

**MINUTES BOOK\*\*TOWN OF COEYMANS  
December 8, 2016 – Town Board Meeting – 7:00pm**

**A Town Board Meeting was held Thursday, December 8, 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  
James C. Youmans, Councilman

**ABSENT:** George Langdon, Councilman

**ALSO PRESENT:** Diane L. Millious, Town Clerk  
Scott Searles, Highway Superintendent  
Nelson Perry, Parks & Recreation Maintenance Supervisor  
Paul Pastore, Attorney

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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 with the exception of Councilman Langdon, also present were Town Clerk Millious, Highway Superintendent Searles, Nelson Perry Parks & Recreation Maintenance Supervisor and Paul Pastore, Attorney.

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**AGENDA**

- Presentations
  - Sewer Project Update, Robert Flores
  - Community Outreach & Education, Melissa Trainor
  - Albany County Legislator, Rick Touchette
- Public Announcement
  - Town Hall Closed December 26<sup>th</sup> and January 2<sup>nd</sup>
- Public Comment
- Approval of Minutes
  - Town Board Meeting, November 23, 2016
- New Business
  - Schedule Organizational Meeting
- Resolutions
  - Approve Budget Transfer
  - Accept Resignation of Parks & Recreation Maintenance Supervisor
  - Authorize Supervisor to Execute Contract with Paychex
- Upcoming Workshops/Meetings
  - Conservation Advisory Council Meeting, December 15, 2016, 6:00pm
  - Town Board Workshop, December 15, 2016, 6:00pm
  - Public Hearing, December 22, 2016, 6:30pm
  - Town Board Meeting, December 22, 2016, 7:00pm
- Executive Session

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**PRESENTATIONS**

**Sewer Project Update – Robert Flores**

Supervisor Crandall invited Mr. Bob Flores; lead Engineer from C.T. Male on the Town's Sewer Project to give a Sewer Project Update.

Mr. Flores stated that he wanted to give a quick update as to where they stand with the Sewer Project, which was broken up into 3 phases, Phase I was the sewer work at the Treatment Plant up to a point of 1,200 feet of pipe, which is complete and they are waiting for the final payment to be issued on that. He added that for Phase II, it is a bigger piece of sewer work, which includes three distinct pieces in the Hamlet that was put out to bid, awarded, they have signed contracts and the contractor is thinking that he will order equipment and supplies and the parts that don't involve pavement will start in the early part of next year, which all depends on weather. He continued by saying that Phase III has been submitted to DEC for review and they expect to hear back from them shortly so he would expect at the Board Meeting in January that they will authorize advertising for bidding to receive by the beginning of February and this work is entirely contained to the Waste Water Treatment Plant. He concluded by saying that this time next year, he sees all the construction wrapping up, it will be 3.3 million dollars of improvements to solve the Consent Order and overflows and then asked if there were any questions.

Councilman Dolan asked that he refresh his memory as to who received the bid for the second phase.

Mr. Flores stated that it was Gallo Construction, who they met with a couple of weeks ago at Town Hall to go over everything and everything is good to go.

Supervisor Crandall asked if he received an e-mail earlier in the day from DEC.

Mr. Flores stated that he did, DEC wanted an update of the schedule.

Supervisor Crandall asked if Mr. Flores had any other comments.

Mr. Flores stated that they are now doing some paperwork and there are a lot of payment requests that have been forwarded and returned. He concluded by saying that it keeps moving even if you don't see excavators out there.

Supervisor Crandall asked if there were any other questions, hearing none he stated that he wanted to introduce Mr. Paul Pastore, who will be taking over as the Town's Counselor on January 1<sup>st</sup> as Mr. Wukitsch is going to retire from private practice and he is going to become a Court Attorney for the Supreme Court. He continued by saying that they will miss Mr. Wukitsch, but they welcome Mr. Pastore, who will do a fine job for the Town.

Mr. Pastore thanked Supervisor Crandall.

