

MINUTES BOOKTOWN OF COEYMANS**
January 23, 2020 – Town Board Meeting – 7:00pm

A Town Board Meeting was held Thursday, January 23rd, 2020 at 7:00pm at Town Hall, 18 Russell Avenue, Ravena, New York

PRESENT: George D. McHugh, Supervisor
Daniel D. Baker, Councilman
Kenneth C. Burns, Councilman
Zachary S. Collins, Councilman
Brandon L. LeFevre, Councilman

ALSO PRESENT: Cindy L. Rowzee, Town Clerk
Scott Searles, Highway Superintendent
James Peluso, Attorney to the Town
Andrew Brick, Zoning Board Attorney
John Cashin, Code Enforcement Officer
Daniel Contento, Officer in Charge
Keith Geraldson, Chief WWTP Operator
Megan McHugh, RCS Student Representative

Audience (25+), Media (1)

Supervisor McHugh opened the meeting at 7:07 after the Public Hearings on Proposed Local Laws 1 and 2 of 2020.

Public Announcements

911 Concerns – Main Streets Ravena/Coeymans – Supervisor McHugh stated that there had been a meeting at the Village with the Rescue Squad and the Fire companies regarding the many Main St. addresses that have the same number in Ravena and Coeymans. They are fearful that the fire, police or rescue squad will be dispatched to the wrong address in life threatening situations. Supervisor McHugh had a list and there are 25 duplicate addresses. He proposes that we send letters to these addresses to make sure the residents understand whether they live in Ravena or Coeymans and then possibly go door to door. He stated that there had been some discussion regarding renaming the street in Coeymans but he feels that is drastic and that something less complicated should be tried first.

Councilman Burns asked if this has been an issue. Several people stated that it had.

Public Comment

Mr. Daniel Boomer of Coeymans stood and suggested preceding the numbers with either a C or an R if they lived in Coeymans or Ravena.

Ms. Barbara Tanner of Ravena stood and asked if we have a deputy supervisor.

Supervisor McHugh stated that he does not and he does not intend to.

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Ms. Mary Driscoll of Coeymans stood and stated that she sees this will not be a quiet year. She feels that the new Town Board will restore her confidence in Town Meetings. She had missed the last meeting but wanted to comment on some things that were said. She spoke about the changes in the Police Department over the years. She then stated that if you get stopped by the Police for speeding you should thank them as they could be saving your life. She also felt that a comment made about an 80 year old Rescue Squad worker was an insult to senior citizens and if it weren't for the seniors then there wouldn't be a Rescue Squad building.

Supervisor Report

Supervisor McHugh read the balance from the December 2019 Supervisor's Report and stated that the whole report was available in the back of the room. He also stated that anyone could stop by and get one from the Business Office as well.

Motion to Accept Report

Councilman Burns made a motion to accept the report, seconded by Councilman Collins.
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

Department Reports

Town Clerk Report – December 2019 Report read by Town Clerk Rowzee

Motion to Accept Report

Councilman Collins made a motion to accept the report as read, seconded by Councilman LeFevre. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

Police Department Report – December 2019 Report read by Officer in Charge Contento

Motion to Accept Report

Councilman LeFevre made a motion to accept the report as read, seconded by Councilman Collins. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

Building Department Report – December 2019 Report with year totals read by John Cashin

Motion to Accept Report

Councilman Burns made a motion to accept the report as read, seconded by Councilman Baker.
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

Sewer Department Report – December 2019 Report read by Keith Geraldson

Councilman Baker asked if the heaters were working at the Leachate Facility. Mr. Geraldson stated that they were, Nolan had fixed them and they were up and running.

Motion to Accept Report

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Councilman Baker made a motion to accept the report as read, seconded by Councilman Burns.
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

Approval of Minutes

Motion to Approve Minutes

Councilman Baker made a motion to accept the minutes as presented from the January 1, 2020 Town Board Organizational Meeting, seconded by Councilman LeFevre.
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

Old Business

Gedney Hill Tower – Councilman Baker stated that he had meet with Brian Dunican from Albany County and Pittsfield Communication to move the Albany County shelter out and ours in. This will take place when they free up their schedules. For now, the Albany County Sheriff has lent us 8 radios for use during the transition.

New Business

Local Laws1 and 2 – Attorney to the Zoning Board Andrew Brick stated that these Local Laws are subject to the Environmental Quality Review Act. He stated that there are three types of actions and this is considered an unlisted action. He stated that review of the form is appropriate and has provided drafts of part 1 and the Town Board as the lead agency would fill out sections 2 and 3. He stated that since these were Local Laws it shortens the SEQR process. Mr. Brick then went over Part I of the SEQR Form along with the attached narrative for both of the laws. He said that the Town Board could now fill out Part 2 or could wait until they hear back from the Albany County Planning Board.

