

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**April 24, 2025 – Town Board Meeting – 6:00pm**

**A Town Board Meeting was held Thursday April 24, 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  
Jason Chmielewski, Building Inspector/ Code Enforcement Officer  
Marc Tryon, Chief of Police  
Keith Geraldson, Chief Sewer Plant Operator

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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.

**Announcements:**

- Alcove Day – 4/26/25 Starting 8am
- Village of Ravena Community Clean-up Day – 4/27/25
- Coeymans Hollow Fire Annual Pre-Mother's Day Buffet Breakfast 5/4/25 8am-12pm
- FUN Walk for Hunger- 5/4/25 Mosher Park 2pm
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**Approval of Minutes:** The following minutes were approved:

-April 10, 2025 Town Board Meeting Minutes

Council member Donnelly made a motion to accept the minutes for April 10, 2025 Town Board Meeting and Council member Stott seconded the motion.

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

**Department Reports**

**Supervisor/NYCLASS Report** – March 2025 report read 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:**

**Town Clerk Report** – March 2025 Report read by Town Clerk Candace McHugh

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**Motion to Accept Report**

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

**Police Department Report** – March 2025 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 Schmitt. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – SO MOVED

**Building Department** – March 2025 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 Schmitt. APPROVED – VOTE – AYES 5– NAYS 0 – ABSENT 0– SO MOVED

**Sewer Department Report** – March 2025 Sewer Department Report was read by Keith Geraldson

**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-** March 2025 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 Schmitt. APPROVED – VOTE – AYES 5– NAYS 0 – ABSENT 0– SO MOVED

**New Business:** N/A

**Old Business:**

-Supervisor Donnelly is currently working on a grant with BOCES for park improvements. He is looking for support from businesses, organizations or people who may have chosen not to invest in the landing area due to its condition. Please reach out to his office if you can be of assistance

-Council member Schmitt asked where we were at with the bidding process on construction of the new building. Supervisor Donnelly stated the architect is working on getting bid documents together. There was some discussion on the placement of the town clerk and the building department but no decisions were made. Council member Stott suggested setting a date for mid next week to make a decision.

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**Resolution # 072-25 Authorize April Abstract**

	<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 Hotaling 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 April 2025, as follows:

**PRE-PAID VOUCHERS** – 25000358 to 25000418 and 25000420 to 25000426 from the following funds:

<b>General</b>	<b>\$ 104,909.69</b>
<b>Part Town</b>	<b>\$ 16,878.68</b>
<b>Highway – Part Town (DB)</b>	<b>\$ 35,129.42</b>
<b>Sewer</b>	<b>\$ 18,276.44</b>
<b>Trust &amp; Agency</b>	<b>\$ 53,651.23</b>

**VOUCHER NUMBERS** – 25000427-25000438 to 25000400 to 25000497 from the following funds:

<b>General</b>	<b>\$ 55,407.09</b>
<b>Part Town</b>	<b>\$ 1,176.14</b>
<b>Highway (DA)</b>	<b>\$ 4,446.08</b>
<b>Highway-Part Town (DB)</b>	<b>\$ 4,720.80</b>
<b>Sewer</b>	<b>\$ 17,028.79</b>
<b>TA-Fund</b>	<b>\$ 1,534.50</b>

**TOTAL FOR ALL FUNDS – \$ 313,158.86**



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

**Resolution # 073-25 Accept Resignation of Officer Palmateer**

	<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 Stott offer the following resolution and move its adoption:

**WHEREAS**, The Town of Coeymans Police Department has received a notice of resignation from Officer Lance Palmateer; and

**WHEREAS**, Officer Palmateer has performed as an exemplary Police Officer serving the Town since July of 2022; and has accepted a position with the Greene County Sheriff's Office.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of Officer Lance Palmateer, effective April 30, 2025.

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

**Resolution # 074-25 Authorize Grant Application**

	<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:

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**WHEREAS**, the Town Board of Town of Coeymans (the “Town”) seeks to make certain improvements (the “Improvements”) to its facilities at Coeymans Landing Park; and

**WHEREAS**, the Improvements include, but are not limited to the addition of Americans with Disabilities Act accessible outdoor spaces; new lighting; and improved recreational access; and

**WHEREAS**, such Improvements to Coeymans Landing Park would advance regional, municipal and community planning initiatives—including goals set forth in a Local Waterfront Program that has been pursued by the Town; and the Town’s formal Comprehensive Plan (and updates thereto); and

**WHEREAS**, the Town Board also believes the Improvements would receive broad support from Town residents, local businesses and community organizations that utilize and benefit from Coeymans Landing Park; and

