**A Town Board Meeting was held Thursday January 23, 2025 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:**  Stephen Donnelly, Supervisor

Michael J. Stott, Deputy Supervisor

Linda S. Bruno, Council Member

Stephen J. Schmitt, Deputy Supervisor  
 Ronald Hotaling, Council Member

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

Richard Reilly, Town Attorney

Daniel D. Baker, Superintendent of Highways

Jason Chmielewski, Building Inspector/ Code Enforcement Officer

Marc Tryon, Chief of Police  
 Keith Geraldsen, Chief Sewer Plant Operator

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:**

* Community Forum on Volunteerism @ High School Library 1/27/25 6:30pm
* RCS CBA Business Breakfast @ Abounding Love- Faith Plaza 1/30/25 7:30am
* Ice Cream for Breakfast @ RCS Community Library on 2/1/25 10:30am

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

-January 9, 2025 Town Board Meeting Minutes

Council member Donnelly made a motion to accept the minutes for January 9, 2025 Town Board Meeting and Council member Stott seconded the motion.  
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – ABSTAIN - SO MOVED

**Department Reports**

**Supervisor Report –** December 2024 reportread by Supervisor Donnelly

**Motion to Accept Report**

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

Discussion: Council member Schmitt asked for an explanation on why the Highway town wide had a negative balance in December 2024. Supervisor Donnelly Stated it was due to the holiday lag in checks clearing, not an actual negative. Council member Schmitt questioned why we were short for payroll if we have so much invested in NYCLASS. Supervisor Donnelly stated the money was available in NYCLASS and was moved as needed so it wasn’t a shortage. Council member Schmitt stated he was not comfortable with that and requested all transactions be board approved via resolution. Supervisor Donnelly stated the board hasn’t approved an updated investment policy yet and it is on the agenda. The Town Attorney stated the current investment policy calls for notice to the board not essentially approval. Council member Hotaling asked if this effects pre-pays. Council member Schmitt brought up a national grid bill that was paid late and the Supervisor said he could research it further and bring it to old business at the next meeting. Council member Hotaling is concerned with pre-pays not being paid on time. Council member Schmitt stated he was never in favor of NYCLASS and would hope we would have the necessary funds in our operating accounts. Supervisor Donnelly stated there have been no late fees charged to the town within the last year. He doesn’t feel NYCLASS correlates with pre-pays. It was explained that NYCLASS functions similarly to a saving to checking transaction by the attorney.

**Town Clerk Report –** December 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 Bruno. APPROVED – VOTE – AYES 5– NAYS – ABSENT 0– SO MOVED

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

**Motion to Accept the Report**

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

**Building Department –** November and December 2024 Report read by Jason Chmielewski

**Motion to Accept Reports**

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

**Sewer Department Report** – December 2024 Sewer Department Report was read by Keith Geraldsen

**Motion to Accept Report**

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

**Highway Department Report-** December 2024 Highway Department Report was 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 5– NAYS 0 – ABSENT 0– SO MOVED

**Liaison Reports** - None at this time.

**New Business**:

-Supervisor Donnelly wanted to put on everyone’s radar the possibility of creating a “Coeymans Fund” to raise funds for various programs within the town. He has spoken briefly with the Town Attorney regarding this idea.

-Supervisor Donnelly stated the comprehensive plan should be looked at every 5 years and renew every 10. He stated there was an addendum in 2021 but believes a review needs to be done.

-Council member Hotaling asked if there were any updates on a potential meeting regarding the FAST grant. The town attorney has reached out to the necessary parties.

-A Credit Card Policy draft has been circulated within the town board for review.

**Old Business:**

Procurement Policy: The Town Attorney circulated a revised version to the board pertaining to a local law passed regarding best value procurement. This version of the procurement includes some additions that have been added by resolution and puts them all in one place.

**A Motion was made** by Council member Stott to accept the Procurement Policy as revised, which was seconded by Council member Bruno APPROVED – VOTE – AYES 5– NAYS 0 – ABSENT 0– SO MOVED

The Chief of Police asked if his department could receive the same Purchase order threshold ($2,000) as the Sewer and Highways departments. The Town Attorney will adjust the policy to reflect the Police department request.

