

MINUTES BOOKTOWN OF COEYMANS**
October 24, 2019 – Town Board Meeting – 7:00pm

A Town Board Meeting was held Thursday, October 24th, 2019 at 7:00pm at Town Hall, 18 Russell Avenue, Ravena, New York

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

ABSENT: James C. Youmans, Councilman

ALSO PRESENT: Cindy L. Rowzee, Town Clerk
Paul Pastore, Attorney to the Town
John Cashin, Code Enforcement Officer

Audience (25+) Media (1)

Supervisor Crandall opened the meeting and led the Pledge of Allegiance. Supervisor Crandall began with Public Announcements.

Public Announcements

Town Office Closed – Town Offices will be closed Tuesday, November 5, 2019 in observance of Election Day and Monday November 11, 2019 for Veteran’s Day.

2020 Preliminary Budget – The 2020 Preliminary Budget has been filed with the Town Clerk and will be available on the website.

Public Comment

Mr. Harold Vadney, of New Baltimore, stood and spoke about how he does not believe it is governments roll to sponsor business development. He stated that government concessions should benefit the general or local public, not just a small minority or special interest sector. He spoke about some of the local business owners.

Ms. Mary Driscoll, of Coeymans, stood and spoke regarding The Four Freedoms paintings done by Norman Rockwell and what those four freedoms are.

Ms. Joy Iafallo, a local real estate agent and investor, stood and stated that the Town should be investing in the future. Once we start taking it seriously others will as well. She recently purchased an investment property in Town and mentioned that no one has reached out to her or another person who had recently purchased an investment property. She stated that we need to invest in our future.

Mr. Aaron Flach, Acting Chair of the RCS Business Association, stood and spoke regarding the need to develop a joint comprehensive plan with the Village. He would like to see the Town and Village establish common goals to work together. He mentioned that Richfield and Richfield

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Springs created one in 2017 that they can share with us. He would like to see us apply for a grant to help with the costs for the plan. Mr. Flach stated that an LWRP grant would give the Town and Village most of the money that they needed for the process and that plans can cost up to \$125,000. He is asking that the Town and Village split the expense 50/50 with each paying \$15,625. He stated that other communities are seeing a transformation through this project. He also stated that it is not fair to ask part-time board members to put these plans to work and is asking them to hire a coordinator to help put the plan in place. He said that the coordinator would be for a future budget, about 2 years or so but the \$15,625 would be for the 2020 Budget.

Councilman Dolan asked if the comprehensive plan was part of the LWRP itself or a separate component. Mr. Flach went on to speak more about the LWRP. Councilman Dolan reworded his question and asked if the roughly \$16,000 was for the LWRP. Mr. Flach stated that it was and in their estimation was a starting point for the Town to be able to put a committee together to get the process started. Councilman Dolan then asked if the step Mr. Flach had outlined in the letter was to create a draft LWRP to submit to the state, have the Town and Village Boards sign off on it and get it recognized, and then go for additional funding? Mr. Flach said yes, the LWRP is a process, each municipality would cover their portion of the 25% and then the state would cover 75%. A planning company would walk us through the process. Mr. Flach stated that it was a really good program. The process takes a little over a year to complete. Councilman Dolan asked if there had been any local opposition. Mr. Flach stated not that he was aware of. He feels that this is a good investment in the future and a really good place to start.

Ms. Marlene McTigue, of Coeymans, stood and represented the RCS Business Association. She thanked the Town Board for the open dialogue and extended an invitation to the Town Board to become more active in the Business Association and the Economic Development Committee. She stated that they need everyone to come to the table to move forward with revitalization. She stated that everyone was welcome, including community members.

Ms. Barbara Way, a member of the RCS Business Association and the branch manager at Key Bank in Ravena stated that people want to invest in this area. She stated that she was in Plattsburgh and worked with the Town, Village and City to revitalize the community when the Air Force Base left. She stated that the money they were asking to have put in the budget is only .005% of a \$3 million budget and would show that they have pride and commitment to the community.

Mr. Nate Boomer, of Coeymans, stood and spoke about being a 3rd generation member of this community and how he is invested in it. He stated that he and his friends had started the Friends of Coeymans group because they felt their voices were drowned out from people who were not from here. He asked them to take action on what Mr. Flach is asking them.

Ms. Sylvia Lawler, of Coeymans, stood and gave some background on a previous LWRP grant from 1995 that was stopped short only of a public hearing. She stated that we had had a black mark on us from the state because of this. The NRI that was completed earlier this year should save \$25,000-\$35,000 of the costs related to an LWRP. Ms. Lawler stated that they wanted to see

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the Town Zoning updated as well. She asked the Town Board to revisit the LWRP and update the comprehensive plan. She encouraged the Town Board to put the \$15,000 in the budget as they would find a surplus in the future. She also stated that some of the “money” can be an in kind match, not all would have to be in cash. She stated that we should use the 1995 LWRP, an updated comprehensive plan and the NRI to get the process going.

