

## **MINUTES BOOK\*\*TOWN OF COEYMANS**

**May 8, 2025– Town Board Meeting – 6:00pm**

**A Town Board Meeting was held Thursday, May 8, 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  
Ronald Hotaling, Council Member

**Absent:** Linda S. Bruno, Council Member

**ALSO PRESENT:** Candace McHugh, Town Clerk  
Richard C. Reilly, Town Attorney  
Jim Clarke, Architect with Laberge Engineering

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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 with the exception of Council member Bruno.

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### **Announcements:**

- Happy Mother's Day
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**Approval of Minutes:** The following minutes were approved:

-April 24, 2025 Town Board Minutes

Council member Donnelly made a motion to accept the minutes for April 24th, 2025 Town Board Meeting and Council member Stott seconded the motion.

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

### **Old Business:**

**New Office Space:** Jim Clarke from Laberge met with departments today to get into more detail regarding office layouts. Council member Schmitt asked when we should expect the project to go to bid. Mr. Clarke stated he would loosely say about 6 weeks since some decisions have to be made still. The goal is to have all departments that intend to move in by the end of the year. Mr. Clarke stated he met with all departments with the exception of the assessor. Council member Hotaling asked how much dead space is left after the initial plans. Mr. Clarke stated there would be approximately 6-700 square feet left. Supervisor Donnelly plans on using that space as a staging area for records. Mr. Clarke stated the priority right now is to get the departments situated.

**A Motion was made** by Council member Stott to station the Town Clerk's office in the Northwest corner of the new building which was seconded by Supervisor Donnelly.

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

**Discussion:** Council member Schmitt asked for clarification as to where the building department is going. Supervisor Donnelly said they are having talks about different options. Council member Hotaling stated he felt safety was a high priority for the building department in the questionnaire and the back area of the building is a better option.

**Nolan Assessment Agreement:** Council member Schmitt read an email which was sent to the assessor by Larry Farbstein. Mr. Farbstein stated once he saw the assessment agreement, he remembered drafting it and he has no knowledge of being invited by the board to talk about the agreement. Supervisor Donnelly stated the question is whether that agreement was lawful or not and the board voted that it was unlawful which is why it was rescinded. Council member Schmitt felt it was necessary to let the public know Mr. Farbstein did create the agreement.

## Resolution # 074-25 Approval of Seasonal Hire (Covey)

|                    | <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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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>4</u>                            | <u>1</u>                            | <u>4</u>                            |                          |                          |

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

**WHEREAS**, the Parks Department is in need of hiring seasonal laborers for spring and summer; and

**WHEREAS**, job opportunities were posted and applications were received and reviewed.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Eric Covey to a seasonal Laborer position effective May 19, 2025 through June 6, 2025 at the rate of \$17.50 per hour.

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

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**Resolution # 076-25 Approval of Seasonal Hire (Polyak)**

|                    | <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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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>4</u>                            | <u>1</u>                            | <u>4</u>                            |                          |                          |

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

**WHEREAS**, the Parks Department is in need of hiring seasonal laborers for spring and summer; and

**WHEREAS**, job opportunities were posted and applications were received and reviewed.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Laszlo Polyak to a seasonal Laborer position effective May 5, 2025 through June 6, 2025 at the rate of \$17.50 per hour.

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

**Resolution # 077-25 Authorize Rank Change (Cross)**

|                    | <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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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>4</u>                            | <u>1</u>                            | <u>4</u>                            |                          |                          |

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

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**WHEREAS**, the Town of Coeymans Police Department currently employs three (3) part-time Detectives within the Department; and

**WHEREAS**, it is important to delineate the chain of command to ensure service to the public is delivered in a professional and expedient fashion; and

**WHEREAS**, Detective JAMES E CROSS has recently completed a twenty (20) plus year career with the Town of Bethlehem Police Department, retiring as a Detective Sergeant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Detective JAMES CROSS to the rank of Detective Sergeant for the Town of Coeymans Police Department effective immediately at an hourly rate of \$42.73 per hour.

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

**Resolution # 078-25 Notice to Bid – Plow Truck**

|                    | <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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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>4</u>                            | <u>1</u>                            | <u>4</u>                            |                          |                          |

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

**WHEREAS**, the Town of Coeymans Town Board seeks to advertise and solicit bids pursuant to General Municipal Law § 103 for the purchase of a new F350 3500HD regular cab 4X4 truck with a stainless 9’6 X 2V plow by Fisher.

**NOW, THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Coeymans does hereby authorize and direct the Town Clerk, with the assistance of the Highway Superintendent, to advertise and solicit requests for sealed bids for “F350 3500HD regular cab 4X4 truck with a stainless 9’6 X 2V plow by Fisher” pursuant to the attached bid documents and specifications, with a bid opening on May 21, 2025 at 2:00 PM., at which time any responsive bids shall be publicly opened and read aloud. The Town reserves the right to waive any informalities in the bid and to reject, in whole or in part, any or all bids.

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

**Discussion:** Highway Superintendent explained the reasoning for needing a new truck and the truck would be paid for by fund balance.

### Resolution # 079-25 Authorize Waster Water RFQ

|                    | <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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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>4</u>                            | <u>1</u>                            | <u>4</u>                            |                          |                          |

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

**WHEREAS**, the Town Board of the Town of Coeymans seeks to procure grant writing and engineering services (the “Services”) associated with a proposed Town of Coeymans Wastewater Improvement Project (the “Project”); and

**WHEREAS**, the engineer currently used by the Town of Coeymans for related services has prepared the attached sample Request for Qualifications (“RFQ”) materials and documentation that can be used to solicit the Services in a manner that State and Federal funding programs require.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of Coeymans does hereby authorize the Town Supervisor to work with the Town Clerk and Town Attorney to proceed with the RFQ for the Services in question.

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

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**Resolution # 080-25 Authorize Public Hearing for PHA 5 Year 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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>4</u>                            | <u>1</u>                            | <u>4</u>                            |                          |                          |

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

**WHEREAS**, the Town of Coeymans is required by the Department of Housing and Urban Development to hold a Public Hearing for approval of the 2025 PHA Plan for the Town of Coeymans Section 8 Housing Choice Voucher Program, and;

**WHEREAS**, the Town is required to publish a Public Hearing Notice in the Official Newspaper of the Town at least forty-five (45) days prior to the date of the Hearing either as a display ad or legal notice.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize the Town Clerk to publish a Public Hearing Notice in the Official Newspaper of the Town for public comment to be heard on July 10, 2025 at 6:00 p.m. at Coeymans Town Hall, 18 Russell Avenue, Ravena New York regarding the 2025 PHA plan.

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

**Public Comment:**

Barbara Heinzen asked if there had been any news for Advance Albany County Alliance. The Supervisor stated he has not received anything from them. Mrs. Heinzen asked if it would be possible to add to the Town's website some additional information regarding mental health resources. She suggested a list of agencies and volunteer organizations to be added to the website for the community.

Council member Stott asked if there was any news about Civil Housing. Supervisor Donnelly stated every unit has been redone and there are now 30 units. Liberty Housing has a plan to build additional housing in the parking lot area in the future.

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**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 6:35 pm

*Respectfully Submitted,*



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***Candace McHugh, Town Clerk***

DRAFT