

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**March 26, 2020 – Town Board Meeting – 7:00pm**

**A Town Board Meeting was held Thursday, March 26<sup>th</sup>, 2020 at 7:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** George D. McHugh, Supervisor  
Zachary S. Collins, Councilman  
Brandon L. LeFevre, Councilman

**ABSENT:** Daniel D. Baker, Councilman  
Kenneth C. Burns, Councilman

**ALSO PRESENT:** Cindy L. Rowzee, Town Clerk

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Supervisor McHugh opened the meeting and led the Pledge of Allegiance. He then stated that he had asked Councilman Baker and Councilman Burns to stay home in order to make it so that there were six feet of space between board members. He had also asked all department heads to stay home.

**Public Announcements**

**Coronavirus Update** – Supervisor McHugh thanked the health care workers and first responders for the work that they have been doing. He stated that there were 166 cases of the coronavirus in Albany County, 566 under mandatory quarantine, 247 under precautionary quarantine and 15 hospitalized. He then emphasized the need for social distancing, following the regulations from the government, stay home, handwashing, and following the guidelines if you are placed under quarantine. He stated that the executive order closing schools and many businesses has been extended to April 22<sup>nd</sup> and are subject to change. The Town Emergency Management Committee has met to discuss coordinating efforts to ensure public safety while maintaining public services. Town Hall has been closed to the public with only essential services being provided. All departments remain open, but are manned by a reduced staff. Residents are encouraged to do as much business as possible by phone, mail or drop box. The March 25<sup>th</sup> Planning Board/ZBA Meeting was cancelled with its next scheduled meeting being April 13<sup>th</sup> at 7pm and all Justice Court sessions have been cancelled until further notice. At this point there was only one confirmed case in the Town of Coeymans with several others under quarantine. He stated that he expects more positive cases as more testing has been done this past week. Supervisor McHugh asked everyone not to panic but if they have symptoms of COVID-19 to see your doctor. He asked that if you call 911 for emergency services to advise the dispatcher if you have any symptoms or if you have been quarantined. If you have any questions you can call 211 or the NYS Hotline at 888-364-3065. He also stated to check the Center for Disease Control website, [www.cdc.gov](http://www.cdc.gov), for more information on the coronavirus.

Councilman Collins read the following e-mail from State Assemblyman Chris Tague:

Supervisor McHugh, Town Board Members, & Residents of Coeymans,

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We are working during unprecedented times right now and I know ensuring the health and safety of our shared constituency remains your top priority. To that end, I wanted to share with you the most recent coronavirus update my office has received, as well as a resource guide to share with your community members.

My office and I are continuing our work remotely, with office hours by appointment only, but remain available to you and Coeymans residents via phone or email. Should you need anything during this time, please do not hesitate to reach out to me via email at [taguec@nyassembly.gov](mailto:taguec@nyassembly.gov) or call my Catskill District Office at (518) 943-1371.

My staff and I are in contact with the Governor's office at least once a day to stay informed and receive vital updates and are working closely with our partners at the Federal, State and local levels. At this time, I urge you all to please continue to follow the directives set forth by our President, Governor and health officials, to stay home, practice good hygiene and abide by social distancing.

Remember to check on your family, friends and neighbors, especially those who are most vulnerable during this trying time. Together we can beat this crisis and the more we follow best practices, the quicker we can return to our normal lives. So stay home, stop the spread, save lives.

God bless,  
Chris  
*Christopher W. Tague*  
*Assemblyman, 102<sup>nd</sup> A.D.*

Supervisor McHugh stated that Dave Fletcher, the Plant Manager at Lafarge had donated N95 masks to the Coeymans Hollow Fire Department and Coeymans Police. He also mentioned that Councilman Baker had brought a case of full body TYVEX suits from Serta-Simmons, the company he works for, which was handed out to the Ravena Rescue Squad and the three fire companies.