**Albany County Legislator – Rick Touchette**

County Legislator Touchette read the following:

I am happy to report that on Monday the Albany County Legislature unanimously approved a 652 million dollar Budget for 2017. This is a solid and structurally sound budget with zero percent increase. The budget actually slightly decreases taxes for the average taxpayer and holds the line on spending. This is the fourth consecutive County Budget that has come in under the State's Property Tax Cap. It does not cut programs or employees and continues to deliver vital services to the communities and our most vulnerable citizens such as folks at the Albany County Nursing Home. Incidentally, Albany County's Tax Rate is the fourth lowest in the State. Some highlights for local interests are that the Soldier on Program is moving forward, it is a project up by the airport at the old Ann Lee Home, which will be a place for homeless vets to live and work. The budget creates a Recreation Bureau, they had those folks up to Lawson Lake, which you have probably seen what they have done there and they have had a Karate Program. There is \$250,000.00 new dollars going into the Land Bank Funding and they know there are some projects right here in Ravena and Coeymans. The budget funds \$150,000.000 in Economic

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Development; there is a 1.7 million dollar onetime payment from the Casino, which is going into a Tax Stabilization Fund. Also it renews the contract with the Senior Projects of Ravena who deliver over 15,000 meals to homebound folks and that contract is worth \$102,000.00 annually. I am on the Audit and Finance Committee and it was interesting to see this process up close and personal and I look forward into participating again next year.

County Legislator Touchette asked if there were any questions, hearing none he added that if there is anything he can do for the Board or the residents of Ravena to please let them know.

Councilman Dolan asked if wanted to tell them about the Spaghetti Dinner.

County Legislator Touchette stated that the Democratic Majority of the Legislature is holding a Spaghetti Dinner at the Watervliet Elk's Club on December 9<sup>th</sup> and the proceeds from that go to the Adopt a Family Program, which the Legislature has done for approximately 30 years, there are some folks in Town who are beneficiaries of that. He concluded by saying that it goes from 3:30pm to 8:00pm, tickets are available at the door.

Supervisor Crandall stated that he wanted to thank County Legislator Touchette for getting a small grant in the amount of \$2,500.00 for the Boy Scouts of America to buy new tents, camping equipment and other supplies that they needed for the Town's troop, he was very instrumental in that and he wanted to thank him personally for that.

Councilman Dolan stated that he also got the Historical Society a grant.

Supervisor Crandall stated that he got the Historical Society \$2,800.00 for upgrades in their record keeping and supply cabinets to store records and added that it is outstanding what he has done already.

### **Community Outreach & Education – Melissa Trainor**

Supervisor Crandall introduced Melissa Trainor, a Community Outreach and Education Coordinator for Albany County.

Ms. Trainor stated that she is from the Cancer Services Program of Albany and Rensselaer Counties, which is a Program through the New York State Department of Health and is a grant based program and it is currently held at St. Peter's Health Partners. She added that they offer free cancer screenings to individuals who are uninsured and focus specifically on three types of cancers, breast, cervical and colorectal with their target population being women from 4-64 and men 50-64 years old. She continued by saying that in cases where there is a history of breast, cervical or colorectal cancer, you can be screened at a younger age, which is as young as 30 for women for breast or cervical and as young as 40 for men and women for colorectal. She went on by saying that throughout Albany and Rensselaer Counties, they work with St. Peter's Health Partners and have offices all over, Albany, Latham and Troy and offer Screening Events where they offer clinical breast exams, mammograms, pap tests and if age eligible a Fit Kit, which is colorectal screening because oftentimes she hears people say that they won't get a colonoscopy because of the prep or they have no transportation to and from the procedure. She added that it is take-home kit and you can do it in the privacy of your home, there is no prep or a need to worry about transportation and if the Fit Kit is positive, they let you know and they follow-up with you and might pursue a colonoscopy, if it is negative, you are good for another ten months. She continued by saying that throughout the process, she always recommends that people keep in touch with their Primary Care Provider, she is not a doctor or nurse, she is a Social Worker and can't answer any specific medical questions. She went on by saying that for the Screening Events, they offer them at the Breast Center at St. Peter's Hospital in Albany, Capital Imaging in Latham and also the Masri Center in Troy and they are done throughout the year and in some cases, like in October for Breast Cancer Awareness Month, they had up to three screenings, so someone not being able to make it at another site might be able to make it to St. Peter's of the Masri. She concluded by reiterating that they work very closely with St. Peter's and St. Peter's Health Partners and they do have sites throughout the counties of Albany and Rensselaer in addition to the three that she mentioned and then asked if there were any questions.

Supervisor Crandall asked that she leave some of her packets in Town Hall.

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Councilman Dolan stated that she is becoming an expert down here and has been to Coeymans several times and met with a lot of people and has really spread the word, she is very approachable and would welcome a call from anyone like for example, those who might be self-employed and don't have insurance or is between insurance, should give her a call or a small business where people have to purchase their own insurance.

