**A Town Board Meeting was held Thursday November 21, 2022 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** George D. McHugh, Supervisor

Brandon L. LeFevre, Council Member

Linda S. Bruno, Council Member

Marisa Tutay, Council Member

Stephen J. Schmitt, Council Member

**Absent:**

**ALSO PRESENT:** Candace McHugh, Town Clerk

Marc Tryon, Chief of Police

Jason Chmielewski, Building Department

Daniel Baker, Superintendent of Highways

Keith Geraldsen, Chief Sewer Plant Operator

Supervisor McHugh called the meeting order and led the audience in the Pledge. Council member Bruno led the audience in prayer. Supervisor McHugh asked that the record reflect that all members were present.

**Announcements:**

Town Hall Closure: Town Hall will be closed this Thursday and Friday for Thanksgiving. We will resume normal business hours on Monday, November 28th.

Section 2 Champions: RCS Indians Varsity Football defeated the Lansingburgh Knights on November 12th at the Section 2 Class B Football Championships, by a score of 44-6. This season marks the team’s second consecutive Sectional Crown!

The Indians are now the Class B Section 2 Champions, winning the State Regional Championships against the Peru Knighthawks, with a score of 35-19.

November 26th they will be traveling to Middletown, NY for the State Semi-finals against the undefeated Pleasantville Panthers. The winner of the State Semi-finals will head to the Carrier Dome in Syracuse.

Breakfast with Santa: Silver Spoon Café will be hosting Breakfast with Santa on Saturday, December 17th from 10:00 am – 12:00 pm.

Holiday Parade: The Annual Christmas Parade will be kicking off at the Coeymans Landing on December 3rd at 5:30 pm. The parade route will go through Church Street and Main Street, ending at the Ravena Firehouse. Following the parade will be the lighting of the Christmas tree and refreshments at Ravena Firehouse. If you would like to be in the parade, please email the Village of Ravena at [ravenaclerk@gmail.com](mailto:ravenaclerk@gmail.com). The parade will stop briefly at the tree in the Village and then continue on to Mosher Park.

**Motion to Approve Minutes**

Minutes were approved for the following Town Board meetings:

October 27, 2022

Council member McHugh made a motion to accept the minutes and Council member LeFevre seconded the motion  
APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 0– ABSTAIN 1(Schmitt)- SO MOVED

**Supervisor Report**

Supervisor McHugh read the October 2022 Supervisor’s Report.

**Motion to Accept Report**

Council member Tutay made a motion to accept the report as read, seconded by Council member LeFevre. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – SO MOVED

**Department Reports**

**Town Clerk Report** – October 2022 Report read by Candace McHugh

**Motion to Accept Report**

Council member LeFevre made a motion to accept the report as read, seconded by Council member Bruno. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – SO MOVED

**Police Department Report** – October 2022 Report read by Chief Tryon

**Motion to Accept Report**

Council member McHugh made a motion to accept the report as read, seconded by Council member Bruno. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – SO MOVED

**Building Department –** October 2022 Report read by Jason Chmielewski

**Motion to Accept Report**

Council member Bruno made a motion to accept the report as read, seconded by Council member Schmitt. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 5 – SO MOVED

**Planning/Zoning Board Report -** October 2022 report read by Jason Chmielewski.

**Motion to Accept Report**

Council member McHugh made a motion to accept the report as read, seconded by Council member Tutay. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

**Sewer Department Report** – October 2022, Sewer Department Report read by Keith Geraldsen

**Motion to Accept Report-**

Council member Schmitt made a motion to accept the report as read, seconded by Council member LeFevre. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

**Highway Department Report –** November 2022 Report read by Daniel Baker

**Motion to Accept Report**

Council member McHugh made a motion to accept the report as read, seconded by Council member Tutay.

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

The Public Hearing regarding the 2023 Budget was not properly closed with a motion and a second. Supervisor McHugh asked for someone that was in attendance to make a motion.

Council member Schmitt made a motion to close the Public Hearing regarding the 2023 Budget, which was seconded by Council member Tutay.

APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 0 – Abstain 2 (McHugh, Bruno) -SO MOVED

**Old Business:**

Town Hall Mold Remediation: The first step is to vacate the departments that are most affected so we can begin to remedy the situation. Supervisor McHugh believes he has found a location to move certain departments to by mid-December. The Supervisor believes the Police, Clerk, and Court will be staying at 18 Russell ave while the Supervisor/Business office, Assessor and Building will be moved to a separate location.