**Approval of Minutes**

**Motion to Approve Minutes**

Councilman Collins made a motion to accept the minutes as presented from the March 12, 2020 Public Hearing, seconded by Supervisor McHugh.

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

**Motion to Approve Minutes**

Councilman LeFevre made a motion to accept the minutes as presented from the March 12, 2020

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Town Board Meeting, seconded by Councilman Collins.

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

Supervisor McHugh stated that there was supposed to be a Public Hearing on chickens and livestock in the hamlet tonight. All public hearings will be postponed until the public will be allowed back into the meetings.

**Supervisor Report**

February 2020 Supervisor’s Report read by Supervisor McHugh

**Motion to Accept Report**

Councilman Collins made a motion to accept the report as read, seconded by Councilman LeFevre.

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

**Department Reports**

**Town Clerk Report** – Town Clerk Rowzee reminded everyone that the 2020 Census had been delivered and asked that everyone take the time to respond to it. When she had checked in the last couple of days, Coeymans only had just over a 20% response rate. She stated that there was still a ways to go before April 1<sup>st</sup>.

February 2020 Report read by Town Clerk Rowzee

**Motion to Accept Report**

Supervisor McHugh made a motion to accept the report as read, seconded by Councilman LeFevre. APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

**Police Department Report** – February 2020 Report read by Supervisor McHugh

**Motion to Accept Report**

Councilman Collins made a motion to accept the report as read, seconded by Councilman LeFevre. APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

**Building Department Report** – Supervisor McHugh stated that no report had been submitted for the month due to the clerk in the Building Department being out.

**Sewer Department Report** – Supervisor McHugh asked the Board members to look over the report. He stated that there were some issues at the Leachate Plant that they were getting quotes for. He also stated that Nick Zinzow, a laborer at the plant had resigned and was starting a new job and wished him the best of luck.

**Motion to Accept Report**

Supervisor McHugh made a motion to accept the report as presented with the amendment of the title to February, seconded by Councilman Collins.

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

**Old Business**

**Gedney Hill Tower** – Supervisor McHugh stated that the Conex was back in place, locked and the radios are in it. At this point it is operational and the Highway Department is using it until they get their new radios. The Fire Departments can use this for mutual aid to talk to the Fire Departments in Greene County. Chief Bill Kapusta was there to check it out and made sure it was operational.

Councilman Collins thanked Councilman Baker for all his hard work in getting this done.

**New Business**

**Town-wide Broadband** – Councilman LeFevre stated that the issue of parts of the Town not having access to broadband internet was a topic of discussion when they were out campaigning. He stated that a good portion of the Town is left in the dark without access to broadband internet. He stated that he is currently working with Congressman Tonko’s Chief of Staff and our grant writer in order to address this. Congressman Tonko’s Office has asked that the Town gather a list of residents who do not have broadband internet. Councilman LeFevre stated that he is going to create an on-line survey that will ask for your name, address, phone number, e-mail address and a brief story of your situation, i.e. have you reached out to internet providers and what did they say. The survey will be available on Facebook and on the Town webpage. The goal is to ensure that the entire Town has broadband. You can also reach out to Councilman LeFevre by e-mail if you have any questions or concerns at blefevre@coeymans.org or reach out on Facebook.

There was discussion about the accessibility for those who do not have the internet and it was decided they could call the Town Clerk’s Office and leave the requested information which would then be passed on to Councilman LeFevre.

Supervisor McHugh stated that this was a big issue and it wouldn’t happen overnight.

**Resolutions**

**Resolution #077-20 – Budget Transfer – A-Fund – Highway and Community Beautification**

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

**WHEREAS**, the Town of Coeymans 2020 Budget did not allow for funds necessary for a Part time clerk (5 hrs. a week) in the Highway Department; and

**WHEREAS**, the 2020 budget did not appropriate the correct amount of funds for Personal Service in the Community Beautification Department;

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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 make the necessary transfers to the 2020 Budget.