Ms. Trainor stated that Councilman Dolan made some excellent points and it can be a challenge to find folks without insurance because a lot of people are insured and trying to work with people who may be independent consultants, or finding people in a child care setting or the elder care setting that have fallen through the cracks has been her goal. She added that she met with Nancy Warner, Trustee with the Village and Judith Wines, Librarian at the Library earlier and they are talking about doing an event in January or February about the importance of self-care and holistic self-care and not just screenings for cancer, whether it be fitness or nutrition or just coping skills. She concluded by saying that she is very excited to work in Ravena & Coeymans and meeting a lot of people whether small business owners, Mom and Pop stores, Independent Consultants or other people who are not insured and eligible and reiterated that the cancer screenings are free.

The Town Board collectively thanked Ms. Trainor

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**PUBLIC ANNOUNCEMENTS**

**Town Hall Closed**

Supervisor Crandall stated that Town Hall will be closed December 26<sup>th</sup> and January 2<sup>nd</sup> for the Holidays.

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**PUBLIC COMMENT**

Supervisor Crandall invited members of the public to comment.

**Mr. Dan Boomer** stated that he wanted to thank Mr. Touchette and Ms. Trainor for coming out even though Mr. Touchette doesn't do anything that they would like him to do or seems to care what he thinks and he can't help but think that our taxes would be even lower if they had knocked off a few of the Legislators like they have discussed earlier this year because Albany County has 39 and all of the other counties in the state have less. He added that he has been wondering for years why the Town's gas prices are always 10 cents more in Ravena than Glenmont and even less in Catskill, earlier today he was in Columbia County and they were 8 cents a gallon less. He continued by saying that he has a giant willow tree on a cul-de-sac of Biechman Road, which he hadn't gotten a chance to speak directly to Mr. Searles about but he wanted to make it a point of record that he thinks the tree is going to fall down and wipe out the power line to his apartment house. He added that he had spoken with Mr. Searles about repaving Biechman Road, he did put up a Dead-End sign but some lunatic keeps stealing it and the real problem is at the top of the hill people come flying up and take out his mailboxes and go crashing into the field. He went on by saying that to their credit the dangerous tree across from Mr. Dolan's house has been taken care of down by the gazebo and then asked if it was under the realm of the Park Department.

Councilman Dolan stated that it is and that is who took it down, the Beautification Department.

Mr. Boomer interjected that he figured someone needed wood, which is a good thing and added that if they are going to have a park with a gazebo, where he could sit all summer and Councilman Dolan even plays his good music inside, they can see how much the gazebo is falling apart. He added that the shingles are all curled, the paint is off it and whether it be the Parks Department or maybe Highway men with a paint brush, it needs to be fixed and it is something that he wanted to mention to them. He then asked if they had seen the new beautiful bridge in New Baltimore at Dean's Mill, it was built within a month and they are really coming along in New Baltimore, and for lower taxes than the Town of Coeymans pays and continued by

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saying that to Mr. Misuraca credit, he got Rte. 9W paved at the red light and it is very nice. He went on by saying that he wanted to discuss getting the property cleaned up at Rodney Krzykowski's property's at the corner of Biechman Road and Rte. 143,, it is a terrible eye sore and people have a lot of money wrapped up in houses out there and he assumes that if there is property for sale they would like to sell it and it is disgusting to drive by it and then asked how they are coming along with getting it cleaned up.

Supervisor Crandall stated that he believes it is in litigation with the County right now, the Town can't touch it and there are a lot of back taxes owed on that property.

Mr. Boomer interjected that it is unsightly and there is also a property across from the end of Jarvis Road that looks like a junkyard and at 545 SR 143 that is a complete eyesore on both sides of the road and lots of good folks along there put up their Christmas lights, including Councilman Burns who keeps a well maintained piece of property and it's a darn shame to have the eyesores around. He continued by saying that on 12/01 the Police had a stake-out behind the old Marshall's garage, wedged in the parking lot clearly just to stop Carver Laraway trucks from coming down the hill unless there are a lot of speeders on Mountain Road Extension, he doesn't know but it looked like clear harassment of another business here in Coeymans by the Police.

Supervisor Crandall stated that to speak to that, he had no complaints from Carver and he contacts him through e-mails all the time.

Mr. Boomer stated that Carver went and personally spoke with each person on Jarvis Road and told them to call him directly if they saw any or his trucks speeding and it seems ridiculous to pay someone \$17.00 an hour to have a stake-out behind Marshall's.

Supervisor Crandall stated that he doesn't know why the Police were there but he will try to find out and he doesn't believe it was for Carver's trucks.

