

**MINUTES BOOK\*\*TOWN OF COEYMANS  
JUNE 17, 2014 – Town Board Workshop – 6:00pm**

**A Town Board Workshop was held Tuesday, June 17, 2014, at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** Stephen D. Flach, Supervisor  
Thomas E. Dolan, Councilman  
George E. Langdon, IV, Councilman  
Kenneth A. Burns, Sr., Councilman

**ABSENT:** Peter E. Masti

**ALSO PRESENT:** Diane L. Millious, Town Clerk  
Greg Darlington, Chief of Police

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Supervisor Flach opened the meeting and led the Pledge of Allegiance.

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**OPENING COMMENT**

Supervisor Flach stated that the records should reflect the absence of Councilman Masti with the rest of the Town Board present.

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**AGENDA**

- Stars for Our Troops
- Police Staffing
- Satellite Software for Town Clerk
- Archaeological Study for Hannacroix Creek Restoration
- Resolutions
  - EAF for Salt Shed Construction
  - Negative Declaration for Salt Shed Construction
  - General Fund Budget Amendment
  - Albany County ALS Contract

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**DISCUSSIONS**

**Stars for Our Troops**

Supervisor Flach stated that former Board Member Rick Touchette had brought this his attention when he was first elected Supervisor and he didn't know enough about it so he didn't pursue but now he wants to look at it again and continued by reading the following:

Stars for our Troops: A thank you to our troops for those that are serving and those that have served. Many movements are growing across this great country to show support to our troops, and the Star Project is one way that you can participate. Retired American flags with embroidered stars about the size of a half dollar are being cut and placed in a pouch with a note and given to our soldiers. The note says:

“I am part of our American flag that has flown over a home in the USA. I can no longer fly. The sun and winds have caused me to become tattered and torn. Please carry me as a reminder that you are not forgotten.”

The Star Project started in Florida in 2005 and has been shared throughout the world with our soldiers and veterans. Stars are currently being prepared by young and old, by Boy and Girl Scouts, Kiwanis and Rotary Clubs, Military Organizations, town and villages across the United

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States. Families of veterans, small businesses, large corporations, military organizations and towns are gathering flags and giving to those of us that are preparing the stars.

Supervisor Flach stated that Councilman Masti brought it back to his attention.

Discussion ensued regarding proper disposal of the American flag.

Collectively it was decided that they should check with the VFW and see how they feel about disposal of this nature.

**Police Staffing**

Supervisor Flach asked Chief Darlington to explain his need for additional staffing.

Chief Darlington stated that with the resignation of Nicholas Westfall, there has been discussion about full-time staffing and currently he has two officers that are working part-time who are eligible for full-time and have full Civil Service approval. He added that he is looking for the Board's direction in replacing Nicholas Westfall and potentially hiring another full-time officer as well as having Officer Alberts assigned to the Investigator's Office with patrol duties as well, which would be a pay increase of \$1.00 an hour and he is asking the Board to acknowledge the assignment to investigations.

Discussion ensued regarding Chief Darlington's requests relative to how it works with Officer Alberts, the Police Department Budget, potential candidates, employee benefits of part-time vs. full-time,

Collectively the Town Board agreed to replacing Officer Westfall and for Supervisor Flach to take a closer look at the budget as far as hiring another full-time officer.

Councilman Dolan asked by the next meeting that they be given the figure for what the officer was actually getting for the buy-out and if the second hire were to be getting health insurance, what the cost would be and for the second one as well as the cost differential in salary for part-time vs. full-time.

Chief Darlington stated that he could get them the figures and then asked about Officer Alberts' assignment to the Investigator's Office.

Discussion ensued relative to it being a promotion vs. an assignment because Civil Service does not recognize Investigators or Detectives and to them it is an assignment and their contract says that they get \$1.00 more an hour.

Supervisor Flach stated that personally he would like to think about it and make a decision at the next meeting.

Chief Darlington stated that he believes it would be just a matter of the Supervisor telling the Payroll Clerk that he was to get \$1.00 more an hour because it is in their contract and he does not think that officially there needs to be permission from the Town Board.

Discussion ensued regarding the pay increase and whether it is in the Police Department Budget.

Collectively the Board decided to hold off until Monday's meeting.

