

**TOWN BOARD
OF THE
TOWN OF COEYMANS**

**December 23, 2021
Town Board Meeting 6:30p.m.**

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(PLEASE SILENCE CELL PHONES WHILE MEETING IS IN PROGRESS)

- 1. Call to Order – Pledge of Allegiance**
- 2. Blessing**
- 3. Members Present and Overview of Agenda Topics**
- 4. Presentation- 2021 RCS Varsity Football Team**
- 5. Public Announcements**
 - 5.1. COVID Update.
 - 5.2. Town Hall closed December 24th, & December 31st
- 6. Approval of Meeting Minutes**
 - 6.1. Town Board Meeting Minutes for November 22, 2021
 - 6.2. Public Hearing Minutes for November 22, 2021
 - 6.3. Public Hearing Minutes December 9, 2021
 - 6.4. Town Board Meeting Minutes for December 9, 2021
- 7. Supervisor's Report**
 - 7.1. Supervisor's Report for November 2021
- 8. Department Reports**
 - 8.1. Town Clerk's Report for November 2021
 - 8.2. Police Department Report for November 2021
 - 8.3. Building Department Report for November 2021
 - 8.4. Sewer Department Report for November 2021
- 9. Old Business**
 - 9.1. Park Improvement Updates
- 10. New Business**
 - 10.1. NYS EFC Engineering Planning Grant
 - 10.2. Tractor RFP
 - 10.3. 2022 Organizational Meeting – January 1, 2022 at 9:00a.m.

Agenda subject to change

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11. Resolutions

- 11.1. Authorize Clerk to Advertise RFP
- 11.2. Acceptance of PB/ZBA Resignation
- 11.3. Acceptance of Board Resignation
- 11.4. Budget Transfers
- 11.6. December 2021 Abstract
- 11.7. Hiring of Equipment Operator 1
- 11.8. Hiring of Automotive Mechanic

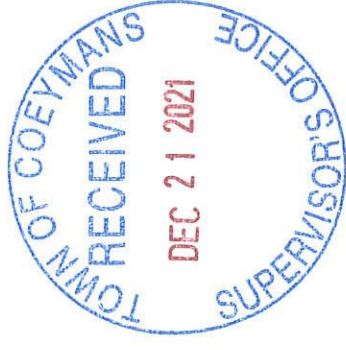
12. Public Comment

13. Upcoming Meetings

- 13.1. Organizational Meeting January 1st, 2022 @ 9am

14. Adjourn

November 2021



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<u>Fund</u>	<u>Balance Forward</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u>
<u>General</u>	\$ 1,749,882.88	\$ 25,509.28	\$ 166,821.42	\$ 1,608,570.74
<u>Consolidated</u>	\$ 539.95	\$ 18,817.20	\$ 18,817.07	\$ 540.08
<u>Part Town</u>	\$ 1,692,076.72	\$ 38,246.27	\$ 20,395.14	\$ 1,709,927.85
<u>Highway - Part-Town</u>	\$ 345,396.09	\$ 448.68	\$ 64,161.58	\$ 281,683.19
<u>Highway - Town-Wide</u>	\$ 118,738.03	\$ 9.75	\$ 665.51	\$ 118,082.27
<u>Sewer</u>	\$ 325,760.41	\$ 58,165.98	\$ 51,312.62	\$ 332,613.77
<u>Special Water</u>	\$ 117,028.10	\$ 52,721.90	\$ 101,785.82	\$ 67,964.18
<u>Trust and Agency</u>	\$ 16,739.47	\$ 221,860.84	\$ 189,538.51	\$ 49,061.80
<u>Police Forfeitures</u>	\$ 4,097.91	\$ 0.03	\$ -	\$ 4,097.94
<u>Capital Projects</u>	\$ 529.53	\$ 10,933.01	\$ -	\$ 11,462.54
<u>Section 8 HUD</u>	\$ 7,395.74	\$ 48,644.89	\$ 51,779.60	\$ 4,261.03
<u>(Units 77)</u>				
		Total Reconciled Balances:		\$ 4,188,265.39
<u>Savings Accounts:</u>		<u>Collateral Coverage</u>	<u>FDIC Coverage</u>	<u>Collateralized</u>
Unemployment	\$ 706.57	The Bank of Greene	\$ 250,000.00	\$ 4,387,787.45
Grove Cemetery	\$ 30,919.98	County		
Coeymans Hollow Cemetery	\$ 13,489.10	National Bank of	\$ 250,000.00	\$ 16,679.08
Alcove Cemetery	\$ 14,316.97	Coxsackie		
Total:	\$ 59,432.62			