Mr. Boomer stated that maybe they were expecting a robbery at Nolan Propane, you never know and they still haven't caught who took the trains and they can't even have a Train Festival anymore, which is ridiculous. He added that three times last week he saw a Coeymans' Police car at Dunkin' Donut and he knows they are going to say that they deserve a break but he doesn't know about a 45 minute break and when he went to pay Mr. Nolan for his gas bill, patronizing in his town, he saw three police between the red light and Nolan's and a couple of paramedics along with a Sheriff's car all on the drag. He continued by saying that the speed limit should be 40 mph anyway, it is one of the slowest speed limits between Albany and Kingston, it's crazy and choking our town out and then asked that they do something about the Police Department because with the extra 2 million dollars a year not only would they be a friendlier town to people who come through here but they could do a lot more and get back to a better quality of life again. He went on by asking why if they are using 911 Dispatch and if people still employed down in the Coeymans Dispatch because he knows there are two ladies.

Supervisor Crandall stated that they are not Dispatchers, one is a secretary.

Mr. Boomer interjected that one is George LaMountain's wife that he dealt with when he needed Police and he was told that they didn't know where Hannacroix Lane was.

Supervisor Crandall stated that Ms. LaMountain is the Chief's Confidential Secretary and the other person works part-time as a clerk.

Mr. Boomer stated that it seems like a lot. He continued by saying that it's the Town's big thing to catch people speeding and he just saw a school bus speeding, which he keeps having problems with, last year he got run off the road and last week there was a school bus speeding up Biechman Road over 50mph. He added that he called the school, the buses are going slower but there have been many occasions when he has followed them up past Key Bank going over 30 mph, which he doesn't blame them because the speed-limit should be 40-45 mph. He continued by saying that he has also followed former Town Justices up through there, too fast and this is another one of his problems, the plate reader gives them the perfect chance for selective policing because in one second they know who they are following and whether to stop them and give them a ticket or not, which he believes is unconstitutional. He concluded by saying that at the least, they have a bunch of hired bullies and reiterated that they are choking them out.

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Supervisor Crandall asked if there were any other comments.

**Town Clerk Millious** stated that she had something to say and added that she sent the Board a memo on December 7<sup>th</sup> asking to be on the agenda to discuss filling the part-time vacancy in her office and gave it to Confidential Secretary Rowzee along with attaching an application for the applicant that she feels would be the most appropriate for the position. She continued by saying that she would like to have the applicant start prior to the end of the year so training can start before the January 2017 Property and Sewer Tax Collections and then asked what the Board's thought was on it.

Supervisor Crandall stated that he didn't have any thought on it.

Councilman Burns asked if they can hire her.

Councilman Dolan asked if it was Public Comment.

Supervisor Crandall stated that it was Public Comment time.

Town Clerk Millious reiterated that she asked to be on the agenda and didn't know of any other time to bring it up.

Supervisor Crandall stated that the request to be on the agenda was supposed to be in on Tuesday and it wasn't until Wednesday so it was too late to be put on the agenda and added that they had spoken about this before and he doesn't know what else she wants him to tell her.

Town Clerk Millious stated that the next meeting isn't until the Workshop on the 15<sup>th</sup> and she really needs this person to start, it's really important and is for the community and not just her, her office is very busy. She continued by saying that her revenues in the IFM Program, her expected was \$4,500.00 and to date there is \$8,858.56 just for Clerk fees, cemetery lots were estimated for \$600.00, to date it is \$1,800.00, estimated revenue for other cemetery fees was \$2,000.00 to date it is \$3,325.00. She added that she can continue with other fees as well as a list of Town Clerk duties to remind the Town Board of everything that her office does and what is expected of her, which she could go over with them. She reiterated that she was asking to start the applicant and it is why she asked to speak during Public Comment because if she's not on the agenda they get to the end of the meeting and go into Executive Session so she might not have the opportunity to be able to speak.

Supervisor Crandall asked that Town Clerk Millious continue to speak.

Town Clerk Millious stated that there is a document that she keeps updated and added that when she did her budget, there didn't seem to be a problem with her hiring two part-time people at \$12.50 an hour and if she had the applicant start tomorrow it would be approximately \$700.00 if they continue to work and fill the vacancy of Marina Morse who left in October and continued by reading the following:

**TOWN CLERK'S OFFICE DUTIES**

In addition to being the 'front line' of Town government, and possibly the most-visited office in Town Hall, the Town Clerk's office performs a myriad of duties. We have attempted to list the bulk of them here, but many of the Town Clerk's duties are intangible, such as directing citizens to the proper offices or agencies that they may need, helping people find otherwise hard to locate information, answering phone calls for all departments within Town Hall, and generally being a clearinghouse for any government information needed by Town citizens.

