

MINUTES BOOKTOWN OF COEYMANS
May, 19 2015 – Town Board Workshop – 7:00pm**

A Town Board Workshop was held Tuesday, May 19, 2015, at 7:00pm at Town Hall, 18 Russell Avenue, Ravena, New York

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

ABSENT: George E. Langdon, IV, Councilman

ALSO PRESENT: Diane L. Millious, Town Clerk
Peter J. McKenna, Police Chief
Scott Searles, Highway Superintendent

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

AGENDA

- Discussions
 - Albany County Dispatch Contract
 - Purchase of Truck for Highway
 - Acknowledgment of Town Roads
 - Employee Handbook Health Insurance Amendment

Supervisor Flach asked that Town Clerk Millious read the Notice of Meeting Time Change.

Town Clerk Millious read the following:

**NOTICE
TOWN BOARD WORKSHOP MEETING
TIME CHANGE**

NOTICE IS HEREBY GIVEN, that the Town of Coeymans Town Board Workshop scheduled meeting on Tuesday, May 19, 2015 at 6:00pm has been changed to 7:00pm at Town Hall, 18 Russell Avenue, Ravena, NY 12143.

**By Order of the Town Board
Of the Town of Coeymans
Diane L. Millious
Town Clerk**

DISCUSSIONS

Acknowledgement of Town Roads

Supervisor Flach asked that Highway Superintendent Searles let the Board know what they are doing as far as acknowledging Town Roads

Highway Superintendent Searles stated that he got a letter from the Department of State Department of Transportation and they are changing a lot of things on their roads and on their list they had some that aren't acknowledged as Town roads and in turn the Town has to acknowledge the roads and the mileage. He added that everything is included in the resolution and it also has to be done for the C.H.I.P.S. money.

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Councilman Dolan stated that Pape Hill Road is listed.

Highway Superintendent Searles stated that it is on the C.H.I.P.S. list and were advised to keep it there and reiterated that they have to do this first and acknowledge the roads and if they want to abandon any roads, they have to be acknowledged first and Pape Hill Road was never officially done as far as abandonment.

RES. #084-15 AUTHORIZE ACKNOWLEDGMENT OF TOWN ROADS

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

WHEREAS, the State Department of Transportation has requested that the Town of Coeymans and its Highway Superintendent provide accurate information regarding certain town roads/highways; and

WHEREAS, the Town Highway Superintendent has reviewed this request and provided information regarding the five (5) specific roads/highways; and

WHEREAS, the Town Highway Superintendent has requested the Town Board to acknowledge that these are accurate descriptions of the five (5) roads/highways with the proper names.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans, based on the information provided by the Town Highway Superintendent hereby acknowledges that the information attached provides accurate descriptions of the five (5) town roads/highways.

ACKNOWLEDGMENT OF TOWN ROADS

Deyo Road Extension will now be Deyo Road beginning at Alcove Road and ending at the dead end with a length of 1.14 miles and 20 feet wide with a 2 foot shoulder.

Deer Mountain Village Road beginning at Jarvis Road North and ending at the dead end with a length of 1.04 miles and 20 feet wide with a 2 foot shoulder.

Kinley Road beginning at Route 9W and ending at the dead end with a length of .74 miles and 20 feet wide with a 2 foot shoulder.

Jarvis Road South beginning at Route 143 and ending at the dead end with a length 1.43 miles and 20 feet wide with a 2 foot buffer.

Pratt Lane beginning at Carr Road and ending at the dead end with a length of .02 miles and 20 feet wide with a 2 foot buffer.

Pape Hill Road beginning at Route 144 and ending at Second Street with a length of .06 miles and 10 feet wide with a 2 foot shoulder.

Albany County Dispatch Contract

Supervisor Flach stated that the Board has had the contract in their possession for quite a while and there isn't a resolution because they already passed one at the last meeting and added that he just needs a motion authorizing him to sign the contract.

Councilman Dolan asked if it is the same one that they reviewed and if there were any changes.

Supervisor Flach stated that there weren't.

Supervisor Flach reiterated that he needs a motion to accept the agreement and authorize him to sign it.

Councilman Masti asked if there is a copy of what their standard protocol and procedures are for Central Dispatch for dispatching non-emergency services.

Police Chief McKenna stated that he does not have that.