**A Motion was made to amend** the last motion to add the Police department to the purchase order threshold amounts similar to the Sewer and Highway departments, which was seconded by Council member Stott APPROVED – VOTE – AYES 5– NAYS 0 – ABSENT 0– SO MOVED

Investment Policy; Council member Schmitt suggest further language under internal controls stating any money deposited or withdrawn be done by resolution. Council member Stott asked if this would slow down the process for needed transfers. Council member Hotaling feels if expenses are managed correctly, we should be able to wait for resolutions. Supervisor Donnelly stated the money is primarily in NYCLASS to build interest but easily moved like a savings to checking account. Council member Schmitt is uncomfortable with investments being used in this manner. He feels the needed money should already be in the appropriate account if it is expected to be needed. The Town Attorney stated this would be a substantial change to the current policy. The Supervisor is currently authorized to make these types of investments according to the policy. Council member Schmitt feels it is important for the board to have a vote when it comes to investments. Council member Stott felt is should be reviewed and further discussed, all agreed.

Mileage Policy: Supervisor Donnelly wrote a draft of a mileage policy and handed it out to the board, clerk and attorney. Council member Stott stated he remembered briefly discussing this issue. Council member Schmitt asked if this was based on similar policies other towns may have, and the Supervisor said not it was not.

BOCES Grant Discussion: The Supervisor stated a discussion should be had as to how to move forward with BOCES and what grants we would be interested in. Council member Stott mentioned the funding of Discovery camp. The school is currently working on trying to get funding for Discovery according to council member Bruno.

Liberty Update: Council member Stott is more comfortable with the 30-year PILOT after explanation was given by the Town Attorney. Council member Schmitt reviewed the details given by Liberty. The Town Attorney explained the $5,000 mark is based on some exemptions, what they will be receiving from the state. He will be confirming their assessment with the assessor. Council member Schmitt asked for confirmation on how that money is allowed to be dispersed.

Workplace Violence Prevention: Supervisor Donnelly said there was interest from some employees in being members of the WPV. Council member Schmitt suggested the policy itself be updated prior to selecting committee members.

Workshops: Council member Stott reminded the board of planning ahead for workshops and asked how they would like to go about it. Council member Schmitt suggested scheduling on a monthly basis and asked if this would be an issue for the clerk. She replied no.

Website: Council member Hotaling asked is there had been any progress on getting website access for the Town Clerk. Supervisor Donnelly stated there wasn’t a soft roll out due to the hacking issue and the need to transfer items quickly. The developers were unable to determine if the hacks were on purpose or accidental therefore the Supervisors office position is still that fewer hands involved the website are preferred until it can be determined how it was possibly hacked, he stated there should be a website policy as well. The Clerk stated currently the Supervisor and his assistant are able to post and are also susceptible to hacking/ virus, but she seems to be the risk. The clerk also stated she felt the Supervisor was full of crap. Council member Bruno stated the clerk would only be posting on the site, not allowing others to. The Supervisor seems to believe it will be safe in a week or two to add users. Kathode Ray is the company used to develop the new website.

Utube: Council member Schmitt asked if there was any movement on possibly moving the video platform to Utube. The Supervisor stated he asked his assistant to reach out to the clerk for more information regarding Vimeo’s expiration. The Clerk stated that she has not been contacted by his office regarding vimeo and did not set it up. The Credit card used was cancelled. The Supervisor stated a terabyte hard drive has been purchased to store all the video and keep the website cleaner and streamline the formats. All board members are in favor to switching but the actual logistics still need to be worked out. Supervisor Donnelly stated he would have his assistant look into the vimeo contract and get back to the board.

**Resolution # 038-25 Budget Transfer & Rescinding on 126-24**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 Hotaling offer the following resolution and move its adoption:

**WHEREAS,** the Chief Fiscal Officer previously determined that in order to maintain proper balances within various accounts several inter-fund transfers are necessary; and

**WHEREAS,** Resolution 126-24, which was previously passed on November 25, 2024 to implement those transfers, contained some clerical errors; and

**WHEREAS,** in order to maintain proper accounting Resolution 126-24 should be rescinded and the inter-fund transfers set forth below approved.

**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**

**Amount From Account To Account**

$4079.64 A1990.4 Contingency A1420.4 Attorney (Contr.)

$1335.27 A1990.4 Contingency A5132.4 Garage (Contr.)

$800.00 A1990.4 Contingency A7270.4 Band Concert (Contr.)

$704.33 A1990.4 Contingency A8090.1 Env. Control-Leachate fac. (Pers.)

$1,308.02 A1990.4 Contingency A8090.4 Env. Control-Leachate fac. (Contr.)

$1,662.02 A1990.4 Contingency A8810.1 Cemeteries (Pers.)

