

**A Town Board Meeting was held Monday, November 28, 2011, at 7:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** James Youmans, Supervisor  
Dawn Rogers, Councilwoman  
Thomas A. Boehm, Councilman  
Richard N. Touchette, Councilman  
Thomas E. Dolan, Councilman

**ALSO PRESENT:** Diane L. Millious, Town Clerk  
Greg Darlington, Chief of Police  
Albert Deering, Highway Superintendent  
David Wukitsch, Attorney for the Town

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Supervisor Youmans opened the Meeting and led the Pledge of Allegiance.

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### **OPENING COMMENT**

Supervisor Youmans stated that the record should reflect the presence of a full Town Board in addition to Town Clerk Millious, Attorney for the Town Wukitsch, Chief of Police Darlington and Highway Superintendent Deering.

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### **AGENDA**

- Public Announcements
  - Annual Tree Lighting Ceremony
  - Old Ravena Road Bridge
  - Snow Emergency Procedures
- Public Comment
- Approval of Minutes
  - October 22, 2011
- Supervisor's Report – October
- Department Reports
  - Building Department, October
  - Sewer Department, October
  - Town Clerk, October
- Old Business
- New Business
  - Part-Time Clerk I, Justice Clerk
  - Professional Services Agreement with Intelligent Technology Solutions
  - JNS Towers Management Agreement
- Resolutions
  - Authorization to Sign JNS Towers Management Agreement
  - Amend September Abstract
  - Approve November Abstract
- Town Board Workshops/Meetings
  - Town Board Meeting, December 12, 2011, 7:00pm
  - Town Board Workshop, December 20, 2011, 6:00pm
  - Town Board Meeting, December 27, 2011, 7:00pm
- Additional Comments
- Adjournment

**PUBLIC ANNOUNCEMENT**

**Annual Tree Lighting**

The annual Holiday Parade and Tree Lighting Ceremony will take place on Friday, December 2<sup>nd</sup>.

The kick-off will be the lighting of the Town’s Christmas Tree at Coeymans Landing Gazebo at 6:30pm. Carols will be sung by members of the Riverview Baptist Church and the Historic Coeymans Landing Association will be there providing hot chocolate and cookies.

At 6:45pm the parade will make its way up the hill for the Village Tree Lighting Ceremony at the corner of Central and Main Streets.

**Old Ravena Road Bridge**

The Board is pleased to announce that the Old Ravena Road North Bridge crossing the CSX rail lines was reopened on November 23<sup>rd</sup>.

As you know, the bridge was closed due to safety concerns in January 2009. The current bridge is 410 foot long, multi-girder, single span steel and concrete structure. The project was 80% Federally funded, 15% State funded and the Town of Coeymans provided the remaining 5% share.

The improvement to the Town’s infrastructure will ensure the safety of Old Ravena Road for the continued use by drivers, pedestrians and cyclists.

**Snow Emergency Procedures**

Reminder to the public – Snow Emergency Procedures will go into effect when snowfalls accumulate in excess of 3 inches.

No vehicle parking, stopping or standing will be allowed on any Town of Coeymans street or highway.

Violators will have their vehicles towed away.

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**PUBLIC COMMENT**

Supervisor Youmans 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 Youmans stated that there was one set of minutes for Town Board approval, a Special Budget Workshop on October 22<sup>nd</sup>, he then asked for a motion to approve them.

**MOTION**

On motion of Councilwoman Rogers, seconded by Councilman Dolan, the minutes were approved as presented and read.

VOTE – AYES 5 – NAYS 0 – SO MOVED

**SUPERVISOR’S REPORT**

**October 2011**

FUND	BAL. FWD.	RECEIPTS	DISBURSE.	BALANCE
General	\$ 52,329.66	\$434,512.66	\$246,170.64	\$240,671.68
Part-Town	\$728,001.65	\$420,833.67	\$437,328.16	\$711,507.16
Highway	\$ 11,213.51	\$ 75,263.01	\$ 61,325.00	\$ 25,151.52
Bridge Const.	\$ 4,484.76	\$ 4.13	-0-	\$ 4,488.89
Sewer	\$ 68,558.17	\$41,067.48	\$ 24,058.69	\$ 85,566.96
Special Water	\$ 49,236.88	\$ 37,269.48	-0-	\$ 86,506.36
Police Forf.	\$ 16,156.98	\$ 2.08	-0-	\$ 16,159.06
Comm. Tower	\$ 1,484.07	\$ 1,000.00	-0-	\$ 2,484.07
Trust & Agcy.	\$ 17,958.77	\$207,837.66	\$209,306.20	\$ 16,490.25
H-Fund Cap. Proj.	\$ 43,660.13	\$ 3.87	\$ 11,049.30	\$ 32,614.70
Section 8 HUD	\$109,885.79	\$ 40,479.27	\$ 43,714.65	\$106,650.41
			<b>Total Rec. Balance</b>	<b>\$1,328,291.06</b>