George D. McHugh
George D. McHugh - Supervisor

12/01/2021



Town Clerk Monthly Report
November 01, 2021 - November 30, 2021

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Account#	Account Description	Fee Description	Qty	Local Share
A1255	NYS Environmental Conservation Town Clerk Fees	NYS Environmental Conservation	15	87.45
		Marriage License	2	35.00
		Marriage Transcript	1	10.00
		Photocopies	4	1.00
		Sub-Total:		\$133.45
A2190	Sale of Cemetery Lots	Alcove Lot Purchase	3	1,800.00
		Sub-Total:		\$1,800.00
A2192	Charges For Cemetery Services	Grove Interment	3	1,800.00
		Sub-Total:		\$1,800.00
A2401	Interest	Interest earned-bank statement	1	0.16
		Sub-Total:		\$0.16
A2544	Dog Licensing	Female, Spayed	12	72.00
		Female, Unspayed	1	12.00
		Male, Neutered	5	30.00
		Male, Unneutered	1	12.00
	Late Fee	Late Fee	1	5.00
		Sub-Total:		\$131.00
A-Fund Total: \$				3,864.61
B1601	Public Health Fees	Death Certificate	4	40.00
		Sub-Total:		\$40.00
B2110	Zoning Fees	Zoning Fees	2	250.00
		Sub-Total:		\$250.00
B2555	Building fees	Building Permit	11	1,700.00
		Sub-Total:		\$1,700.00
B-Fund Total: \$				1,990.00
SS2374	Sewer Services - Village	Sewer Services - Village	1	36,480.13
		Sub-Total:		\$36,480.13
SS2401	Sewer Interest	Sewer Interest	1	0.37
		Sub-Total:		\$0.37
Sewer Total: \$				36,480.50
SW-A2401	Water Interest	Water Interest	1	0.16
		Sub-Total:		\$0.16
Water Total: \$				0.16
Total Local Shares Remitted:				\$42,335.27
Amount paid to:	NYS Ag. & Markets for spay/neuter program			23.00
Amount paid to:	NYS Dept Of Health			45.00
Amount paid to:	NYS Environmental Conservation			1,485.55
Total State, County & Local Revenues:			\$43,888.82	
Total Non-Local Revenues:				\$1,553.55

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Cindy L. Rowzee, Town Clerk, Town of Coeymans during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

12/8/2021
Date

Town Clerk

12/1/2021
Date

TOWN OF COEYMANS

POLICE DEPARTMENT

18 RUSSELL AVENUE
RAVENA, NEW YORK 12143

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DOUGLAS R. KEYER JR.
CHIEF

(518) 756-2059 FAX (518) 756-2800



DATE: December 14, 2021

TO: Town Board Members

FROM: Chief Douglas Keyer Jr

SUBJECT: Police Department Monthly Report - November 2021

Calls for Service: 1,468

Town – 761

Village - 707

CBA: 4

Traffic Stops: 89

Tickets Issued: 33

Town – 20

Village - 13

Ongoing Matters

- 1) Federal Railroad Administration grant opportunity – Application submitted on November 29th.

Training

Nothing new to report

Community Events

- 1) December 18th - CPD will participate in the Coeymans Hollow FD Holiday parades

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BUILDING	NOVEMBER	YTD
Estimated Construction Cost	\$6,040,400.00	\$17,675,946.50
Permits for New One or Two Family Residences	1	13
Permits for New Commercial/Industrial Buildings	1	4
Permits for New Harzardous Occupancies	0	0
Permits for New Multiple Residences Occupancies	0	0
Permits for Additions, alterations or repairs on existing Residential Bldgs.	0	3
Permits for Additions, alterations or repairs on existing Commercial Bldgs.	3	14
Permits for all other permits (Pools, sheds, decks, and etc.)	3	71
Certificates of Occupancy/Compliance Issued	9	115
Operating Permits Issued	1	38
Stop Work Orders Issued	0	2
Fire Incident Notifications	1	7
Fire Inspections Multiple Dwellings - 2 years	0	25
Fire Inspections Commercial - 1 year	5	76
Fire Inspections Vacant	1	37
Fire Inspections Public Assembly- 100 persons or more	0	13
Building Complaints	13	108
Building Inspections	49	553
Building Permits Renewals	2	16
Junk Yard Permits Issued	\$0.00	\$25.00
Trailer Park Annual Fees	\$0.00	\$2,890.00
Sewer Permits Issued	\$0.00	\$0.00
Building Fees	\$1,700.00	\$57,307.50
PLANNING		
Special Use Permits	0	1
Applications for Minor Subdivisions	1	5
Applications for Major Subdivisions	0	0
Site Plan Reviews	0	0
Planning Fees	\$150.00	\$800.00
ZONING		
Area Variances	0	4
Use Variances	1	2
ZFDPV	0	\$0.00
Intrepretations	0	2
Complaints	0	\$0.00
Zoning Fees	\$100.00	\$600.00
MISCELLANEOUS		
Booklets (Zoning & Planning)	0	0
Minutes / Copy of Tapes	0	0
Property Information Request - Search	0	35
Miscellaneous Fees	\$0.00	\$1,325.00

