

**MINUTES BOOK\*\*TOWN OF COEYMANS  
November 23, 2016 – Town Board Meeting – 7:00pm**

**A Town Board Meeting was held Wednesday, November 23, 2016 at 7:00pm at Town Hall,  
18 Russell Avenue, Ravena, New York**

**PRESENT:** Philip 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  
David Wukitsch, Attorney for the Town

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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 a full Town Board in addition to Town Clerk Millious and Attorney for the Town Wukitsch.

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**AGENDA**

- Public Announcements
  - Town Hall Closed November 24<sup>th</sup> and 25<sup>th</sup> for Thanksgiving
  - Town and Village Tree Lighting and Parade, December 3<sup>rd</sup>, 6:00pm
- Public Comment
- Approval of Minutes
  - Town Board Meeting, November 10, 2016
- Supervisor Report
  - October 2016
- Department Reports
  - Town Clerk, October 2016
  - Building Department, October 2016
- New Business
  - Sewer Rate Public Hearing
- Old Business
  - Employee Handbook
  - 84 Main Street Update
- Resolutions
  - Appoint Conservation Advisory Council Member
  - Accept Resignation of Police Officer
  - Appoint Board Of Assessment Review Member
  - Authorize Supervisor to Execute CDPHP Medicare Contract
  - Authorize Water Rents Levy to 2017 Taxes
  - Authorize Sewer Rents Levy to 2017 Taxes
  - Approve November Abstract
- Upcoming Workshops/Meetings
  - Planning Board, December 5, 2016, 7:00pm
  - Town Board Meeting, December 8, 2016, 7:00pm
- Executive Session

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**PUBLIC ANNOUNCEMENTS**

**Town Hall Closed**

Supervisor Crandall stated that Town Hall will be closed on November 24<sup>th</sup> and November 25<sup>th</sup> for Thanksgiving.

**Town and Village Tree Lighting**

Supervisor Crandall stated that the Annual Town and Village Tree Lighting and Parade will be December 3<sup>rd</sup> at 6:00pm and then asked that Councilman Dolan elaborate.

Councilman Dolan stated that he has been told that Nelson Perry, as part of his Swan Song has secured a tree for the Town for free from Collins', he and his crew will decorate it. He added that they will assemble down at the gazebo at 6:00pm for a short Tree Lighting Ceremony and then proceed to march up the hill to the Village where they will light the Village Tree, light refreshments will follow at the Ravena Fire House.

Supervisor Crandall stated that he wanted to thank the Albert Collins' family for donating the tree, it was very nice of them and the Town appreciates it.

Councilman Dolan stated that he thinks there is still time to add a float to the parade or march in the parade as a group and should call the Village Office if interested.

Councilman Youmans stated that in the past they have had groups from different churches show up and sing carols.

Supervisor Crandall stated that they have contacted Riverview Baptist Church but haven't gotten an answer and added that any church that wants to come down and sing some carols it would be great.

Councilman Youmans interjected that it could be church, non-church or anyone wanting to sing.

Councilman Dolan stated that they have had people gather there in the past.

Councilman Burns asked who is in charge of lighting the tree.

Supervisor Crandall stated that Nelson sets the tree up and left that up to him, which he doesn't care who it is and if anyone knows of someone that might be interested, they can contact Confidential Secretary Rowzee.

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**PUBLIC COMMENT**

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

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**APPROVAL OF MINUTES**

Supervisor Crandall stated that there was one set of Town Board Minutes for approval, a Town Board Meeting on November 10, 2016 and then asked for a motion to approve them.

**MOTION**

On motion of Councilman Dolan, seconded by Councilman Burns, the Town Board Minutes were approved as presented and read.

VOTE – AYES 4 – NAYS 0 – ABSTAIN 1 (Youmans)

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Councilman Youmans abstained from the vote because he was not present for the meeting.

