

MINUTES BOOKTOWN OF COEYMANS**
April 10, 2025– Town Board Meeting – 6:00pm

A Town Board Meeting was held Thursday, April 10, 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

Absent: Ronald Hotaling, Council Member

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 with the exception of Council member Hotaling.

Announcements:

- Alcove Day is 4/26/25 starting at 8am
- Coeymans Hollow Fire Annual Pre-Mother's Day Buffet Breakfast 5/4/25 8am-12pm.
- The Ravena Coeymans Historical Society will feature the last presentation of their series this Sunday.

Approval of Minutes: The following minutes were approved:

- March 25, 2025 Town Board Workshop Minutes
- March 27, 2025 Town Board Minutes

Council member Donnelly made a motion to accept the minutes for March 25th & 27th, 2025 Town Board Meeting and Council member Stott seconded the motion.

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

Old Business:

Fuel Percentage for the Village: Supervisor Donnelly asked the boards opinion on what percentage they felt was appropriate. Council member Stott clarified this percentage is only for the fuel usage outside the gate. Council member Schmitt would like to discuss this at the next joint meeting on April 30, 2025.

New Business:

ACH Payments: Due to mailing issues the Supervisor's office would like to use ACH as a form of payment. Council member Stott supports this idea. Council member Schmitt asked if the

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utilities are being processed as soon as they come in. Supervisor Donnelly answered yes. Highway Superintendent Dan Baker explained the flow of the bills. The attorney suggested an ACH policy should be drawn up. The Town Clerk suggested a separate account would be wise incase of fraud rather than pulling right from each fund.

Resolution # 069-25 Approval of Proposed Construction Floor Plan

	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:

WHEREAS, the Town Board of the Town of Coeymans previously retained Laberge Engineering & Consulting Group, Ltd. (“Laberge Engineering”) to provided planning and engineering services to the Town in connection with the Town’s acquisition and renovation of 2518 and 2524 Rte 9W; and

WHEREAS, Laberge Engineering has prepared the attached “Proposed Construction Floor Plan” and “Furniture Plan,” reflecting a proposed placement of Departments at 2518 and 2524 Rte 9W; and

WHEREAS, Laberge Engineering seeks to prepare necessary bidding documents and proceed with the bidding process.

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Coeymans does hereby approve the layout of office space reflected in the Furniture Plan (with the exception that the Clerk’s office and Building Department have yet to be decided and no furniture is being approved).

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

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Discussion: Council member Schmitt asked if Laberge had connected with each department. The Supervisor stated yes and the discussions are ongoing. The Town Clerk asked if the Board had discussed her request to switch offices with the building department. Council member Schmitt said they discussed it briefly before the meeting. The Town Clerk explained she was never given the opportunity to select a space and did not receive prompt answers when asking questions. She feels as an elected official she should have a say in her workspace. Council member Stott had spoken to the building Department Head and he is not interested in moving. Council member Stott feels the resolution should be passed to stay on the timeline. The Clerk explained how her office functions and why the smaller space if a better option. Council member Schmitt suggested omitting the department names in those two areas and continuing with the resolution. The Supervisor would like a list of pros and cons from both offices. The Town Clerk and Building Department will schedule a time to revisit the spaces together in the near future. The Town Attorney suggested adding wording to commit to the layout of the office but not necessarily the furniture plan. Council member Schmitt asked who would sit in the reception area, in which Council member Stott replied the Confidential Secretary.

Resolution # 070-25 Approval of Escrow Agreement with Finke

	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 Donnelly offer the following resolution and move its adoption:

WHEREAS, Robert H. Finke & Sons, Inc. (“Finke”) has submitted a request to the Town of Coeymans (the “Town”) for the approval of an extension of the Town of Bethlehem’s Water System to service property owned by Finke in the Town; and

WHEREAS, the Town Board has requested that “Escrow Funds” be deposited with the Town to cover the costs of any professional services needed to respond to Finke’s request; and

WHEREAS, Finke has agreed to deposit such Escrow Funds with the Town.

NOW, THEREFORE, BE IT RESOLVED, that the attached standard Escrow Agreement is approved and the Town’s Supervisor is authorized to execute same.

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

Discussion: The PBZBA Attorney asked for this to be written as past resolutions did not pertain to escrow agreements. Council member Schmitt asked if any fees had been incurred at this time. Mr. Reilly stated there has been some communications with the Town of Bethlehem but nothing of significance. Council member Schmitt asked about the potential cost of the project. Mr. Reilly stated he does have a call scheduled on Friday with Bethlehem to discuss in more detail.

Resolution # 71-25 Authorize Dual Records Management

	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 Schmitt offer the following resolution and move its adoption:

WHEREAS, the Town Board of the Town of Coeymans (the “Town”) finds that public records are essential to the administration of local government, and can be retained either on paper or electronically; and

WHEREAS, the provisions set forth in the regulations of the Commissioner of Education Part 185.8, and the New York State Archives Local Government Schedule (LGS-1) establishes the requirements for the maintenance of local government records and the minimum length of time that a Municipality must retain its records; and

WHEREAS, the Town has the ability to reliably create and maintain electronic records, and also anticipates that in the future, all of its non-historical records will be converted to electronic records and so maintained; and

WHEREAS, the Town Board wishes to accept and adopt electronic records as one of the Town’s forms of recordkeeping for all town records effective as of May 1, 2025, allowing the Town Clerk the ability to deem any electronic record of the Town’s as an official copy.

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NOW, THEREFORE, BE IT RESOLVED, the Town of Coeymans hereby accepts and adopts electronic records as one of the Town of Coeymans forms of recordkeeping, for both temporary and permanently retained records effective May 1, 2025; and

BE IT FURTHER RESOLVED, the Town records prior to such effective date may be converted to electronic format or may be maintained in their current paper format; and

BE IT FURTHERED RESOLVED, that the Town Clerk/Records Access Officer shall be authorized to work with its information technology representatives to adopt policies and procedures consistent with this resolution and with New York State Arts & Cultural Affairs Laws and regulations (including 8 NYCRR 185.7(f) and 185.8) which, among other things, shall ensure that the Town's electronic records shall not be rendered unusable because of changing technology.

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 if the Clerk found this acceptable. She stated she does and this will allow her to free up space within archives.

Public Comment:

Barbara Tanner asked some questions about the Laberge contract such as cost and time. Mr. Reilly explained time factor will be in the building contracts, not necessarily in the engineering. Council member Schmitt asked if the move in date of October 1st is realistic. Mr. Reilly stated if the time frame doesn't work for the contractors, then we will need to adjust. Supervisor Donnelly stated it is just an estimate.

Highway Superintendent Dan Baker spoke in regards to the questions regarding money spent out of DA and DB that were asked at the last meeting in which he was not in attendance. He reminded the board their job as fiscal stewards is to know what tax payer dollars are being spent on. He announced the park bathrooms are open for the season. The heating system in the Police Department has died. Mr. Baker has local companies coming in to evaluate and submit estimates.

Motion to Adjourn was made by Council member Donnelly and Seconded by Council member Stott. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1– SO MOVED 7:57 pm

Respectfully Submitted,

Candace McHugh

Candace McHugh, Town Clerk