**CERTIFICATES OF DEPOSITS**

**MATURITY DATE**

NAT. BANK OF COX. (DA) Hwy. Bridge 2 months \$85,447.70 10-07-11

**SAVINGS ACCOUNTS**

**COLLATERAL  
 COVERAGE**

**FDIC**

**COLLATERALIZED**

Unemployment	\$ 731.06	Bank of Greene	\$250,000.00	\$1,575,646.70
Grove Cemetery	\$40,904.69	National Bank	\$250,000.00	\$ 69,129.85
Coey. Hollow Cem.	\$14,359.40			
Sewer-Dedicated	<u>\$ 6,326.92</u>			
<b>Total</b>	<b>\$62,322.07</b>			

Supervisor Youmans asked for a motion to approve the report.

**MOTION**

On motion of Councilman Boehm, seconded by Councilwoman Rogers, the Supervisor’s Report was approved as presented and read.

VOTE – AYES 5 – NAYS 0 – SO MOVED

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**BUILDING DEPARTMENT REPORTS**

**Building Department – October 2011**

Supervisor Youmans asked that Councilwoman Rogers give the Building Department Monthly Report.

Councilwoman Rogers continued by giving the report.

Supervisor Youmans asked for a motion to approve the report.

**MOTION**

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

VOTE – AYES 5 – NAYS 0 – SO MOVED

**Sewer Department – October 2011**

Supervisor Youmans asked that Councilman Touchette give the Sewer Department Monthly Report.

Councilman Touchette continued by giving the report.

Supervisor Youmans asked for a motion to approve the report.

**MOTION**

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

VOTE – AYES 5 – NAYS 0 – SO MOVED

**Town Clerk – October 2011**

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

Town Clerk Millious continued by giving the report.

Supervisor Youmans asked for a motion to approve the report.

**MOTION**

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

VOTE – AYES 5 – NAYS 0 – SO MOVED

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**OLD BUSINESS**

None at this time.

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**NEW BUSINESS**

**Public Hearing 2012 Sewer Rates**

Supervisor Youmans stated that they need to set a Public Hearing date for the 2012 Sewer Rates and continued by asking Town Clerk Millious if there is enough time for posting if they have it on December 12<sup>th</sup> prior to the Regular Town Board Meeting.

Town Clerk Millious stated that it is too late for this week’s paper and added that it won’t come out until next Wednesday, which might be cutting it too close and added that it might be better to schedule it for the 27<sup>th</sup>’s meeting.

Supervisor Youmans asked why the 12<sup>th</sup> is too soon.

Attorney for the Town Wukitsch stated that it would be five days and it is alright.

Supervisor Youmans stated that the Public Hearing for the 2012 Sewer rates is set for December 12<sup>th</sup> at 6:30pm.

**Part-Time Clerk I – Justice Court**

Supervisor Youmans stated that he was in receipt of a request by the Justice Court to post for a Part-Time Clerk I position internally for the Justice Court, which is in the budget for 2012. He added that the way that Civil Service works is you have to post internally for so many days before it is posted externally. He went on by asking Judge Dardani if that was their intention.

Judge Dardani stated that it is and he wanted to make sure that they follow through.

Supervisor Youmans stated that he would offer a motion and added that he would authorize the Judges to post it internally.

Judge Dardani interjected that he thinks that it has to come from the Supervisor's Office and it has to be posted internally for 10 days and added that this is how they have done it in the past.

Supervisor Youmans stated that he will get it done for them and continued with the motion.

**MOTION**

On motion of Supervisor Youmans, seconded by Councilman Dolan, authorizing the Supervisor and Justice Court to take any actions necessary to advertise for the position of a part-time Court Clerk for the Justice Court.

VOTE – AYES 5 – NAYS 0 – SO MOVED

**Professional Service Agreement with ITS**

Supervisor stated that there is a Professional Service Agreement with ITS, which needs to be signed and continued by asking if there was any discussion.

Councilman Dolan asked if there was a signed copy from ITS.

Supervisor Youmans stated that there is.

Councilman Touchette inquired as to if ITS is caught up with all of the preliminary things that they were authorized to do last year.