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Councilman Mast stated that he is curious how they prioritize them and continued by reading the following excerpt from the draft contract:

“A Central Dispatch Service in which the subscriber elects that all calls received by the ACCC which shall require the dispatch of non-emergency services of the subscriber, shall be dispatched by the ACCC personnel following standard protocols and procedures, and in accordance with the subscribers command and control procedures, which have been approved by the Sheriff or his designee.”

Police Chief McKenna stated that the standard protocol for Dispatch is that they prioritize based on the type of call ticket; there are priority 1, 2 & 3 calls with an extreme such as a shooting, which would be a priority 1 and a vehicle violation 3 with others in the middle. He added that normally based on what department is handling the calls, if all the calls come in priority 3 they are handled chronologically because they are essentially equal. He continued by saying that if it is a Department that deals with zones or sectors and vehicles specifically assigned to a zone, they will handle all calls within their zone before going out of zone, which they don't have so it would for the most part be in chronological order. He went on by saying that an exception would be if a Dispatcher is familiar with the area and two calls comes in that are close to each other, they will handle the two right next to each other and not chronologically.

Councilman Masti questioned the wording of specified territories and zones because he said they don't do zones.

Police Chief McKenna stated that they do have zones, they don't have cars assigned to specific zones, there is Zone 1, 2, & 3 and his understanding is that they will maintain them but he is not certain and it will be addressed because he knows that the Sheriff's Dispatch has 8 zones that they operate under and he would be surprised if they maintain two Zone 1's. He added that they may call the Town Zone 7 & 8 because that is how they refer to this area and reiterated that Coeymans does not normally assign vehicles specific to a zone.

Councilman Masti stated that on page 3 it states:

“The County shall develop in cooperation with the subscriber, a set of performance standards identifying acceptable down time for computers and radio systems, as well as acceptable wait times for phone calls, radio traffic and incoming or outgoing emergency calls.”

Councilman Masti asked Chief McKenna if they have anything regarding that.

Police Chief McKenna stated that it says they will establish protocol for acceptable times.

Councilman Masti asked if there has been discussion about that.

Chief McKenna stated that there hasn't been discussion about what they anticipate based on call volume acceptable wait time and there has been no real rehearsal for the role of assisting at his point so he really couldn't even speculate.

Councilman Masti asked if they have something like that in place as far as acceptable response time.

Police Chief McKenna stated that they don't and it has been rapid response as far as how quickly calls get put out and he recalls getting a call to come in when he was a Patrol Officer because there were 5 calls pending. He added that in a city when trees are down and wires start arcing, they will look at the CAD and see 112 calls waiting, which they get to as they can and go back to step one and prioritize, with priority 1 being EMS.

Councilman Masti stated that they do the same thing and triage in the Emergency Department.

Police Chief McKenna stated that it is the same concept.

Councilman Masti stated that it says they share all the data as long as they put in the agreement “upon a reasonable and authorized request”.

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Police Chief McKenna stated that he wanted to go back to the shared data and asked that Councilman Masti read that part of the contract.

Councilman Masti read the following:

“Sharing and Cooperation – The County and the Subscriber shall, without expense to each other, share all technical and other data relative to the work of the agreement upon a reasonable and authorized request.”

Chief McKenna stated that the data in the system currently is accessible to everyone who is on the system with the exception of administrative sites where it is based on your level of access.

Councilman Burns asked Chief McKenna if it will limit his access.

Chief McKenna stated that he does not know, but he would think that he would have administrative privileges and doesn't anticipate any problems with that and it will be discussed.

Councilman Dolan asked Chief McKenna how he will know or how he will judge if it is working to his satisfaction.

Chief McKenna stated that the only way to judge it, will be to observe it in action and they can speculate as to its success or failure but until they put it in to practical application, there is no real way of knowing. He added that he is very fortunate that he has had the opportunity to see the CAD and RMS Systems and Mutual Aid System work on a number of levels so they will know immediately through direct observation and feedback whether he feels, but most importantly if the public feels that it is operating at a satisfactory level and there is no way of knowing without evaluating it.

Councilman Burns interjected that this is one of those things, they have made the decision with the best information that they have gotten and if everyone gets behind it and really tries to make it work, he believes it will work. He added that if there are people who are going to drag their feet, try to tear the whole thing down and nay say about it, it will make it that much harder for it to be efficient.