**REGISTRAR OF VITAL STATISTICS**

**Marriage Licenses and Certificates** (36 issued in 2013, 42 in 2014, 41 in 2015 & 35 to date in 2016)

This process takes approximately 30 minutes for the initial license, and another 10-15 for preparation of the certificate and accompanying packet. If one or both of the parties has been married before, it can take an additional 15-20 minutes to locate and enter their previous marriage information. We take the couple's information, such as *date of birth*, *Social Security*

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*number, occupation, place of birth, parents' names and places of birth, and any prior marriage information.* We enter that information into the computer, issue a license number, and print the license. The couple verifies the information, and signs the license. Once it is signed, we certify, sign and seal the license. We present the license to the couple in a packet including other helpful marriage information, such as how to change one's name at Social Security. We also issue a receipt for the \$40 fee. We keep a copy of the license on file until the original is received from the officiant. Upon receipt of the original license, we create the marriage certificate, sign, seal, and certify it, before mailing it to the couple with a request form for copies. We file a copy of the license in our office, and send the original to NYS Vital Records.

**Transcripts – Marriage, Birth, Death** *(32 certified transcripts in 2013, 28 in 2014, 40 in 2015 & 71 to date in 2016)*

We make sure we have proper information identifying the person. We sometimes have to type information into the computer depending on how old the record is. It needs to go on special paper. A Vital Statistic form needs to be filled out along with special stamps to certify the record. A Town Clerk's receipt always has to be filled out.

**Death Certificates and Burial Permit** *(10 death certificates, 24 burial permits, in 2013, 15 death certificates, 15 burial permits in 2014, 14 death certificates, 14 burial permits in 2015, 10 death certificates, 24 burial permits to date in 2016.*

This process takes approximately 15-20 minutes, depending on the number of copies the Funeral Director requests. The Funeral Director may purchase as many certified copies as the family of the deceased requests. When the Funeral Director comes in, we check the index, and issue a register number. We type the document, sign, seal and copy. We type the deceased's information on the index sheet. The original is mailed to NYS Vital Records, and one is kept on file in our office. The fee for Death Certificates is \$10. A burial permit is necessary to either bury in the Town, or move remains to another area. This document is requested by the Funeral Director, and takes approximately 10 minutes to complete. We type the document, and keep a copy on file until the original returns from the Funeral Director. The document is then filed in a register, and indexed.

**Cemeteries** *(8 transactions in 2013 totaling \$3,105.00, 3 transaction in 2014 totaling \$625.00, 15 transactions in 2015 totaling \$7,780.00 and 10 transactions to date in 2016 totaling \$5,125.00.)*

The Town currently operates 3 cemeteries: Grove, in Coeymans, and Indian Fields in Alcove and Coeymans Hollow in Coeymans Hollow. When a call comes in requesting action at one of the cemeteries, we enter the information received in a Cemetery Log, and take care of what needs to take place. We must note the date the request was received, the name of the cemetery, the name of the deceased and a contact person with phone number, and a description of the action requested (plot purchase, burial, cremation, etc.) For a plot purchase, two copies of the deed must be created, sealed, and sent to the Supervisor for signature. The applicable deed owners' document must also be updated. For burial or cremation, the applicable inventory document must be updated. For burials, the Town Clerk's office ensures that the plot is excavated, and the cemetery is ready for the burial. Many times an actual visit to the cemetery is necessary to locate a grave and probe the burial site. When payment is received, we complete the Cemetery Receipt form and in turn process it. We then attach the copy of the check to the receipt and file it in the appropriate cemetery binder.

**Genealogy** *(1 issued in 2016)*

As the Registrar of Vital Statistics, the Town Clerk's office is one of the three agencies authorized by the NYS Health Commissioner's office to conduct record searches. Per the Department of Health, all requests for genealogical searches must be submitted in writing, and carry a fee of \$11 per copy. The search and copying process can take any amount of time, from a few minutes up to a week, depending on the age of the records, the amount of information provided by the applicant, and the quality and ease of locating the original record. For birth records less than 75 years old, or marriage and death records less than 50 years old, the applicant must be a direct descendant of the party, or the designee of such. For older records, the parties must be known to the applicant to be deceased. Once these requirements are satisfied, we search through the old records to find the requested information. Depending on the age of the record,

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we can either print a transcript from the computer, or we will hand type it on a transcript form. The top of the transcript will be noted “FOR GENEALOGICAL PURPOSES ONLY”.