**SUPERVISOR’S REPORT**

**October 2016**

<b>FUND</b>	<b>BAL. FWD.</b>	<b>RECEIPTS</b>	<b>DISBURSE.</b>	<b>BALANCE</b>
<b>GENERAL</b>	\$ 262,547.17	\$ 73,744.73	\$ 157,984.70	\$ 178,307.20
<b>CONSOLIDATED</b>	\$ 206,474.88	\$ 31,025.28	\$ 237,451.87	\$ 48.29
<b>PART TOWN</b>	\$ 239,940.75	\$ 431,403.84	\$ 16,454.04	\$ 654,890.55
<b>HIGHWAY</b>	\$ 121,905.03	\$ 137,769.88	\$ 48,843.06	\$ 210,831.85
<b>BRIDGE CONS.</b>	\$ 3,273.83	\$ 13.59	-0-	\$ 3,287.42
<b>SEWER</b>	\$ 133,784.59	\$ 26,105.39	-0-	\$ 119,849.45
<b>SPECIAL WATER</b>	\$ 81,552.24	\$ 58,743.60	-0-	\$ 140,295.84
<b>TRUST &amp; AGCY.</b>	\$ 18,887.19	\$ 179,246.15	\$ 178,203.23	\$ 19,930.11
<b>POL. FOR.</b>	\$ 13,082.73	\$ .47	\$ 11,935.95	\$ 1,147.25
<b>CAP. PROJ.</b>	\$ 137,561.16	\$ 54,253.93	-0-	\$ 191,815.09
<b>SEC. 8 HUD</b>	\$ 2,117.52	\$ 46,242.86	\$ 41,164.00	\$ 7,196.38
			<b>TOT. REC. BAL.</b>	<b>\$1,527,599.43</b>

**CERTIFICATES OF DEPOSIT**

<b><u>SAVINGS ACCOUNTS</u></b>	<b><u>COLATERAL</u></b>	<b><u>FDIC COVERAGE</u></b>	<b><u>COLLATERALIZED</u></b>
	<b><u>COVERAGE</u></b>		
Unemployment \$ 704.15	Greene County	\$ 250,000.00	\$1,656,064.79
Grove Cem. \$40,985.68	National Bank	\$ 250,000.00	\$ 105,000.00
C.H. Cem. \$13,445.01			
<b>Total \$55,134.84</b>			

Supervisor Crandall asked for a motion to approve the report.

**MOTION**

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

VOTE – AYES 5 – NAYS 0 – SO MOVED

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**DEPARTMENT REPORTS**

**Town Clerk – October 2016**

Supervisor Crandall asked that Town Clerk Millious give the Town Clerk’s Monthly Report.

Town Clerk Millious continued by giving the report.

Supervisor Crandall asked for a motion to approve the report.

**MOTION**

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

VOTE – AYES 5 – NAYS 0 – SO MOVED

**Building Department – October 2016**

Supervisor Crandall asked that Councilman Youmans give the give the Building Department Report.

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Councilman Youmans continued by giving the report.

Supervisor Crandall asked for a motion to approve the report.

**MOTION**

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

VOTE – AYES 5 – NAYS 0 – SO MOVED

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**NEW BUSINESS**

**Sewer Rate Public Hearing**

Supervisor Crandall stated that they needed to offer a motion to set a Public Hearing for the Sewer Rates.

**MOTION**

On motion of Councilman Dolan, seconded by Councilman Youmans, authorizing Town Clerk Millious to advertise for a Public Hearing to be held on December 22, 2016 at 6:30pm at Town Hall, 18 Russell Avenue, Ravena, NY for the purpose of establishing Sewer Rates for 2017.

VOTE – AYES 5 – NAYS 0 – SO MOVED

Councilman Dolan interjected that there is also a Town Board Meeting on that night at 7:00pm.

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**OLD BUSINESS**

**Employee Handbook**

Supervisor Crandall asked that Councilman Dolan discuss the Employee Handbook.

Councilman Dolan stated that they haven't discussed the Employee Handbook recently but the previous four years they had discussed it and he believes that Payroll Clerk Ziegler went through it extensively as well as former Confidential Secretary Cirillo but they never voted to make any changes so he is proposing that they see what they can come up with by the end of the year to make those changes.

Councilman Langdon asked what changes he was proposing.

Councilman Dolan stated that there were several and they will have to pull it out to see.

