

MINUTES BOOKTOWN OF COEYMANS**
June 27, 2024 – Town Board Meeting – 6:00pm

A Town Board Meeting was held Thursday June 27, 2024 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York

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

Absent: Stephen J. Schmitt, Deputy Supervisor

ALSO PRESENT: Candace McHugh, Town Clerk
Daniel D. Baker, Superintendent of Highways
Marc Tryon, Chief of Police

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 with the exception of Council Member Schmitt.

Announcements:

- Free Fishing Days June 29th-30th
- 23rd Annual Capital Region Road Race, June 30th
- F.U.N. (Feed “UR” Neighbor) Summer Kids Program, July 1st- August 26th
- Evening on the Green July 3rd
- Town Hall Offices Closed July 4th

Approval of Minutes: The following minutes were approved:

-June 13, 2024 – Town Board Meeting

Council member Stott made a motion to accept the minutes for June 13, 2024 Town Board Meeting and Council member Hotaling seconded the motion.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – ABSTAIN - SO MOVED

Supervisor Report – May 2024 Report read by Supervisor Donnelly

Motion to Accept Report

Council member Hotaling made a motion to accept the report as read, seconded by Council member Donnelly. APPROVED – VOTE – AYES 4– NAYS 0 – ABSENT 1 – SO MOVED

Department Reports

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Town Clerk Report – May 2024 Report read by Town Clerk Candace McHugh

Motion to Accept Report

Council member Donnelly made a motion to accept the report as read, seconded by Council member Bruno. APPROVED – VOTE – AYES 4– NAYS – ABSENT 1– SO MOVED

Police Department Report – May 2024 Report read by Police Chief Marc Tryon

Motion to Accept the Reports

Council member Stott made a motion to accept the report as read, seconded by Council member Hotaling. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Building Department – May 2024 Report read by Council Member Stott

Motion to Accept Report

Council member Hotaling made a motion to accept the report as read, seconded by Council member Donnelly. APPROVED – VOTE – AYES 4– NAYS 0 – ABSENT 1– SO MOVED

Sewer Department Report – May 2024 Sewer Department Report was tabled until July

Highway Department Report- May 2024 Highway Department Report read by Highway Superintendent Dan Baker.

Motion to Accept Report

Council member Donnelly made a motion to accept the report as read, seconded by Council member Bruno. APPROVED – VOTE – AYES 4– NAYS 0 – ABSENT 1– SO MOVED

Liaison Reports – N/A

New Business: N/A

Old Business: Amend April 2024 Abstract

A motion was made by Council member Stott to amend the April 2024 Abstract to reflect that pulled vouchers 24-00509, 24-00510 and 24-00516 were in fact paid after review and the Abstract totals should be adjusted to the following: the total for general vouchers is \$20,203.44 and the total for Part-Town Vouchers to be \$16,542.52 which will make the total for all funds \$887,247.43. This was seconded by Council member Hotaling.

APPROVED – VOTE – AYES 4– NAYS 0 – ABSENT 1– SO MOVED

Resolution #077-24 Execute Pool Agreement

	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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>4</u>	<u>1</u>	<u>4</u>		

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

WHEREAS, the Town includes within its budget a line item for Youth Services (“Youth Services Funding”) to support summer recreation opportunities for youth in the community (“Summer Recreation Program”); and

WHEREAS, the Village of Ravena (“Village”) maintains a Pool Complex (the “Pool”) to provide Village residents an opportunity to cool off during the summer months under the supervision of certified lifeguards; and

WHEREAS, the Village seeks to support the Town’s Summer Recreation Program; and the Town seeks to have the Pool made available to Town residents who reside outside the Village under the same terms and conditions as it is available to Village Residents; and

WHEREAS, Article 5-G, Section 199-o of the General Municipal Law specifically authorizes municipal corporations to enter into intermunicipal cooperative agreements; and

WHEREAS, the parties believe that cooperating in connection with the Summer Recreation Program and Pool is in the public interest of the taxpayers of the respective municipalities.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Town agrees to enter into an Intermunicipal Cooperative Agreement (“Agreement”) with the Village, in substantially the form annexed hereto. This Agreement is subject to review and changes, if any, by counsel for the parties.
2. The Town Board authorizes the Town Supervisor to take such actions and sign such papers as necessary to facilitate the signing and implementation of this Agreement.

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

MINUTES BOOKTOWN OF COEYMANS**
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Resolution # 084A-24 Amend Approved BOCES Grant Contract

	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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>4</u>	<u>1</u>	<u>4</u>		

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

WHEREAS, the Town Board previously determined to retain the services of Capital Region BOCES to provide Grant Writer services to the Town Board at the annual rate of \$18, 654, and

WHEREAS, Capital Region BOCES has indicated that it also charges and an Administrative Assessment of 6.25% on its services contract.

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Town Supervisor to enter into contract the with Capital Region BOCES, to provide 150 hours of service as Town Grant Writer, to be paid at the annual rate of \$19, 819.88.

