

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**February 5, 2025– Town Board Meeting – 6:30pm**

**A Town Board Meeting was held Thursday, February 5, 2025 at 6:30pm 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:** Regina Bryant, Business Office Manager  
Honorable Tammy Eissing, Coeymans Court Justice  
Candace McHugh, Town Clerk  
Richard C. Reilly, Town Attorney

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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.

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The following notice was published in the Albany times Union on January 29, 2025:

**NOTICE**  
**TOWN OF COEYMANS**  
**TOWN BOARD**  
**SPECIAL MEETING**

In compliance with Public Officer's Law, this will inform you that the Town Board of the Town of Coeymans has scheduled a Special Meeting for the purpose of the Annual Audit of Town Departments. The Special Meeting will be held at 6:30pm on February 5, 2025 at Town Hall, 18 Russell Avenue, Ravena, New York.

**By Order of the Town of**  
**Coeymans Town Board**  
**Candace McHugh**  
**Town Clerk**

- The Annual Audit for Justice Frese and Justice Eissing was performed by Justice Tammy Eissing.
- The Annual Audit for the Town Clerk was performed by Town Clerk, Candace McHugh.
- The Annual Audit for the Coeymans Police Department was performed by Business Office Manager, Regina Bryant.

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- The Annual Audit of the Chief Fiscal Officers records was performed by Business Office Manager, Regina Bryant.

**A Motion was made** by Supervisor Donnelly to accept the annual audit, which was seconded by council member Bruno, APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0– SO MOVED

**Resolutions**

**Discussion:** Supervisor Donnelly explained the income survey can begin in March if we agree on the resolution. Council member Schmitt asked for the cost in which the town attorney replied \$17,990 plus postage. Council member Hotaling asked if this cost was reimbursable from the sewer grant money. The attorney replied he believed so. Laberge Engineering felt this survey would greatly increase our chances with future grants.

**Resolution #046-25 Authorize Contract with G & G Municipal Consulting**

	<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 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>5</u>		<u>5</u>		

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

**WHEREAS**, the Town Board of the Town of Coeymans seeks to secure Professional services related to its efforts to pursue grants and other funding for Sewer System improvements; and

**WHEREAS**, Laberge Engineering, which is assisting the Town with preparing a Preliminary Engineering Report and a Sewer System Improvements Program Preliminary Opinion of Costs, has advised that obtaining an Income Survey could improve the Town's ability to secure funding; and

**WHEREAS**, G&G Municipal Consulting and Grant Writing proposes to perform such an Income Survey pursuant to a proposal received from G& G Municipal Consulting dated December 10, 2024 (the "Proposal").

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**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorizes Supervisor Stephen Donnelly to execute the Proposal and to take such other steps as are necessary to implement the purposes of this Resolution.

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

**Resolution #047-25 Authorize General Service Agreement with MJ Engineering**

	<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 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>5</u>		<u>5</u>		

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

**WHEREAS**, the Town Board of the Town of Coeymans seeks to acquire professional planning and engineering services for the Town of Coeymans; and

**WHEREAS**, MJ Engineering, Architecture, landscape Architecture and Land Surveying, P.C. (“MJ Engineering”) has submitted a proposed Town Designated Engineer Master Services Agreement for Town of Coeymans and Consulting Engineer/Planner (“Master Services Agreement”) to provide professional consulting, 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, the proposed Master Services Agreement between Town of Coeymans Albany County, New York and MJ Engineering, dated January 17, 2025.

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

**Discussion:** MJ is preparing minimal work numbers which they hope to have ready by the end of this week. The town attorney stated this is similar to the engagement agreement the board entered with Laberge.

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Council member Stott followed up on a potential workshop meeting to be scheduled for February 25, 2025 at 6pm. All board members stated this date was agreeable.

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**Motion to Adjourn** was made by Council member Donnelly and Seconded by Council member Bruno. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0– SO MOVED 7:50pm

*Respectfully Submitted,*



*Candace McHugh, Town Clerk*