

MINUTES BOOKTOWN OF COEYMANS
March 23, 2015 – Town Board Meeting – 7:00pm**

A Town Board Meeting was held Monday, March 23, 2015, at 7:00pm at Town Hall, 18 Russell Avenue, Ravena, New York

PRESENT: Stephen D. Flach, Supervisor
Peter E. Masti, Councilman
Thomas E. Dolan, Councilman
Kenneth A. Burns, Sr., Councilman

ABSENT: George E. Langdon, IV, Councilman

ALSO PRESENT: Diane L. Millious, Town Clerk
David Wukitsch, Attorney for the Town
Peter McKenna, Chief of Police
Scott Searles, Highway Superintendent

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

OPENING COMMENT

Supervisor Flach stated that the record should reflect that there was a full Town Board with the exception of Councilman Langdon.

AGENDA

- Public Announcements
 - Applications for Summer Youth Jobs
 - Coeymans Hollow Fire Department Ground Breaking
- Public Comments
- Approval of Minutes of Minutes
 - Town Board Workshop – November 18, 2014
 - Joint Town Board and Village of Ravena Meeting – December 17, 2014
 - Town Board Workshop – January 20, 2015
 - Town Board Meeting – January 26, 2015
 - Town Board Meeting – February 9, 2015
 - Town Board Meeting – February 23, 2015
- Supervisor Report
- Building Department Reports
 - Building – February 2015
 - Sewer – February 2015
 - Town Clerk – February 2015
- Old Business
 - Employee Handbook
 - Hannacroix Creek Restoration Project Update
- Resolutions
 - Revise Meeting Rules
 - Approve Abstract
- Upcoming Workshops/Meetings
 - ZBA Meeting, March 25, 2015, 7:00pm
 - Planning Board Meeting, April 6, 2015, 7:00pm
 - Town Board Meeting, April 13, 2015, 7:00pm
 - Town Board Workshop, April 21, 2015, 6:00pm
 - ZBA Meeting, April 22, 2015, 7:00pm
 - Town Board Meeting, April 27, 2015, 7:00pm

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PUBLIC ANNOUNCEMENTS

Applications for Summer Jobs

Supervisor Flach read the following:

Applications for Summer Youth jobs are now available in the Supervisor's Office as well as on the Town of Coeymans website. Deadline to submit an application is April 30, 2015.

Coeymans Hollow Fire Department Ground Breaking

Supervisor Flach read the following:

Coeymans Hollow Fire Company will be holding a Groundbreaking Ceremony on March 29, 2015 at 2:00pm at the Coeymans Hollow Fire Company located at 1290 SR 143, Ravena. Please park by the church or highway parking lot unless handicap then across from the Firehouse.

Civil War Sesquicentennial Commemoration

Supervisor Flach read the following:

There will be a Civil War Sesquicentennial Commemoration at the RCS High School on March 26, 2015, 3:00pm-5:00pm to mark the 150th Anniversary of the end of the Civil War and the death of President Abraham Lincoln. Various vendors will be offered for approximately 20 minute intervals and include a chat with President and Mrs. Lincoln re-enactors, a talk by Union and Confederate re-enactors, a presentation about African-American volunteers from Coeymans, NY with a descendent in attendance and an exhibition of Civil War artifacts from private collections from Ravena/Coeymans as well as Greene County Historical Society and a reading from the diary of Civil War New Baltimore, NY resident Elizabeth Miller who took the train from New Baltimore in 1865 and stood in line in Albany, New York to view President Lincoln's body lying in state. This event will start promptly at 3:00pm with opening remarks by President Lincoln delivering the Gettysburg address and the public will be allowed to enter at 2:45pm.

VFW Easter Egg Hunt

Supervisor Flach Read the following:

VFW Post 9594 will be holding the Annual Easter Egg Hunt on April 4, 2014 at 11:00am. It has been hosted by the Ravena VFW for almost 60 years, chaired first by Lou Frangella then Albert Nunziato and then by Eugene Datri. They have over 1,800 eggs, it's a really good time with a lot of things for the kids.

PUBLIC COMMENT

Supervisor Flach invited the public to comment at this time, hearing none he moved to the next item on the agenda.

