

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**November 25, 2024 – Town Board Meeting – 6:00pm**

**A Town Board Meeting was held Thursday November 25, 2024 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

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

**Absent:** Linda S. Bruno, Council Member

**ALSO PRESENT:** Candace McHugh, Town Clerk  
Daniel Baker, Highway Superintendent  
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 Bruno.

---

**Announcements:**

- Town Hall will be closed on November 28 & 29 for Thanksgiving Holiday
- Coeymans Auxiliary Annual Holiday Fair @ Coeymans Fire House 12/7/24 9am-2pm
- Village of Ravena Christmas Parade starts at Coeymans Landing at 6pm on 12/7/24

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

- November 14, 2024 Town Board Meeting Minutes
- November 6, 2024 2025 Budget Public Hearing

Council member Donnelly made a motion to accept the minutes for November 14<sup>th</sup> Town Board Meeting and November 6<sup>th</sup> Public Hearing; Council member Stott seconded the motion.  
**APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – ABSTAIN - SO MOVED**

**Reports**

**Supervisor Report** – October 2024 Report read by Supervisor Donnelly **TABLED**  
(NYCLASS Summary was included in Supervisor's report)

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**November 25, 2024 – Town Board Meeting – 6:00pm**

**Discussion:** Council member Schmitt asked if any additional money was deposited within October, the Supervisor stated there was not then corrected himself and said there were deposits. Council member Schmitt suggested tabling the report. Council members Stott and Hotaling asked for further clarification on the withdrawals from NYCLASS and agreed with tabling the report.

**Motion to TABLE Supervisor Report**

Council member Donnelly made a motion to table the reports, seconded by Council member Stott. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

**Department Reports**

**Town Clerk Report** –October 2024 Report read by Town Clerk Candace McHugh

**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

**Police Department Report** – October 2024 Report read by Police Chief Marc Tryon

**Motion to Accept the Reports**

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

**Building Department** – October 2024 Report read by Council member Stott

**Motion to Accept Report**

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

**Sewer Department Report** – October 2024 Sewer Department Report was **TABLED**

**Motion to TABLE Report**

Council member Donnelly made a motion table the October report, seconded by Council member Stott. APPROVED – VOTE – AYES 4– NAYS 0 – ABSENT 1 – SO MOVED

**Highway Department Report-** September 2024 Highway Department Report read by Daniel Baker

**Motion to Accept Report**

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

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**November 25, 2024 – Town Board Meeting – 6:00pm**

**Liaison Reports**

**Sewer:** Supervisor Donnelly stated a \$500,000 grant has been awarded via a congressional grant to assist with sewer repairs. Council member Schmitt asked what needed to be further done, it was stated an application and an environmental review must be complete. Council member Stott asked that the board be kept up to date on developments regarding this grant.

**Old Business:**

**Liberty Affordable Housing:** Supervisor Donnelly read a letter submitted by Liberty Mutual Housing (letter attached) regarding a potential PILOT (payment in lieu of taxes) program for Civill Senior Housing.

The Town Clerk asked of the heating system had been replaced yet. Ms. Elizabeth Baker from Liberty Affordable Housing stated the new system has been installed and the temporary one will be removed this week. Mr. John Vagianelis stated the PILOT does not need to go through the Albany County IDA according to NYS private housing finance law. Council member Stott asked if the quality of living is being considered for the entire time of the proposed PILOT. Ms. Baker stated that yes of course the quality of living will be a priority. Mr. Denton stated New York State is requesting a redevelopment package be created which will happen once the current issues are stabilized. Council member Schmitt asked what other improvements are scheduled. They plan to replace hot water tanks, repair the sidewalks and parking lot. Mini splits will be added to the building during its renovation. This company has a history with historical projects such as the Civill Building. Council member Hotaling asked if there would be any displacement of people during renovations. Mr. Denton stated there would not be displacement issues, they use a technique called “renovation in place”. The State has expressed their commitment to this project. Liberty Affordable Housing has agreed to send a copy of the current plans to the Supervisor’s Office.

**Resolution # 126-24 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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>4</u>	<u>1</u>	<u>4</u>		

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



**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**November 25, 2024 – Town Board Meeting – 6:00pm**

**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 A**

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$9,516.24	A1990.4 Contingency	A1420.4 Attorney Contractual
\$1,335.27	A1990.4 Contingency	A5132.4 Garage Contractual
\$800.00	A1990.4 Contingency	A7270.4 Band Concert Contractual
\$700.50	A1990.4 Contingency	A8090.1 Env. Control-Leachate fac. Personal
\$1,346.63	A1990.4 Contingency	A8090.4 Env. Control-Leachate fac. Contractual
\$1,662.02	A1990.4 Contingency	A8810.1 Cemeteries Personal Services
\$20,000.00	A3120.1 Law Enf. Personal Services	A3120.2 Law Enf. Equipment
\$14,000.00	A3120.1 Law Enf. Personal Services	A3120.4 Law Enf. Contractual
\$115.74	DB Other Employee Benefits	DB9055.8 Disability Insurance

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 more detail as to why these transfers are necessary. The Supervisor explained the accounts needed to be crossed leveled. Council member Schmitt asked what the balance of contingency was now, the Supervisor stated it is currently at zero.