	DATE	OWNERS NAME	LOCATION	DESCRIPTION	FEE	TAX MAP #	EST. COST
BP#							
21-090	11/3	P & M Brick LLC	494 Western Tpke	Relocating Accessory Bldg	\$600.00	156.-4-8.1	250,000.00
21-091	11/4	Crown Castle/CSX	1657 River Rd	Alt to cell tower	\$200.00	144.-3-1	20,000.00
21-092	11/19	Lois Realty/Pine Ridge	1737 Rt 9W Lot 73	28 x 56 MH	\$75.00	144.-1-42.1	5,000.00
21-093	11/22	Richard Stafford	472 Starr Rd	8x12 Shed	\$25.00	167.-2-13.12	1,200.00
21-094	11/23	Jeffrey Lukens	168 Tracy Rd	50x50 Ag Bldg/Pole Barn	N/A	154.-2-39.11	60,000.00
21-095	11/30	Keith Krzkowski	820 State Rt. 143	20'x18' Pre-fab Shed	No Fee	154.-2-39.11	60,000.00
21-096	11/30	Callanan Road Improvement	123 Cty. Rt. 101	New 50,000 sq.ft. Industrial Bldg.	\$25.00	167 - 1 - 40	3,200.00
21-097	11/30	Joseph McHugh	162 Cty. Rt. 101	22'x9' Front Porch w/ Roof	\$12,000.00	143 - 2 - 9	5,700,000.00

SEARCHES

CERTIFICATES

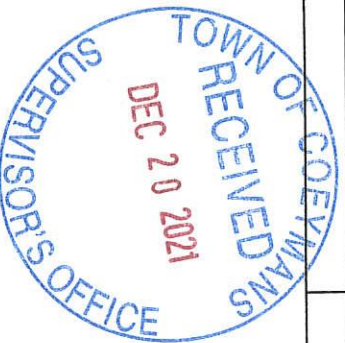
21-116	11/1	Kimberly Slingerland	1277 SR 143	Additions, Alt, repairs	n/a	166.-3-11	n/a
21-117	11/3	Dawn Cobb	24 White Horse Rand	12 x 18 addition	n/a	155.-1-6.42	n/a
21-118	11/4	Cyrus O'Brien	28 Mossy Hill Rd	Covered porch	n/a	165.-2-22.5	n/a
21-119	11/8	Chris Oades	46 Sunburn Lane	12 x 24 Prefab shed	n/a	129.-2-7.4	n/a
21-120	11/8	Peter Menditto	12 Carr Rd	Additions, Alt, repairs	n/a	153.-1-4	n/a
21-121	11/9	Denise Van Why	40 Payne Rd	24 x 24 prefab garage	n/a	155.-1-5.41	n/a
21-122	11/9	Daniel Oakes	21 Spoor Rd	Shed	n/a	168.-1-15	n/a
21-123	11/10	P&M Brick	2170 River Rd	Port Welding Bldg	n/a	156.-4-8.1	n/a
21-124	11/17	Joseph Hall	662 CR 312	12x16 shed	n/a	129.-2-6.21	n/a

RENEWALS

17-066	11/15	Ann Marie Vadney		Hallway	100	168.-1-43.1	n/a
19-088	11/29	Gary VanGorder		Garage	25	177.-1-62	n/a

6,099,400.00

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NOVEMBER 2021 MONTHLY REPORT
TOWN OF COEYMANS/VILLAGE OF RAVENA
WATER POLLUTION CONTROL FACILITY
67 SEWER ACCESS ROAD
TELEPHONE: (518) 756-6180
FAX: (518) 756-6037



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WPCF: TOTAL FLOW: 19.611 MG MONTHLY AVERAGE: .633 MGD
SLUDGE REMOVAL: 27.91 tons @ 15.68%
LAB RESULTS: BOD 19 LBS/DAY % REMOVAL 95
TSS 16 LBS/DAY % REMOVAL 93
GRIT/RAGS REMOVAL: 82 CUBIC FT.
TOTAL PERCIPITATION: 2.83 INCHES

	Quantity	
Electric:	kWh	
Fuel:	Diesel: gallons	
	Gas: gallons	
Lab:	4-BOD/4T-SS/Sludge	\$ 265.00
Natural Gas:		
Sludge Removal: City of Albany	27.91 tons	\$ 2,623.54
Telephone: Local	1 Month	
Long Distance		