**Satellite Software for Town Clerk**

Supervisor Flach asked Town Clerk Millious to discuss her request for a credit/debit machine to be placed in her office.

Town Clerk Millious stated that when she went to the Annual Town Clerk's Conference she met with Satellite Software vendors, which some clerk's use and it is for credit card or debit card payments. She added that she has been looking for a while and they are rated one of the top vendors and there is no cost to the Town with the cost being borne by the users at a rate of 3% per transaction with a \$2.00 minimum. She continued by saying that she would have to have the

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Board's approval for having it here even though there is no cost to the Town and went on by saying that there is a real need for this because in today's world people don't carry cash and when they don't have cash they have to leave and go to an ATM and then come back to complete their transaction and she is trying to make it easier and more convenient. She concluded by saying that she feels confident with this company and the former President of the New York State Town Clerk's Association is using them.

Discussion ensued regarding the 3% fee and the legality of it.

Town Clerk Millious stated that she forwarded it to Attorney for the Town Wukitsch and he advised that he feels as though it would be a good thing and he would feel comfortable with using that particular vendor.

Collectively the Town Board agreed that they didn't have a problem with it as long as Attorney for the Town Wukitsch said that there would not be a problem.

Town Clerk Millious stated that she would send the Board all of the information along with the e-mails to and from Attorney for the Town Wukitsch and reiterated that she is just trying to make it easier for the public.

Collectively the Town Board agreed that they would have it on the agenda for the next meeting.

**Archaeological Study for Hannacroix Creek Restoration**

Supervisor Flach asked that Chief Darlington discuss the request for an archaeological study at the Hannacroix Creek restoration site.

Chief Darlington stated that one of the requirements of the Army Corp of Engineers and ENCON is, before they will allow any permitting there has to be an archaeological study done and it comes at the recommendation of F.X. Browne and they are the company that can do it the quickest.

Discussion ensued regarding when it can be done.

Supervisor Flach stated that he would offer a motion.

**MOTION**

On motion of Supervisor Flach, seconded by Councilman Burns, authorizing the archaeological study to be done at a cost not to exceed \$3,700.00.

VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Masti) – SO MOVED

Discussion ensued regarding what is done with whatever might be found and what the criteria would be as far as the project not being able to continue based on what is found.

Chief Darlington stated that it is another hoop that the Town has to jump through as well as an additional cost.

Councilman Burns interjected that they are getting close to making the basket.

**Environmental Assessment Form for Salt Shed Construction**

Supervisor Flach stated that DEC had already approved the building of a salt shed on the property and there seems to be some question as to whether there needs to be an Environmental Assessment Form and a Negative Declaration. He continued by saying that the person who will do the BAN for this says that they need to do it and it is a formality as far as the process goes because it is an unlisted action. He added that in talking to Code Enforcement Officer Conrad, in looking it over, it seems like it is a Type II action, which wouldn't require a Negative Declaration but in order to get the BAN, they have to do it. He concluded by saying that his thought was that because they already ordered the salt, they need to get moving and then invited the Board to look through the Environmental Assessment Form.

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Councilman Dolan asked if there is any reason why they have to do it immediately and not wait until the Town Board Meeting on Monday.

Supervisor Flach stated that Attorney for the Town Wukitsch wanted it done so they can do the BAN Resolution at Monday's Meeting and it has to be done before that and he is going with what the Attorney for the Town and their BAN counsel said they have to do for this particular project.

Councilman Dolan expressed his concern about just receiving it prior to the Workshop and not having the opportunity to read it.

Supervisor Flach stated that he could read through the EAF if he would like.

Councilman Dolan stated that it usually works out that they go over a topic at a Workshop and then they don't act on it until the Town Board Meeting.

Discussion ensued regarding the timing of getting information.

Councilman Dolan interjected that they are welcome to vote on it but his vote will be no.

Supervisor Flach stated that he understands his position and continued by asking the Board if they wanted to vote on it.

Discussion ensued, collectively the remainder of the Board agreed to move forward with a motion.

**MOTION**

On motion of Supervisor Flach, seconded by Councilman Burns, authorizing the Town Board to accept the Environmental Assessment Form relating to the salt shed construction.