Supervisor McHugh stated that they would wait and see what the Albany County Planning Board says and can incorporate their comments into part 2 of the SEQR. The Town Board will go over this at the February 25th meeting. He stated that this is purely administrative as there will be no environmental impact.

Supervisor McHugh then asked what other municipalities have done this. Mr. Brick stated that the Villages of Ravena, Holley, Hilton, Milford, Rouses Point, the Town of Van Buren, and the Cities of Oneida and Mechanicville all have combined boards and the Town of Great Valley is considering it. These are all throughout upstate New York. He stated that the Village of Ravena was at the forefront and to his knowledge the law has not been challenged. He stated that this can be done through municipal home rule authority or he would not advise that we do it.

Public Hearings/Information Sessions - Supervisor McHugh stated that before we take action on some items the Town Board would like to get some input from residents and will set up dates and times for the public to come in and talk about the following subjects:

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- **State Route 144** - February 13th at 6:30pm there will be discussion on the Route 144 speed limit. He spoke of some of the complaints from residents from that area and from local businesses who are in favor of a reduced speed limit. He stated that this had been brought up to DOT before and has been shrugged off. He wants the people from North Coeymans and the businesses to come and talk to the Board and tell them their concerns.
- **Town Curfew** - February 27th at 6:30pm there will be discussion regarding a Town curfew and whether the Town Board should pursue this.
- **Coeymans Post Office** – March 12th at 6:30pm there will be discussion about the post office. Supervisor McHugh stated that he had received many calls about how dangerous the post office is with the traffic and people blocking lanes. He wants to discuss the possibility of a route carrier from Ravena taking over and doing away with the Coeymans Post Office. They would like to hear what everyone says before the Town Board goes further with this.
- **Chickens/Livestock in Hamlet** – March 26th at 6:30pm there will be a discussion about a possible law to restrict livestock and chickens in the hamlet. There have been complaints about pigs and chickens running loose and so they want to hear from people in the hamlet about their concerns.
- **Unregistered/Abandoned Vehicles (R-1/R-2)** – March 26th at 6:30pm there will be discussion about having unregistered vehicles on your property. The New York State Code allows for one unregistered vehicle on your property, however, on a quarter acre lot that is a significant amount of space. The Town Board would like to review the code to possibly make it more restrictive in the R-1/R-2 districts.

Resolutions

Resolution #046-20 – Authorize Supervisor to Refer Local Laws to Albany County

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

WHEREAS the Town Board of the Town of Coeymans has introduced a proposed Local Law known as proposed Local Law #1-2020, to: 1) Abolish the Town Planning Board, 2) Transfer all Planning Board functions and duties to the existing Zoning Board of Appeals, 3) Rename the Zoning Board of Appeals to the ‘Planning Board/Zoning Board of Appeals’, and 4) Amend the Town of Coeymans Code where necessary to effectuate these changes, and

WHEREAS the Town Board of the Town of Coeymans has introduced a proposed Local Law known as proposed Local Law #2-2020, to authorize the establishment of an escrow account to be funded by an Applicant when the Planning Board/Zoning Board of Appeals determines that professional services are necessary to properly review a submitted application, and

WHEREAS the Town Board of the Town of Coeymans, pursuant to Sections 239-1, 239-m and 239-n of the New York State General Municipal Law wishes to refer proposed Local Law #1-2020 and proposed Local Law #2-2020 to the Albany County Planning Board for their review,

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NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Coeymans does hereby authorize the Town Supervisor to forward proposed Local Law #1-2020 and proposed Local Law #2-2020 to the Albany County Planning Board for their review.

Resolution #047-20 – Adopt Town Procurement Policy

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

WHEREAS the Town Board of the Town of Coeymans has established a Town Procurement Policy for the efficient, lawful and proper procurement of goods and services, consistent with the NYS General Municipal Law,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans, does hereby adopt the Town of Coeymans Procurement Policy dated January 23, 2020, to be followed by all Town Departments for the procurement of goods and services.

Supervisor McHugh stated that this was the same policy that had been adopted by the Board in October of last year but that it was subject to an annual review so this Board was taking this opportunity to re-adopt it.

Resolution #048-20 – Authorize Supervisor to Execute Town Insurance Policy Renewals

On motion of Councilman Collins, seconded by Councilman LeFevre, the following resolution was: APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

BE IT RESOLVED, that the Town Board of the Town of Coeymans, does hereby authorize the Town Supervisor to execute the Town Insurance Policy renewals, effective January 1, 2020.