$17,000.00 A3120.1 Law Enf. (Pers.) A3120.2 Law Enf. (Equip.)

$115.74 DB9089.8 Other (Emp. Ben.) DB9055.8 Disability Insurance

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

**Discussion:** Council member Schmitt read the explanation received from the business office regarding the need to rescind 126-24. Council member Schmitt and Supervisor Donnelly rehashed the main points of this transaction once again. Council member Schmitt is concerned the Business Office and accountant do not have matching numbers. Supervisor Donnelly stated there was a possible software issue and a miscommunication which is being resolved by rescinding 126-24 and adopting the above.

**Resolution # 039-25 Budget Transfer HM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 Stott offer the following resolution and move its adoption:

**WHEREAS,** the Town of Coeymans previously funded a Capital Project for the Purchase of Highway Equipment; and

**WHEREAS,** the Capital Project is now complete, with $100 remaining in Account HM-909-Fund Balance; and the Town’s Accountant recommends that this Capital Project be closed at this time and the remaining $100 balance be transferred to the DB Highway Fund as it pays for the debt service on this project.

**NOW, THEREFORE BE IT RESOLVED**,that the Town Board of the Town of Coeymans does hereby authorize Supervisor Stephen Donnelly to close the Purchase of Highway Equipment Capital Project and transfer the remaining balance to the DB Highway Fund and approve the following amendment to the 2025 HM Capital Project budget:

**Amount Increase**

$100 HM9901.9 Interfund Transfer Expenditures

$100 HM599-Appropriated Fund Balance

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

**Discussion:** The Town attorney had circled the above resolution between the board and the town accountant. The accountant agreed with this version.

**Resolution # 040-25 Union Agreement Execution Authorization**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 is desirous of authorizing the Town Supervisor to execute agreements with local unions CSEA and Council 82.

**NOW THEREFORE BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby authorize Supervisor Stephen Donnelly to execute all agreements between the Town of Coeymans and contractual employees, CSEA and Council 82.

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

**Discussion:** The Town Attorney stated this resolution is typically done at the organizational but was overlooked.

**Resolution # 041-25 Police Department Hire - Gailliard**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 Schmitt offer the following resolution and move its adoption:

**WHEREAS,** the Town of Coeymans Police Department continues to actively recruit qualified Police Officers to serve the residents of the Town of Coeymans; and

**WHEREAS,** the Police Department has been working with the Albany County Department of Civil service to canvas the eligible candidate list for suitable candidates for employment; and

**WHEREAS,** an individual has been identified and has successfully completed the requisite background investigation process.

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby authorize the hiring of Michael Gailliard as a Full Time Police Officer with the Town of Coeymans Police Department, Effective January 31st, and his enrollment in the Zone 5 Police Academy Training Facility located in Schenectady, NY

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

**Resolution # 042-25 Police Department Hire - Davis**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 Bruno offer the following resolution and move its adoption:

**WHEREAS,** The Town of Coeymans Police Department continues to actively recruit qualified Police Officers to serve the residents of the Town of Coeymans; and

**WHEREAS,** a candidate has been identified for part time employment with the Coeymans Police Department who is also a recent graduate of the Zone 5 Police Academy in Schenectady, NY; and

**WHEREAS,** a background investigation has been successfully completed.

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby authorize the hiring of Simeon Davis as a Part Time Police Officer with the Town of Coeymans Police Department

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

**Resolution # 043-25 Laberge Addenda Authorization**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 Hotaling offer the following resolution and move its adoption:

**WHEREAS,** the Town Board of the Town of Coeymans has retained Laberge Engineering & Consulting Group, Ltd. (“Laberge Engineering”) to provide planning and engineering Services to the Town; and

**WHEREAS**, the Town Board has received Proposals (the “Addenda”) from Laberge Engineering to provide:

1. Grant administration services in connection with a FY2024 $500,000 Community Project Funding Grant that the Town has received from the United States Department of Agriculture (Addendum No. 2025012–00); and
2. Professional services related to the development of a Preliminary Engineering Report and an update of the Town’s Sewer System Improvement Program Preliminary Opinion of Cost (Addendum No. 2025013–00); and

**WHEREAS**, Laberge Engineering proposes to bill at its normal hourly rates for Addendum No. 2025012–00, up to Ten Thousand Dollars and 00/100 Cents ($10,000 [plus reimbursable expenses]); and a lump sum of Fifty Thousand Dollars and 00/100 Cents ($50,000.00 [plus reimbursable expenses]) for Addendum No. 2025013–00.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Stephen Donnelly to sign the Addenda provided by Laberge Engineering, Architecture & Surveying group.