VOTE – AYES 3 – NAYS 1 – ABSENT 1 (Masti) – SO MOVED

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**RESOLUTIONS**

**RES. #116-14 ADOPT NEGATIVE DECLARATION FOR SALT SHED**

On motion of Councilman Langdon, seconded by Councilman Burns, the following resolution was APPROVED – VOTE – AYES 3 – NAYS 1 – ABSENT 1 (Masti) – SO MOVED

**WHEREAS**, the Town Board of the Town of Coeymans has proposed to finance and construct a 5,200 square foot salt storage shed (the "project") on property located at 250 Jarvis Road South, Ravena, NY (the "site"), and

**WHEREAS**, a Short Environmental Assessment Form ("EAF") has been prepared for the project dated June 12, 2014, and reviewed by the Town Board, and

**WHEREAS**, the project site is not located within a DEC or federal wetland, and

**WHEREAS**, no rare plants and animals or any significant natural habitats have been identified at the project site, and

**WHEREAS**, the project site is not located in the vicinity of any archeologically sensitive areas pursuant to the NYS Historic Preservation Office GIS database, nor any site listed on the State or National Register of Historic Places, and

**WHEREAS**, the proposed salt shed will be constructed on UV treated polyethylene fabric and will protect the road salt from elements, replacing an uncovered storage pile located on a separate lot and preventing leaching and water contamination, and

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**WHEREAS**, the Town Board has considered the criteria contained in 6 NYCRR 617.7, completed Part II of the EAF, and thoroughly analyzed all identified relevant areas of environmental concern.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans hereby adopts a determination of non-significance with respect to the project in finding that the project as proposed will not have a significant adverse impact on the environment and that a Draft Environmental Impact Statement will not be prepared.

**RES. #117-14 AUTHORIZE TRANSFER OF FUNDS**

On motion of Supervisor Flach, seconded by Councilman Langdon, the following resolution was APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Masti) – SO MOVED

**WHEREAS**, the Town of Coeymans General Fund has overspent in line item A8510.2, and

**WHEREAS**, the Town of Coeymans is in need of correcting the overspending of such line item,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Supervisor Stephen D. Flach to transfer the following amount to the respective account:

Decrease	A8510.4	\$682.31
Increase	A8510.2	\$682.31

Supervisor Flach stated that it is moving money from contractual to equipment.

Councilman Dolan asked what it is for.

Supervisor Flach stated that it is for Community Beautification.

**RES. #118-14 EXECUTE CONTRACT FOR ADVANCED LIFE SUPPORT WITH ALBANY COUNTY**

On motion of Councilman Burns, seconded by Councilman Dolan, the following resolution was APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Masti) – SO MOVED

**WHEREAS**, the Town of Coeymans has participated in the County's Emergency Medical Services Program to provide Advanced Life Support services; and

**WHEREAS**, a new contract is in place for the Advanced Life Support services with the Albany County Sheriff's Office for the period of January 1, 2014 through December 31, 2014, and

**WHEREAS**, this contract amount is not to exceed \$196,738.27 as stated in said contract,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans hereby authorizes Supervisor Stephen D. Flach to execute the contract for ALS Services with the Albany County Sheriff's Office.

Supervisor Flach explained to the new Board Members that this is an annual contract that is budgeted for and he does not know why they do it in the middle of the year.

**RES. #119-14 APPOINT PART-TIME RECREATIONAL ASSISTANTS FOR FOOD FOR THOUGHT PROGRAM**

On motion of Councilman Dolan, seconded by Councilman Burns, the following resolution was APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Masti) – SO MOVED

**WHEREAS**, the Summer Food for Thought Program is in need of Recreational Assistants to supervise the children who have signed up for the program.

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**NOW, THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Coeymans does hereby appoint the following individuals as part-time Recreational Assistants for the Food for Thought Summer Youth Program:

Serena Hazzard	Cassandra Maddage
Haley Irvis	Brittany O'Brien
Brittany Keyer	Emily Shear
Sarah Krein	Sierra Staats

The appointment is effective July 7<sup>th</sup> to August 10, 2014, and will be at the hourly wage of \$8.00.

Supervisor Flach stated that Danyel Crowley runs this program for the Town.