Supervisor Crandall interjected that it is something that should be looked at every year and they should try to update it as they go along.

Councilman Dolan suggested that they take a look at it and see what still needs to be done and then do it and added that as far as he knows the only change that they made was to the retiree health insurance. He continued by saying that there was a batch of other things and his recollection is that they compiled many but never passed them except for that one so he is suggesting that for the next Workshop on December 15<sup>th</sup>, whatever changes that they were going to make should be discussed then and in turn pass them by the end of the year. He concluded by saying that they should do the same thing next year and should try to stay on top of it rather than making a huge pile of them but not acting on them because there might be more to go.

Supervisor Crandall stated that they also have to look at the rate the employees and retirees pay for health insurance and added that there isn't much they can do right now because the employees are under contract until the end of 2017. He added that with the rates increasing dramatically, up almost 10% this year, which is probably not going to get any better from what

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the actuaries are forecasting so the Town employees and retirees are going to have to start picking up a little bit more. He concluded by saying that it is something that they should really seriously talk about to see if they can come up with something to help the Town in the future. Councilman Langdon stated that it was a big part of the reason why they made the change, before then it was for 10 years of service, you would get health insurance for the rest of your life, which wasn't fair to the taxpayers.

Supervisor Crandall stated that you can't guarantee all the benefits, you may have to end up paying more even though you have been here 10-15 years and they can't grandfather people in anymore, it's not reasonable or good business practice and reiterated they have to take a hard look at it and he wants them to think about it.

Attorney for the Town Wukitsch stated that he thinks it is a good idea but for anyone who is subject to a Collective Bargaining Agreement, it has to be negotiated with the union.

Supervisor Crandall stated that they would have to wait for the CSEA Contract to expire at the end of 2017.

Attorney for the Town Wukitsch stated that it would be the same for the Police.

Councilman Dolan stated that it is part of the Collective Bargaining Agreement and if it is the premium that they want, they might have to do something else.

Supervisor Crandall interjected that he isn't talking about anyone who is retired right now, it would be anyone who retires from this day forward, there has to be more of a payment than there is now.

Attorney for the Town Wukitsch stated that it is what most towns are doing.

Councilman Langdon stated that they just can't afford to pay 100%; they always have to have some skin in the game.

Supervisor Crandall stated that he is thinking that 25% is a little enough to pay for family, which will be a lot less for single and reiterated that they have to do something because it isn't getting any better.

Councilman Dolan stated that he is not anticipating deciding that at the next Workshop.

Supervisor Crandall stated that he is just throwing out ideas.

Councilman Dolan stated that it is something that they can look at in the beginning of the year; they can get some numbers together and research what other towns are doing.

Councilman Youmans interjected that it should be towns, state and county.

Councilman Dolan stated that they need to be fair.

Supervisor Crandall stated that he wants to be fair and he wants to do what is the absolute best for the town as a whole.

Councilman Youmans stated that there isn't any way to know what it will cost 15 years from now and it is ridiculous now.

**84 Main Street Update**

Supervisor Crandall stated that he was in receipt of a note from Mr. McHugh, General Counsel for Carver Companies and continued by reading the following:

Dear Supervisor Crandall,

Just a quick update, we received the 84 Main Street variance from the Department of Labor and have contracted to complete the demolition and abatement at 84 Main Street. They are hoping to

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commence operations next week. We are also looking to go right from 84 Main Street to 13 Church Street and commence demolition there as well. We have a scrap ship in the Port for the next few days for loading operations. We are monitoring noise and so far all decibel levels are within the quality of life standard as we see.

Supervisor Crandall stated that he replied in a memo because he got some feedback from people who didn't want to hear that noise on Thanksgiving Day and Mr. McHugh guaranteed that there will be no activity at the Port on Thanksgiving Day so people can enjoy their holiday.

Councilman Burns stated that he called down there when he heard that they were going to run 24 hours and they explained that they are trying not to do that but there is a time problem with the ship that is here plus Thanksgiving. He added that they want to get the ship loaded as fast as possible and get it out for two reasons, so they wouldn't have to work on Thanksgiving and the ship had to be somewhere else by Friday.

