**A Town Board Meeting was held Thursday, February 13, 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:**

-Town Offices Closed on 2/17/25 for President’s Day  
- RCS School District February Break from 2/17/25-2/21/25  
- Chair Yoga @ RCS Community Library 10:30am-11:15am 2/19/25  
- Supervisor Donnelly urged those with questions regarding large town projects or functions of the Supervisor’s Office to reach out directly.

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

-January 1, 2025 Town Board Meeting Minutes

-January 23, 2025 Town Board Meeting Minutes

-February 5, 2025 Annual Audit Meeting

Council member Donnelly made a motion to accept the minutes for January 23 2025, Council member Bruno seconded the motion.  
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – ABSTAIN - SO MOVED

Council member Donnelly made a motion to accept the minutes for January 1, 2025, Council member Stott seconded the motion.  
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – ABSTAIN - SO MOVED

Council member Donnelly made a motion to accept the minutes For February 5, 2025, Council member Hotaling seconded the motion.  
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – ABSTAIN - SO MOVED

**Old Business**:

* Supervisor Donnelly presented a check to the Coeymans Hollow Fire District which was collected for their budgets.
* Supervisor Donnelly addressed the negative balance from the previous Supervisor’s office. This balance was for the business office not the bank account. He stated that at no time was the bank account non-sufficient.
* Supervisor Donnelly addressed the hand written closing checks stating there was a last-minute error changing the closing day amounts. Supervisor Donnelly stated the coding was generic and itemized costs were needed before proper coding could happen. Supervisor Donnelly read a letter from the town accountant stating everything was up to date and a purchase of a building is a special circumstance which she felt was held properly. Supervisor Donnelly apologized to his business manager Regina Bryant for the miscommunication and stated he is very happy with how this office runs.

**New Business**:

* Council member Hotaling asked if there were any meetings recently pertaining to truck traffic. Supervisor Donnelly stated he participates in the Transportation Policy Council and recently had a meeting. He did speak with members about the feasibility of a thruway exit. So far most of the response he has had from other government agencies state a thruway exit is a difficult task to achieve.
* Council member Hotaling asked if we were continuing with codeRED, The Supervisor stated it is in the budget for this year.
* Council member Schmitt asked if there was any update on switching to utube from vimeo. Supervisor Donnelly stated there was a meeting scheduled for Tuesday to switch the streaming source.
* Council member Stott stated he had reached out to the Village for another joint meeting which will be held April 30th at Coeymans Town Hall.

**Resolutions**

**Resolution #048-25 Sliding Scale Adjustment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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, previously adopted a tax exemption based on a sliding scale of adjusted gross income, not exceeding $42,400.00, in accordance with Section 467 of the Real Property Tax Law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby adopt an amended 2025 sliding scale, increasing the maximum eligibility level to $44,400.00. The increment levels of income and the corresponding tax advantage are set forth as follows:

|  |  |  |
| --- | --- | --- |
| Maximum Income Limit | $36,000.00 | 50% |
| $36,000.01 | $36,999.99 | 45% |
| $37,000.00 | $37,999.99 | 40% |
| $38,000.00 | $38,999.99 | 35% |
| $39,000.00 | $39,899.99 | 30% |
| $39,900.00 | $40,799.99 | 25% |
| $40,800.00 | $41,699.99 | 20% |
| $41,700.00 | $42,599.99 | 15% |
| $42,600.00 | $43,499.99 | 10% |
| $43,500.00 | $44,399.99 | 5% |
|  |  |  |

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

**Discussion:** The Town Attorney stated for background the assessor indicated these are the rates adopted by the Greenville School District, RCS has not adopted these rates.

**Resolution # Tabled for Engineering Proposals  
–** 2 resolutions were prepared regarding bids for engineering proposals (MJ Engineering and LaBerge), both were tabled so the board could further review the proposals.

**Discussion**: Laberge has given a number of $18,500 for design, bid and construction. MJ Engineering gave a price of $79,500 for design, bid and construction. The supervisor stated the board is evaluating them side by side. The Supervisor stated in a conversation with the Police Chief, the Chief is comfortable staying in the current space and also taking over the town clerk space one they are moved. Supervisor Donnelly said this would free up some space inside the main new building and make the scope of work very minimal. Through a series of emails between board members more clarification was asked about the difference between the quotes. The board members were looking for a more detailed explanation form LaBerge. A new email was received today from LaBerge containing mor details. Council member Stott stated the plans depicted on these proposals included the police department in the main building. He feels more information is needed on the new potential of retrofitting an out building for the police. Council member Hotaling also was concerned about the differences in the fire suppression in the proposals. Supervisor Donnelly will approach the firms with the questions the board has. Council member Schmitt stated he feels department heads should be able to approve their final spaces.