### **BINGO/GAMES OF CHANCE LICENSES**

In issuing Bingo and Games of Chance licenses, the Town Clerk’s office coordinates with the Police Department and the NYS Racing & Wagering Board. Depending on the type of license requested and the speed of coordination, the time required to process each license can vary from as little as one day to as much as one week.

**Bingo/Games of Chance/Bell Jar Licenses** *(1 license with 48 occasions in 2013, 1 license with 45 occasions in 2014, 1 license with 36 occasions in 2015 and 1 license 40 occasions to date for 2016)*

The organization desiring the license presents their application to our office, with payment for the desired number of occasions. We issue them a receipt. We then fill out a “Findings and Determinations” form from the NYS Racing & Wagering Board, attach it to the application, and forward it to the Police Department for their investigation. After the Police Department approves and returns the application to our office, we enter the organization information into the computer, issue a license number, and complete the occasion and prize information in the BAS system. We then type a letter to the NYS Racing & Wagering Board, and send it with a copy of all supporting documentation. We then issue the license to the organization.

#### **License Amendments**

The organization presents the amended license application to our office, along with appropriate payment. We type a letter of amendment and send it to the NYS Racing & Wagering Board, and send a copy to the organization and the Police Department. We enter the amended information on the BAS system, and deposit the payment.

#### **Additional Fees**

Following an organization’s games, the organization must turn in a form showing any activity, as well as payment for such. We verify forms for accuracy, and issue a receipt for the check. We then enter the information in the computer.

### **PUBLIC SERVICES**

The Town Clerk’s office provides a number of services to the public, many of which are done as a matter of convenience for our rural residents, who may be unable to make it to Albany to complete county government transactions.

**Certificates of Residence** *(192 issued in 2013, 217 in 2014, 173 in 2015 and 180 to date for 2016)*

These are issued to students attending community colleges, as well as taking part in the University in the High School program at RCS. Any Albany County resident can get a Certificate of Residence from our office, not just Town of Coeymans residents. It is about a 10 minute process, and carries a \$2 fee. The customer fills out an application with their personal information, such as *name, address, Social Security number, and length of time at address*. We verify the customer’s ID, type the form, and make a copy. The customer gets the original, and we issue a receipt for the \$2 fee. We notarize the document and file them with the Albany County Director of Finance.

**Handicapped Parking Permits** *(161 in 2013, 145 in 2014, 174 in 2015 and 165 to date for 2016)*

This process takes approximately 10-15 minutes. The customer can get an application from our office, or their doctor can fax a prescription to our office. We complete the application form with the tag number and the customer’s driver’s license number. For **temporary** permits, we enter the expiration date stated by the doctor. For **permanent** permits, we give a five year renewal date. We fill out the hang tag, and give the tag to the customer. Once the transaction is completed, we enter the information in the computer, in order to maintain an index of permits. If a permit is lost or stolen, the customer can notify the Town Clerk’s office, and we will complete a report with the pertinent information. We then forward that report to the Police Department.

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Supervisor Crandall interjected that he was going to stop her there, for Public Comment they give 3 minutes and they have given her almost 25 and then asked that she quickly sum it up so they can move on with the meeting.

Town Clerk Millious stated that she will put it in his mailbox.

Supervisor Crandall interjected that he knows well the Town Clerk duties, he has read them in the law book and on-line and then asked if there is anything else that she would like to say.

Town Clerk Millious asked if she will be able to hire someone.

Supervisor Crandall stated that it is Public Comment, she made her comments, no decisions will be made and he won't badger with people during Public Comment and then asked if there was anything else.

Town Clerk asked if she can speak after Public Comment and if he will call on her as a Department Head.

Supervisor Crandall asked if she hadn't talked enough already.

Town Clerk Millious stated that she needs some answers.

Supervisor Crandall stated that they have spoken about this at least twice and she knows that there is a spending and hiring freeze and as far as he is concerned they are not hiring anyone this year.

Town Clerk Millious asked about next year.

Supervisor Crandall stated that it will be determined when he sees how their finances are at the end of the year and added that they were left with over \$269,000.00 in bills from the previous year, which he knows she doesn't believe but they are just barely making it with cash. He concluded by saying that he isn't going to discuss this any further, she can come to his office anytime she wants to come in.

Town Clerk Millious stated that she did sit down with Councilman Langdon and looked at the books.

Supervisor Crandall stated that he had Nita show them the books, which they can see anytime.

