

**A Town Board Workshop was held September 18, 2012, at 7:00PM at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** Stephen D. Flach, Supervisor  
Dawn Rogers, Councilwoman  
Thomas A. Boehm, Councilman  
Thomas E. Dolan, Councilman  
Peter E. Masti, Councilman

**ALSO PRESENT:** Diane L. Millious, Town Clerk  
Greg Darlington, Chief of Police

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Supervisor Flach opened the Town Board Workshop and led the Pledge of Allegiance.

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## **AGENDA**

- Hannacroix Creek
- Environmental Conservation Board
- Computer Services
- Radio Tower
  - Shared Services
- Police Retirees
  - Badges and ID's
- Capital Project H-29
- Employee Handbook
- Executive Session

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## **DISCUSSIONS**

### **Hannacroix Creek**

Supervisor Flach stated that they have a contract that they need to look at, which is for professional services by and between the Town of Coeymans and F.X. Browne for the Hannacroix Creek Channel Restoration Project. He then asked Chief Darlington for an update.

Chief Darlington indicated the following:

- The contract was forwarded to Attorney for the Town Wukitsch.
- The time-line is an issue; the project has to be completed within a specified time in order to receive funding.

Discussion ensued amongst the Town Board and Chief Darlington regarding the wording of the contract and the time-line.

Collectively it was decided that they would offer a motion to authorize the Supervisor to sign the contract if approved by Attorney for the Town Wukitsch.

Discussion ensued regarding offering a motion during a Workshop. Collectively it was decided that due to the time-line issue they should get it moving immediately.

**MOTION**

On motion of Councilman Masti, seconded by Councilwoman Rogers, authorizing the Supervisor to sign the contract with F.X. Browne if approved by Attorney for the Town Wukitsch.

VOTE – AYES 5 – NAYS 0 – SO MOVED

**Environmental Conservation Board**

Supervisor Flach asked that Councilman Boehm discuss the Environmental Conservation Board.

Councilman Boehm stated that there were three individuals present that wanted to speak about an Environmental Conservation Board, Mr. John Bonafide, Mr. Paul Lawler and Barbara Heinzen and then asked that they comment.

Mr. Bonafide discussed the benefits of having an Environmental Conservation Board.

Discussion ensued amongst the Town Board and Mr. Lawler relative to individuals interested in being on the Board, which included Lafarge, the Port of Coeymans, farmers, Mr. Bonafide and those knowledgeable in finance that would be willing to work on a volunteer basis.

Ms. Heinzen discussed the benefits of having an Environmental Conservation Board.

Discussion ensued amongst the Town Board, Mr. Bonafide, Mr. Lawler and Barbara Heinzen relative to forming an Environmental Conservation Board.

Councilman Boehm stated that he would contact Rene VanSchaack with the Greene County Industrial Development Agency and ask for some guidance and added that they should prepare a resolution to form an Environmental Conservation Board.

**Computer Services**

Supervisor Flach stated that they are looking at computer services for the Town and added that they currently have Intelligent Technology Solutions, which most employees are not happy with the services that they are providing as well as it being very costly.

Discussion ensued amongst the Town Board, Chief Darlington and Town Clerk Millious regarding the amount that has been spent to date as well as some issues with the services that they are providing. They continued by discussing BAS relative to their evaluation and the quote that was prepared by them to provide IT services and whether or not it has to go out to bid as well as the charges that are currently being billed by ITS.

Collectively it was decided that Supervisor Flach would give each Board Member a copy of the quote from BAS as well as finding out who other towns are using.

**Radio Tower – Shared Services**

Supervisor Flach stated that he received a copy of a memo that was sent to Sheriff Craig Apple Sr. and continued by reading the following:

The cellular tower located on Gedney Hill Road in the Town of Coeymans has been identified as an extremely viable site for the Sheriff's Office to use in the construction of a new radio system. This radio system will support the entire 911 system. Without this site the service in the southeastern portion of the county would be severely compromised.