Councilman Dolan stated that he didn't want to begrudge them their Thanksgiving but they are at least getting paid for Thanksgiving whereas when you are in your house and your dog has picked up an annoying habit of barking in the middle of the night because of the ship, his dog barked 30 times last night. He added that this wasn't the first time and he hopes that it is a one-time event.

Councilman Burns stated that he had said that he doesn't want to make a habit out of it.

Supervisor Crandall stated that he hopes not.

Councilman Dolan interjected that he is glad to see that 84 Main is going to be taken care of finally.

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**RESOLUTIONS**

**RES. #136-16 APPOINT CONSERVATION BOARD MEMBER**

On motion of Councilman Youmans, seconded by Councilman Dolan, the following resolution was APPROVED – VOTE – AYES 3 – NAYS 2 – SO MOVED

**WHEREAS**, the Coeymans Town Board has established the Town of Coeymans Advisory Council, and

**WHEREAS**, the following individual has expressed an interest in serving on the Council.

**NOW, THEREFORE, BE IT RESOLVED**, that the following individual is appointed to the Town of Coeymans Conservation Advisory Council, Bryan Rowzee for a two (2) year term to expire on 11/23/18.

Councilman Dolan stated that he thinks Brian will be an excellent addition and added that the Council itself is doing some really good work and have been compiling a map inventory of plant species in the town and have put a lot of work into it.

Councilman Youmans suggested that maybe sometime they can give the Town Board an update so the public knows what they are doing.

Supervisor Crandall interjected that they are mapping the wetlands, certain types of soil, plants and animals which need the Coeymans Creek and Hannacroix Creek to survive along with the marshlands around it. He added that they are doing some really interesting work and are getting the kids involved from the High School.

Councilman Langdon interjected that when he votes against the appointments, half the time he doesn't even know the person and it is nothing against the people, it is because he doesn't see the purpose of the Council or its value.

Supervisor Crandall called for a Roll Call Vote and asked that Town Clerk Millious conduct it.

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Town Clerk Millious proceeded as follows:

Supervisor Crandall – AYE, Councilman Dolan – AYE, Councilman Langdon – NAY, Councilman Burns – NAY, Councilman Youmans – AYE

VOTE – AYES 3, NAYS 2 – SO MOVED

**RES. #137-16 ACCEPT RESIGNATION OF POLICE OFFICER**

On motion of Councilman Langdon, seconded by Councilman Youmans, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**WHEREAS**, Matthew Mueller has submitted his letter of resignation as a Part-Time Police Officer for the Town of Coeymans.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of Matthew Mueller, effective November 11, 2016.

Dear Chief Peter J. McKenna,

Please accept this as official notice of my resignation. It has been both an honor and a privilege to serve under your command. The training, education and experiences afforded me have been instrumental in advancing my career in law enforcement.

My last day at the Town of Coeymans Police Department will be November 11, 2016. I would be happy to meet with you at your convenience to return issued equipment and transition out.

Sincerely,  
Matthew Mueller

Collectively the Town Board stated that he was a good Officer and it is a loss for the Town.

Supervisor Crandall stated that he was a good Officer, was an asset to the Town and will be an asset no matter where he works.

Councilman Youmans thanked him for his service to the Town.

Collectively the Town Board thanked him.

**RES. #138-16 APPOINT BOARD OF ASSESSMENT REVIEW MEMBER**

On motion of Councilman Dolan, seconded by Councilman Youmans, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**WHEREAS**, the Town Board of the Town of Coeymans did heretofore accept the resignation of Joan Radley from the Board of Assessment Review on November 10, 2016, and

**WHEREAS**, the Town Board has a need to fill the remainder of that term, and

**WHEREAS**, Thomas Boehm has expressed an interest in serving as a member of the Board of Assessment Review.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Thomas Boehm for the remainder of the term set to expire September 30, 2017.