Vendors:	Collins & Sons	\$ 1,650.00
	Persico True Value	\$ 371.84
	Crystal Rock Water	\$ 21.96
	Unifirst	\$ 123.33
	Ravena Auto Parts	\$ 13.99
	Francisco's	\$ 141.67
	Pump Servives & Supply	\$ 2,285.00
	Capital Supply Co	\$167.22
	USA Blue Book	\$546.49
	KJ Electric	\$4,917.93
	Crossorads Ford	\$21.00
	Siewert Equipment	\$7,370.56

Total \$20,519.53

Collection System:	Division St Lift Station	kwh
	Riverview St. Lift Station	kwh
		Total

Leachate:	Electric	kwh
	Nolan Propane	\$ 202.51



**New York State
Parks, Recreation and
Historic Preservation**

KATHY HOCHUL
Governor

ERIK KULLESEID
Commissioner

December 14, 2021

Honorable George McHugh
Town Supervisor
Town of Coeymans
18 Russell Avenue
Ravena, New York 12143



Dear Supervisor McHugh:

I regret to inform you that your application for the **Valley Paper Mill Park & Chimney Restoration** project submitted for the Environmental Protection Fund Grant Program for Parks, Preservation and Heritage (EPF) has not been selected for funding.

For this year's competition, we received 255 eligible applications through the Consolidated Funding Application (CFA) requesting over \$90.4 million. With only \$19.5 million available for distribution, not all eligible projects could be funded.

This does not pertain to potential funding awards from other agencies or programs and does not preclude you from applying for future CFA funding rounds.

At this time, we encourage you to contact Danielle Dwyer at (518) 584-2000 regarding your ongoing or proposed capital plans.

Sincerely,

Beatrice L. Gamache
Director, Grants Bureau

CC: Danielle Dwyer

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At a Meeting of the Town Board of the Town of Coeymans, at Town Hall, 18 Russell Avenue, Ravena, New York, on December 23, 2021 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel D. Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zachary S. Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

**RESOLUTION AUTHORIZING BID ADVERTIDEMNT
FOR USED TRACTOR WITH CAB AND LOADER**

WHEREAS, the Town Board seeks to advertise and solicit bids pursuant to General Municipal Law § 103 for the purchase of a used tractor with a cab and loader with under 7,500 hours at a price not to exceed \$65,000.00 for use by the Town Highway Department;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize and direct the Town Clerk with the assistance of the Highway Superintendent to advertise and solicit requests for sealed bids for “One (1) Tractor with Cab and Loader” pursuant to the attached bid documents and specifications, with a bid opening on January 27, 2022, at which time any responsive bids shall be publicly opened and read aloud. The Town reserves the right to waive any informalities in the bid and to reject, in whole or in part, any or all bids.

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

Town of Coeymans

18 RUSSELL AVENUE
RAVENA, NEW YORK 12143
Phone: (518) 756-6006
Fax: (518) 756-1991

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THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID

BID FOR: ONE (1) USED TRACTOR WITH CAB AND LOADER

BIDDER'S NAME: _____

BIDDER'S ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

In compliance with your advertisement for bids to be opened on **January 27, 2022** and subject to all conditions thereof, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in the attached Bid Proposal in accordance with the Notice to Bidders, General Information and Specifications contained herein.

Bidder certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Coeymans.

Signature

Print Name

Title

Date

BIDDERS ARE INVITED TO ATTEND BID OPENING

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TOWN OF COEYMANS NOTICE TO BIDDERS

Sealed bids for **“ONE (1) USED TRACTOR WITH CAB AND LOADER”** for the Coeymans Town Highway Department will be received by the Office of the Town Clerk at 18 Russell Avenue, Ravena, New York, 12143 until 2:00 p.m. on January 27, 2022, at which time they will be publicly opened and read aloud.

The Town is looking to purchase or lease with an option to purchase said equipment at a purchase price not to exceed \$65,000. Bid instructions, specifications, and forms may be obtained from the Town website at www.coeymans.org or the Town Clerk's office at the address stated above.

Sealed bid proposals must be received by Town Clerk by no later than **2:00 p.m. on January 27, 2022**. No electronically submitted bids will be accepted. All bids must be submitted on the bid forms provided.

The Town Board reserves the right to waive any informalities in the bid and to reject, in whole or in part, any or all bids.

Town Board of the Town of Coeymans
Cindy L. Rowzee, Town Clerk

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TOWN OF COEYMANS BID SPECIFICATION

ONE (1) USED TRACTOR WITH CAB AND LOADER

I. General Description

The Highway Department is seeking a durable and reliable tractor with cab and loader and such other design features necessary for highway yard maintenance and general highway operations, including but not limited to, loading, moving, restocking of salt, sand, dirt and yard waste. The identification or reference by brand name or model for any unit, component or equipment in these specifications is meant to convey to the potential bidder the type and quality of the product required and desired by the Town. Any unit, component or equipment which is of equal type and quality may be considered as such and may be acceptable to the Highway Department, upon agreement by the Highway Department to that fact. The decision of the Highway Department however, in such circumstance, is final.