Supervisor Youmans stated that he believes they are most of the way through and then asked Chief Darlington if it was true.

Chief Darlington stated that they performed the upgrades and migrations in his department and now they are working on a lot of the "bugs".

Supervisor Youmans stated that the answer to Councilman Touchette's question is yes and then asked if there was any additional discussion.

Councilman Boehm stated that the billable rate is \$72.25 and the base contract cost is \$3,500.00.

Supervisor Youmans and Councilwoman Rogers collectively stated that it is considerably more than that.

Supervisor Youmans stated that it is \$9,975.00 for all of the services listed plus the block time.

**MOTION**

On motion of Supervisor Touchette, seconded by Councilman Boehm authorizing the Supervisor to execute the contract with Intelligent Technology Solutions.

VOTE – AYES 5 – NAYS 0 – SO MOVED

**JNS Towers Management Agreement**

Supervisor Youmans stated that he was in receipt of a JNS Towers Management Agreement.

Attorney for the Town Wukitsch interjected that after giving it a little more reflection and in speaking with Chief Darlington about it, he feels they should just go forward and sign the confirmation letter because it appears that JNS is no longer in business and that they are simply transferring assets, which is probably a part of an Asset Purchasing Agreement. He continued by saying that he does not see the point in going back to them and he thinks they are just spinning their wheels and added that it would be his recommendation that they move forward with the resolution and sign the confirmation.

Supervisor Youmans asked if there was any further discussion, hearing none he added that there is a resolution for it.

Attorney for the Town Wukitsch stated that they have to sign three copies of the Management Agreement Confirmation and return them in a postage-paid envelope, which Confidential Secretary Lewandowski has.

Supervisor Youmans stated that he has it and will make sure that it is signed before he leaves.

Councilman Boehm asked Attorney for the Town Wukitsch if he would explain what is going on.

Attorney for the Town Wukitsch stated that it appears from looking at the document that was sent as well as talking with Chief Darlington, that this has been basically an asset sale and JNS does not appear to be in business, which was not a matter of them simply flipping the Agreement to a third party and the sale was part of an acquisition. He continued by saying that the new communication company, Crown Communications is a national company with facilities located throughout the United States, which is a large solvent company. He reiterated that he does not see under those circumstances, them going back and renegotiating a more favorable deal.

Councilman Boehm inquired as to if there are any changes to the current Agreement.

Attorney stated that was true and added that it simply confirming that there is an Agreement.

Supervisor Youmans asked if there was any further discussion, hearing none he moved to the next item on the agenda.

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**RESOLUTIONS**

**RES. #93-11 AUTHORIZATION TO SIGN JNS TOWERS MANANGEMENT AGREEMENT**

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

**WHEREAS**, on September 30, 2011, JNS Towers, LLC (JNS) and Crown Communication LLC (Crown) entered into an agreement for the assignment of certain assets of JNS including without limitation the Master Management Agreement between JNS and the Town of Coeymans, and

**WHEREAS**, as a condition of this transaction, each municipality that is a party to a Master Management Agreement is being requested to confirm the status of the Master Management Agreement it holds with JNS, and

**WHEREAS**, the Attorney for the Town has reviewed and approved the Management Agreement Confirmation;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans hereby authorizes Supervisor James C. Youmans to sign the Management Agreement Authorization.

**RES. #94-11 AMEND SEPTEMBER ABSTRACT**

On motion of Councilman Boehm, seconded by Councilwoman Rogers, the following resolution was APPROVED - VOTE – AYES 5 – NAYS 0 – SO MOVED

**BE IT RESOLVED**, that the Town Board, of the Town of Coeymans, does hereby amend the following claims of vouchers for the September 2011 Abstract **as indicted in red.**

<b>FUND</b>	<b>VOUCHER #</b>	<b>AMOUNT</b>
<b>GENERAL (A)</b>		
General Pre-Pay	1792-1843	\$284,434.11
General	1900-1959	\$ 51,680.92
	<b>General Total</b>	<b>\$336,115.03</b>
<b>GENERAL (A) Police For.</b>		
General Police Forfeiture Pre-Pay	1844	\$ 300.00
General Police Forfeiture	1960	\$ 400.00
	<b>General Total</b>	<b>\$ 700.00</b>
<b>PART-TOWN (B)</b>		
Part-Town Pre-Pay	1845-1860	\$122,804.33
	<b>Part Town Total</b>	<b>\$122,804.33</b>
<b>HIGHWAY (DB)</b>		
Highway Pre-Pay	1861-1869	\$ 75,294.76
Highway	1961-1963,1966-2003	<b>\$ 90,329.29</b>
	<b>Highway Total</b>	<b>\$165,671.26</b>
<b>SEWER (SS)</b>		
Sewer Pre-Pay	1870-1892	\$ 21,511.91
Sewer	2004-2025	\$ 21,852.74
	<b>Sewer Total</b>	<b>\$ 43,364.65</b>
<b>CAPITAL PROJ. (H35)</b>		
Capital Projects	2026-2027	\$ 14,533.05
	<b>Capital Proj. Total</b>	<b>\$ 14,533.05</b>
<b>CAP. PROJ. (H-36)</b>		
Capital Projects	2028	\$ 3,271.46
	<b>Capital Proj. Total</b>	<b>\$ 3,271.46</b>

