

**MINUTES BOOK\*\*TOWN OF COEYMANS  
February 9, 2017 – Town Board Meeting – 7:00pm**

**A Town Board Meeting was held Thursday, February 9, 2017 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  
Paul Pastore, Attorney for the Town  
P.J. McKenna, Chief of Police

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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, Attorney for the Town Pastore and Chief of Police McKenna.

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**AGENDA**

- Presentation
  - Checks to Fire Districts
- Public Announcements
  - Town Hall Closed, President’s Day
- Public Comment
- New Business
  - Proposed Meeting with Village Board
- Correspondence
  - R-C-S Community Library
- Resolutions
  - Re-Appoint ZBA Member
  - Accept Resignation of Parks and Recreation Maintenance Supervisor
  - Authorize Building Energy Benchmarking
- Upcoming Workshops/Meetings
  - Town Board Workshop, February 16, 2017, 6:00pm
  - Zoning Board of Appeals, February 22, 2017, 7:00pm
  - Town Board Meeting, February 23, 2017, 7:00pm
- Executive Session

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**PRESENTATIONS**

**Checks to Fire Districts**

Supervisor Crandall asked that John Frangella from the Coeymans Fire District come forward to receive their portion of the 2017 Property Tax Collection in the amount of \$372,324.26 and then thanked him for his service to the Town.

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**PUBLIC ANNOUNCEMENT**

**Town Hall Closed – President’s Day**

Supervisor Crandall stated that Town Hall will be closed for President’s Day on February 20<sup>th</sup> 2017.

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**PUBLIC COMMENT**

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

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**NEW BUSINESS**

**Proposed Meeting with Village Board**

Supervisor Crandall asked that Councilman Dolan discuss the proposed meeting with the Village Board.

Councilman Dolan stated that they had discussed having a meeting last year and then asked Supervisor Crandall if he could contact the Village to set up a Joint Meeting with the Town to discuss police issues, court issues, sewer, water, DOT issues. He added that he would think it would be helpful if between the Supervisor and Mayor they could come up with a manageable agenda of items to be discussed and to have an agenda and try to stick with.

Supervisor Crandall asked the Town Board if they had anything that they would like to discuss with the Village for when he calls them.

Councilman Burns stated that he would like to discuss water lines going alongside the sewer line that will be going in down there.

Supervisor Crandall stated that it is going to be discussed with DOT.

Councilman Dolan stated that he would like to talk about water in general and expanding where they provide water to and where they sell water to, which he did notify the Mayor about.

Councilman Langdon asked if they resolved plowing out the Rescue Squad.

Supervisor Crandall stated that Highway Superintendent Searles took care of it.

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**CORRESPONDENCE**

**R-C-S Community Library**

Supervisor Crandall stated that there is a correspondence from the library.

Councilman Dolan stated that Judith Wines, Librarian from the R-C-S Community asked him to read the correspondence and continued by reading the following:

Love Your Body, Love Yourself – Pamper yourself with an evening of relaxation and health at the RCS Community Library. Drop by to: Learn techniques for stress reduction with reiki. Change your look with hair chalk. Sample healthy eats with the Albany County Cooperative Extension. Make your own bath bomb to take home. Learn about cancer screening services. Thursday, February 9<sup>th</sup>, 4:30-6:30pm.

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**CHECK PRESENTATION TO COEYMANS HOLLOW FIRE DISTRICT**

Mr. Steven Mantor and Mr. Tony Kapusta arrived late due to the snow storm to receive Coeymans Hollow Fire District's portion of the 2017 Property Tax Collection.

Supervisor Crandall presented them their check and thanked them for their service to the Town.

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**RESOLUTIONS**

**RES. #48-17 RE-APPOINT ZBA MEMBER**

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

**WHEREAS**, the term of Town of Coeymans Zoning Board of Appeals Member Ten Eyck B. Powell, Jr. expired on December 31, 2014; and

**WHEREAS**, due to an inadvertent clerical error, the Town Board didn't formally re-appoint Mr. Powell.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby re-appoint Ten Eyck B. Powell, Jr. to the Zoning Board of Appeals, nunc pro tunc, for a five (5) year term commencing January 1, 2015 and expiring on December 31, 2019.

Councilman Dolan stated that he didn't know what nunc pro tunc was.

Attorney for the Town Pastore stated that it is a Latin phrase, which basically means that it is made effective from the beginning of the term, going back retroactive.

**RES. #49-17 ACCEPT RESIGNATION OF PARKS & RECREATION MAINTENANCE SUPERVISOR**

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

**WHEREAS**, Donald VanAlstyne 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 Donald VanAlstyne, effective February 15, 2017.