The Highway Department will accept delivery at 1305 State Route 143, Coeymans Hollow, New York 12045.

The Tractor shall meet or exceed the construction and specifications set forth below. All equipment furnished as standard by the manufacturer for the tractor, cab and bucket loader shall be included, if not stated in the written specifications. Special items needed to bring the tractor up to specifications or required to install, fit, or equip with cab and bucket loader shall be accepted only if they are the manufacturers regular or approved factory options.

II. General Requirements

Bids: Unless prices and all information requested are complete, bid may be disregarded and given no consideration. All prices and bids must be in ink or typewritten. No pencil figures or erasures are permitted. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by person signing the bid. All bids must be signed with the firm's name and by a responsible officer or employee.

Submission of Bids: Each bid must be submitted on the prescribed form in a sealed envelope clearly marked **"ONE (1) USED TRACTOR WITH CAB AND LOADER"** for the Coeymans Town Highway Department and filed with the Office of the Town Clerk at 18 Russell Avenue, Ravana, New York, 12143 on or before 2:00 pm on January 27, 2022, at which time they will be publicly opened and read aloud. Information must be furnished complete in compliance with the terms, conditions, and provisions of the bid specifications. The information requested and the manner of submission are essential to permit prompt evaluation of all bids on a fair and uniform basis. Accordingly, the Town reserves the right to declare as non-responsive and reject any bid in which

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material information requested is not furnished or where indirect or incomplete answers or information is provided. Bids shall be for the total net price including all applicable taxes and charges, delivered F.O.B., Town of Coeymans.

Bids and modifications or corrections thereof received after the closing time specified will not be considered. Note, no telephone, e-mail or facsimile of bids will be accepted. If a photocopy is to be submitted, it must be signed in original, in ink.

The Town reserves the right to accept and/or reject any and all bids and waive and formalities in the bidding procedures to the extent permitted by law and make the award as may be deemed in the best interest of the Town.

III. Vehicle Requirements/Specifications

The Town is looking to purchase or lease with an option to purchase one (1) used tractor with cab and bucket loader for use by the Highway Department at a purchase price not to exceed \$65,000 or upon lease terms with an option to purchase. Bidders may submit a bid with a (1) purchase price, (2) lease terms with a purchase option, or (3) both. The vehicle requirements/specifications are set forth below.

In addition to the specifications set forth below, the operational hours (engine hours) for the tractor must be less than 7,500 hours, be in good repair, condition and working order with only ordinary wear and tear from proper use. The tractor, cab, and loader and all components related to such equipment must be fully operational and free of any defects.

The tractor must include all major standard equipment for the make and model, together with such additional specifications listed below:

- Year: 2005 Or Earlier Four-Wheel Drive Tractor
- 7,500 Maximum Engine Hours
- Minimum 120 Engine Horsepower
- Six Cylinder Diesel Engine
- Minimum 4 Speed Transmission
- Minimum Fuel Capacity 40 gallons
- Minimum 8 Gear Front & Rear
- Hydrostatic Steering
- Wet Disc Braking System
- Industrial Grade Tires Front & Rear

The cab must include all major standard equipment for the make and model, plus compatible with and preference for tractor manufacturer provided accessory and/or implement, together with such additional specifications listed below:

- Hard Cab Roof
- Safety Glass

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- Dual Doors
- Cab lights

The Loader must include all major standard equipment for the make and model, plus compatible with and preference for tractor manufacturer provided accessory and/or implement, together with such additional specifications listed below:

- Loader Model must be compatible with year, make, model of tractor
- Loader Capacity Minimum 2.5 yards
- Loader Bucket Minimum Width 96"
- Loader Minimum Dump Clearance 100"
- Hydraulic Lift

The Town of Coeymans requires the following for the tractor, cab and loader:

- Set of Operators Manuals
- Set of Service Manuals
- Set of Parts Manuals

DELIVERY MUST BE WITHIN 30 DAYS OF BID AWARD

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IV. General Bid Specifications

Bid Form: Each bid shall be submitted on the required Bid Sheet. The Bid Compliance, Bid Exceptions, Non-Collusive Bidding Certificate and Iran Divestment Act Certification must be completed and submitted with each bid and must be signed by the same individual entering the bid. All bids or bidders not adhering to any of the requirements herein may be rejected.

