

MINUTES BOOKTOWN OF COEYMANS**
February 14, 2019 – Town Board Meeting – 7:00pm

A Town Board Meeting was held Thursday, February 14th, 2019 at 7:00pm at Town Hall, 18 Russell Avenue, Ravena, New York

PRESENT: Philip Crandall, Supervisor
Kenneth C. Burns, Councilman
Thomas E. Dolan, Councilman

ABSENT: Daniel D. Baker, Councilman
James C. Youmans, Councilman

ALSO PRESENT: Cindy L. Rowzee, Town Clerk
Scott Searles, Highway Superintendent

Audience (4)

Supervisor Crandall opened the meeting and led the Pledge of Allegiance.

Correspondence

Memo from Assessor – A memo was read from Dawn DeRose, Assessor. It stated that the revaluation project was approved by the State of New York and that her office had begun to collect data to value the properties.

Memo from John Cashin – Code Enforcement Officer Cashin sent a memo letting the Town Board and employees know that a CPR class would be offered on Friday, March 22nd at 9am.

Presentations

Supervisor Crandall presented the Coeymans Fire District tax collection check to John Frangella and the Coeymans Hollow Fire District check to Steven Mantor.

Public Announcements

Town Hall Offices will be closed Monday, February 18, 2019 in observance of President’s Day.

Public Comment

Ms. Barbara Heinzen of New Baltimore, stood and spoke in support of the Clean Air Law.

Ms. Christine Promomo of Ravena, stood and spoke about the Planning Meeting with the Village of Ravena and that she had read about the meeting. She spoke about the assets in our Community, the Hudson River, Main Streets, the Marina and 9W and how she hoped that there would be things that could be done to promote these areas. She mentioned sidewalks on 9W and if there was anything the Town could do to support this. She spoke in support of the Clean Air Law.

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Ms. Mary Driscoll of Coeymans, stood and spoke regarding Freedom of Speech and the Town Board's lack of willingness to answer questions during Public Comment time.

Approval of Minutes

Motion to Approve Minutes

Councilman Dolan made a motion to accept the minutes as presented from the January 10th and January 24th Town Board Meetings, seconded by Councilman Burns.

APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

Motion to Approve Minutes

Councilman Dolan made a motion to accept the minutes as presented from the February 2, 2019 Special Audit Meeting, seconded by Councilman Burns.

APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

New Business

Town Hall Stair Replacement – Supervisor Crandall stated that the Town had previously set aside around \$15,000 in 2011 for replacement of the stairs for the Town Hall but the money was never used. Councilman Dolan stated that he had met with Mr. Arnold, the Parks and Recreation Maintenance Supervisor, in order to discuss this. All Town Board members present agreed and would have Mr. Arnold look into this further. Councilman Burns asked about previous plans to place a handicap ramp there and Councilman Dolan said that if they had to replace the stairs rather than repair them then they would need to put a handicap ramp in.

Advertise Highway Position – Councilman Dolan stated that there had been no internal interest in the Highway Equipment Operator position and that Highway Superintendent Searles would like permission to advertise the position on the Town Website and Facebook. The Town Board members present were in agreement. Councilman Dolan asked Highway Superintendent Searles to work with Town Clerk Rowzee on posting the employment notice.

Resolutions

Resolution #050-19 – Annual Audit of Departments

On motion of Councilman Dolan, seconded by Councilman Burns, the following resolution was:

APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

WHEREAS, the Town Board must complete or have completed an audit, in accordance with section 123 of Town Law, of all Town Officials that handle cash; and

WHEREAS, the Town Board has adopted an audit procedure, based on the Local Management Guide, Fiscal Oversight Responsibilities, published by the State of New York Office of the State Comptroller, on April 7, 2018, to be applied to the records of each Town Official that handles cash; and

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WHEREAS, the Town Board has completed the audit on February 2, 2019;

NOW, THEREFORE, BE IT RESOLVED, that the records of the Town Supervisor have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Philip A. Crandall	See attached checklist/comments
Thomas E. Dolan	See attached checklist/comments
James C. Youmans	See attached checklist/comments
Kenneth Burns	See attached checklist/comments
Daniel D. Baker	Absent

The records of the Town Clerk have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Philip A. Crandall	See attached checklist/comments
Thomas E. Dolan	See attached checklist/comments
James C. Youmans	See attached checklist/comments
Kenneth A. Burns	See attached checklist/comments
Daniel D. Baker	Absent

The records of the Receiver of Taxes have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Philip A. Crandall	See attached checklist/comments
Thomas E. Dolan	See attached checklist/comments
James C. Youmans	See attached checklist/comments
Kenneth A. Burns	See attached checklist/comments
Daniel D. Baker	Absent

The records of the Town Clerk's collection of Water receipts have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Philip A. Crandall	See attached checklist/comments
Thomas E. Dolan	See attached checklist/comments
James C. Youmans	See attached checklist/comments
Kenneth A. Burns	See attached checklist/comments
Daniel D. Baker	Absent

The records of the Town Clerk's collection of Sewer receipts have been reviewed by the following reviewers and have concluded as follows:

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<u>Board Member</u>	<u>Conclusion</u>
Philip A. Crandall	See attached checklist/comments
Thomas E. Dolan	See attached checklist/comments
James C. Youmans	See attached checklist/comments
Kenneth A. Burns	See attached checklist/comments
Daniel D. Baker	Absent

The records of the Police Chief have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Philip A. Crandall	See attached checklist/comments
Thomas E. Dolan	See attached checklist/comments
James C. Youmans	See attached checklist/comments
Kenneth A. Burns	See attached checklist/comments
Daniel D. Baker	Absent

The completed checklists, which include the Reviewer's comments and conclusions, are made part of this resolution.

