**A Town Board Meeting was held Thursday, January 9, 2025 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** Stephen Donnelly, Supervisor

Michael J. Stott, Deputy Supervisor

Stephen J. Schmitt, Council Member

Linda S. Bruno, Council Member  
 Ronald Hotaling, Council Member

**Absent:**

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

Richard C. Reilly, Town Attorney

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.

**Announcements:**

* Family Storytime @ RCS Community Library January 16,10-11am
* MS & HS Select Ensemble Concert @ RCS HS Auditorium January 16, 7pm
* RCS Athletics Hall of Fame Induction 2 RCS School District January 18, 6:30pm

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

-December 26, 2024 Town Board Meeting Minutes

Council member Donnelly made a motion to accept the minutes for December 26, 2024 Town Board Meeting and Council member Stott seconded the motion.  
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – ABSTAIN - SO MOVED

**Old Business**:

Past Due Invoices: Supervisor Donnelly reiterated the responsibilities of the CFO of the town which is written in the budget message of 2025. The Business manager Mrs. Bryant stated via written comment it is common for overdue invoice to be sent due to mail crossover. She states the statement made regarding bills not being paid late is not true. She stated invoices are often received late. There was some confusion as to whether a check was mailed prior to the abstract being approved. The check was inputted into the system before the abstract but was not printed and mailed until after.

Supervisor Donnelly presented a plan offering board members the opportunity to come in and review pre pays the Monday before due dates or the day of.

Civill Housing: The Supervisor asked the board if they are comfortable with allowing the town attorney to proceed with PILOT discussions. Council member Stott stated he is in favor of the PILOT but is concerned about the length of the term. The attorney had a conversation with their attorney regarding taxes and the length of term. He explained the length of their loan is 30 years which is why they asked for that length for the PILOT so they could better estimate the taxes for the length of their loan. Council member Bruno asked if this was a typical time frame. The Town Clerk asked who would be responsible for the management of finances moving forward. The Attorney stated he could ask for clarification of this. Mr. Reilly explained how the PILOT amount of $2,000 was chosen. Council member Schmitt feels there are a few questions that still need to be answered as they try to move forward. Council member Bruno would like to know what the rents will be.

The Investment and Procurement Policy drafts have been handed out and are under review.

USDA Workshop: The board will need to act quickly to have the applications in by the spring deadline. Supervisor Donnelly stated the mapping of the sewer is sparse and may need to be redone along with some reports that need to be updated. He is currently checking with past engineers and the Village to see if they have a better map. Supervisor Donnelly has reached out to MJ Engineering for any information regarding the grant they assisted with last year. Council member Stott reminded all that we still need to fulfill the application and the environmental review in order to use the initial $500,000. Supervisor Donnelly concurred and stated the board needs to decide exactly how to spend the money.

NY FAST Grant: The Supervisors office and Town Attorney is trying to set up a meeting with all parties involved to further discuss this grant on February 13, 2025 during the regularly scheduled meeting.

**New Business**:

Paypal: The Attorney outlined the recommendations of the State Comptroller and had begun drafting a policy on use. He suggested the board consider a credit card instead of paypal since it is easier to dispute a fraudulent charge. Council member Stott feels a credit card not linked to a specific person seems like the best option. Council member Schmitt is not in favor of the paypal route. The town attorney suggested researching banks that will not require individual social security numbers to be attached to a card but can be assigned to certain individuals. Council member Schmitt read an email sent by the Supervisor regarding using mail chimp and asked him to explain it further. Supervisor Donnelly stated mail chimp would allow people to sign up for updates and other potential items the website may offer in the future. It would be the beginning of trying to monetize the website to create an income stream for the town in the future and promote small businesses in our area.

Council member Hotaling noticed the Town Clerk did not have access to the current website and asked if there was a specific reason as to why. Supervisor Donnelly stated this was to alleviate the burden of the Town Clerk during busier times. Council member Hotaling asked the clerk if this was a burdensome task to post notices. The Clerk explained it is a part of her day to day and she was concerned that her public notices would not be posted as is, which could be a legal issue. Council member Hotaling asked who made the decision to take the clerk off the website. Supervisor Donnelly stated it was the Supervisors office decision to learn the website. Council member Hotaling feels the town clerk should have access back. Council member Stott agreed as it is good to have multiple people available. Supervisor Donnelly feels a consistency is necessary for a working website and feels users could be added once that consistency is established. Council member Bruno and Schmitt agreed the Town Clerk should have access to the website to post legal notices. Council member Bruno asked who was the webmaster was, the Supervisor stated he and assistant are currently working the website. Council member Stott suggested the town clerk be included in the next few website trainings. The Town Clerk mentioned that there are some inconsistencies on the website such as a proper mailing address for the town. The locations of each office should be listed on each department page. Council member Schmitt brought up the dates of agendas which weren’t posted 24 hours in advance. The Supervisor stated he would research this.