**RES. #120-14 APPOINT PART-TIME RECREATIONAL ASSISTANTS FOR SUMMER RECREATION PROGRAM**

On motion of Councilman Langdon, seconded by Councilman Dolan, the following resolution was APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Masti) – SO MOVED

**WHEREAS**, the Summer Recreation Program is in need of Recreational Assistants to supervise the children who have signed up for the program.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town Coeymans does hereby appoint the following individuals as part-time Recreational Assistants for the Summer Recreation Program:

Austin Babcock	Bailey Kross
Allison Bleau	Miles Lukens
Jacob Darlington	Daulton Reith
Jayden Feliciano	David Warnken
Connor Zeoli	

The appointment is effective July 7<sup>th</sup> through August 10, 2014, and will be at the hourly wage of \$8.00.

**RES. #121-14 APPOINT PART-TIME CLERK – TOWN CLERK'S OFFICE**

On motion of Supervisor Flach, seconded by Councilman Burns, the following resolution was APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Masti) – SO MOVED

**WHEREAS**, Town Clerk Millious is desirous of filling a part-time position for a Clerk I in the Town Clerk's Office, and

**WHEREAS**, the Town Clerk has advertised and interviewed a number of applicants for the position and found a candidate who meets the minimum qualifications, and

**WHEREAS**, the position is pending the Albany County Department of Civil Service and approval of the candidate's qualifications.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Nancy J. Pike to the position of part-time Clerk I, at the hourly rate of \$11.44, effective June 19, 2014.

Town Clerk Millious asked that the hourly rate be changed to \$11.22 per hour, which was the starting salary for Michelle Conte and added that it would not be fair for her to start at the same salary that her current part-time employee who has been with the Town for two years is being paid.

Supervisor Flach agreed and it would be amended to \$11.22 an hour.

**RES. #122-14 APPOINT PART-TIME RECREATIONAL ASSISTANT VOLUNTEERS**

On motion of Councilman Burns, seconded by Councilman Dolan, the following resolution was APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Masti) – SO MOVED

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**WHEREAS**, the Summer Food for Thought Program is in need of Recreational Assistants to supervise the children who have signed up for the program.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint the following individuals as part-time Recreational Assistants for the Food for Thought Summer Youth Program:

Madison Bidwell  
Emma Rowzee

The appointment is effective July 7, 2014 and will be on a volunteer basis as stated on their respective employment applications.

Supervisor Flach asked Councilman Dolan if he wanted to add anything about the Albany County Program that is run out of C.H.O.I.C.E.S.

Councilman Dolan stated that there are a total of 39 that have applied and soon they will sit down and figure out where they are in the process and may have to divert some of the applicants that they have in trying to accommodate as many as possible.

Discussion ensued regarding the number of applicants and where they would be assigned to work as well as some being assigned to the Hannacroix Creek Project.

Supervisor Flach stated that their current Recreation Director is making \$11.00 an hour, the current Food for Thought Director is making \$13.00 an hour and the Recreation Director is responsible for a lot more kids. He added that increasing the Recreational Director's salary to \$13.00 an hour would be a total of \$300.00 for the 5 weeks and he has been the Director for four years and does a great job.

Collectively the Town Board agreed.

**MOTION**

On motion of Supervisor Flach, seconded by Councilman Burns, to increase the Recreational Director's salary to \$13.00 an hour, effective as soon as he starts for the summer season.

VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Masti) – SO MOVED

Councilman Dolan stated that in hiring 8 Food for Thought Program, even with the additional money it should be under budget.

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**ADDITIONAL COMMENTS**

Supervisor Flach asked if there were any other comments.

Councilman Langdon stated that he wanted to mention the Community Meeting, which will be held June 18<sup>th</sup> at the Coeymans Fire House.

Supervisor Flach stated that he received a flyer from Mr. Laraway and he wants to meet with the community to find out how they can all work together.

Supervisor Flach asked if there were any other comments, hearing none he offered a motion to adjourn.

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**ADJOURNMENT**

**MOTION**

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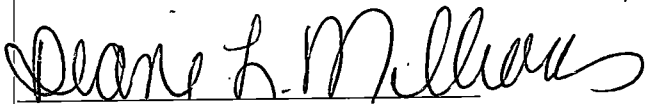
On motion of Supervisor Flach, seconded by Councilman Burns, the Town Board Workshop was adjourned.

VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Masti) – SO MOVED

Time – 7:05

Respectfully Submitted,

APPROVED – July 28, 2014



Diane L. Millious, Town Clerk