Resolution #051-19 – Annual Audit - Justice Reilly

On motion of Councilman Burns, seconded by Councilman Dolan, the following resolution was:
APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

WHEREAS, the Town Board must complete or have completed an audit, in accordance with Town Law § 123 and Section 2019-a of the Uniform Justice Court Act, of all Town Justices; and

WHEREAS, the Town Board has adopted an audit procedure, based on the Local Management Guide, Fiscal Oversight Responsibilities, published by the State of New York Office of the State Comptroller, on May 14, 2007 to be applied to the records of each Town Justice; and

WHEREAS, the Town Board has completed the Audit on February 2, 2019;

NOW, THEREFORE, BE IT RESOLVED, The records of the Town Justice Kevin Reilly have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Philip A. Crandall	See attached checklist/comments
Thomas E. Dolan	See attached checklist/comments
James C. Youmans	See attached checklist/comments
Kenneth A. Burns	See attached checklist/comments
Daniel D. Baker	Absent

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Resolution #052-19 – Annual Audit - Justice Frese

On motion of Supervisor Crandall, seconded by Councilman Burns, the following resolution was:

APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

WHEREAS, the Town Board must complete or have completed an audit, in accordance with Town Law § 123 and Section 2019-a of the Uniform Justice Court Act, of all Town Justices; and

WHEREAS, the Town Board has adopted an audit procedure, based on the Local Management Guide, Fiscal Oversight Responsibilities, published by the State of New York Office of the State Comptroller, on May 14, 2007 to be applied to the records of each Town Justice; and

WHEREAS, the Town Board has completed the Audit on February 2, 2019;

NOW, THEREFORE, BE IT RESOLVED, The records of the Town Justice Thomas Frese have been reviewed by the following reviewers and have concluded as follows:

<u>Board Member</u>	<u>Conclusion</u>
Philip A. Crandall	See attached checklist/comments
Thomas E. Dolan	See attached checklist/comments
James C. Youmans	See attached checklist/comments
Kenneth A. Burns	See attached checklist/comments
Daniel D. Baker	Absent

Resolution #053-19 – Authorization to Attend Conference - DeBacco

On motion of Councilman Dolan, seconded by Councilman Burns, the following resolution was:
APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

WHEREAS, the 2019 Hudson Valley CEO Educational Conference, a training seminar sponsored by New York State Building Officials Conference will be held April 24-26, 2019 in Poughkeepsie, New York; and

WHEREAS, Sandy DeBacco, Building Inspector of the Town of Coeymans has requested to attend said Seminar which will provide the mandatory continuing education credits required for in-service training for code officials; and

WHEREAS, a pre-registration fee of \$300.00 per person for classes is required,

NOW, THEREFORE, BE IT RESOLVED, that Building Inspector Sandy DeBacco, may attend the 2019 Hudson Valley CEO Educational Conference to be held on April 24-26, 2019 in Poughkeepsie, New York;

BE IT FURTHER RESOLVED that the Town Board of the Town of Coeymans authorizes pre-payment for the registration as well as reimbursement for travel to and from the conference center for use of personal vehicles upon submission of a voucher.

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Resolution #054-19 – Authorization to Attend Conference – McCanney and Decker

On motion of Councilman Burns, seconded by Councilman Dolan, the following resolution was:
APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

WHEREAS, the Acting Chief of Police would like to send Officer McCanney and Officer Decker to the Child Passenger Safety Training Course from June 25-28 2019 from 8am-5pm being held at the Niskayuna Fire District # 2 in the amount of \$95 per officer; and

WHEREAS, this course is intended to provide students with a basic level of understanding in the child passenger safety, and the fundamentals of child injury prevention; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Coeymans does hereby authorize Officer McCanney and Officer Decker to attend the National Highway Traffic Safety Administration’s Standardized Child Passenger Safety Technician Training Course from June 25-28 at a cost of \$95 per Officer.

Resolution #055-19 – Authorization to Attend Conference - Rowzee

On motion of Councilman Dolan, seconded by Councilman Burns, the following resolution was:
APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

WHEREAS, Town Clerk Cindy Rowzee has requested authorization to attend the New York State Town Clerks’ Association Conference from May 5th through May 8th, 2019, at a cost of \$885.00 for the conference, meals and mileage reimbursement as submitted by voucher;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Coeymans authorizes Town Clerk Cindy Rowzee to attend the New York State Town Clerks’ Association Conference from May 5th through May 8th, 2019 and authorize payment in the amount of \$885.00 for the conference, meals and mileage reimbursement as submitted by voucher.

Upcoming Meetings

Zoning Board of Appeals – February 27th at 7pm
Town Board Meeting – February 28th at 7pm

Additional Comments

Town Clerk Rowzee asked to speak. She informed the Board that she had submitted the application for the Records Management Grant at the end of January, asking for over \$38,000 to set up a new digital records management system and to scan some records in. The Town should find out later this year if they receive the grant or not. Town Clerk Rowzee also stated that EZ-Pass sales were going well and that the first box was nearly sold and she had just ordered another. She also reminded everyone that the Thruway would be going to cashless tolling at some point in 2020 and so now was a great time to get an EZ-Pass tag.

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Motion to Adjourn

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

APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

Time – 7:25pm

Respectfully Submitted,



Cindy L. Rowzee, Town Clerk