Councilman Burns stated that he has the resignation letter and continued by reading the following:

Dear Supervisor Crandall and Town Board,

Please accept this letter of resignation from my position as Supervisor of Parks and Recreation effective February 15, 2017. It has been a pleasure to serve the Town of Coeymans.

Donald VanAlstyne

Supervisor Crandall stated that Mr. VanAlstyne accepted a position with the Federal Government in Virginia and continued by saying that he was an asset to our town and he wishes him well.

**RES. #50-17 AUTHORIZE BENCHMARKING POLICY**

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

**WHEREAS**, buildings are the single largest user of energy in the State of New York, and the poorest performing buildings typically use several times the energy of the highest performing buildings, for the exact same building use; and

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**WHEREAS**, this Local Policy will use Building Energy Benchmarking to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Town of Coeymans; and

**WHEREAS**, collecting, reporting, and sharing Building Energy Benchmarking data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide; and

**WHEREAS**, equipped with this information, the Town of Coeymans will be able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement.

**WHEREAS**, the following definitions will apply:

(A) “Benchmarking Information” shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(B) “Building Energy Benchmarking” shall mean the process of measuring a building’s Energy use, tracking that use over time, and comparing performance to similar buildings.

(C) “Covered Municipal Building” shall mean a building or facility that is owned or occupied by the Town of Coeymans that is 1,000 square feet or larger in size.

(D) “Department” shall mean the Conservation Advisory Council

(E) “Energy” shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.

(F) “Energy Performance Score” shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

(G) “Energy Use Intensity (EUI)” shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

(H) “Gross Floor Area” shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

(I) “Portfolio Manager” shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

(J) “Utility” shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(K) “Weather Normalized Site EUI” shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations; and

**WHEREAS**, this Local Policy is applicable to all Covered Municipal Buildings as defined in item C above of this Local Policy; and

**WHEREAS**, the Conservation Advisory Council may exempt a particular Covered Municipal Building from the benchmarking requirement if the Conservation Advisory Council determines that it has characteristics that make benchmarking impractical; and

**WHEREAS**, no later than December 31, 2017, and no later than May 1 every year thereafter, the Conservation Advisory Council or the Council’s designee shall enter into Portfolio Manager the

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total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year; and

**WHEREAS**, for new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Conservation Advisory Council or the Council’s designee shall begin inputting data in the following year; and

**WHEREAS**, the Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

- (a) No later than December 31, 2016 and by September 1 of each year thereafter for Covered Municipal Buildings; and

**WHEREAS**, the Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

- (a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and
- (b) For each Covered Municipal Building individually:
  - (i) The status of compliance with the requirements of this Local Policy; and
  - (ii) The building address, primary use type, and gross floor area; and
  - (iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and
  - (iv) A comparison of the annual summary statistics (as required by this Local Policy) across calendar years for all years since annual reporting under this Local Policy has been required for said building; and

**WHEREAS**, the Department shall maintain records as necessary for carrying out the purposes of this Local Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years; and

**WHEREAS**, the Conservation Advisory Council or the Council’s designee shall be the Administrator of this Local Policy; and

**WHEREAS**, the Administrator of this Local Policy may promulgate procedures necessary for the administration of the requirements of this Local Policy.

**NOW, THEREFORE, BE IT RESOLVED THAT** within thirty days after each anniversary date of the effective date of this Local Policy, the Administrator of the Benchmarking Policy shall submit a report to the Town Board of the Town of Coeymans including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Conservation Advisory Council has determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Local Policy; and

**BE IT ALSO RESOLVED THAT** this Local Policy shall be effective immediately upon adoption by the Town Board of the Town of Coeymans, and a copy of this resolution shall be provided to the Conservation Advisory Council.

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**UPCOMING WORKSHOPS/MEETINGS**

- Town Board Workshop, February 16, 2017, 6:00pm
- Zoning Board of Appeals, February 22, 2017, 7:00pm
- Town Board Meeting, February 23, 2017, 7:00pm

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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.

VOTE – AYES 5 – NAYS 0 – SO MOVED

Time – 7:18pm

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**EXECUTIVE SESSION AND ADJOURNMENT**

Executive Session was called to order immediately following adjournment from the Town Board Meeting, the entire Town Board was present in addition to Attorney for the Town Pastore and Chief of Police McKenna. No decisions were made or action taken.

**MOTION**

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

VOTE – AYES 5 – NAYS 0 – SO MOVED

Time – 7:53pm

*Respectfully Submitted -*

**APPROVED –**

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*Diane L. Millious, Town Clerk*