Park Restroom Projects: As discussed, the bids came in at a much higher cost than anticipated. Supervisor McHugh has asked the engineers to reconfigure that plans as two separate projects and hopefully have it ready for rebid in early spring. The first to be done would be Joralemon Park.

Lafarge Holcim Alternate Truck Route Update: Lafarge Holcim is still awaiting approval of their DEC permit. This road will not alleviate all truck traffic in the town as most are state routes but it will lessen the amount of truck traffic on town roads such as Jarvis and Mountain Road Ext.

Town/Village Sidewalk Project: Superintendent Baker and Supervisor McHugh met with Village officials and engineers to put together a comprehensive plan for sidewalks on route 9W to the Greene County Line. Supervisor McHugh has spoken with assemblyman Tague who is willing to try to assist with the funding.

Briggs Easement: Supervisor McHugh walked the proposed easement with Keith Geraldsen and Mr. Briggs near the Sewer plant. The electric poles he wishes to put in would not be in the way of any future expansion of the sewer plant.

**Motion to Accept Easement**

Supervisor McHugh made a motion to authorize the Town Supervisor to execute any documents to effectuate this easement with Mr. Briggs pending review by the town attorney of any documents related to this easement., Council member LeFevre seconded the motion.

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

**New Business:**

Three Month Moratorium on Permits/Applications: The Town Board feels that the definition of a trucking terminal needs to be further defined for clarity. The Supervisor would like to place a 3 month moratorium so a proper definition can be established to further assist the PB/ZBA in their decision making process. Council member Schmitt asked why now, Supervisor McHugh responded by asking why did we do it for solar? It was done during a solar project which highlighted a deficiency on the town code and now it has happened again with the trucking terminal definition. Council member Schmitt stated he had encountered many applications during his time as chair that had insufficient definitions. Making the definitions clearer is helpful to the PB/ZBA and their decision-making process. Council member Schmitt feels that this looks like the board is trying to circumvent the administrative process especially in the case of the appeal regarding this matter. Supervisor McHugh stated by creating a proper definition the appeal won’t be necessary and the town board is the only one who can define it. Council member Schmitt believes it is imperative for the board to look at all definitions in the town code for clarity.

Local Law to Define Terminology in Chapter 165: Supervisor McHugh stated the Town Attorney, Jim Peluso and PB/ZBA Attorney, Andy Brick will review the potential definitions and give them to the board to be reviewed.

**Resolutions**

**Resolution # 174-22 2022 Budget Transfers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**WHEREAS,** the Town of Coeymans has had unforeseen expenditures in the following 2022 budget accounts; and

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

**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 as depicted below for Budget Year 2022;

**AMOUNT FROM ACCOUNT TO ACCOUNT**

**GENERAL FUND (A)**

$ 1,376.10 (A)1220.1 Supervisor Personal Services (A)1220.4 Supervisor   
 Contractual   
$ 888.92 (A)1990.4 Contingency (A)1410.4 Town Clerk  
 Contractual  
$ 441.51 (A)1990.4 Contingency (A)1430.4 Humans   
 Resources Contractual  
$ 137.00 (A)1990.4 Contingency (A)1670.4 Central Printing &  
 Mailing  
$ 33.50 (A)1990.4 Contingency (A)3010.4 Public Safety  
$ 1,472.21 (A)1990.4 Contingency (A)5010.4 Highway  
 Superintendent Cont.  
$ 277.31 (A)1990.4 Contingency (A)6410.4 Publicity  
 Contractual  
$ 109.00 (A)1990.4 Contingency (A)7510.4 Historian  
 Contractual  
$ 2,785.38 (A)1990.4 Contingency (A)9050.8 Unemployment  
 Insurance

**PART TOWN FUND (B)**

$ 21.42 (B)8140.4 Storm Water Contractual (B)8020.4 Planning Board  
 Contractual

**Highway Part Town Fund (DB)**

$13,941.64 (DB)5112.4 Special Improvements (DB)1640.4 Central Garage  
 Contractual  
$ 601.09 (DB)5112.4 Special Improvements (DB)5142.4 Snow Removal  
 Contractual

**Sewer Fund (SS)**

$23,250.37 (SS)8130.2 Equipment (SS)8130.4 Sewer  
 Contractual  
$ 658.75 (SS)8130.2 Equipment (SS)9070.8 Dental Insurance

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

**Resolution # 175-22 Water Relevy**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**WHEREAS,** the last day to collect Water Rents was 10/31/2022, any rents unpaid are to be levied on the 2023 Property Taxes; and

**WHEREAS,** the Albany County Director of Finance has requested verification of unpaid water rents from the Town Board insuring the correct amount to be placed on the Tax Warrant;

**NOW, THEREFORE, BE IT RESOLVED,** the total amount of uncollected Water Rents to be levied to the 2023 Property Tax Warrant is $34,892.62, which is a base amount of $33,207.00 plus $1,685.62 in penalty.