Inspection: The Town reserves the right and shall be at liberty to inspect the tractor and all equipment before and/or after award of the bid, and shall have the right to reject the tractor, equipment, all materials and workmanship which do not conform to the specification provided; however, the Town is under no duty to make such inspection. If the inspection indicates that repairs are necessary for the intended use of the tractor by the town, the bidder may be offered the option to perform the repairs at the bidder's expense prior to the purchase of the tractor by the Town. The Town's judgment of required repairs is not subject to negotiation or challenge.

Prior to delivery, the tractor shall be completely serviced as necessary to assure proper operation and function.

All parts or attachments not specifically mentioned but necessary to complete the tractor must be furnished and must conform to the highest standards of quality of material and workmanship provided in good engineering practice and intended in these specifications. The tractor will be judged on stability and safety, ability to carry out Town's present operations, ease of operation and maintenance, driver's comfort, price and delivery date. These specifications shall be considered minimum unless otherwise stated. All variations from the stated specification must be clearly noted on the Bid Proposal.

Final inspection and acceptance of the tractor for conformity with the specifications shall be made by the Town Highway Superintendent or such designated representative of said Town Highway Department.

Delivery: The delivery date or term within which the proposed item(s) will be delivered shall be stated in the space provided under Delivery Information. Failure by the successful seller to notify the Town of Coeymans immediately of any delivery beyond the stated date or terms is cause for said bidder to be held responsible for damages incurred as a result of an extended delivery time.

All equipment/material, spare parts and supplies shall be delivered F.O.B. destination, delivery charges prepaid.

Material and Equipment Specified by Name: Whenever any material or equipment is specified by patent or proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or acceptable equal", whether or not such words appear. The seller may offer material or equipment with equal or better qualities and performance in substitution for those

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specified which he considers would be in the Town's interest to accept. No verbal offers for substitution will be acknowledged or considered from sellers, distributors, manufacturers or subcontractors. Any such offers shall be made in writing to the Highway Superintendent for his consideration with the submission of the proposal and the seller shall include sufficient data which, together with any other data the Town may require, will enable the Town to assess the acceptability of the material or equipment. Such acceptance by the Town shall not relieve the seller from full responsibility from the efficiency and quality and performance of the substitute material or equipment, in the same manner and degree as the material and equipment specified by name.

The identification of any brand name, component and/or equipment by these specifications shall not relieve the seller from full responsibility to produce the products in accordance with any performance warranty and contractual requirements. The seller is responsible for notifying the Town of any inappropriate brand name, component and/or equipment identified in the specifications, and to propose a suitable substitute for consideration.

Bid Postponement and Amendment: The Town of Coeymans reserves the right to revise or amend the specifications up to the time set for opening the bids. Such revisions and amendments, if any, shall be announced by amendments to this solicitation. Copies of such amendments shall be furnished to all prospective sellers. Prospective sellers are defined as those sellers listed on the Town's bids list for this material, or who have obtained bid documents subsequent to the bid advertisement. If the revisions and amendments require changes in quantities or prices proposed, or both, the date set for opening bids may be postponed by such number of days as in the opinion of the Town shall enable sellers to revise their bids. In any case, the bid opening shall be at least two working days after the last amendment, and the amendment shall include an announcement of the new date, if applicable, for the opening of bids.

Single Bid Response: If only one bid is received in response to the invitation for bids, a detailed cost proposal may be requested of the single Seller. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

Bid Withdrawal: After the bids are opened, bids may not be withdrawn for thirty (30) calendar days. Prior to the date/time set for the bid opening, however, bids may be modified or withdrawn by the Seller's authorized representative in person, or by written telegraphic notice. If bids are modified or withdrawn in person, the authorized representative shall make his identity known and shall sign a receipt for the bid.

Award: The Town of Coeymans reserves the right to accept bids, award bids and/or not award bids; to reject any and all bids, to waive any informality in the bids, and to accept the bid that appears from all consideration to be for the best interest of the Town.

In determining and evaluating the best bid, the prices will not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the

equipment/material offered, and the reputation of the equipment/material in general use will also be considered with any other relevant factors. The Highway Superintendent and/or the Purchasing Agent shall be the judges in the determination of these matters.

Notice of bid award, if bid be awarded, will be made within thirty (30) days of opening of bids to the lowest responsive and responsible seller, whose bid proposal complies with all the requirements in the bid specifications.

Title: Title to the tractor and all equipment shall pass to the Town at the F.O.B. point designated under Delivery, subject to the right of the Town to reject upon inspection.

Acceptance and Payment: Acceptance shall be made at the time the tractor and all equipment/material is operational and in proper working order as determined by and to the satisfaction of the Town of Coeymans. Acceptance of the equipment/material shall be determined on the basis of technical completeness, performance and adherence to the operational requirements and functions of the specifications.

Payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all material/equipment and receipt of an original and one (1) copy of an invoice complying with the terms and conditions of the award. The Town reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance. Non-compliance with any one of the following requirements shall constitute a conditional acceptance:

- a) Adherence to the general construction and performance specifications.
- b) Reasonable opportunity for tractor and equipment/material inspection by Highway Superintendent and/or Town Purchasing Agent.
- c) Receipt of manuals (if applicable).

Warranty and Guarantee: If applicable, the manufacturer's standard warranty shall be provided for tractor, equipment and materials including all parts and assemblies. Notwithstanding and in addition to the above, the seller shall guarantee the tractor, equipment and materials including all parts and assemblies against defects in material and workmanship for a period of at least one (1) year after acceptance. Guarantee shall commence at the time of official acceptance by the Town. Where it is required to repair, replace, resurface, replant or to modify, alter, add or remove hardware, parts, components, or related accessories for the purpose of insuring proper appearance, performance or operation, such operations shall be done as required until such time as acceptable performance has been established. Seller shall be responsible for any costs related to repairs under the warranty and guarantee, including transportation from Highway Department to Seller's designated location for repair and transportation costs required to return the tractor to the Highway Department.

New York Law: The Notice to Bidders and Bid Specifications shall be governed according to the laws of the State of New York.

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V. Bid Sheet

ONE (1) USED TRACTOR WITH CAB AND LOADER

1. Make: _____

2. Model: _____

3. Year: _____

4. Hours: _____

5. Bid Purchase Price: _____

6. Optional Lease Terms with Option to Purchase: _____

7. Delivery Date: _____

8. Service Location: _____

If the cab and loader are not original equipment manufacturer (OEM), identify the make, model and year:

The tractor, cab and loader include all standard equipment for the make, model and year. Additional equipment includes the following (attach any additional sheets):

I certify that all information provided with this Bid is true and accurate and that the equipment offered for sale is operational and in good repair, condition and working order:

Name of Bidder: _____

Address: _____

Telephone Number: _____

Email: _____

Signature of Authorized Representative: _____

Print Name: _____ Date: _____

VI. Bid Compliance with Specifications

Name of Bidder: _____

Minimum Specifications:**Bid Complies (Check Yes or No):**

A. Minimum 120 Engine Horsepower	Yes _____	No _____
B. Six Cylinder Diesel Engine	Yes _____	No _____
C. Minimum 4 Speed Transmission	Yes _____	No _____
D. Minimum Fuel Capacity 40 gallons	Yes _____	No _____
E. Minimum 8 Gear Front & Rear	Yes _____	No _____
F. Hydrostatic Steering	Yes _____	No _____
G. Wet Disc Braking System	Yes _____	No _____
H. Industrial Grade Tires Front & Rear	Yes _____	No _____
I. Cab Hard Roof	Yes _____	No _____
J. Cab Safety Glass	Yes _____	No _____
K. Cab Dual Doors	Yes _____	No _____
L. Cab Lights	Yes _____	No _____
M. Compatible Loader	Yes _____	No _____
N. Loader Capacity Minimum 2.5 yards	Yes _____	No _____
O. Loader Bucket Minimum Width 96"	Yes _____	No _____
P. Loader Minimum Dump Clearance 100"	Yes _____	No _____
Q. Hydraulic Lift	Yes _____	No _____
R. Set of Operators Manuals	Yes _____	No _____
S. Set of Service Manuals	Yes _____	No _____
T. Set of Parts Manuals	Yes _____	No _____

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VII. Bid Exceptions to Specifications

BIDDER MUST COMPLETE THIS FORM FOR ANY EXCEPTIONS

Name of Bidder: _____

Identify any exceptions and the items offered as an equivalent substitute (Attach additional sheets if needed):

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

VIII. Bidder Information and Qualifications

All questions must be answered and the information given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets.

1. Legal Name of Bidder: _____

2. Doing Business Name: _____

3. Physical Address: _____

4. Mailing Address: _____

5. Phone _____

6. Email: _____

7. Business Entity Type: _____

- ☐ Individual
- ☐ Partnership
- ☐ Corporation
- ☐ Limited Liability Company

8. Tax ID No.: _____

9. Year Entity Organized: _____

10. Name of any Parent Entity: _____

11. Are you registered with the NYS Secretary of State to do business in NY? Yes / No.

12. Has the Bidder ever been determined to be a non-responsible bidder? Yes / No. If yes, explain on an attached sheet.

13. Has the Bidder or ever defaulted upon or failed to complete any contract awarded? Yes / No. If yes, explain on an attached sheet.

14. Has any owner or officer the Bidder ever been an owner or officer of some other organization that was determined to be a non-responsible bidder or who has defaulted or failed to complete a contract? Yes / No. If yes, explain on an attached sheet.