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

Resolution # 085-24 Approve June Abstract

	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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>4</u>	<u>1</u>	<u>4</u>		

MINUTES BOOKTOWN OF COEYMANS**
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I, Council member Bruno 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 June 2024, as follows:

PRE-PAID VOUCHERS – 24-00676 to 24-00742 from the following funds:

General	\$ 227,924.38
Part Town	\$ 27,207.43
Highway – Part Town (DB)	\$ 59,965.77
Sewer	\$ 33,748.70
H Fund	\$ 39,818.36
Trust & Agency	\$ 50,757.13

VOUCHER NUMBERS – 24-00743 to 24-00815 from the following funds:

General	\$ 34,638.62
Part Town	\$ 657.65
Highway	\$ 3,958.75
Highway-Part Town	\$ 4,685.93
Sewer	\$ 24,348.75
TA-Fund	\$ 6,690.00

TOTAL FOR ALL FUNDS – \$ 514,401.47

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

MINUTES BOOKTOWN OF COEYMANS**
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Resolution # 086-24 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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>4</u>	<u>1</u>	<u>4</u>		

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

WHEREAS, the Chief Fiscal officer has determined that in order to maintain a proper balance within an account an inter-fund transfer is necessary; and

WHEREAS, in order to allocate proper funds to support our Parks, \$5,000.00 needs to be transferred from Budget line (A) 1990.4 Contingency to (A) 7110.4 Parks; and

WHEREAS, in order to allocate proper funds to support our Attorney, \$30,000.00 needs to be transferred from Budget line (A) 1990.4 Contingency to (A) 1420.4 Attorney; and

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 (A)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$ 5,000.00	(A) 1990.4 Contingency	(A) 7310.1 Parks
\$30,000.00	(A) 1990.4 Contingency	(A) A1420.4 Attorney

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

MINUTES BOOKTOWN OF COEYMANS**
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Resolution # 087-24 Authorize Amendment to NYS DEC LIA

	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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>4</u>	<u>1</u>	<u>4</u>		

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

WHEREAS, the NYS DEC allowed on November 25, 2013 the Town Clerk of the Town of Coeymans to be an Authorized License Issuing Agent for the privilege of hunting and fishing in New York State; and

WHEREAS, a change in NYS DEC laws, rules, or regulations is anticipated that will change the format and delivery of sporting licenses that will obviate the need for department provided license issuing equipment and the associated support and supplies; and

WHEREAS, the License Issuing Agent Agreement provides for amending the License Issuing Agent Agreement in Article 14; and

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans authorizes the Town Clerk to execute the amendment to License Issuing Agent Agreement which will become effective July 15, 2024.

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

Discussion: Council member Hotaling asked if this would lead to more work in the Clerk's office. The clerk stated it is only changing the type of paper in which a license will be issued in which puts the paper and ink expense on the town.

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Resolution # 088-24 Resignation of Seasonal Employee

	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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>4</u>	<u>1</u>	<u>4</u>		

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

WHEREAS, Part-time Seasonal Laborer, Connor Liscum notified the Highway Department Superintendent of his resignation with an effective date of June 20, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby accept the resignation of Part-time Seasonal Laborer, Connor Liscum, effective June 20, 2024. The Town of Coeymans sincerely thanks Connor for his service and dedication to our community.

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

Resolution # 089-24 Authorize Hiring of Discovery Camp Employees

	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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>4</u>	<u>1</u>	<u>4</u>		

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

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WHEREAS, the Discovery Camp Program is in need of Counselors and a Head Counselor to facilitate the program; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint the following individuals as part-time Counselors for the Discovery Camp program effective July 8, 2024 through August 1, 2024 at an hourly rate of \$16.00:

Pyper Banfield	Jace Fiore
Grace Bedinotti	Madison LaMountain
Kendall Bullock	Joseph Latter
Chloe deOliveira	Jaden Paljusaj
Makenna Dietz	LaeLah Perea
Carter Dixon	Alisha Shear
Rachel Domanico	Ariana Shord
Silas DuBois	Samantha Stanley

BE IT FURTHER RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Erik Chapman as part-time Head Counselor for the Discovery Camp program effective July 8, 2024 through August 1, 2024 at an hourly rate of \$18.00:

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

Public Comment:

-Carol McDonald lives on Stanton Road. She requested to know where the town was at regarding the flooding on her property. Many of the council members visited the site and were made aware of the engineers plans. Superintendent Baker said he didn't foresee the project happening this year. Mrs. McDonald stated this would now be a 6-year dilemma which she finds frustrating. Superintendent Baker explained it is not budgeted for this year and will be incorporated in his request for 2025. He stated the project has to be planned and budgeted for due to its extensiveness. Council member Bruno asked if this has been brought to their attention before. Carol stated it has been brought up several times with several departments. Council member Stott stated he is confident Superintendent Baker is planning for this.

-Barbara Tanner lives on Ridge Road. Mrs. Tanner said people are questioning why a mobile home was allowed to be placed in the hamlet. She also asked about where we stand with the current town hall. Supervisor Donnelly stated he reached out to MJ Engineering who in turn stated a contract would need to be signed for a feasibility study not to exceed \$18,000 for each property they are asked to perform a feasibility study on. Council member Hotaling ensured Mrs. Tanner that this board is working diligently on getting the Town Hall employees all under one roof. Superintendent Baker stated a mold survey was recently done and the levels have not changed.

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A Motion was made by Council member Donnelly to authorize the Supervisor to enter into a professional services contract with MJ Engineering to perform multiple feasibility studies not to exceed \$30,000, Seconded by Council member Bruno. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Motion to Adjourn was made by Council member Donnelly and Seconded by Council member Hotaling- APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED 6:55p.m.

Respectfully Submitted,



Candace McHugh, Town Clerk