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

**Resolution # 176-22 Sewer Relevy**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**WHEREAS,** the last day to collect Sewer rents was 10/31/2022, any rents unpaid are to be levied on the 2023 Property Taxes; and

**WHEREAS,** the Albany County Director of Finance has requested verification of unpaid sewer rents from the Town Board insuring the correct amount to be placed on the Tax Warrant;

**NOW, THEREFORE, BE IT RESOLVED,** the total amount of uncollected Sewer Rents to be levied to the 2023 Property Tax Warrant is $49,641.64, which is a base amount of $43,299.82 plus $6,341.82 in penalty.

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

**Resolution # 177-22 Authorize Clerk to Publish Organizational Meeting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**WHEREAS,** the Town of Coeymans Town Board is desirous of holding the Organizational Town Board Meeting; and

**WHEREAS,** the Organizational Town Board Meeting will be held on January 2, 2023, at 12:00 pm;

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby authorize and direct Town Clerk, Candace McHugh, to publish a Public Notice for the Organizational Town Board meeting to be held on January 2, 2023, at 12:00 pm.

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

**Resolution # 178-22 November Abstract**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**BE IT RESOLVED,** that the Town Board has approved the payment of bills as presented in the Abstract for November 2022, as follows:

**PRE-PAID VOUCHERS** –22-01687 to 22-01730, 22-01735 to 22-01751 and P22-073 to P22-077 from the following funds:

|  |  |
| --- | --- |
| **General** | **$ 407,244.54** |
| **Part Town** | **$ 11,964.75** |
| **Highway – Town Wide** | **$ 0** |
| **Highway – Part Town** | **$ 31,258.52** |
| **Sewer** | **$ 35,041.17** |
| **Trust & Agency** | **$ 44,529.61** |
| **H-** | **$ 0** |
| **Payroll Deductions** | **$ 1,994.44** |
|  |  |

**VOUCHER NUMBERS –**22-01752 to 22-01816 from the following funds:

|  |  |
| --- | --- |
| **General** | **$ 38,882.79** |
| **Part Town** | **$ 650.00** |
| **Highway -Town Wide** | **$ 260.00** |
| **Highway – Part Town** | **$ 3,871.99** |
| **Sewer** | **$ 29,510.24** |

**TOTAL FOR ALL FUNDS – $ 605,208.05**

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

**Resolution # 179-22 Authorize Clerk to Publish Notice for Public Hearing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| Steven Schmidt |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**WHEREAS** the Town Board of the Town of Coeymans has introduced proposed a Local Law to authorize the establishment of a three (3) month moratorium to temporarily halt the processing and issuing of any applications, permits, certificates of occupancy, approvals, denials, determinations or interpretations for any land uses relating to the storage of liquified petroleum gases, and

**WHEREAS** the Town Board of the Town of Coeymans hereby declares itself Lead Agency pursuant the NYS Environmental Quality Review Act (SEQRA) to review for potential adverse environmental impacts that may result from adoption of such proposed local law, and

**WHEREAS** the proposed adoption of the moratorium is a Type II action pursuant to SEQRA 6 N.Y.R.R. § 617.5(c)(36) and therefore not subject to further review under SEQRA Part 617.

**NOW, THEREFORE BE IT RESOLVED** that the Town Board of the Town of Coeymans does hereby authorize the Town Supervisor to forward the proposed Local Law to the Albany County Planning Board for its review; and

**BE IT FURTHER RESOLVED** that a public hearing upon such proposed Local Law shall be held on December 8, 2022, at 6:00 p.m. at Coeymans Town Hall, 18 Russell Ave., Ravena, NY 12143, and the Town Clerk shall publish Notice of the Public Hearing with a summary thereof in the official newspaper at least five (5) days in advance of the Public Hearing.

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

Discussion: Council member Schmitt stated he is not fully convinced we need a moratorium but would like to proceed with the public hearing to hear their opinions.

**Public Comment**: None

**Motion to Adjourn** was made by Council member McHugh and Seconded by Council member Bruno**-** APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – SO MOVED

***Respectfully Submitted*,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Candace McHugh, Town Clerk***