APPROVAL OF MINUTES

Supervisor Flach stated that there were six sets of minutes for Town Board approval; a Town Board Workshop on November 18, 2014, a Joint Town Board and Village of Ravena Meeting on December 17, 2014, a Town Board Workshop on January 20, 2015, a Town Board Meeting on January 26, 2015, a Town Board Meeting on February 9, 2015, and a Town Board Meeting on February 23, 2015, and then asked for a motion to approve them.

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MOTION

On motion of Councilman Burns, seconded by Councilman Masti, the minutes were approved as presented and read.

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

Supervisor Flach read the Supervisor's Report for January as follows:

FUND	BALANCE FWD.	RECEIPTS	DISBURSEMENTS	BALANCE
GENERAL	\$ 66,618.97	\$ 2,105,014.00	\$528,378.28	\$1,643,254.69
PART-TOWN	\$ 5,285.55	\$ 431,339.49	\$189,238.04	\$ 247,387.00
HIGHWAY	\$ 19,403.10	\$ 176,268.83	\$193,644.97	\$ 2,026.96
BRIDGE CONST.	\$ 29,115.44	\$ 2.38	-0-	\$ 29,117.82
SEWER	\$ 79,066.48	\$ 34,171.95	\$ 69,445.83	\$ 43,792.60
SPECIAL WATER	\$ 20,294.09	\$ 0.86	-0-	\$ 20,294.95
POLICE FORF.	\$ 52,358.53	\$ 1.86	\$ 1,225.41	\$ 51,134.98
TRUST & AGENCY	\$ 15,097.89	\$ 215,603.58	\$210,034.80	\$ 20,666.67
CAP. PROJ.	\$449,744.32	\$ 309,563.25	\$374,836.96	\$ 384,470.61
SECTION 8 HUD	\$ 1,749.25	\$ 43,838.67	\$ 41,427.86	\$ 4,160.06
			Total Rec. Bal.	\$2,446,306.34

CERTIFICATES OF DEPOSIT

SAVINGS ACCOUNTS

COLATERAL FDIC COVERAGE COLLATERALIZED COVERAGE

Unemployment	\$ 703.52	Greene County	\$250,000.00	\$6,219,864.69
Grove Cem.	\$40,949.88	National Bank	\$250,000.00	\$ 225,393.75
C.H. Cem.	<u>\$13,433.27</u>			
Total	\$55,086.67			

Supervisor Flach read the Supervisor's Report for February as follows:

FUND	BALANCE FWD.	RECEIPTS	DISBURSEMENTS	BALANCE
GENERAL	\$1,643,254.69	\$1,355,255.70	\$ 937,576.26	\$2,060,904.13
PART-TOWN	\$ 247,387.00	\$ 815.66	\$ 204,343.01	\$ 43,859.65
HIGHWAY	\$ 2,026.96	\$ 194,341.07	\$ 188,939.05	\$ 7,428.98
BRIDGE CONST.	\$ 29,117.82	\$ 6.40	-0-	\$ 29,124.22
SEWER	\$ 43,792.60	\$ 50,239.23	\$ 37,196.73	\$ 56,835.10
SPECIAL WATER	\$ 20,294.95	\$ 0.78	-0-	\$ 20,295.73
POLICE FORF.	\$ 51,134.98	\$ 1.64	\$ 464.33	\$ 50,672.29

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TRUST & AGENCY	\$ 20,666.67	\$ 243,806.26	\$ 248,579.69	\$ 15,893.24
CAP. PROJ.	\$ 384,470.61	\$ 60.07	-0-	\$ 384,530.68
SECTION 8 HUD	\$ 4,160.06	\$ 45,109.94	\$ 44,954.86	\$ 4,315.14
			Total Rec. Bal.	\$2,673,859.16

CERTIFICATES OF DEPOSIT

<u>SAVINGS ACCOUNTS</u>		<u>COLLATERAL COVERAGE</u>	<u>FDIC COV.</u>	<u>COLLATERALIZED</u>
Unemployment	\$ 703.46	Greene County	\$250,000.00	\$3,043,359.54
Grove Cem.	\$40,951.45	National Bank	\$250,000.00	\$ 225,353.25
C.H. Cem.	<u>\$13,433.79</u>			
Total	\$55,088.79			

Supervisor Flach asked for a motion to approve the reports.

MOTION

On motion of Councilman Masti, seconded by Councilman Burns, the Supervisor Reports were approved as presented and read.

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

DEPARTMENT REPORTS

Building Department- February 2015

Supervisor Flach asked that Deputy Supervisor Masti give the Building Departments Reports for January & February.