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

**Discussion**: Council member Schmitt asked if this was going to be coming out of the $500,000. The Supervisor stated yes, Laberge will pursue the grant first. Council member Stott asked the Supervisor to reach out to Ben Syden to verify we wouldn’t be expected to front this. Supervisor Donnelly said an income survey is an eligible cost for the USDA Grant. The town will have to pay out of pocket for the pursual of the grant as it not an eligible expense from the original $500,000. The Town Attorney is looking into the potential of emergency use of these funds if a lift station requires immediate repair.

**Resolution # 044-25 Reappointment of Social Worker**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 Stott offer the following resolution and move its adoption:

**WHEREAS,** the Town of Coeymans is desirous of hiring a per diem Social Worker to assist with the delivery of available resources for Town Residents in need; and

**WHEREAS,** the Town has identified a highly qualified individual with an extensive work history in the Social Service field; and

**WHEREAS,** the appointed Social Worker will work on an as needed basis and be available as a resource for the Town of Coeymans Police Department and/or other Departments for consultation and intervention services; and

**WHEREAS,** the Social Worker is expected to be utilized for approximately 1-2 hours per week resulting a $5,000 annual cost.

**NOW THEREFORE BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby appoint Jessica Doerr, MSW, LCSW-R, on a per-diem basis at $50/hr effective immediately.

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

**Resolution # 045-25 Authorization of January 2025 Abstract**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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:

**BE IT RESOLVED,** that the Town Board has approved the payment of bills as presented in the Abstract for January 2025, as follows:

**PRE-PAID VOUCHERS** – 24000001 to 24000033; 25000001 to 25000032 and \* to \*from the following funds:

|  |  |
| --- | --- |
| **General** | **$ 155,150.93** |
|  |  |
| **Part Town** | **$ 28,741.71** |
| **Highway – Part Town (DB)** | **$ 82,705.70** |
| **Sewer** | **$ 51,075.30** |
| **Trust & Agency** | **$ 108,887.10** |

**VOUCHER NUMBERS –** 24000034 to 24000072; 25000033 to 25000060 from the following funds:

|  |  |
| --- | --- |
| **General** | **$ 230,236.41** |
| **Part Town** | **$ 4,757.98** |
| **Highway (DA)** | **$ 0** |
| **Highway-Part Town (DB)** | **$ 24,661.93** |
| **Sewer** | **$ 18,366.06** |
| **TA-Fund** | **$ 0** |

**TOTAL FOR ALL FUNDS – $ 704,583.12**

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 2 invoices were removed due to incorrect coding. The Supervisor stated these did not go over his desk and he would like to discuss this with the Business Manager. Council member Hotaling questioned the day to day running of the Supervisor’s office. The Supervisor stated he would get back to the board about this. Council member Schmitt stated the 2 checks in question were already sent out as they were pre pays and not entered into the accounting software.

**Public Comment:**

Barbara Tanner questioned the PILOT for Civil Senior Housing. The attorney explained this helps the state determine the costs when obtaining a loan. She asked if this would transfer to a new owner should it sell. Mr. Reilly said he would confirm.

Daniel Baker spoke in regards to the grant process. He stated typically we lay out the funds and then submit documentation for a refund. He is in favor of department heads having a credit card. He asked if any work has been done with grants so far for 2024. Council member Stott explained we have hours to use with BOCES for grant writing services and the board is trying to decide what to go after. Mr. Baker asked how much money was invested in 2024 in NYCLASS and what costs are associated. The Attorney state he would confirm this but he believes it comes out of the interest earned. Council member Hotaling said the board doesn’t see the actual statement. Mr. Baker feels resolutions should be required to move the money within the investments when taxpayer money is used. Supervisor Donnelly said monthly statements are available for review. The Attorney stated the current investment policy delegates the authority to make investments.

Keith Geraldsen let the board know Jeremy Purtorti passed his classes and will be moving on with his schooling.

Mr. Stewart asked if there has been any progress on the new building. The Supervisor stated the board was recently informed the building as is, is a level 2 risk building and an active police force is required to be in a level 4 risk building. The board is in the process of deciding how to move forward with this knowledge.

**Motion to Adjourn** was made by Council member Donnelly and Seconded by Council member Stott**-** APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED 8:22pm

***Respectfully Submitted*,**

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

***Candace McHugh, Town Clerk***