Councilman Burns asked what the procedure would be to adding this in. Supervisor Crandall and Councilman Dolan stated that we would have a Public Hearing and it could be brought up then and they would decide whether or not to add it in.

Approval of Minutes

Supervisor Crandall asked for a motion to approve the minutes.

Motion to Approve Minutes

Councilman Dolan made a motion to accept the minutes as presented from the October 10th, 2019 Town Board Meeting, seconded by Councilman Baker.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Motion to Approve Minutes

Councilman Dolan made a motion to accept the minutes as presented from the October 11th, 2019 Town Board Budget Workshop, seconded by Councilman Baker.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Supervisor Report

Supervisor Crandall read the September 2019 Supervisor’s Report

Motion to Accept Report

Councilman Baker made a motion to accept the report as read, seconded by Councilman Dolan.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Department Reports

Town Clerk Report – Town Clerk Rowzee read a statement from Town resident, Christine Primomo who had not been able to attend the meeting that evening. Ms. Primomo wrote about the importance of the census and getting the word out to the community about the census. She stated that the State and the County had reserved funds for getting the word out but have not decided how they will be used or if they will be made available to local communities. She encouraged the Town Board to put money in the budget for getting word out about the census.

Town Clerk Rowzee spoke about how important the census was and how she feels we were undercounted 10 years ago. Councilman Dolan stated that he had worked on the issue of not being counted in the hamlet due to PO Boxes. Town Clerk Rowzee said she had worked on the local update and hoped it would help with that issue.

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September 2019 Report read by Town Clerk Rowzee

Motion to Accept Report

Councilman Baker made a motion to accept the report as read, seconded by Councilman Burns.
APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Police Department Report – September 2019 Report read by Councilman Dolan

Motion to Accept Report

Councilman Burns made a motion to accept the report as read, seconded by Councilman Baker.
APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Building Department Report – September 2019 Report read by John Cashin, Code Enforcement Officer

Motion to Accept Report

Councilman Dolan made a motion to accept the reports as read, seconded by Councilman Baker.
APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Old Business

Procurement Policy – Supervisor Crandall asked Town Clerk Rowzee to speak about updating the Procurement Policy. Town Clerk Rowzee stated that the current procurement policy had not been updated since 1998. Several years ago the state changed their recommendations on the amounts that would require a need for a project to be put out to bid. This change would just be going with the State recommendations. In the past we have had trouble with getting companies to bid for these smaller projects due to the extra requirements. These projects would now fall under the new limit that requires things to be put out to bid.

Resolution #126-19 – Update Procurement Policy

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

APPROVED – VOTE – AYES 4 – NAYS – ABSENT 1 – SO MOVED

WHEREAS, the Town Board has reviewed the existing procurement policies and procedures; and

WHEREAS, they have determined that such policies and procedures were in need of change;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans adopts the attached Procurement Policies and Procedures, copies of which shall be sent to all Department Heads and others doing any purchasing for the Town of Coeymans.

Albany County and Highway Communications – Councilman Baker stated that he had contacted Albany County regarding the new radios. He stated that with the new radios the Highway would be able to talk to the school, police and fire companies. He stated that he wanted

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to sit down with the County and come to an agreement. Councilman Baker also stated that he tried to get into the tower but there were a lot of bees. He will meet with the County for more information and to try and determine whose equipment is there. He plans to speak with Brian Dunican and Kevin Demarest and will be prepared to discuss it more. Councilman Dolan stated that it was important to find out what equipment was there as we have a contract to provide services to other people who are on that tower. Supervisor Crandall said that it would be discussed more at the next Board Meeting.

Comprehensive Plan – Councilman Dolan stated that he was working with Mike McGuire and had received a grant to assist us in the first steps to update the Town Comprehensive Plan. Work on the plan would begin in the next few weeks. This will require community involvement and buy-in. It will also be helpful along with the NRI to put the pieces together for the LWRP. He stated that there would be open meetings when we get confirmation of them.

Attorney to the Town Pastore asked about cooperation and what happens if one of the communities chooses not to proceed. Mr. Flach and Ms. McTigue both stated that this rests solely on the Towns willingness to participate as the waterfront is in the Town and not the Village. Village Trustee Nancy Warner spoke and said that they had discussed this among their Board and felt that it would make sense to pay for it out of the A- Fund that is Town-wide and let the Town be lead. Councilman Dolan stated that if we proceeded with what Mr. Flach was recommending the cost would be taken out of the B-Fund. Many Villages and Towns have applied for these together and we can see how they worked on it. Mr. Flach stated that the ideal would be to have the Village participate and to include Main St. as well as the waterfront for the Town. We can set the parameters to be larger than just the waterfront, the committee can decide.

