has left deep void and sorrow, our family is sincerely appreciative of all they tried to do.

Finally, I trust our Town officials will continue to support these fine men and women.

Thank you.

Good evening.

I would like to speak about the help I received from Albany County Legislature Representative Zach Collins.

On July 13 2024 my wife of nearly 47 years passed away.

On July 23 2024 I received a letter from the County of Albany Department of Human Resources stating that based on her nearly 34 years of service I had 16 ½ years of medical coverage remaining.

My wife was the Confidential Administrator for the Director of the Albany County Probation Department for over 30 years.

This was a demanding position which was well underpaid. We decided early during our life together that she would remain in that position due to the lifetime medical benefits along with other benefits and I would go find the money to support our family. The medical benefits are fantastic.

On August 3, 2012 at her retirement conference we received a letter from Albany County Human Resources indicating that both of us had lifetime medical coverage even if my wife passed away first. This is clearly stated. When I contacted them I was told that letter was in error that the Legislature had changed the benefit rules in 2010.

That was news to me as we never received any correspondence regarding this. My wife had over 30 years of service at that time. We most likely would have terminated her service at that time which would have preserved our lifetime medical benefits. I hit a brick wall.

I decided the best course of action was to contact our Albany County Legislature Representative Zach Collins.

He gathered all my information and told me he would be in touch.

On August 5<sup>th</sup> he called and told me Human Resources would be contacting me and I had health insurance as per the 2012 letter. They did indeed call later that day telling me to expect a letter verifying my coverage which I did receive.

This is Zach Collins in action; he needs to be recognized for his excellent work. We in the public are critical at times of government officials. We also must acknowledge their accomplished deeds. Thank you again Albany County Legislature Representative Zach Collins.

Richard Connell Jr.