The Sheriff's Office would need to install a 10 X 22 precast building at the site as well as 3 VHF antennas. The antennas would be at a height of approximately 70 feet. In addition to the antennas two 6 foot microwaves dishes would need to be placed on the tower to connect with the other sites in the system. The shelter would be placed on a cement pad

with the same dimensions. The pad would have a depth of 4 feet to resist frost. All design, construction and planning would be done in accordance with current regulations and would take place between Motorola and the Town's Site Manager.

Currently the Town of Coeymans utilizes this site for public safety radio. The equipment is housed in a converted shipping container with no climate control. The benefit for the Town of Coeymans would be housing their equipment within the county shelter free of charge. By moving their equipment into this shelter the Town would have all equipment properly grounded, climate controlled and placed on generator backup. The Town's radio vendor would be given access to the shelter and the movement of their equipment could be done by the county's vendor to alleviate any costs to the Town.

I have had conversations with the Fire Chief in Coeymans Hollow and he has indicated that there are existing radio coverage issues in his district. If this system were completed, this site as well as other sites would provide 95% paper coverage to the Coeymans Fire and EMS agencies over the entire county. In order to achieve this, the county could allow the Town of Coeymans to conduct fire paging on the country fire control channel.

Supervisor Flach stated that Sheriff Apple will be discussing this at the next meeting.

Discussion ensued amongst the Town Board and Chief Darlington relative to construction of a new radio system, possible issues with the current contract and lease agreement, rental fees for use of the tower and the split of revenue between JNS, the Town of Coeymans and Carver Laraway.

Collectively it was decided that Chief Darlington should call JNS to see what they would charge the County.

#### **Police Retirees – Badges and ID's**

Chief Darlington stated that he has been approached by past employees that have voluntarily left the Coeymans Police Department who consider themselves "retired from the Coeymans Police Department" and they have asked for retirement badges and ID's.

Discussion ensued relative to those that have requested them, the circumstances of them leaving and what the purpose for them is.

Collectively it was decided that the Town would cover the cost associated with doing it as a sign of recognition for their service and that it should be approved by resolution at the next meeting.

#### **Capital Project H-29**

Supervisor Flach read the following:

The H29 Capital Project owed the Sewer Fund \$116,069.48. The H29 Capital Project has a remaining cash balance of \$26,888.61. The H29 Capital Project Fund does not have any further revenue, has no funding and no loans, therefore this \$26,888.61 is the only remaining cash balance in the H29 Capital Fund. The Project had been completed long ago; however, this loan remains on the books. The Town's accountant advised the bookkeeper to pay the Sewer Fund \$26,888.61 from the H29 Capital Project account. This depleted the account and the account has a zero balance. The balance of the "loan" to the Sewer Fund is \$89,180.87. The Town's Accountant advised the Bookkeeper to draft a resolution to allow the Sewer Fund to "forgive" the loan since H29 Capital Project cannot and will not ever be able to repay this loan. The Town's Accountant has advised the Bookkeeper to "clean up" the Town's books. Therefore, the Bookkeeping Department is working with the Accountant to get the books in proper order.

Discussion ensued and collectively it was decided that they should get the Comptroller's opinion.

**Employee Handbook**

Supervisor Flach stated that last year Payroll Clerk Ziegler started to re-do the Employee Handbook and it was not completed and there are some changes that need to be done.

Collectively it was decided that they should go over what the suggested changes are, which will be e-mailed to every Board member and then discuss it at the next Workshop.

Supervisor Flach asked if there were any additional comments, hearing none he asked for a motion to adjourn the Workshop and to go into Executive Session to discuss personnel issues and added that they would not be returning.

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**ADJOURNMENT**

**MOTION**

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

VOTE – AYES 5 – NAYS 0 – SO MOVED

Time – 7:05

**EXECUTIVE SESSION**

Executive Session was called to order immediately following the Town Board Workshop with all members of the Board present to discuss personnel matters. No decisions were made.

**MOTION**

On motion of Councilman Dolan, seconded by Supervisor Flach, Executive Session was adjourned.

VOTE – AYES 5 – NAYS 0 – SO MOVED

Time – 8:01

*Respectfully Submitted,*

**APPROVED –**

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*Diane L. Millious, Town Clerk*