**WHEREAS**, the New York State Office of Parks, Recreation and Historic Preservation recently announced a new grant program, the Municipal Parks and Recreation Grant Program (the “Grant Program”), which Grant Program is intended to fund enhancements to municipal parks and recreation sites; and

**WHEREAS**, the Town Board of the Town Coeymans previously authorized the Town Supervisor to enter into a Contract with Capital Region BOCES to provide Grant Writing Services to the Town; and

**WHEREAS**, Capital Region BOCES proposes to prepare and submit a request for funding (the “Grant Request”) to the Grant Program, to secure funding for the proposed Improvements to Coeymans Landing Park; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Capital Region BOCES to prepare and submit the Grant Request to the New York State Office of Parks, Recreation and Historic Preservation’s Municipal Parks and Recreation Grant Program for funding the Improvements to Coeymans Landing Park; and authorizes the Town Supervisor to execute all necessary forms and documents in furtherance of this Resolution.

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

Discussion: Council member Schmitt asked how many hours his should take BOCES. The Supervisor said he would reach out to BOCES for an estimate.



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**Public Comment:**

Town Clerk Candace McHugh read the following statement:

on February 5<sup>th</sup> with resolution #46-25 the Town Board approved a \$17,990.00 contract with G&G Municipal Consulting and Grant Writing to conduct an income survey within the town. This contract is dated December 10, 2024, the town had the contract for almost 2 months before passing it.

The contract states at the 6<sup>th</sup> bullet point under “Our Commitment” that G&G will conduct and coordinate the survey mailing including a cover letter approved by the Village.” The 3<sup>rd</sup> bullet point listed under the “Municipality Agreement” states the municipality agrees to review and revise as appropriate the draft cover letter created by G&G.

The letter that went out to residents’ states in the last paragraph “If you should have any questions or need additional copies of this survey, please contact Candace McHugh, Town Clerk at (585) 756-6006 X3 or G&G Municipal Consulting at (585) 368-8866.” It is signed with the names of the entire Town Board.

Furthermore, the contract in which the board approved states the Municipality agrees to promote and advertise that G&G is performing the survey and urge all residents receiving the survey to accurately complete and return. The contract also states the survey will be noted at municipal meetings, posted at municipal offices, local print, social media and/or other methods as appropriate. The survey has been mentioned at Town Board meetings and it has been posted on the town website on April 11, 2025 and the town fb page on April 23, 2025. I also have not seen the press release that G&G was supposed to provide per the contract or made aware the need to post in local print. I have serious doubts that anyone on the board actually read the contract.

I was also never made aware that I was the informational contact for this survey and would have copies to supply to the community. The Coeymans Town Board has directly tied my name without my knowledge to a project that has been poorly implemented. The Town Clerk is typically the go to person for the community and I enjoy that aspect of my job and understand the responsibility it comes with. I do not appreciate the unprofessional manner in which this project has been handled.

In the future I expect to be included in the preparation of any Town documents that will include my name in the capacity of my Elected Position of Town Clerk and suggest the Town Board as a whole expect the same when their names are tied to a document or contract affiliated with their elected positions. The integrity of such documents is the responsibility of the entire town board.

William Stewart asked how long the bidding process would be for the new building. The Supervisor stated he was still in discussion with the architect to finalize the bidding documents. Mr. Stewart stated the parks look great and appreciated the care the highway department puts into them.

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Barbara Tanner asked about the income survey and what the code was used for. Supervisor Donnelly said he reached out to the company to make some language changes. He urged that this survey is anonymous.

Donna Pasquini had a few concerns about the kids at the park. She also asked why the police department gets cut all the time. Council Member Hotaling stated the Police budget was increased significantly this year. Chief Tryon answered Mrs. Pasquini's concerns. She feels more than one car per shift is needed. She does not feel the Sheriffs do enough. The Chief said his department is writing tickets more than ever before. Council member Stott explained one of the budget increases was to salary to attract more people to our police department. She did thank the Chief for what he is doing along with Keith Geraldson and Dan Baker. She feels they are all doing a great job.

Dan Baker asked if the April 30<sup>th</sup> joint meeting was going to be televised and if there would be an agenda. Supervisor Donnelly stated the meeting would be televised and an agenda should be available.

Council member Bruno asked who approved the letter which was sent out. She would like to ask G&G why no one saw the letter as board members stated they did not see the letter beforehand. She expected a certain level of professionalism and would like to know who approved this.

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**Motion to Adjourn** was made by Council member Donnelly and Seconded by Council member Stott- APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED 7:07pm

*Respectfully Submitted,*



Candace McHugh, Town Clerk