Councilman Masti continued by giving the report.

Supervisor Flach offered a motion to approve the report.

MOTION

On motion of Supervisor Flach, seconded by Councilman Burns, the report was approved as presented and read.

APPROVED – AYES 4 – NAYS 0 – ABSENT 1 (Langdon) – SO MOVED

Sewer Department – February 2015

Supervisor Flach asked that Councilman Dolan give the Sewer Department Monthly Report.

Councilman Dolan continued by giving the report.

Supervisor Flach offered a motion to approve the report.

MOTION

On motion of Supervisor Flach, seconded by Councilman Masti, the report was approved as presented and read.

APPROVED – AYES 4 – NAYS 0 – ABSENT 1 (Langdon) – SO MOVED

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Town Clerk - February 2015

Supervisor Flach asked that Town Clerk Millious give the Town Clerk Monthly Report for February.

Town Clerk Millious continued by giving the report.

Supervisor Flach asked for a motion to approve the report.

MOTION

On motion of Supervisor Flach, seconded by Councilman Dolan, the report was approved as presented and read.

APPROVED – AYES 4 – NAYS 0 – ABSENT 1 (Langdon) – SO MOVED

OLD BUSINESS

Hannacroix Creek Project Update

Supervisor Flach asked that Councilman Masti, Councilman Burns or Councilman give an update on the Hannacroix Creek Project.

Councilman Burns stated that he talked to Confidential Secretary Cirillo earlier in the day and continued by reading the following:

Marlene Martin from F.X. Browne has passed along to John Wilhelm of the Department of Homeland Security the information he requested to write a second PW. It is now the stand of FEMA that they will not entertain a second PW at this time, so we are back on track to meet the 09/30/15 deadline. The paperwork for the permit application has been signed. Lisa will follow-up with Marlene early in the week to see where the permit application stands and what the next steps are.

Councilman Burns stated that to the best of his knowledge FEMA is really trying to work with them and Mr. Wilhelm wants to get the project going and add to the PW the additional cost that they might incur when they start the job and hopefully they will cover the whole expense of what they are doing.

Supervisor Flach asked if the 09-30-15 deadline is still in effect.

Councilman Burns stated that for the last permit that they had, that was the deadline for it.

Councilman Masti interjected that 09-30-15 is an extension date.

Councilman Burns stated that the only way that they can get that date extended, which they don't want to do because they want to finish it now and get it done, is if FEMA can come up with a second PW and reiterated that they don't want an extension.

Employee Handbook

Supervisor Flach read the following:

Councilman Masti has submitted some changes, the changes were made and passed along to Larry Conrad as there are a few items that may need to be removed completely and some need to be adjusted to what the Town of Coeymans offers (ie removal of flex time or edit this section, edit this section pertaining to longevity and retiree health insurance).

Supervisor Flach stated that he asked that Attorney for the Town Wukitsch look at the language for the retiree's health insurance and at the next meeting there will be a resolution.

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Councilman Burns stated that those getting close to retirement that has been with the Town forever, this will not affect them, it is for new hires.

Supervisor Flach interjected that it is for new full-time hires.

Councilman Burns stated that the deal they had when they were hired is going to stay put.

Councilman Dolan asked if the retiree section is something that they need to pass a resolution for.

Attorney for the Town Wukitsch stated that if they are going to amend the Handbook, it probably would be a good idea and he echoes what Councilman Burns said about the retirees, they can't change the contract, which is viewed as a contract for retirees, they have a vested right if they worked here and relied on the Health Insurance and reiterated that it can only apply to new hires.

Supervisor Flach stated that he understands that and he thinks that everyone understands that they can't change it for people that are currently working and it will only apply to anyone hired on or after a certain date.

RESOLUTIONS

RES. #55-15 APPROVE ANNUAL AUDIT OF TOWN OFFICIALS

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

WHEREAS, the Town Board must complete or have completed an audit, in accordance with Town Law § 123 and Section 2019-a of the Uniform Justice Court Act, of all Town Justices and,

WHEREAS, the Town Board has adopted an audit procedure, based on the Local Management Guide, Fiscal Oversight Responsibilities, published by the State of New York Office of the State Comptroller, on May 14, 2007 to be applied to the records of each Town Justice and,