Councilman Dolan stated that in his opinion if they do it, once they cross over the threshold, everyone wants it to work whether they were for or against it and as he had said earlier, he has no doubt with the Sheriff and Sheriff's Department, they have been doing it in Rensselaer County, they can do it here and he doesn't have any big public safety concerns in that respect. He added that he has asked several times for a plan that they can hold in their hands and can check the facts to see if they make sense to them and others that know about public safety. He continued by saying that a plan was done by Municipal Services in September 2011 that talked about a 4-5 step integration of all the County dispatch services in one building and the first part of the plan was for Cohoes, Green Island and Watervliet, the second part was Coeymans and reiterated that it was part of a plan done in 2011 but absent from the plan is a lot of detail about Coeymans and there is hardly any information. He added that it talks about some of the advantages of doing it, such as cost and some of the disadvantages with a major one being that you would lose your local patrol and small town flavor as well as taking people who are specialists and putting them in an area where they are not specialists. He went on by saying that he has confidence that the Dispatchers that are going to the County will be able to dispatch to Watervliet just like any other dispatcher can but obviously their area of expertise lies in dispatching for the Town of Coeymans so they are losing a lot of institutional memory and making things a bit more generic and these are some of the things that they need to look at. He added that while there are not a lot of people present to complain about it or voice their opinion, they never did roll out the entire plan to the public and some of the things in the contract they just found out about in the last few weeks and never discussed it publicly. He continued by saying that there are three payments for \$169,000.00, which is brand new, they were told \$300,000.00 over three years and Councilman Langdon had said that it was a 2 year contract for \$200,000.00 and another new thing is that he or the public didn't know about is that they will be paying for it the day after the contract starts and not next year as they had stated. He went on by saying that there is still the question of Main Street being up in the air, which is a tiny thing compared to the overall safety and stability of the Town, unless you live on Main Street or in close proximity to Main Street and the entire Board should have been consulted and could have

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assisted with the letter that was sent out and he would have made the recommendation that not only the homeowners received the letter but also renters who live there because there are some that have more vested interest in the naming of the street than someone who is an absentee landlord renting an apartment. He added that it could have been a slightly different letter so they could give more weight to people who are homeowners vs. people who are renters but they would at least know what their opinion was as well as people who live on the side streets and reiterated that it is something that should have been considered. He continued by saying that they are unclear as to what the three Fire Departments think about it and when he read minutes from the March 17th Meeting, Coeymans and Ravena were against it, Coeymans Hollow seemed to be ok but were very skeptical and there is still the question of the radios and what it is going to cost the Fire Districts to replace them or whether the Town should help pay for those and if it is proper for them to do it and these are things that should have been considered and given some weight. He went on by saying that at several meetings, Councilman Langdon was encouraging everyone to call 911 whether it was an emergency or not and it does say that they should signing an administrative line encouraging people to call that line and if it is going to be done, they have to decide on what type of public information campaign they are going to have because they do want it to work and they don't want someone calling 911 only to have 911 not wanting to deal with people because they keep calling for nuisance calls. He added that for people not really sure of what number they should be calling, he wants anyone that needs to call 911 for an emergency to know that if you call 911, this is what's going to be happen and if you have a complaint or need to know about something, there should be a number to call and in the previous contract it said that they would identify one number. He continued by saying that he is unclear because he knows for now that if people call the numbers they will be rolled over and then asked if it is going to be forever or for the length of the contract and it is something that they should find out and because they are about to authorize the Supervisor to sign it, it does not mean that they should not get their questions answered. He concluded by saying that it should not be that there are a lot of things that they didn't put in the contract so they don't have to do it such as the issue of what is going to happen after hours when someone shows up, it was said that they could put a camera there but is it in fact going to happen and if it does happen are they going to have to pay for it as well as if there is a plan for what is going to happen with some of the other duties that the Dispatchers did.

Chief McKenna stated that the requirements that are currently being met by Dispatcher McMullen on the day shift and are going to be absorbed in terms of the filing and scanning to the Chief's Confidential Secretary, Dawne LaMountain and will fall on her shoulders.

Councilman Dolan asked about when someone shows up at the window and if it will also be her responsibility.

Chief McKenna stated that it is to be addressed at this point in time, they are not going to lock the doors and there are a number of responsibilities that need to be addressed and he can't say that there will be someone at the window.

Councilman Dolan asked if this is something that is going to be addressed at the meeting he is alluding to on Friday.

Chief McKenna stated that he is hopeful and he anticipates the request as to how they are going to do this and they have discussed the idea of putting a phone at the door, as well as reconfiguring and putting the terminals that the Officer's operate on in the central room so they are visible but the way it is configured now, he cannot guarantee that there will be someone out there at this point.