**Resolutions**

A resolution presented to amend a budget transfer made November 25, 2024 on resolution 126-24 was tabled due to inaccuracies as the first resolution which was based on estimates, not factual numbers. The tabled resolution was vastly different from the original and was a concern to the board.

Council member Hotaling made a motion to table the resolution which was seconded by Supervisor Donnelly, all were in favor

**Resolution #035-25 Budget Transfer – NOT PASSED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| Stephen Donnelly |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| Ronald J. Hotaling |  |  |  |  |  |
| Michael J. Stott |  |  |  |  |  |
| *Total* | 5 |  | 1 | 4 |  |

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

**WHEREAS**, the Supervisor would like to transfer the balance of $100.00 to DB Fund, and

**WHEREAS,** as Capital Project HM-Purchase of Highway Equipment is complete, the Town Board approves service on this project; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Supervisor Stephen Donnelly to transfer the following funds as depicted below for the year 2025;

HM-599 Approp Fund $1000  
HM-9950.9 Transfer to DB Fund $100-

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

**Discussion:** There was some confusion on how it was written. Supervisor Donnelly stated this is how the accountant wrote it out in a way she will understand for her work process.

**Resolution #036-25 Authorize General Service Agreement with Laberge**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| Stephen Donnelly |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| Ronald J. Hotaling |  |  |  |  |  |
| Michael J. Stott |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**Discussion**: Council member Schmitt asked questions regarding the addendum on page one. The Attorney confirmed this is a standard global template they use but an addendum would come before the board on a case-by-case basis.

**Resolution #037-25 Budget Transfer A0962**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| Stephen Donnelly |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| Ronald J. Hotaling |  |  |  |  |  |
| Michael J. Stott |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**WHEREAS**, the Town Board of the Town of Coeymans previously determined that it would be beneficial to the Town to allocate additional funds for the cost of the construction and renovation of Town Hall; and

**WHEREAS**, those funds ($291,086.40 [“Additional Appropriation to Reserves”]) were previously allocated for such purposes, as reflected in Line Item A0962, Capital Reserve in the Town’s 2024 Budget; and

**WHEREAS**, the Additional Appropriation of Reserves has not yet been transferred; and the Town Board has determined that the Additional Appropriation to Reserves is not necessary at this time; and

**WHEREAS**, the Town’s Accountant recommends that the Town Board confirm its intent that the Additional Appropriation to Reserves not be added to the Capital Reserve, but be added to the general fund balance for the Town’s A Fund.

**NOW, THEREFORE, BE IT RESOLVED**, that

1. The Town Board of the Town of Coeymans hereby determines that $291,066.40 (the “Reserve Funds”) shall be transferred from A0962 to the Town’s Unallocated Fund Balance for the A Fund.

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

**Discussion**: Council member Schmitt stated he would like to see this still used towards the new offices. The Attorney explained the accountant feels this option gives more flexibility.

**Public Comment:**

Barbara Tanner asked if all resolutions are based on estimates and not factual numbers. The Attorney explained the business office had a miscommunication which resulted in an incorrect set of numbers. She asked the Attorney why he would allow the Town Board to buy a building with no plans or numbers. He stated he was under the understanding that the current hall is inadequate but the board felt it the building in question was a viable option and too risky to leave on the market. Council member Stott stated the departments have all signed off that they have adequate space but are still missing a main hall/court.

Nita Chmielewski stated she was happy to hear the board members commenting on finances. She stated she has been reviewing the vouchers for the past year and has found several discrepancies which she has recorded. Mrs. Chmielewski stated she is concerned what the vouchers will look like if the business manager goes down to 3 days a week in 2025. She stated the voucher system is a disaster now. Time is needed to properly complete vouchers and is the most important part of the Supervisor and Town Boards duties. She looks forward to seeing improvements in the future. Mrs. Chmielewski does not believe estimates should ever be used to make a transfer and explained there are reports for this within the financial system. Supervisor Donnelly stated the voucher process is being done properly and his office is running efficiently and properly. Mrs. Chmielewski urged him to review the vouchers again.

Supervisor Donnelly stated late fees were caused by departments submitting vouchers late. The Town clerk stated the voucher in question came in late from the vendor not the department.

Bill Stewart asked if there was a time limit on the construction of the new building and asked when the lease was up for 54 mountain rod Ext. The lease is up on 12/31/2025.

**Motion to Adjourn** wasmade by Council member Donnelly and Seconded by Council member Bruno. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0– SO MOVED 7:48pm

***Respectfully Submitted*,**

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

***Candace McHugh, Town Clerk***