WHEREAS, the Town Board has completed the audit on March 18, 2015,

NOW THEREFORE BE IT RESOLVED, the records of the Town Supervisor have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Stephen D. Flach	See attached checklist/comments
Peter Masti	See attached checklist/comments
George Langdon	*****absent*****
Thomas Dolan	See attached checklist/comments
Kenneth Burns	See attached checklist/comments

The records of the Town Clerk have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Stephen D. Flach	See attached checklist/comments
Peter Masti	See attached checklist/comments
George Langdon	*****absent*****

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Thomas Dolan	See attached checklist/comments
Kenneth Burns	See attached checklist/comments

The records of the Town Clerk's Collection of Water have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Stephen D. Flach	See attached checklist/comments
Peter Masti	See attached checklist/comments
George Langdon	*****absent*****
Thomas Dolan	See attached checklist/comments
Kenneth Burns	See attached checklist/comments

The records of the Town Clerk Collection of Sewer have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Stephen D. Flach	See attached checklist/comments
Peter Masti	See attached checklist/comments
George Langdon	*****absent*****
Thomas Dolan	See attached checklist/comments
Kenneth Burns	See attached checklist/comments

The records of the Police Chief's collection of bail and other cash receipts have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Stephen D. Flach	See attached checklist/comments
Peter Masti	See attached checklist/comments
George Langdon	*****absent*****
Thomas Dolan	See attached checklist/comments
Kenneth Burns	See attached checklist/comments

The completed checklists, which include the reviewer's comments and conclusions are made part of this resolution.

Councilman Dolan stated that he wanted to clarify that the first one, which was a review of the Supervisor/Bookkeeper did not include the Supervisor and each of the other ones did and they are available at the Town Clerk's Office for anyone wishing to look at them.

RES. #56-15 APPROVE AUDIT OF JUSTICE COURT

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

WHEREAS, the Town Board must complete or have completed an audit, in accordance with Section 123 of Town Law and Section 2019-a of the Uniform Justice Court Act, of all Town Justices, and

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WHEREAS, the Town Board has adopted an audit procedure, based on the Local Management Guide, Fiscal Oversight Responsibilities, published by the State of New York Office of the State Comptroller, on May 14, 2007, to be applied to the records of each Town Justice that handles cash and,

WHEREAS, the Town Board has completed the audit on March 18, 2015,

NOW THEREFORE BE IT RESOLVED, that the records of Town Justice Dardani have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Peter Masti	See attached checklist/comments
George Langdon	*****absent*****
Thomas Dolan	See attached checklist/comments
Kenneth Burns	See attached checklist/comments

The records of Town Justice Reilly have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Stephen D. Flach	See attached checklist/comments
Peter Masti	See attached checklist/comments
George Langdon	*****absent*****
Thomas Dolan	See attached checklist/comments
Kenneth Burns	See attached checklist/comments

Councilman Dolan stated that audit of the two Justices and all the other mentioned earlier is for cash and check handling and they ask for the amount of money at the end of last year, check numbers for the last recorded check, questions about check and cash handling procedures and the balance of each.

Supervisor Flach interjected that it is an audit of checks and balances.

RES. # 57-15 APPROVE MARCH ABSTRACT

On motion of Councilman Burns, seconded by Supervisor Flach, the following resolution was APPROVED – VOTE – AYES 4 – NAYES 0 – ABSENT (Langdon)

BE IT RESOLVED, that the Town Board, of the Town of Coeymans, does hereby approve and allow the following claims of vouchers for the March 2015 (2014 vouchers).

	VOUCHER #	AMOUNT
GENERAL (A)		
General Pre-Pay	211	\$ 561.37
General	213	\$ 74.60
	General Total	\$ 635.97
TOTAL OF ALL FUNDS		\$ 635.97
TRUST & AGENCY PAYPAL		
Trust & Agency Paypal	212	\$ 12.95
	Trust & Agency Paypal Total	\$ 12.95

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Councilman Dolan stated that they are for vouchers incurred in 2014 and are accounted for in the old system.

Town Clerk Millious stated that they had to be kept separate.

Councilman Dolan stated that the following resolution is for vouchers incurred in 2015.

