

MINUTES BOOKTOWN OF COEYMANS**

June 12, 2025– Town Board Meeting – 6:00pm

A Town Board Meeting was held Thursday, June 12, 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, Council Member
Ronald Hotaling, Council Member

ALSO PRESENT: Candace McHugh, Town Clerk
Richard C. Reilly, Town Attorney
Scott Siegel, Community Development Manager with Laberge

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:

- Recycle Day 9am-1pm on June 14th
- EOG “Playin With Fire” Scheduled on June 18, 2025 @ Joralemon Park
- Town Hall will be Closed on 6/19/25
-

Approval of Minutes: The following minutes were approved:

-May 22, 2025 Town Board Minutes

Council member Donnelly made a motion to accept the minutes for May 22, 2025 Town Board Meeting and Council member Stott seconded the motion.

APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – ABSTAIN - SO MOVED

Old Business:

Wastewater Improvement Project: Scott Siegel, the Community Development Manager with Laberge spoke in regards to the project. The Town and Village will be jointly applying for the CDBG Grant for wastewater improvements. Laberge came into to evaluate our system. The 2023 study completed by MJ Engineering will be the focus of project #1 which will consist of improvements to the transmission lines and pump stations. Mr. Siegel recommended also going for a planning grant to help with the final documents for bidding and approach CDBG for co-funding to coincide with the USDA Funds. Laberge is talking to NYS DEC about the possibility of applying for a WIIA grant. Laberge has been retained to complete the reports for project #2 which they hope to have complete in August. Project #2 consists of water treatment plant rehabilitation, meter vaults, and UV disinfection process improvements. Once the CDBG

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application is submitted there should be no additional work done unless there are catastrophic reasons.

Town Hall: Council member Schmitt asked about the progress on the bid documents for the new Town Hall. Supervisor Donnelly stated Mr. Clarke estimated 8 weeks before it goes out to bid. The Supervisor feels that can be tightened up and has reached out to Mr. Clarke regarding the time line.

New Business: Supervisor Donnelly asked the board their feelings on renewing the Village pool agreement. Council member Stott feels it is worth the money as does Supervisor Donnelly. There was a discussion about the actual operating cost of the pool. Council member Schmitt feels there should be further conversation with the Village but would like to know the actual operating costs of the pool.

Resolution # 087-25 Recycle Day

	<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:

WHEREAS, the Town Board of the Town of Coeymans is desirous to again host a Recycle Day; and has in its 2025 budget \$10,000 (A8160.4) to cover the expenses related to the disposal of the recycled items.

NOW, THEREFORE, BE IT RESOLVED that the Town will host: a Recycle Day on June 14, 2025 from 9:00 a.m. until 1:00 p.m.; authorizes the placement of receptacles for the collection of recyclables during that period at the Town Highway Garage and Town Hall; and approves, upon any necessary audit, the payment of transfer and tipping fees from the budgeted funds.

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

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Discussion: Council member Schmitt stated he would like to see that money replenished into Mr. Baker’s account (A8160.4) from interest accumulated in NYCLASS. Council member Stott agrees. Supervisor Donnelly said that transfer can be made at the next meeting.

Resolution # 088-25 Laberge Addenda

	<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 Board of the Town of Coeymans has retained Laberge Engineering & Consulting Group, Ltd. (“Laberge Engineering”) to provide planning and engineering services to the Town; and

WHEREAS, the Town Board has received a proposal (the “Addenda”) dated May 30, 2025 from Laberge Engineering to provide grant development services, in connection with applications for the following grants, to reduce the financial burden associated with the Town wastewater system improvements (Contract Addendum No. 2025042-00):

- (i) 2025 Community Development Block Grant Application for up to \$2,000,000;
- (ii) 2025 Community Development Block Grant – Planning Grant for up to \$50,000;
- (iii) 2025 New York Water Infrastructure Improvement Grant for twenty-five percent (25%) of the Wastewater Treatment Plant upgrade up to \$25,000,000;
- (iv) 2025 NYS Water Quality Improvement Program for up to \$10,000,000; and

WHEREAS, Laberge Engineering proposes to bill a flat fee for Addendum No. 2025042-00 of Thirty-Four Thousand Nine Hundred and 00/100 Dollars (\$34,900.00), plus reimbursable expenses.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Stephen Donnelly to sign, Town Supervisor, the Addenda provided by Laberge Engineering.