**RES. #139-16 AUTHORIZE WATER RENT LEVIES TO 2017 PROPERTY TAXES**

On motion Councilman Burns, seconded by Councilman Dolan, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**WHEREAS**, the last day to collect for Water Rents was 11/01/16, any rents unpaid are to be levied on the 2017 Property Tax Warrant, and

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**WHEREAS**, the Albany County Director of Finance has requested verification of unpaid Water Rents from the Town Board insuring the correct amount to be placed on the Property Tax Warrant.

**NOW, THEREFORE, BE IT RESOLVED**, the total amount of uncollected Water Rents to be levied to the 2017 Property Tax Warrant is \$35,818.51, which is a base amount of \$33,273.74 plus \$2,544.77 in penalty.

**RES. #140-16 AUTHORIZE SUPERVISOR TO EXECUTE CDPHP MEDICARE CONTRACT**

On motion of Councilman Youmans, seconded by Councilman Burns, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**WHEREAS**, the Town Board of the Town of Coeymans has determined that Capital District Physicians’ Health Plan, Inc. (CDPHP) Medicare Advantage Group Health Insurance is a well suited plan for the Town’s retirees, and

**WHEREAS**, CDPHP has presented a contract to the Town of Coeymans for said Health Insurance for the period of January 1, 2017 and continuing to December 31, 2017 for signature.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Supervisor Philip A. Crandall to execute the CDPHP Contract.

**RES. #141-16 AUTHORIZE SEWER RENT LEVIES TO 2017 PROPERTY TAXES**

On motion of Councilman Youmans, seconded by Councilman Burns, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**WHEREAS**, the last day to collect for Sewer Rents was 11/01/16, any rents unpaid are to be levied on the 2017 Property Tax Warrants, and

**WHEREAS**, the Albany County Director of Finance has requested verification of unpaid Sewer Rents from the Town Board insuring the correct amount to be placed on the Property Tax Warrant.

**NOW, THEREFORE, BE IT RESOLVED**, the total amount of uncollected Sewer Rents to be levied to the 2017 Property Tax Warrant is \$48,700.30, which is a base amount of \$44,273.00 plus \$4,427.30 in penalty.

**RES. #142-16 APPROVE OCTOBER ABSTRACT**

On motion of Councilman Dolan, seconded by Councilman Burns, the following resolution was APPROVED – VOTE – AYES 5 – NAYS 0 – SO MOVED

**BE IT RESOLVED**, that the Town Board has approved the payment of bills as presented in the Abstract for November 2016, as follows:

**PRE-PAID VOUCHERS** – 173086-173191 totaling \$237,291.10

**VOUCHER NUMBERS** – 173192-173249, 173251-173266 totaling \$57,197.84

**TOTAL FOR ALL FUNDS** – \$294,488.94

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**UPCOMING WORKSHOPS/MEETINGS**

- Planning Board Meeting, December 5, 2016, 7:00pm
- Town Board Meeting, December 8, 2016, 7:00pm



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**ADDITIONAL COMMENTS**

Supervisor Crandall asked if there were any other comments.

Councilman Dolan stated that he wanted to say goodbye to Ralph Bianca, he was buried in the Alcove Cemetery earlier in the day. He added that Ralph did a lot of carpentry and construction work in Town Hall; he worked on the heating and plumbing systems, and was President of the Ravena-Coeymans Historical Society. He continued by saying that he had a strong tie with Town Hall and Town Government and he will be missed, he was a nice and interesting guy.

Supervisor Crandall interjected that Ralph was a good man and he will be missed.

Councilman Dolan extended his best to his family.

Supervisor Crandall asked for a motion to adjourn to Executive Session to discuss contract negotiations.

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**ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION**

On motion of Councilman Dolan, seconded by Councilman Langdon, the Meeting was adjourned to Executive Session.

VOTE – AYES 5 – NAYS 0 – SO MOVED

Time – 7:34pm

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**EXECUTIVE SESSION**

Executive Session convened in the Supervisor’s Office immediately following adjournment from the Meeting, the entire Town Board along with Attorney for the Town Wukitsch were present and discussed contract negotiations. No decisions were made or action taken.

Time – 7:54

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*Respectfully Submitted -*

**APPROVED – As Read November 23, 2016**

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*Diane L. Millious, Town Clerk*