

**TOWN OF COEYMANS MEETING MINUTES  
JANUARY 8, 2026 3:00PM**

*A Town Board Meeting was held Thursday, January 8<sup>th</sup>, 2026 at 6:00p.m. at 18 Russell Avenue, Ravena N.Y.*

**PRESENT:** Stephen Donnelly, Supervisor  
Michael J. Stott, Deputy Supervisor  
Stephen J. Schmitt, Council Member  
Patricia Grogan, Council Member

**ALSO PRESENT:** Candace McHugh, Town Clerk  
Richard Reilly, Town Attorney

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Supervisor Donnelly opened the meeting and led the audience in the Pledge of Allegiance. He asked that the record reflect all board members were present.

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**Announcements:**

- The Town Offices will be closed on 1/19/26, Martin Luther King, Jr Day.

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

- December 22, 2025 Town Board Meeting

Council member Donnelly made a motion to accept the minutes for December 22, 2025, Council member Stott seconded the motion.

APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 0 – ABSTAIN 1 (Grogan) - SO  
MOVED

**Old Business:**

-A Discussion was held regarding the possible R-A Zone Definition for Agritourism/ Event Space. The definition draft was given to the board for review. Council member Grogan asked if anyone had reached out to NYS Agriculture & Markets. Our attorneys had not at this point. Supervisor Donnelly asked if Council member Grogan would like to continue to take the lead on reaching out to NYS Agriculture & Markets, she accepted.

Council member Schmitt was reached out to by Mrs. Dorsey with a piece of the Comprehensive Plan (page 28 amendment, figure 5). Mr. Schmitt does not feel the comprehensive plan and zoning currently match. Council member Grogan referred to a comment once made regarding retaliation towards the Dorsey's and asked Mr. Schmitt if he had reached out to Jason; he had not. Mrs. Grogan did reach out to Jason regarding the denial of the most recent permits. She said she understood once Jason explained it that a permit can't be given if there are open violations.

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She asked where the attorneys stand as far as creating a list to remedy the situation. Mr. Reilly stated he had circulated a draft to the board just before the meeting for review. Mr. Schmitt wanted to clarify that this barn is not finished so Jason is able to conduct an inspection. Mr. Ravalli stated Jason had been there for a pre inspection. Mr. Stott feels the definition is a good first step but still needs to be reviewed properly. Supervisor Donnelly summarized that Mr. Schmitt will forward the Dorsey email to the board and contact Jason. Mr. Reilly asked if this definition should be brought to the PBZBA board to get it on their radar for a joint meeting.

-A Joint meeting is scheduled for January 29, 2026 for the PBZBA and Town Board at 6:30pm at 18 Russell Ave, Ravena, NY 12143.

**A Motion was made** by Council member Stott to authorize the Town Clerk to publicly notice the joint meeting scheduled for January 29, 2026 at 6:30pm at 18 Russell ave which was seconded by Supervisor Donnelly, all were in favor.

**Resolutions**

**Resolution #032-26 Appointment of Budget 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"/>
Michael J. Stott	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patricia Grogan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>		<u>3</u>	<u>1</u>	

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

**WHEREAS**, the Town Board of the Town of Coeymans is desirous of appointing a Budget Officer whose duties and responsibilities shall be consistent with Town Law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Stephen Donnelly as Town Budget Officer at an annual rate of \$15,000.00. This appointment will terminate on January 31, 2026.

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

**Discussion:** Council member Schmitt stated he felt this is a part of the Supervisors daily duties. He struggles approving a stipend for this reason. Supervisor Donnelly feels Mr. Schmitt is conflating his statutory responsibility with the delegating of clerical duties. They continued to discuss what was considered day to day. The Supervisor feels more than 50% of his job deals