Town Clerk Millious interjected that she did not see why because one girl left she is not able to fill the position when she is budgeted for it this year and next year, she needs to get someone in her office and trained before her busiest time and it is why she is asking the Board at this time if they will allow her to do that. She continued by saying that it is only \$700.00, she has cut all year, and even raised some fees that were not anticipated in the budget and has taken in more than what was expected and she feels she deserves to fill the position during her busy time and that is why she is asking at this time if the Board will allow her to do it. She added that there was conversation with Supervisor Crandall and Councilman Dolan but she wanted to bring it up in front of the rest of the Board and the public to let them know she is concerned about servicing the public. She concluded by saying that she is an Elected Official and wanted to bring this up because it was her second time asking to be put on the agenda.

Supervisor Crandall interjected that it wasn't the second time.

Town Clerk Millious stated that it was over the same subject and she can show him that.

Supervisor Crandall interjected that they are going to move on and asked if there was anyone else that wanted to comment, 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 minutes for Town Board approval, a Town Board Meeting on November 23<sup>rd</sup> and then asked for a motion to approve them.

**MOTION**

On motion of Councilman Youmans, seconded by Councilman Dolan, approving the minutes are presented and read.

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

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**NEW BUSINESS**

**Schedule Organizational Meeting**

Supervisor Crandall stated that they need to schedule an Organizational Meeting and then asked for a motion authorizing the Town Clerk to advertise for an Organizational Meeting on January 2, 2017 at 9:00am.

**MOTION**

On motion of Councilman Youmans, seconded by Councilman Burns authoring the Town Clerk to advertise for an Organizational Meeting for 2017 to be held at Town Hall at 9:00am on January 2<sup>nd</sup>.

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

Supervisor Crandall asked Town Clerk Millious if she had a list of Meeting Dates for 2017 to post.

Town Clerk Millious stated that she didn't and added that it is usually done at the Organizational Meeting.

Supervisor Crandall stated that it will be done then.

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**RESOLUTIONS**

**RES. #143-16 APPROVE BUDGET TRANFERS**

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

**WHEREAS**, the following accounts have been depleted due to unforeseen expenditures.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Supervisor Philip A. Crandall to transfer the following funds to the following accounts.

**GENERAL FUND (A)**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT</u></b>	<b><u>TO ACCOUNT</u></b>
\$2,603.26	(A) 1990.4 Contingency	(A) 1430.4 Human Resources Contractual
\$ 298.65	(A) 1990.4 Contingency	(A) 1620.4 Town Hall Contractual
\$2,525.00	(A) 1990.4 Contingency	(A) 1355.4 Assessor Contractual
\$1,829.86	(A) 1990.4 Contingency	(A) 8510.4 Community Beautification Contractual

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\$ 30.52	(A) 1990.4 Contingency	(A) Cemeteries Contractual
\$6,112.38	(A) 1990.4 Contingency	(A) Medical Insurance
\$ 25.98	(A) 1990.4 Contingency	(A) Supervisor Contractual
\$1,727.62	(A) 1990.4 Contingency	(A) Unemployment Insurance

**PART-TOWN FUND (B)**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$ 22.16	(B) 8140.4 Storm Water	(B) 9045.8 Life Insurance
\$ 32.56	(B) 8140.4 Storm Water	(B) 9055.8 Disability Insurance
\$1,490.50	(B) 8140.4 Storm Water	(B) 9060.8 Medical Insurance

**HIGHWAY FUND (DB)**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$ 463.68	(DB) 5110.4 General Repairs Contractual	(DB) General Repairs Personal Services
\$19,352.25	(DB) 5110.4 General Repairs Contractual	(DB) 9040.8 Worker's Compensation

**RES. #144-16 ACCEPT RESIGNATION OF PARKS & RECREATION MAINTENANCE SUPERVISOR**

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

**WHEREAS**, Nelson Perry has submitted his letter of resignation as Parks & Recreation Maintenance Supervisor 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 Nelson Perry, effective December 30, 2016.

Dear Supervisor Crandall,

This letter is my official notification to you that I am retiring from my position as Parks & Maintenance Supervisor in the Beautification Department on the effective date shown below.

I appreciate the numerous opportunities for my professional and personal development that employment with the Town has provided to me over the last 30 years. It saddens me to be leaving, but look forward to the future.

At this time, I would like the Board to consider Donald VanAlstyne as my replacement. He has served in the position previously and his appointment will ensure a smooth transaction.