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

Discussion: Council member Schmitt asked where the funds for this were coming from. Supervisor Donnelly believes it will come out of the general A Fund and can be moved to a specific line if required.

Resolution # 089-25 Authorize Wastewater Improvement Project RFP to Proceed

	<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 (the “Town”) seeks to procure grant administration services (the “Services”) associated with a proposed Town of Coeymans Wastewater Improvement Project (the “Project”); and

WHEREAS, the Town has sample Request for Proposal (“RFP”) 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 RFP for the Services in question.

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 the clerk if she was aware her services will be needed. The Town Clerk asked for clarification as to whether this RFP was related to the RFQ which went out last week. The Town Attorney stated the RFQ was for the engineering service and the RFP is for the grant administration services. Council member Schmitt asked if the required work for this would be included in the monthly retainer or would it be an additional cost. The Town Attorney stated they have started to track the work done for the Wastewater Treatment separately. There is a possibility it could be reimbursable via potential grants.

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Resolution # 090-25 Authorize Advertising of CDBG Public Hearing

	<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 Schmitt offer the following resolution and move its adoption:

WHEREAS, the U.S. Housing and Community Development Act of 1974 (P.L. 93-383) (the “Act”), as amended, provides for the development of viable urban communities by providing decent housing and suitable living environment; and expanding economic opportunities, principally for persons of low and moderate income; and

WHEREAS, said Act authorizes the Secretary of Housing and Urban Development (“HUD”), through the New York State Homes and Community Renewal (“HCR”), Office of Community Renewal (“OCR”) to make grants to units of general local government to help finance Community Development Programs under Section 103 (a)(1) of Title I of the Act; and

WHEREAS, the New York State Community Development Block Grant (“CDBG”) program funds for non-entitlement communities are available and may be used for community planning grants, housing, public infrastructure, public facilities, and/or economic development activities ranging in grant awards from \$50,000 to co-funded projects of \$2,000,000; and

WHEREAS, under the Act, eligible applicants, in the case of municipalities, are required to authorize an official representative to file the application and to provide the Secretary of HUD with certain assurance of compliance with applicable laws and regulations under Title I of said Act; and

WHEREAS, the Town of Coeymans is desirous to conduct and hold a public hearing pursuant to the Act to obtain the views of the citizens on Community Development needs, to establish priorities, and subsequently to develop the application, programs and any amendments or revisions thereto; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize the Town Clerk to publish a Notice of Public Hearing to be held on July 10, 2025 at the Town of Coeymans Town Hall, in order to:

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(1) Provide the residents of the Town of Coeymans with sufficient information concerning the amount of funds available for proposed community development activities (including improvements to the Town’s Sewer System), the range of activities that may be undertaken and other important program requirements; and

(2) Provide the residents of the Town of Coeymans with sufficient opportunity to participate in the development of the application, and any revisions, changes or amendments to the application, prior to submittal.

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

Discussion: Council member Hotaling asked for clarification on conversations with the Village regarding a joint Public Hearing. Council member Stott said considering we have 2 public hearings scheduled that night the Village may want to host their own.