RES. #58-15 APPROVE MARCH 2015 ABSTRACT

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

BE IT RESOLVED, that the Town Board has approved the payment of bills as presented in the Abstract for March, 2015, as follows:

VOUCHER NUMBERS 169456-169719, in the amount of \$ 1,091,740.77

UPCOMING WORKSHOPS & MEETINGS

- ZBA Meeting, March 25, 2015, 7:00pm
- Planning Board Meeting, April 6, 2015, 7:00pm
- Town Board Meeting, April 13, 2015, 7:00pm
- Town Board Workshop, April 21, 2015, 6:00pm
- ZBA Meeting, April 22, 2015, 7:00pm
- Town Board Meeting, April 27, 2015, 7:00pm

ADDITIONAL COMMENTS

Supervisor Flach asked if there were any additional comments.

Town Clerk Millious stated that there was notice of a ZBA Meeting being cancelled on the bulletin board and continued by reading the following:

The March 25th Zoning Board of Appeals Meeting is cancelled due to no agenda. If you have any questions please call 756-2850. The next Zoning Board of Appeals Meeting is scheduled for April 22, 2015.

Town Clerk Millious stated that the following Tuesday is the last day for her office to collect property taxes, after that she waits a week or two and then does a settlement with Albany County and anyone that didn't pay has to contact Albany County at 447-7070 and should call prior to going to make sure they have the correct amount or they can contact her office at 756-2100

Supervisor Flach asked if there were any other comments.

Police Chief McKenna stated that last Thursday Officer Brian Rinaldi received a call for an address on Pulver Avenue when the Home Health Aid could not gain entry because there was no answer at the door. He continued by saying that he contacted Dispatcher McMullen who in turn asked him for permission to breach the door based on the initial interviews that he conducted EMS was dispatched and they opened the rear door to find the resident unconscious and laying on the living room floor. He added that it was the result of a change in medication, the woman was revived and transported to St. Peters and is now fully recovered and back home. He concluded by saying that he wanted to acknowledge the tremendous work by Officer Brian Rinaldi, Ravena Rescue and Dispatcher McMullen because it's not uncommon for someone to figure they might have gone out but the Home Health Aid was diligent and because of that a real tragedy was avoided and he wanted to commend all of them for their work.

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Supervisor Flach thanked everyone who responded and then asked if there were any other comments

Highway Superintendent Searles stated that he would like permission to advertise for seasonal help for the summertime.

Supervisor Flach stated that he would offer a motion.

Councilman Dolan asked what the seasonal help do.

Highway Superintendent Searles stated that it would be mowing and trim work at the cemetery and parks and he is down to one person.

Councilman Masti asked if he wanted to advertise before summer gets here.

Highway Superintendent Searles stated that he does and by the end of April, beginning of May they are mowing.

Councilman Masti asked if it was budgeted.

Highway Superintendent Searles stated that it is.

Councilman Dolan asked if he knows offhand how much he has budgeted.

Highway Superintendent Searles stated that he is budgeted for two seasonal and he's not sure of the dollar amount.

Councilman Dolan stated that he would look in the budget.

MOTION

On motion of Supervisor Flach, seconded by Councilman Dolan, authorizing Highway Superintendent Searles to advertise for a seasonal employee.

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

Supervisor Flach asked if there were any other comments.

Councilman Burns stated that he wanted to thank all of the departments for doing a really good job.

Supervisor Flach asked if there were any other comments, hearing none he stated that he wanted to make a motion to adjourn to Executive Session.

Attorney for the Town Wukitsch asked if it was regarding the Collective Bargaining Agreement.

Supervisor Flach stated that it was and then offered a motion to adjourn to Executive Session.

ADJOURNMENT TO EXECUTIVE SESSION

MOTION

On motion of Supervisor Flach, seconded by Councilman Masti, the Town Board Meeting was adjourned to Executive Session.

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

Time – 7:33pm

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EXECUTIVE SESSION

Executive Session convened in the Supervisor's Office immediately following adjournment from the Town Board Meeting, the entire Town Board was present with exception of Councilman Langdon, also present were Chief of Police McKenna and Attorney Wukitsch to discuss the Collective Bargaining Agreement, no decisions were made or action taken.

Time – 7:45

RECONVENE MEETING AND ADJOURNMENT

Supervisor Flach reconvened the meeting and offered a motion to adjourn.

MOTION

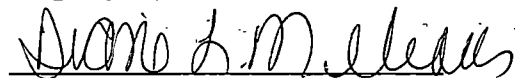
On motion of Supervisor Flach, seconded by Councilman Dolan, the Town Board Meeting was adjourned.

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

Time – 7:45pm

Respectfully Submitted,

APPROVED – As Read April 27, 2015


Diane L. Millious, Town Clerk