Sincerely, Nelson Perry

Effective - December 30, 2016

Councilman Youmans stated that he wanted to thank Nelson for his service to the Town and 37 years is pretty darn impressive and he knows that he has worked for the best interest of the Town in his heart every one of those days.

Supervisor Crandall interjected that it deserves a round of applause.

**MINUTES BOOK\*\*TOWN OF COEYMANS  
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**RES. #145 AUTHORIZE SUPERVISOR TO EXECUTE PAYCHHEX CONTRACT**

On motion of Councilman Burns, seconded by Councilman Dolan, the following resolution was APPROVED – VOTE – AYES3 – NAYS 1 – ABSENT 1 (Langdon) – SO MOVED

**WHEREAS**, the Town Board of the Town of Coeymans has determined to use Paychex, Inc. for payroll processing; and

**WHEREAS**, Paychex has presented a contract to the Town of Coeymans for said services.

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

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**UPCOMING WORKSHOPS/MEETINGS**

- Conservation Advisory Council Meeting, December 13, 2016, 6:00pm
- Town Board Workshop, December 15, 2016, 6:00pm
- Public Hearing – Sewer Rates, December 22, 2016, 6:30pm
- Town Board Meeting, December 22, 2016, 7:00pm

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**ADDITIONAL COMMENTS**

Supervisor Crandall asked Highway Superintendent Searles if he had any comments.

Highway Superintendent Searles stated that he wanted to bring the Board up to speed with DOT, he met with representatives on Tuesday and they still have some questions about Rte. 144 but they are going to be doing a complete rehab. He added that the Village is interested in changing the water line before they do it so they might want to think about talking about sewer lines while they are doing it as well.

Councilman Youmans interjected that it would certainly make sense.

Highway Superintendent Searles stated that they said they are going to get everyone together and have a meeting probably in February of next year.

Supervisor Crandall stated that he, Councilman Dolan, John Kerr and Trustee Bailey were talking about it and they are on top of it.

Highway Superintendent Searles stated that DOT wanted him to let everyone know what's going on.

Councilman Dolan asked if the issue is storm water that they have questions about.

Highway Superintendent Searles stated that they are supposed to be sending something to Town Clerk Millious and she is currently looking for maps and other documents for them and added that he can't find anything at the Highway Garage. He continued by saying that he remembers that when he was a kid, the sidewalk was on Westerlo Street going down to the Post Office, which is what they are asking about but he can't find anything, he knows that the Highway Department maintained it for years, which they don't anymore.

Councilman Dolan asked about a possibility of replacing the sidewalk.

Highway Superintendent Searles stated probably not but there are other things that they are going to do, there will be all new curbing sidewalks but with the curbing, part of the road will be lower and they are going to make sure that everything is done right.

Councilman Dolan stated that his understanding is that they are replacing the entire length of sidewalk and it will be anywhere that there is a place that can be considered a sidewalk because there are places where it is gone.

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Highway Superintendent Searles stated that they are going to do sidewalk from the bridge all the way past James Drive. He added that he had listed used equipment that they had discussed before on Auctions International and he is happy to say that everything is sold and they got more money than he expected, there is \$26,000.00 coming.

Councilman Dolan stated that in their discussion with Trustee Bailey, he had mentioned that part of the conversation with the State was for them to put the waterline under the sidewalks and then asked if it is as good as it sounds.

Highway Superintendent Searles stated that they think they can do that, Highway Superintendent Traver from the Village was there and they said they wouldn't have a problem with it. He added that the gas is under the sidewalks so it might be toward the edge of the road but they want to try to do it so it's not in the road because if there is a break at some point, they won't be digging up the road and further down the road where it is on the other side of the road, they would move it over so everything will be a straight run down.

Supervisor Crandall asked that he keep them informed and then asked for a motion to adjourn to Executive Session.

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**ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION**

On motion of Councilman Youmans, seconded by Councilman Dolan, the Town Board Meeting was adjourned to Executive Session to discuss litigation.

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

Time – 7:57pm

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**EXECUTIVE SESSION**

Executive Session convened in the Supervisor's Office immediately following adjournment from the Town Board Meeting, the Town Board with the exception of Councilman Langdon was present in addition to Attorney Paul Pastore to discuss litigation, no decisions were made or action taken.

Supervisor Crandall offered a motion to adjourn the meeting.

**MOTION**

On motion of Supervisor Crandall, seconded by Councilman Dolan, the meeting was adjourned.

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

Time – 8:15pm

*Respectfully Submitted,*

**APPROVED – December 22, 2016**

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*Diane L. Millious, Town Clerk*