

**MINUTES BOOK\*\*TOWN OF COEYMANS  
May 19, 2016 – Town Board Workshop – 6:00pm**

**A Town Board Workshop Meeting was held Thursday, May 19, 2016, at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** Philip A. Crandall, Supervisor  
Thomas E. Dolan, Councilman  
Kenneth A. Burns, Councilman  
George E. Langdon, Councilman  
James C. Youmans, Councilman

**ALSO PRESENT:** Diane L. Millious, Town Clerk  
Linda Ziegler, Payroll Clerk  
Nita Chmielewski, Clerk to the Supervisor

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Supervisor Crandall opened the meeting and led the Pledge of Allegiance, Councilman Burns offered a prayer.

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**OPENING COMMENT**

Supervisor Crandall stated that the record should reflect the presence of the entire Town Board in addition to Town Clerk Millious, Payroll Clerk Ziegler and Clerk to the Supervisor Chmielewski

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**AGENDA**

- Complete Annual Audit
- Workplace Violence Committee
- ITS – Proposal to Update Website

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**Annual Audit**

Supervisor Crandall stated that for the record, they are completing the Annual Audit that they did not complete at the 04-02-16 Special Town Board Meeting.

Clerk to the Supervisor Chmielewski stated that they would be doing the Trust and Agency Account and the payroll part of the A-General, B- Part-Town, DB-Highway, and SS-Sewer and it will be done by Payroll Clerk Ziegler.

Clerk to the Supervisor Chmielewski answered questions pertaining to the Trust and Agency Fund Audit.

Payroll Clerk Ziegler answered questions pertaining to the Payroll Audit for A, B, DB and SS Funds.

Concerns were raised pertaining to payrolls not being certified and approved by the appropriate Official.

**Workplace Violence Committee**

Supervisor Crandall asked if all of the Board attended the Workplace Violence training.

Councilman Langdon stated that he hadn't.

Supervisor Crandall stated that all Officials must attend and Confidential Secretary Rowzee taped it so anyone who didn't attend could watch it and continued by reading the following:

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Our Annual Workplace Violence Prevention Program was held May 11, 2016. They brought up some existing work environment issues in the downstairs offices. The program instructor commented positively on the windows that were installed in the Town Clerk and Court offices and reminded the employees to keep the office doors locked for safety. He also mentioned that there should be one entrance for the public to gain access to the Town building offices. Therefore, the Building Department and Assessor's Office should have a counter/window constructed inside the handicap entrance with the ramp. Currently the downstairs employees are susceptible to the public as they can walk in, right up to the employees' unprotected desk. There has been in the past, disgruntled tax payers expressing their concerns and complaints in employees' faces at their desks. The downstairs backdoor should be for employees only. It should be locked with an entry bolt keypad as well as the door at the top of the stairs so the public can't access the stairs from the upstairs hall. This would alleviate the use of the stairs by the public, especially on court day and the unsafe unlevelled floors between the offices. Making the back door for employees only will also do away with the "blind spot" i.e. not knowing who's coming in the back door.

Discussion ensued, key points were, stairs being off-limit to the public, a key pad lock at the backdoor with a code only accessible to the Police and employees, having panic buttons, employees carrying firearms.

Collectively the Board agreed that they need to establish a Committee to address the concerns...

Councilman Dolan stated that if they establish a Committee, these are all topics that they can bring up and added that it probably would be best not to discuss all of their security shortcomings in public.

Supervisor Crandall read the following:

We had a meeting with Nelson Perry, Parks and Beautification Department, to discuss some of the changes to be made in the downstairs offices. He looked over the preliminary plans, he felt that a change should be made and suggested that they should show the plans and discuss the changes with Jay Lewandowski, the Instructor for the Workplace Violence Prevention Program.

Discussion ensued regarding Committees in the past and who should be the liaison as well as a member from each Department, making sure that everyone has taken the course so they understand the role of the Committee and appointing a Committee vs. asking for volunteers.

Supervisor Crandall asked if the Board agreed to him sending out a memo asking for volunteers.

Collectively the Board agreed.

**ITS Proposal to Update Website**

Councilman Dolan stated that ITS had advised that the software used to run the Town's website is out-of-date and leaves them susceptible to being hacked. He added that he and Confidential Secretary Rowzee met with ITS and the upgrade will make it easier for Confidential Rowzee to update the website, which would save them \$85.00 per update.

Town Clerk Millious interjected that it would be also for minutes, notices, upcoming events, the budget, etc.

Councilman Dolan stated that ITS would provide in-depth training so they can do everything on the website themselves. He added that there is a Managed Web Maintenance Agreement, which would be quarterly updates to make sure they are running the most updated version of all the software. He then suggested that the Board take a look at the Contract and asked that Town Clerk Millious provide what they spend monthly on ITS. He continued by saying that if they are spending \$340.00 a month for them to update, it would make sense that they do it.

Discussion ensued regarding how often changes are made and what the charge is each time.