**Resolution #049-25 Completion of Justice Audit (Frese)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 Board must complete or have completed an audit, in accordance with Town Law Section 123 and Section 2019-a of the Uniform Justice Court Act, of all Town Justices; and

**WHEREAS**, the Town Board has adopted an audit procedure, based on the Local Management Guide, Fiscal Oversight Responsibilities, published by the State of New York Office of the State Comptroller on May 14, 2007, to be applied to the records of each Town Justice; and

**WHEREAS**, the Town Board has completed the Audit on February 5, 2025;

**NOW THEREFORE, BE IT RESOLVED**, The records of Town Justice Thomas Frese have been reviewed by the following reviewers and have concluded as follows:

Board Member Conclusion

Stephen Donnelly See attached checklist/comments

Linda S. Bruno See attached checklist/comments

Stephen J. Schmitt See attached checklist/comments

Ronald J. Hotaling See attached checklist/comments

Michael J. Stott See attached checklist/comments

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

**Resolution #050-25 Completion of Justice Audit (Eissing)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 must complete or have completed an audit, in accordance with Town Law Section 123 and Section 2019-a of the Uniform Justice Court Act, of all Town Justices; and

**WHEREAS**, the Town Board has adopted an audit procedure, based on the Local Management Guide, Fiscal Oversight Responsibilities, published by the State of New York Office of the State Comptroller on May 14, 2007, to be applied to the records of each Town Justice; and

**WHEREAS**, the Town Board has completed the Audit on February 5, 2025;

**NOW THEREFORE, BE IT RESOLVED**, the records of Town Justice Tammy Eissing have been reviewed by the following reviewers and have concluded as follows:

Board Member Conclusion

Stephen Donnelly See attached checklist/comments

Linda S. Bruno See attached checklist/comments

Stephen J. Schmitt See attached checklist/comments

Ronald J. Hotaling See attached checklist/comments

Michael J. Stott See attached checklist/comments

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

**Resolution #051-25 Bowers Lease Agreement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 previously entered into a Lease Agreement with Mrs. Maria Bowers dated February 17, 2012, for Highway Department use, which expired as of December 21, 2021; and

**WHEREAS**, the Town of Coeymans then entered into an Addendum to Extend Lease Agreement with Mrs. Maria Bowers, dated December 30, 2021, which Addendum extended the Lease Agreement for an additional two (2) years through December 31, 2024; with the right to extend the Lease Agreement for three (3) additional two (2) year terms.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans hereby determines to extend the Addendum to Extend Lease Agreement for an additional two (2) year term, ending on or about December 30, 2026; and authorizes Stephen Donnelly, Supervisor, to sign all documents necessary to effectuate the purposes of this Resolution.

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

**Resolution #TABLED-25 Liberty PILOT**

**-**Resolution was tabled due toa missing exhibit A in which the board would like to review first.

**Resolution #052-25 Authorize Coeymans PD Title Changes to Corporal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *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 of Coeymans Police Department strives to improve its professionalism in all aspects of law enforcement, including the appointment of experienced and seasoned Officers assuming the rank of Corporal to assist in the day-to-day operations of the Police Department; and

**WHEREAS,** the appointment of certain Police Officers to the Rank of Corporal will provide consistent guidance and counsel to younger less experienced Officers and help to evenly distribute the administrative workload created by the increased activity within the Department; and

**WHEREAS,** such appointments will not create any significant impact on the Personal Budget line but will provide uniformity and consistent service delivery for the Community.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize the appointments of Michael Veeder and Jeffrey Weir to the rank of Corporal within the Town of Coeymans Police Department and to be designated as Officer in Charge at a rate of an additional $1.00 per hour above their current hourly wage.

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

**Discussion:** The title will allow these officers to act in a leadership capacity and it creates a more professional structure as explained by Council member Hotaling.

**Public Comment:**

William Stewart: Initially had some questions about the new building but felt the board answered them already. He also asked about truck traffic in which the Supervisor stated all efforts are being explored to lessen truck traffic. He asked if there was a time limit to get phase one done for the town hall. The Supervisor stated the construction time line doesn’t seem to be bad however they must get through the initial process.

Sherle Slingerland spoke in her capacity as the Coeymans Hollow Fire District #3 Treasurer. She had some concerns about the process in which they budget money was given to the fire district. A voucher was received and requested to be signed which has never happened along with several errors within the initial letter. She explained the differences between a fire district and a fire company. A fire district is the financial responsibility for providing fire service to an area. A Fire company is what the districts leases to provide fire service.

**Motion to Adjourn** wasmade by Council member Donnelly and Seconded by Council member Stott. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0– SO MOVED 7:10pm

***Respectfully Submitted*,**

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

***Candace McHugh, Town Clerk***