<b>CAP. PROJ. (H-37)</b>		
Capital Projects	2029-2035	\$ 5,861.82
	<b>Capital Proj. Total</b>	<b>\$ 5,861.82</b>
	<b>Total for all Funds</b>	<b>\$692,274.39</b>
<b>TRUST &amp; AGENCY (TA)</b>		
Trust & Agency Pre-Pay	1893-1899	\$334,746.60
	<b>Trust &amp; Agency Total</b>	<b>\$334,746.60</b>

**RES. #95-11 APPROVE NOVEMBER ABSTRACT**

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

**BE IT RESOLVED**, that the Town Board, of the Town of Coeymans, does hereby approve the following claims of vouchers for the November 2011 Abstract.

FUND	VOUCHER #	AMOUNT
<b>GENERAL (A)</b>		
General Pre-Pay	2220-2287	\$246, 619.76
General	2346-2387	\$136, 733.23
	<b>General Total</b>	<b>\$383, 352.99</b>
<b>PART-TOWN (B)</b>		
Part-Town Pre-Pay	2288-2301	\$ 11, 856.30
Part-Town	2388	\$ 98.78
	<b>Part Town Total</b>	<b>\$ 11, 935.08</b>
<b>HIGHWAY (DB)</b>		
Highway Pre-Pay	2302-2312	\$ 42, 177.69
Highway	2389-2430	\$ 10, 562.34
	<b>Highway Total</b>	<b>\$ 52, 680.03</b>
<b>SEWER (SS)</b>		
Sewer Pre-Pay	2313-2330	\$ 16, 771.91
Sewer	2431-2448	\$ 13, 370.35
	<b>Sewer Total</b>	<b>\$ 30, 142.26</b>
<b>SPECIAL WATER</b>		
Special Water Prepay	2331	\$ 85, 128.93
	<b>Special Water Total</b>	<b>\$ 85, 128.93</b>
<b>CAPITAL PROJ. (H30)</b>		
Capital Projects Prepay	2332	\$ 7, 773.46
	<b>Capital Proj. Total</b>	<b>\$ 7, 773.46</b>
<b>CAPITAL PROJ. (H35)</b>		
Capital Projects	2449-2451	\$ 20, 418.91
	<b>Capital Proj. Total</b>	<b>\$ 20, 418.91</b>



<b>CAP. PROJ. (H36)</b>		
Capital Projects Prepay	2333	\$ 15,914.92
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	<b>Capital Proj. Total</b>	<b>\$ 15,914.92</b>
<b>CAP. PROJ. (H-37)</b>		
Capital Projects Prepay	2334	\$ 23,167.30
	<b>Capital Proj. Total</b>	<b>\$ 23,167.30</b>
	<b>Total for all Funds</b>	<b>\$ 630,513.88</b>
<b>TRUST &amp; AGENCY (TA)</b>		
Trust & Agency Pre-Pay	2335-2345	\$304,602.53
	<b>Trust &amp; Agency Total</b>	<b>\$304,602.53</b>

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**TOWN BOARD WORKSHOPS/MEETINGS**

- Town Board Meeting, December 12, 2011, 7:00pm
- Town Board Workshop, December 20, 2011, 6:00pm
- Town Board Meeting, December 27, 2011, 7:00pm (on Tuesday due to Christmas Holiday on Monday)

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**ADDITIONAL COMMENTS**

Supervisor Youmans asked if there were any additional comments, hearing none he asked for a motion to adjourn the meeting.

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**ADJOURNMENT**

**MOTION**

On motion of Councilman Boehm, seconded by Councilwoman Rogers, the Town Board Meeting was adjourned to Executive Session.  
VOTE – AYES 5 – NAYS 0 – SO MOVED

Time - 7:26pm

*Respectfully Submitted,*

**APPROVED:**

Diane L. Millious, Town Clerk