Councilman Dolan stated that he would advocate for having someone there as well as being there nights and weekends and whatever it turns out to be, they need to educate people because he would hate to see someone in an emergency situation to show up there with some expectation that there will be someone there only to find that there isn't someone there.

Supervisor Flach stated that there will be a phone outside the security door that will unlock once they use the phone and need to get in.

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Chief McKenna stated that the County has been down 3-4 times and they are going to replace the door, place a phone at the door and add illumination with a camera that faces north so they will be able to see the individual at the door and the door itself.

Councilman Dolan stated that they have not even authorized the Supervisor to sign the contract and then asked if there is a timeline of when it might happen.

Chief McKenna stated that the exterior door is anticipated by June 1st, the measurements have been done and they have been here a few times, they talked about wiring the camera through a hole in the wall and don't want to use the exterior electricity because it could be tampered with from the outside so they want the wiring to come through just above the exterior window to Dispatch so it can't be tampered with or reached.

Councilman Burns interjected that as Councilman Dolan had said, they do have to get some of the questions answered.

Supervisor Flach stated that they do plan on doing a 911 Campaign as well as put it in the News Herald, Times Union, Penny Saver, etc. and they were talking to the school about sending notices home with each student before the end of the school year in addition to being in contact with State Telephone for the billing.

Councilman Burns stated that the Fire Companies go around and hand out bags with information and other things and then suggested that they ask them to do something.

Councilman Masti interjected that they were talking about getting business cards for the Officers with their contact information on the front and possibly they can put the public numbers on the back.

Town Clerk Millious suggested a mailing to every household.

Supervisor Flach stated that when he talked to Inspector Marianni about calling 911, he sent him a list that basically said if you need an Officer for any reason; it is perfectly ok to dial 911, even if it is a cat in a tree and in turn they will direct the call.

Councilman Dolan stated that he hopes that he is not suggesting that he thinks people should call 911 for a cat in a tree.

Chief McKenna interjected that he would suggest not calling 911 for a cat in the tree.

Supervisor Flach stated that he was just saying that it is alright to call 911. He added that as far as the Fire Departments, he knows that Kevin and Inspector Marianni have been in contact with them to discuss the radios and will be changing over the codes, which is part of the plan and as far as the 800 mega-hertz radios that are expensive, they are not sure when it is going to happen and are thinking at the end of 2016 and the radios may cost \$30,000.00 - \$50,000.00 for each Fire Company. He continued by saying that he knows that their trucks cost \$500,000.00 and they have expenses and their own taxes and budget and they can discuss at some point whether the Town can help them or not because they have their own taxing district.

Councilman Dolan interjected that he had said earlier that it might be something that they shouldn't be doing.

Supervisor Flach stated that he is just trying to get information. He then asked if there were any other comments, hearing none he asked for a motion to sign the Agreement.

MOTION

On motion of Councilman Masti, seconded by Councilman Burns authorizing the Supervisor to sign the Intermunicipal Agreement with the Albany County Sheriff's Department.

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

Supervisor Flach stated that there is a meeting on Friday at the Police Department.

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Chief McKenna stated that they may have to relocate because of all that is going on, downstairs is being utilized and he would suggest that they have it in Town Hall because if there are going to be more than 4-5 people, the Police Conference Room is tied up and he does not anticipate it being open by Friday. He then asked if there is a private community room at the library.

Mr. Brian Rowzee stated that there is and it is very spacious with speakers and a projector.

Councilman Masti interjected that they could also check with Ravena Rescue.

Supervisor Flach stated that they will find a place and it won't be a problem.

Mr. Rowzee asked if it will be open to the public.

Chief McKenna stated that he didn't believe so.

Supervisor Flach asked if there were any other comments.

Councilman Dolan suggested that Supervisor Flach give an update at the next meeting.

Supervisor Flach stated that before he signs the contract, he will address the questions that were raised and report back to the Board.

Councilman Dolan asked that he share as much information as he can because people have questions.

Purchase of Truck

Supervisor Flach stated that there is money in the budget for a Highway truck and the Highway Superintendent wants to buy one and there is \$30,000.00 for them to put down and over the next four years he has enough money in his budget to buy two trucks. He continued by saying that he will get to the payment schedule to the Board for discussion at the next meeting.