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with the budget in some way. Mrs. Grogan had researched this stipend and found the first time it came about was in 2014 and gave a timeline of it. Many sections of the town law contradict one another regarding this as well. She reached out to the comptroller’s office for an answer and received one stating generally the Supervisor is the CEO/CFO of the town however most Supervisors hire a book keeper or financial person to handle the day-to-day financial operations. While she is not opposed to raising the salary, she does not feel there should be a separate stipend. Council member Stott explained the Supervisors position is odd and can differ between Supervisors. He feels as though it is not ok to take away 25% of a person’s income. Council member Stott feels it should stand for this year and can be discussed further when planning next year’s budget. The Supervisor explained his understanding of the budget officer position as one of oversight and delegation. He explained the police department has been expanded along with a new building purchased without raising the tax levy. His budget planning helped raise the town \$300,000. The Supervisor stated it took 3 months to realize the previous budget was mismanaged and 3 more months to see department heads weren’t paying attention. He feels all liaisons should completely understand their departments budget. Council member Grogan stated just because something was done a certain way for a while does not mean it should continue that way. Council member Grogan suggested extending the resolution for a certain amount of time while the attorney looks into what it would entail to raise the Supervisor salary mid-year. Council member Stott was okay with that as well. The resolution was edited as reflected above prior to voting to change the appointment termination date.

**Resolution #033-26 Update Authorization of 2026 Employee Rates**

	<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"/>
Michael J. Stott	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patricia Grogan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>		<u>3</u>	<u>1</u>	

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

**WHEREAS**, the Town Board of the Town of Coeymans, by Resolution #030-26, previously authorized a schedule depicting the salaries for employees and positions for the Budget Year 2026 (the “Schedule”); and

**WHEREAS**, the Town Board filled the position of Budget Officer for the Town of Coeymans.

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**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans hereby authorizes an amendment to the employees, positions and salaries listed on the Schedule attached to Resolution #030-26. Such updated schedule is attached hereto and made a part hereof, and shall supersede the Schedule attached to Resolution #030-26.

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

**Discussion:** Council member Schmitt clarified the annual pay periods for the Budget Officer depicted below should be changed to 3 to match the current termination date. Council member Schmitt stated the Supervisor declined the \$1,000 pay increase last year but asked if he was taking the money this year. The Supervisor stated he is taking the \$1,000 this year. Council member Grogan is looking for clarification on the pay periods, it was recommended she speak to payroll.

**EMPLOYEE RATES 2026**

<u>Name</u>	<u>Position</u>	<u>Annual Pay Periods</u>	<u>Hourly Rate/ Biweekly Salary</u>
S. Donnelly	Supervisor	26	\$1769.23
S. Donnelly	Budget Officer	3	\$576.92
S. Fazio	Confidential Secretary	26	\$25.18
Floaters	Clerk 1 – P/T	26	\$20.20
R. Bryant	Business Office Manager	26	\$32.44
L. Ziegler	HR Clerk 1 - P/T	26	\$24.70
S. Morrison	Accountant	26	\$538.46
P. Grogan	Council Member	26	\$519.23
Vacant	Council Member	26	\$519.23
S. Schmitt	Council Member	26	\$519.23
M. Stott	Council Member	26	\$519.23
R. Hotaling	Justice	26	\$1038.46
L. Eissing	Justice	26	\$1038.46
H. Collins	Clerk to the Justice	26	\$25.92
L. Eissing	Clerk to the Justice	26	\$1250.00 monthly
C. McHugh	Town Clerk	26	\$2115.50
S. Slingerland	Deputy Town Clerk	26	\$24.90
D. DeRose	Assessor	26	\$1,279.52
M. Peters	Clerk 1 - P/T	26	\$20.20
S. Hamilton	Clerk 1 – P/T	26	\$20.20