Resolution # 091-25 Authorize Town of Coeymans as Lead Applicant

	<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>		

WHEREAS, the U.S. Housing and Community Development Act of 1974 (P.L. 93-383) (the “Act”), as amended, provides for the development of viable urban communities by providing decent housing and suitable living environment; and expanding economic opportunities, principally for persons of low and moderate income; and

WHEREAS, said Act authorizes the Secretary of Housing and Urban Development (“HUD”), through the New York State Homes and Community Renewal (“HCR”), Office of Community Renewal (“OCR”) to make grants to units of general local government to help finance Community Development Programs under Section 103 (a)(1) of Title I of the Act; and

WHEREAS, the New York State Community Development Block Grant (“CDBG”) program funds for non-entitlement communities are available and may be used for community planning grants, housing, public infrastructure, public facilities, and/or economic development activities ranging in grant awards from \$50,000 to co-funded projects of \$2,000,000; and

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WHEREAS, under the Act, eligible applicants, in the case of municipalities, are required to authorize an official representative to file the application and to provide the Secretary of HUD with certain assurance of compliance with applicable laws and regulations under Title I of said Act; and

WHEREAS, the Town of Coeymans and the Village of Ravena each have an interest in the improvement of certain shared public infrastructure and public facilities; and

WHEREAS, the Town of Coeymans will hold a public hearing pursuant to the Act to obtain input from the residents of the Town of Coeymans on Community Development needs, to establish priorities, and subsequently to develop the application, programs and any amendments or revisions thereto.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize the following:

- (1) To cooperate with the Village of Ravena to undertake a Joint Application for the improvement of shared public infrastructure and public facilities in the Town of Coeymans and the Village of Ravena (including their joint sewer system); and
- (2) The Town Supervisor to execute and file an application on behalf of the Town of Coeymans and the Village of Ravena with the New York State Office of Homes and Community Renewal for a Community Development grant pursuant to Title I of the Housing and Community Development Act of 1974, as amended; and
- (3) That the Town Supervisor be designated as the representative to act as such in connection with the Joint Application and to provide additional information as may be required, including all understandings and assurances contained in the application; and
- (4) Upon the grant award, that the Town Supervisor execute any contract and/or agreement with the New York State Office of Homes and Community Renewal in connection with the Joint Application, and that the Town Supervisor, or his designee, is further authorized to request and expend funds received from the U.S. Government pursuant to said contract and/or agreement; and
- (5) Upon the grant award, that the Town of Coeymans will be designated as the “Lead Applicant” and will administer the public infrastructure or public facility project undertaken as a result of receipt of the grant; and
- (6) That this Resolution shall take effect immediately.

Seconded by Council member Stott, 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 there was any discussion with the Village in sharing the fees associated with this grant. Supervisor Donnelly stated there was no discussion regarding that.

Resolution # 092-25 Designate Certifying Officer

	<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:

WHEREAS, the Town of Coeymans (the “Town”) will apply for funds and anticipates funds to be awarded through the Community Development Block Grant (“CDBG”) from the U.S. Department of Housing and Urban Development (“HUD”), as administered by the State of New York, for certain public infrastructure and public facility improvements (the “Project”), CFA #150245; and

WHEREAS, the Town Board, as the governing body of the anticipated recipient of the grant award, is required to designate a Certifying Officer for the purpose of signing required documents pertaining to this anticipated grant.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Coeymans does hereby designate the Town Supervisor as the Town’s Certifying Officer for the purpose of signing required documents pertaining to this anticipated grant (CFA #150245)

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 # 093-25 Accept Resignation of J. Putorti

	<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, on June 10, 2025, the Town of Coeymans Chief Sewer Plant Operator has received a notice of resignation from Sewer Plant Operator Jeremy Putorti.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby accept the resignation of Jeremy Putorti, effective June 10, 2025.

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

Resolution # 094-25 Accept Resignation of K. Nardilillo

	<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, on June 9, 2025, the Town of Coeymans Highway Superintendent received a notice of resignation from Equipment Operator 1 Kyle Nardolillo.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby accept the resignation of Kyle Nardolillo, effective June 9, 2025.

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

A Motion was made by Supervisor Donnelly to authorize the Chief of Police to proceed with the installation of cameras at 2524 US Route 9W at the price of \$3,400 and in addition, authorize the Police Chief to sign any documents related to this project which was seconded by Council member Stott. All were in favor

Public Comment: None at this time

Motion to Adjourn was made by Council member Donnelly and Seconded by Council member Schmitt. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0– SO MOVED 7:08 pm

Respectfully Submitted,



Candace McHugh, Town Clerk