New Business

2020 Budget – Supervisor Crandall asked for the following motions for the 2020 Budget.

Motion to Hold Public Hearing

Councilman Dolan made a motion to hold a Public Hearing on the Preliminary Budget on November 7, 2019 at 6pm and to authorize the Town Clerk to advertise it in the paper, seconded by Councilman Baker.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Motion to Make Copies of Preliminary Budget Available to the Public

Councilman Burns made a motion to direct the Town Clerk to make copies of the 2020 Preliminary Budget available to the public, seconded by Councilman Dolan.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Financial Software –

Motion to Authorize Supervisor to Sign Quote/Proposal for Edmunds Software

Councilman Baker made a motion to authorize the Supervisor to sign the quote/proposal for the Edmunds software conversion, seconded by Councilman Burns.

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APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Supervisor Crandall asked Town Clerk Rowzee to speak about the financial software quote. Town Clerk Rowzee stated that the company whose software we currently use for financial management and utility billing was bought out this year. The company would be discontinuing support in the near future for these programs and was encouraging their customers to move over to programs from the parent company, Edmunds. They are offering a reduced rate and the programs are much more sophisticated and robust. Councilman Baker asked about the two quotes. Town Clerk Rowzee stated that one of the quotes included a requisition module that was very nice but would be better for a larger town. We can add that module at a later date. Supervisor Crandall mentioned that he was not willing to spend the money for it right now.

Tax Bill Processing Service – Supervisor Crandall asked for a motion to execute the tax bill processing contract.

Motion to Authorize Supervisor to Sign Contract with ABS

Councilman Dolan made a motion to authorize the Supervisor to execute the Tax Bill processing agreement, seconded by Councilman Baker.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

New Boiler Installation at Town Hall – Supervisor Crandall asked for a motion to allow him to sign the contract with C & M Mechanical to replace the oil burning boiler with a natural gas one at Town Hall.

Motion to Authorize Supervisor to Sign Contract with C & M Mechanical

Councilman Dolan made a motion to authorize the Supervisor to sign a contract with C & M Mechanical, seconded by Councilman Baker for discussion.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Councilman Baker asked when this was going to take place. Supervisor Crandall stated that the work would start tomorrow if given the go ahead.

Sewer Late Fee Waiver –

Motion to Waive Late Fee on Sewer Account

Supervisor Crandall made a motion to waive the late fee for sewer account #106 due to an accounting error in the Town Clerk’s Office, seconded by Councilman Dolan.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Supervisor Crandall asked Town Clerk Rowzee to explain this. She stated that there was an accounting error where a payment was attributed to a wrong account and it came to light when the relevies were sent out. The people for this account always pay on time and she remembered telling someone that their bill was already paid. She stated that the mistake was her offices’.

Resolutions

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Resolution #127-19 – Budget Transfers

On motion of Councilman Dolan, seconded by Councilman Burns, the following resolution was:
APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

WHEREAS, the Town of Coeymans has had unforeseen expenditures in the following accounts, resulting in the depletion of those accounts; and

WHEREAS, the Chief Fiscal Officer is desirous of transferring funds to these accounts; and

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 as follows:

<u>Amount From Account</u>		<u>To Account</u>
\$430.00	(A)1990.4 Contingency	(A)1110.4 Justice-Contractual
\$242.00	(A)1990.4 Contingency	(A)1220.4 Supervisor-Contractual
\$100.00	(A)1990.4 Contingency	(A)8090.1 Environmental Control – Leachate Facility Personal Services
\$1991.00	(A)1990.4 Contingency	(A)8090.4 Environmental Control – Leachate Facility Contractual
\$747.16	(A)1990.4 Contingency	(A)7310.1 Youth Programs- Personal Services
\$8580.00	(A)1990.4 Contingency	(A)9050.8 Unemployment Insurance
\$5707.16	(A)1650.4 Central Communications Contractual	(A)1650.2 Central Communications- Equipment
\$6.78	(A)5132.4 Garage-Contractual	(A)5132.2 Garage-Equipment
\$108.29	(A)7310.4 Youth Programs- Contractual	(A)7310.1 Youth Programs-Personal Services
\$900.00	(A)8810.4 Cemeteries- Contractual	(A)8810.1 Cemeteries- Personal Services

Resolution #128-19 – Abstract of Claims - October

On motion of Councilman Burns, seconded by Councilman Baker, the following resolution was:
APPROVED – VOTE – AYES 4 – NAYS – ABSENT 1 – SO MOVED

BE IT RESOLVED, that the Town Board has approved the payment of bills as presented in the Abstract for October 2019, as follows:

PRE-PAID VOUCHERS –179448 – 179525 & 2019-078 - 2019-086 for a total of
\$ 381,063.49

VOUCHER NUMBERS –179526 – 179611 for a total of **\$ 44, 589.45**

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TOTAL FOR ALL FUNDS – \$ 425,652.94

Upcoming Meetings

Planning Board Meeting – November 4th at 7pm
Public Hearing on 2020 Preliminary Budget – November 7th at 6pm
Conservation Advisory Council – November 12th at 6pm
Town Board Meeting – November 14th at 7pm

Motion to Adjourn

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

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Time – 8:12pm

Respectfully Submitted,



Cindy L. Rowzee, Town Clerk