Resolution #049-20 – Appoint Part-time Clerk

On motion of Supervisor McHugh, seconded by Councilman Baker, the following resolution was: APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

WHEREAS, the Town Board is desirous of appointing a Part-Time Clerk, to be utilized in all departments within the Town on an as needed basis;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Wendy Kindlon as Part-Time Clerk, at an hourly rate of \$15.00 per hour, effective immediately.

Resolution #050-20 – Authorize Audit Meeting

On motion of Councilman LeFevre, seconded by Supervisor McHugh, the following resolution was: APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – 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

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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,

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Coeymans does hereby authorize the Town Clerk to provide Public Notice that the Town Board of the Town of Coeymans shall conduct a Special Meeting on February 20, 2020 at 6:00p.m. at Town Hall, 18 Russell Avenue, Ravena, New York 12143.

Supervisor McHugh stated that this audit meeting is a requirement by law and would be conducted prior to a workshop meeting.

Resolution #051-20 – Authorize Supervisor to Execute Attorney Letter of Engagement

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

WHEREAS, the Town Board of the Town of Coeymans has appointed the law firm of Dreyer Boyajian LLP as attorneys for the Town and said law firm has proposed a Letter of Engagement dated January 1, 2020 setting forth the scope of legal services to be rendered.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize the Town Supervisor to execute the Letter of Engagement dated January 1, 2020 with the law firm of Dreyer Boyajian LLP.

Resolution #052-20 – Establish Mileage Reimbursement Rate

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

BE IT RESOLVED, that the Town Board of the Town of Coeymans, pursuant to Section 102, Subdivision 1 of the Town Law, establishes the rate of **57.5 cents** per mile for the authorized use of personal vehicles by Town employees in the performance of their duties based on the Internal Revenue Service rate for 2020.

Resolution #053-20 – Authorize Supervisor to Attend OSC Accounting Training

On motion of Councilman Collins, seconded by Councilman Baker for discussion, the following resolution was: APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

WHEREAS, the Office of the New York State Comptroller has developed a training class for newly elected Chief Fiscal Officers entitled Introduction to Governmental Accounting, and

WHEREAS, the Town Board of the Town of Coeymans authorizes Supervisor George D. McHugh to take advantage of this training,

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NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to attend the Introduction to Governmental Accounting Class to be held in the Town of Chenango, June 9-11, 2020, and that the Town will remit the registration fee of \$85.00 to the Office of the State Comptroller, and shall also reimburse Supervisor McHugh for meal expenses at a per diem rate of \$75.00 per day, plus hotel and travel expenses as needed.

Councilman Baker asked the Supervisor to tell more about the class. Supervisor McHugh stated that it was a class on Basic Governmental Accounting put on by the Office of the State Comptroller. It is held for three days in various locations around the state. The one that is closer to here will not be until October, however, this one in Broome County is before the budget process would begin. He stated that he would like to get this training under his belt as it has been 20 years since he has been in this office and he is a little rusty. This way he can get brushed up on it before the budget.

Resolution #054-20 – January 2020 Audit of Claims

On motion of Councilman LeFevre, seconded by Supervisor McHugh, the following resolution was: APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

BE IT RESOLVED, that the Town Board has approved the payment of bills as presented in the Abstract for January 2020, as follows:

PRE-PAID VOUCHERS –179966 – 180061 & 2020-001 - 2020-007 for a total of: **\$703,281.22**

VOUCHER NUMBERS –180062– 1801375 for a total of: **\$61,754.01**

TOTAL FOR ALL FUNDS – \$765,035.23

Upcoming Meetings and Workshops

Village Board Meeting – February 4th, 2020 at 6:00pm – Village Hall
RCS Board of Education Meeting – February 5th, 2020 at 7:00pm – RCS High School
Town Board Meeting – February 13th, 2020 at 6:30pm – Town Hall

Public Comment

Supervisor McHugh opened the floor for comments or questions.

Ms. Barbara Tanner of Ravena stood and asked what Part-Town was in the budget.

Supervisor McHugh stated that it was outside of the Village.

She then asked what R-1 and R-2 meant.

Supervisor McHugh stated that R-1 and R-2 were Residential Zones 1 – single family homes and 2 – multi-family homes or apartments.

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Motion to Adjourn

On motion of Councilman Baker, seconded by Councilman Burns, the Town Board meeting was adjourned.

APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

Time – 7:54pm

Respectfully Submitted,



Cindy L. Rowzee, Town Clerk