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K. Geraldson	Chief Sewer Treatment Plant Op.	26	\$33.69
T. Gillespie	Sewer Treatment Plant Op.	26	\$29.29
J. Rice	Sewer Treatment Plant Op.	26	\$24.59
D. Baker	Highway Superintendent	26	\$2500.00
D. Baker	Parks/Town Hall/Cemetery	26	\$576.92
M. Ferriero	Deputy Highway Superintendent	26	\$31.40
J. Fink	Equipment Operator I	26	\$27.13
A. Melas	Equipment Operator I	26	\$26.22
H. Stannard	Equipment Operator I	26	\$27.13
B. Pugsley	Equipment Operator 1	26	\$27.13
C. Liscum	Equipment Operator 1	26	\$26.22
J. Williams	Equipment Operator 1	26	\$25.88
C. Radley	Equipment Operator 1	26	\$25.88
D. Poulin	Mechanic	26	28.32
M. Tryon	Chief of Police	26	\$3272.30
K. Arnold	Sergeant – F/T	26	\$40.85
M. Veeder	Sergeant – F/T	26	\$40.85
V. Traina	Police Officer – F/T	26	\$30.47
M. Gailliard	Police Officer – F/T	26	\$26.65
J. Cross	Detective Sergeant - P/T	26	\$43.93
H. Klein	Police Officer – P/T	26	\$35.27
R. Loran	Police Officer – P/T	26	\$38.17
S. Mullen	Police Officer – P/T	26	\$38.17
J. Weir	Police Officer – P/T	26	\$36.27
S. Davis	Police Officer – P/T	26	\$30.47
M. Patterson	Police Officer – P/T	26	\$35.27
D. Beachand	Police Officer – P/T	26	\$35.27
S. Hamilton	Clerk 1 – F/T	26	\$21.37
M. O'Brien-Loran	Dog Control Officer – P/T	26	\$211.53
J. Chmielewski	Building Inspector & Code Enforcement Officer	26	\$30.40
S. DeBacco	Asst. Building Inspector	26	\$27.16
R. Smith	Clerk 1	26	\$23.58
C. McHugh	Registrar of Vital Statistics	Annual	\$500.00
S. Slingerland	Deputy Registrar of Vital Statistics	Annual	\$500.00
D. Bruno	Civil Defense Director	12	\$125.00
J. Boehlke	Town Historian	12	\$62.50

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N. Boomer	Planning/Zoning Board Chairman	12	\$130 per meeting/ \$50 per workshop
A. Collins	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
P. Cronin	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
M. McGuire	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
B. teRiele	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
Vacant	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
Vacant	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
J. Cinque	Planning/Zoning Board Member (Alternate)	12	\$80 per meeting/ \$50 per workshop
L. Ziegler	Planning/Zoning Board Recording Secretary	12	\$100 per meeting/ Workshop

**Resolution #034-26 Authorize Retainment of Town Attorney**

	<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"/>
Michael J. Stott	<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"/>
Patricia Grogan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>		<u>4</u>		

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

**WHEREAS**, the Town of Coeymans wishes to retain the services of an attorney to render legal advice to the Town Board through December 31, 2026.

**NOW, THEREFORE, BE IT RESOLVED**, that Gleason, Dunn, Walsh & O’Shea, P.C. is hereby retained as Attorneys for the Town of Coeymans pursuant to a Letter of Engagement for Professional Legal Services dated January 1, 2026, which provides for an annual retainer fee of \$32,960.00; and that the Town Supervisor is hereby authorized to execute said agreement.

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 read a part of the retainer to confirm the town wasn't locked into an additional one-year period. He would like the board and attorneys to work on staying within the annual budget of \$80,000. Mr. Reilly stated his firm breaks down the tasks by certain categories, many of which are not reoccurring. He offered to try to keep the board up to speed on additional inquiries. Council member Schmitt suggested that department heads may need to speak to the supervisor before going directly to the attorney. Council member Grogan researched the amounts the Town has paid over the past several years compared to recent. She stated she has reservations going forward and feels the board needs to work through some of these questions first before presenting to the attorney. Council member Stott agrees the board could work on researching as well. He feels our attorney's do break down the bills very well. Council member Schmitt brought up a bill which was an error in November. Mr. Reilly has spoken to the Supervisor about this and it is being corrected. Council member Schmitt asked if all of the town resolutions need to go through him. Mr. Reilly stated it is within the retainer so it wouldn't save any additional money but possibly some time. Supervisor Donnelly stated he prefers to run them through legal to avoid any defects. He did announce we received the CDBG Grant that was applied for. To save money on legal fees we would need to stop doing large projects such as truck traffic.