GENERAL MUNICIPAL LAW – SECTION 103-d

DRAFT

Non-Collusive Bidding Certificate

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of his knowledge and belief:

- (A) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, and for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor or potential competitor;
- (B) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly to any other bidder, competitor or potential competitor;
- (C) No attempt has been or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

I hereby affirm, under the penalty of perjury, the foregoing statement is true:

Bidder Name: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

DRAFT

IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the TOWN OF COEYMANS receive information that a person is in violation of the above-referenced certification, the TOWN OF COEYMANS will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the TOWN OF COEYMANS shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The TOWN OF COEYMANS reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Bidder Name: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

DRAFT

At a Meeting of the Town Board of the
Town of Coeymans, at Town Hall,
18 Russell Avenue, Ravena, New York,
on December 23, 2021 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel D. Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zachary S. Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

WHEREAS, a written letter of resignation was received by the Town of Coeymans on December 13, 2021 from Planning Board/Zoning Board of Appeals member Marisa Tutay with an effective date of December 31, 2021; and

WHEREAS, the letter of Resignation was delivered to the Office of the Town Clerk;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby accept the resignation of Planning Board/Zoning Board of Appeals member Marisa Tutay effective December 31, 2021.

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

DRAFT

At a Meeting of the Town Board of the
Town of Coeymans, at Town Hall,
18 Russell Avenue, Ravena, New York,
on December 23, 2021 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel D. Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zachary S. Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

WHEREAS, a written letter of Resignation was received by the Town of Coeymans on December 1, 2021 from Council member Zachary S. Collins with an effective date of December 31, 2021; and

WHEREAS, the letter of Resignation was delivered to the Office of the Town Clerk;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans Does hereby accept the resignation of Council Member Zachary S. Collins to be effective on December 31, 2021; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Coeymans considers it to have been an honor to serve with Zachary S. Collins and look forward to continuing their relationship as he takes on the role of Albany County Legislator.

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

DRAFT

At a Meeting of the Town Board of the
Town of Coeymans, at Town Hall,
18 Russell Avenue, Ravena, New York,
on December 23, 2021 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel D. Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zachary S. Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total

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

WHEREAS, the Town of Coeymans has had unforeseen expenditures in the following 2021 accounts; and

WHEREAS, the Chief Fiscal Officer is desirous of transferring funds to those accounts to maintain proper accounting.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to transfer the following funds:

GENERAL FUND (A)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$452.78	(A)1990.4 Contingency	(A)1430.4 Human Resources Contractual
\$713.95	(A)1990.4 Contingency	(A)1650.4 Central Communications Contractual
\$ 23.82	(A)1990.4 Contingency	(A)5010.4 Highway Superintendent Contractual

PART TOWN (B)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$40.23	(B)8140.4 Storm Water	(B)1660.4 Central Storeroom
\$45.75	(B)8140.4 Storm Water	(B)9045.8 Life Insurance

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HIGHWAY FUND PART TOWN (DB)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$82.30	(DB)4189.4 Mandatory Testing Contractual	(DB)9045.8 Life Insurance

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

DRAFT

At a Meeting of the Town Board of the
Town of Coeymans, at Town Hall,
18 Russell Avenue, Ravena, New York,
on December 23, 2021 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel D. Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zachary S. Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total

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

WHEREAS, the Highway Superintendent is desirous of filling the vacant position of Equipment Operator 1 in his department; and

WHEREAS, the Albany County Civil Service Department has confirmed this job title as a non-competitive position requiring the chosen candidate to meet the minimum qualifications; and

WHEREAS, the position was posted and applications were received, evaluated and reviewed by the Superintendent of Highways; and

WHEREAS, the Superintendent of Highways has confirmed the candidate meets the minimum qualifications;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Harry Stannard to the position of Equipment Operator 1, effective January 3rd, 2022 at an hourly rate commensurate with the CSEA union agreement currently in effect.

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

DRAFT

At a Meeting of the Town Board of the
Town of Coeymans, at Town Hall,
8 Russell Avenue, Ravena, New York,
on December 23, 2021 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel D. Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zachary S. Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

WHEREAS, the Highway Superintendent is desirous of filling the vacant position of Maintenance Mechanic 1 in his department; and

WHEREAS, the Albany County Civil Service Department has confirmed this job title as a non-competitive position requiring the chosen candidate to meet the minimum qualifications; and

WHEREAS, the position was posted and applications were received, evaluated and reviewed by the Superintendent of Highways; and

WHEREAS, the Superintendent of Highways has confirmed the candidate meets the minimum qualifications;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Daniel Poulin to the position of Automotive Mechanic 1, effective January 3rd, 2022 at an hourly rate commensurate with the CSEA union agreement currently in effect.

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