Supervisor Crandall interjected that if they learn how to do it "in-house" there would be no cost each time.

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Collectively it was decided that they should look at what they pay now, take a look at the Contract and then see what BAS has to say.

Supervisor Crandall asked that Town Clerk Millious provide a print-out on what they have spent on ITS to date and added that it would be good to get some quotes from other vendors.

Councilman Langdon asked if it would be required to put it out to bid.

Collectively the Board agreed that it would depend on how much it is and whether it would be State Contract.

Councilman Dolan stated that he brought it to the Town Board's attention because of the possible security risk.

Collectively the Board agreed that they would want to know the level of risk.

Councilman Dolan stated that he was told that there is risk of people being able to get into the Town's entire system.

Collectively the Board agreed that they need to look into it.

Supervisor Crandall asked if there was any other discussion, hearing none he added that there was one other thing not on the agenda. He continued by saying that Todd Polverelli is retiring from the Police Department and continued by reading the following:

Dear Supervisor,

Please accept this letter of notification that I wish to retire from my position as Police Officer from the Town of Coeymans Police Department. It is with a heavy heart that I leave the position in which I so proudly served for the past 30 years. I will really miss working with the great people in this community but I have decided that it's time to start the next chapter of my life. May I take this opportunity to thank the Town of Coeymans past and present Council Members, past Town Supervisor's and you Supervisor Crandall for the opportunity to serve my community as a Police Officer. It has been both a privilege and honor. Please make my retirement effective May 30, 2016. Should you require any additional information from me do not hesitate to contact me.

Sincerely,

Todd Polverelli

Supervisor Crandall stated that the main thing that he came to see him about is that there is old evidence that needs to be cleaned up and disposed of properly, there are forms and rules and regulations you have to follow to dispose of old evidence. He added that there is also computer work that has to be cleaned up on his end so he would like to be re-hired for 8 hours a week after he retires until the end of August so he can get his work cleaned up and he can leave a cohesive workplace in the computer for the next person coming in.

Discussion ensued, collectively it was decided that they should wait until the Supervisor talks to the Chief of Police as well as give them time to think about it.

Supervisor Crandall stated that he will meet with him and discuss it and in turn he will bring it back to the Board.

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**ADDITIONAL COMMENTS**

Supervisor Crandall asked if there were any other comments.

Councilman Burns stated that he has been talking to Don Persico about the easement, and if they go to the north-side of the house, like they wanted, it would work out best and George Orsino

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and Johnny Frangella want all the old pipes taken out if they do that. He added that their concern is that someone may want to buy the house and put in a pool and there are old pipe there.

Supervisor Crandall stated that in taking the old pipes out, they want the Town to replace the trees that they are going to have to take down to get to the pipes.

Councilman Burns stated that he explained to Mr. Persico that they are trying to stretch the Grant as far as they can and there is nothing wrong with the trees and there is nothing wrong with leaving the pipes there. He added that if someone wanted to put a pool there, they could get the pipes out of the way when the time comes and if they cap both ends of the pipe it shouldn't be a problem and the money for the trees could further the Grant money for the sewer. He continued by saying that he was in total agreement but he would have to convince Johnny and George. He concluded by saying that he thinks they can be convinced if the Board wants him to talk to them.

Supervisor Crandall stated that when they were there, Don Persico didn't say a lot but George and Johnny along with their wives were emphatic that they were not to go to the north-side of the house.

Councilman Burns stated that if they are going to move the trunk line to behind the Civic Center and come through all the twists and turns that they are going to have to take to go back to the original easement at Persico's, it will just add more twists and turns to the trunk line. He added that if the Board agrees, he will keep talking to them about it.

Supervisor Crandall stated that he didn't have any objection.

Discussion ensued regarding the size of pipe and the route of the trunk line, an existing break at the "L" and the sink holes.

Collectively the Board agreed that Councilman Burns should talk to George Orsino and Johnny Frangella.

Councilman Burns stated that he had his father and Uncle showing them where the storm sewer was and originally everyone tied their lines into it and it went right into the river. He added that when they passed a law to clean up the river, they put the trunk line in and cut it out of the storm sewer and hooked into the main sewer but there were a lot of places where they cut it off from a house and hooked it into the new trunk line and never capped the ends off, they just buried it so there probably are a lot of leaks. He continued by saying that he knows they dumped a 1-ton dump load worth of stone in that one hole and it disappeared.

Councilman Langdon stated that it worked its way into the pipe and washed down the pipe.

Councilman Burns interjected that it has to be fixed.

Supervisor Crandall asked if there were any other comments, hearing none he asked for a motion to adjourn the Workshop.

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**ADJOURNMENT**

**MOTION**

On motion of Councilman Dolan, seconded by Councilman Youmans, the Town Board Workshop was adjourned.

VOTE – AYES 5 – NAYS 0 – SO MOVED

Time – 6:44pm

*Respectfully Submitted,*

**APPROVED –**

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*Diane L. Millious, Town Clerk*