**Resolution #035-26 Affirming of 2025 Employee Rates**

	<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"/>
Michael J. Stott	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Patricia Grogan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>		<u>3</u>		<u>1</u>

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

**WHEREAS**, the Town Board (the "Board") of the Town of Coeymans (the "Town"), by Resolution #034-25, authorized the salaries of employees for the Budget Year 2025, in accordance with labor contracts then-in effect and then-budgeted amounts for positions outside the scope of negotiated contracts; and

**WHEREAS**, after the adoption of Resolution #034-25, certain clerical errors were discovered in the table entitled "Employee Rates 2025"; and

**WHEREAS**, the clerical errors discovered included an unintended increase in pay, in the amount of \$1.00 per hour, for the Deputy Town Clerk; and an unintended decrease in pay, in the amount of \$1.00 per hour, for the Building Inspector & Code Enforcement Officer; and

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**WHEREAS**, the Town proceeded to pay the employees who held those positions as originally intended throughout Budget Year 2025; and

**WHEREAS**, the Board seeks to clarify the record regarding this matter such that confusion in the future is alleviated.

**NOW, THEREFORE, BE IT RESOLVED**, that the schedule attached hereto and made a part hereof reflects the correct salaries and hourly rates for all employees, as paid for Budget Year 2025 and is hereby affirmed by the Town Board; and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Coeymans apologizes to the employees involved, for the clerical error and subsequent confusion, and sincerely thanks those employees for their continued service to the Town of Coeymans.

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 if they would like to let the Deputy Clerk speak as she was in attendance, the board agreed. Deputy Clerk Sherle Slingerland stated the following:

“Good evening, my name is Sherle Slingerland, and I am the Deputy Town Clerk for the Town of Coeymans. You were made aware of a clerical error involving my pay rate on March 4, 2025, you waited until January 8, 2026 to rectify this error. Since you allowed the error to go uncorrected for the rest of 2025, I am seeking the \$1.00 per hour I was shorted.

I am aware clerical issues happen; I make them myself. I also correct my errors when I am made aware of them”.

The Town clerk stated she found it comical how worried the board is about a \$15,000 stipend when this issue has gone on all year. Council member Grogan stated she has spoken with the Town Clerk about this and feels it is ridiculous that it has gone on for so long but does feel it was a clerical error. She is happy to see there is a resolution to fix this. Council member Grogan apologized for his taking so long. The Deputy Clerk stated not one person on the board called her to reach out about this. Council member Schmitt also apologized for not acting quicker on this even though he is limited due to their relation. The Supervisor stated he is sure the all of the board feels the same.

-Council member Grogan asked if drafts of agendas and resolutions could be provided on the Monday before a meeting to give the board time to absorb them. She also asked that board members acknowledge the receipt of emails; especially those with specific questions.

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**Public Comment:**

Barbra Tanner lives on Ridge Road. She feels the deputy clerk would have gotten the additional dollar had this been in the hands of Judge Judy. She asked why department heads were contacting the attorney without prior approval from the supervisor. Mr. Reilly did explain from a practicality stand point not all should have to contact the supervisor first. The Town Clerk stated the attorney bills are broken down very well. If a board member wants to know what departments are using the services, they can review the bills easily.

William Stewart asked if the attorney fees had anything to do with grants and other work. The Supervisor stated that grants and large projects do effect this. Projects would need to be dropped in order to lower the attorney fees, but there are some necessary large projects such as the sewer plant. The Supervisor explained the attorney fees related to these larger projects as a safety precaution for the town.

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**Motion to Enter into Executive Session** was made by Council member Donnelly in order to discuss contract matters, no decisions will be made nor will they be returning and Seconded by Council member Stott- APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT – SO MOVED 7:54pm

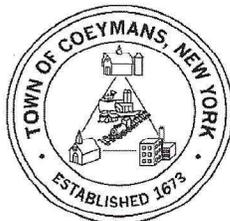
**Motion to Adjourn Executive Session** was made by Council member Schmitt and Seconded by Council member Donnelly- APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT – SO MOVED 9:55pm

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**Motion to Adjourn** was made by Council member Schmitt and Seconded by Council member Stott- APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT – SO MOVED 9:55pm

*Respectfully Submitted,*

  
*Candace McHugh, Town Clerk*



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