**Resolution #127-24 Authorize November 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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>4</u>	<u>1</u>	<u>4</u>		

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

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**November 25, 2024 – Town Board Meeting – 6:00pm**

**BE IT RESOLVED**, that the Town Board has approved the payment of bills as presented in the Abstract for November 2024, as follows:

**PRE-PAID VOUCHERS** – 24-01385 to 24-01444 from the following funds:

<b>General</b>	<b>\$ 127,895.34</b>
<b>Part Town</b>	<b>\$ 22,244.81</b>
<b>Highway – Part Town (DB)</b>	<b>\$ 45,367.85</b>
<b>Sewer</b>	<b>\$ 24,553.16</b>
<b>Trust &amp; Agency</b>	<b>\$ 50,034.98</b>

**VOUCHER NUMBERS** – 24-01445 to 24-01525 from the following funds:

<b>General</b>	<b>\$ 1,070,119.04</b>
<b>Part Town</b>	<b>\$ 4,225.26</b>
<b>Highway (DA)</b>	<b>\$ 7,931.46</b>
<b>Highway-Part Town (DB)</b>	<b>\$ 19,345.76</b>
<b>Sewer</b>	<b>\$ 23,624.48</b>
<b>TA-Fund</b>	<b>\$ 2,170.00</b>

**TOTAL FOR ALL FUNDS – \$ 1,397,512.14**

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

**Discussion:** Council member Schmitt asked about voucher 01452 for \$994,000 and if we needed a resolution for this movement. The Town Attorney stated the Business Office Manager confirmed the accountant recommended doing this transaction via voucher for the purchase of the new building. Voucher 02478 is for P&M Brick LLC. Council member Schmitt asked for clarification on this. Council member Stott believed it was a part of a contract with the land owner and the cell tower in which the land owner was to received 50% of the proceeds from the tower. The Town Clerk stated that was correct and it was determined that last year was not paid. Voucher 1486 to Tabner, Ryan, and Kinery had charged \$2,500 for training. Supervisor Donnelly stated in the past the PB/ZBA has attended a training class at Hudson Valley Community College and that was being discussed as an option.. Council member Schmitt stated he was taken the class at HVCC in the past and it is always the same. He would prefer the

MINUTES BOOK\*\*TOWN OF COEYMANS  
November 25, 2024 – Town Board Meeting – 6:00pm

Attorney do it as it is geared more towards our issues but would like to be more aware of the cost.

**Resolution #000-24 Authorize Contract with Engineering Group** **TABLED**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<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"/>
Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<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 Town Board of the Town of Coeymans seeks to acquire additional professional planning and engineering services for the Town of Coeymans; and

**WHEREAS**, Laberge Engineering & Consulting Group, LTD has submitted a proposal to provide professional planning and engineering services to the Town, with specific scopes of services and expenditures to be presented to and approved by the Town Board as they are needed.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Stephen Donnelly to sign, upon advice of counsel, a proposed Agreement between Town of Coeymans Albany County, New York and LaBerge Engineering & Consulting Group, LTD. For Professional Services, Draft Dated: November 18, 2024 provided by Laberge Engineering & Surveying Group, LTD.

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

**Discussion:** Council member Schmitt asked if there were any financial components to this agreement. Supervisor Donnelly stated there was no financial component and gave Council member Schmitt a copy of the agreement. Council member Schmitt stated he would have liked to be able to review this document beforehand. The Supervisor stated he had the attorney look it over. Council member Schmitt suggested tabling the resolution until the entire board has a chance to review the proposal. Council member Hotaling agreed he would like to review the actual agreement as well before voting. The Town Attorney state it is a standard agreement and



**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**November 25, 2024 – Town Board Meeting – 6:00pm**

further agreements would be provided for specific jobs. Council member Hotaling stated he understands the attorney reviewed the document and is thankful for that, but he would prefer to be able to review the draft as well before making a decision.

**Motion to TABLE Report**

Council member Schmitt made a motion to table the resolution as presented, seconded by Council member Hotaling. APPROVED – VOTE – AYES 4– NAYS 0 – ABSENT 1 – SO MOVED

**Resolution #128-24 2025 Budget Amendment**

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

---

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

**WHEREAS**, a correction is needed on page 26 of the 2025 Adopted budget and;

**WHEREAS**, the correction to be made is on page 26, Coeymans Hollow Fire District – ‘Amount to be raised by taxes’ was entered in error as \$511,527.00 and;

**WHEREAS**, the correct amount for budget line Coeymans Hollow Fire District – ‘Amount to be raised by taxes’ is \$435,042.00

**NOW, THEREFORE, BE IT RESOLVED**, the Town of Coeymans Town Board authorizes Supervisor Stephen Donnelly to amend above mentioned budget line from \$511,527.00 to the correct amount of \$435,042.00 in the 2025 adopted budget.

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

**Discussion**: It was stated this was a clerical error which will not affect any other lines.

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**November 25, 2024 – Town Board Meeting – 6:00pm**

**A Motion was made** by Council member Schmitt to authorize the Town Clerk to Publish a Public Hearing notice for the 2025 Sewer rates which will happen on December 12, 2024 at 6 pm.

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

**Public Comment:**

Barbara Tanner asked if another estimate was in regards to the new Town Hall. The Supervisor stated it needed to be discussed as it is a larger conversation. The Closing will be on December 5<sup>th</sup>, 2024. She also asked what will happen with the current building. Council member Stott feels it should be sold. Ms. Tanner heard a rumor the Police were going to be staying here. Supervisor Donnelly said that was in fact a rumor. Council member Stott stated the goal is to have all offices in the same location.

---

**Motion to Adjourn to Executive Session** to discuss a potential enforcement matter was made by Council member Hotaling and Seconded by Council member Stott- APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED 7:28p.m.

**Motion to Adjourn Executive Session** was made by Council member Hotaling and seconded by council member Schmitt APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED 8:25p.m.

**Motion to Adjourn the regular Town Board** meeting was made by Council member Hotaling and seconded by Council member Schmitt - APPROVED – VOTE – AYES 4 – NAYS 0 – 1 ABSENT – SO MOVED 8:25p.m.

*Respectfully Submitted,*



*Candace McHugh, Town Clerk*