Councilman Dolan stated that he would reiterate what he had said at the last meeting, he doesn't have a budget for next year or for the year after that.

Supervisor Flach interjected that they will budget it for the next four years and there is money that can be carried into the budget.

Highway Superintendent Searles stated that the longer they wait, the longer it is for the truck to get here and he needs it by winter.

Supervisor Flach stated that they can do it at the next meeting, which should be in time.

Councilman Dolan asked if they approved it now, what would be the best case scenario for getting it.

Highway Superintendent Searles stated that they told him if they did it now, they could almost guarantee November and he doesn't know what a week will do because they get so many build outs.

Supervisor Flach asked how the Board feels about buying a new truck for the Highway Department and added that they have the money this year for a down-payment and then they can BAN it over the next four years.

Highway Superintendent Searles stated that as he had said at an earlier meeting, it is going to replace a 1977 and 1988 truck.

Councilman Burns stated that they will be putting the proceeds from selling those trucks toward the purchase of the new truck and added that if he has the money, they really need to go for it because they need equipment out there.

Supervisor Flach stated that he agrees that they need new trucks.

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Councilman Burns stated that they are fixing things and making do with what they have and if they can slowly every year add something new to it, it would be a lot easier for maintenance to keep up with all of it.

Supervisor Flach stated that it would be \$30,000.00 for this year, \$50,000.00 for 2016, 2017 and 2018 and \$35,000.00 for 2019 to pay for truck 1 and for truck 2 it would be \$50,000 for 2016, 2017 & 2018 and \$65,000.00 for 2019 and they do have money budgeted for this year and will budget for next year.

Councilman Burns asked hypothetically, if they don't buy the new truck, how much it would cost to make the trucks work for another year.

Highway Superintendent Searles stated that for the Mack they are talking \$25,000.00 to \$35,000.00 and every time they take the Osh Kosh out, it breaks, so basically they are down to one truck that they are using.

Supervisor Flach stated that in order to make the motion to approve a new truck he wanted to know how the Board felt.

Councilman Burns stated that they should go for it.

Councilman Masti stated that what they are going to spend on repairs is essentially what they are putting down on a new truck.

Highway Superintendent Searles stated that he is using his 02 money, which he already has in there, for the down-payment.

Councilman Burns asked if there is a warranty with the truck.

Highway Superintendent Searles stated that there is always a warranty.

Councilman Burns asked if they can buy an extended warranty.

Highway Superintendent Searles stated that you can buy an extended warranty but it is not in the price that he has.

Councilman Burns asked if the plow and other equipment that was put on it would alter the warranty.

Highway Superintendent Searles stated that it is a different vendor for the equipment and they have their own warranty. He added that the truck warranty is parts & labor for 2 years, all nitrate cylinders 2 years and read the following excerpt from the warranty:

“All warranty work will be performed at the Town facility and if the repair is greater than the facility can handle, it will be our responsibility to pick up and return unit in a timely manner at no cost to the Town.”

Supervisor Flach stated that he has the down payment this year and they will have to do a BAN just before it comes to pay for it.

Councilman Masti stated that trucks aren't meant to last 40-50 years.

Highway Superintendent Searles stated that his other trucks are 2000 & 2007 and he gets all he can out of them.

Councilman Masti stated that he is going with stainless steel now so the body will last longer.

Supervisor Flach asked if they wanted to do a motion or if anyone feels uncomfortable with making a motion to allow him to order the truck.

Councilman Masti interjected that he would rather see \$30,000.00 go towards a new truck than to repair another one to maybe make it through the winter.

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Supervisor Flach stated that he does not think that they need a resolution.

Highway Superintendent Searles stated that if everyone gives their approval, he can do the purchase order and order it and then for Wednesday's Meeting they can do it officially with a resolution.

Collectively the Board agreed.

Town Clerk Millious asked if it is State Contract.

Highway Superintendent Searles stated that it is.

MOTION

On motion of Supervisor Flach, seconded by Councilman Masti, authorizing Highway of Superintendent Searles to do a purchase order and order a new truck and make it official to the public at the next meeting.

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

Supervisor Flach stated that he would have Confidential Secretary Pike have a resolution ready for Wednesday's Meeting and then offered a motion to adjourn.

ADJOURNMENT

MOTION

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

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

Time – 7:50 pm

Respectfully Submitted,

APPROVED – As Read May 27, 2015


Diane L. Millious, Town Clerk