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$5,131.35	(A)1990.4 Contingency	(A)5010.1 Highway Administrative Personal Services
\$32,735.00	(A)1990.4 Contingency	(A)8510.1 Community Beautification Personal Services
\$2,896.78	(A)1990.4 Contingency	(A)9030.8 Social Security

**Resolution #078-20 – Budget Transfers**

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

**WHEREAS**, the Town of Coeymans has had unforeseen expenditures in the following 2020 accounts resulting in the depletion of those accounts; and

**WHEREAS**, the Chief fiscal Officer is desirous of transferring funds to these accounts;

**NOW, THEREFORE BE IT RESOLVED** that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to transfer the following funds:

**GENERAL FUND (A)**

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$7,271.98	(A)1990.4 Contingency	(A)1910.4 Insurance
\$ 21.50	(A)1990.4 Contingency	(A)6410.4 Publicity Contractual

**PART TOWN FUND (B)**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$ 504.00	(B)8140.4 /Storm Water	(B)9040.8 Workers Compensation
\$8,056.64	(B)8140.4 Storm Water	(B)9060.8 Health & Medical Insurance

**SEWER FUND (SS)**

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\$2,695.00	(SS)8130.4 Contractual	(SS)1910.4 Insurance
\$ 629.00	(SS)8130.4 Contractual	(SS)9040.8 Workers Compensation

**Resolution #079-20 – Budget Transfers**

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

**WHEREAS**, the Town Board of the Town of Coeymans has adopted Local Law #1 of 2020; and

**WHEREAS**, Local Law #1 of 2020 has abolished the Town Planning Board; and

**WHEREAS**, Local Law #1 of 2020 has renamed the Zoning Board of Appeals to “Planning Board/Zoning Board of Appeals”;

**NOW, THEREFORE BE IT RESOLVED** that the Town Board of The Town of Coeymans does hereby authorize Supervisor George D. McHugh to transfer the following funds:

**Part Town Fund (B)**

<b><u>Amount</u></b>	<b><u>From Account</u></b>	<b><u>To Account</u></b>
\$1,825.00	(B)8010.1 Zoning Board of Appeals Personal Services	(B)8020.1 Planning Board-Personal Services
\$4,450.00	(B)8010.4 Zoning Board of Appeals Contractual	(B)8020.4 Planning Board-Contractual

**Resolution #080-20 – Budget Amendment – Grant Writer**

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

**WHEREAS**, the Town of Coeymans has hired a Grant Writer for the purpose of obtaining and administering grants on behalf of the Town; and

**WHEREAS**, the 2020 Budget did not have a line item associated with a Grant Writer;

**NOW, THEREFORE BE IT RESOLVED** that the 2020 budget shall be amended as follows:

**General Fund (A)**

**Increase**

(A)8668.1 Personal Services	\$8077.00
(A)9030.8 Social Security	\$ 617.89

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(A)8668.4 Contractual \$ 300.00

**Decrease**

(A)1990.4 Contingency \$8,994.89

**Resolution #081-20 – Budget Amendment – Legal Services**

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

**WHEREAS**, the Town of Coeymans 2020 Budget did not allow for an appropriation for Legal Services in the Part Town Fund (B)

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to make the necessary amendment to the 2020 budget as follows:

**PART TOWN FUND (B)**

**INCREASE APPROPRIATIONS**

(B)1420.4 Legal Services \$12,000.00

**INCREASE REVENUE**

(B)1120 Sales Tax Revenue \$12,000.00

**Resolution #082-20 – March 2020 Abstract**

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

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

**PRE-PAID VOUCHERS:** 180324 – 180406 & 2020-019 – 2020-020 for a total of  
**\$ 316,569.86**

**VOUCHER NUMBERS:** 180407– 180476 for a total of **\$ 61,291.68**

**TOTAL FOR ALL FUNDS – \$377,861.54**

**Upcoming Meetings and Workshops**

Supervisor McHugh stated that the following meetings were subject to change.

- Village of Ravenna Board Meeting – April 7<sup>th</sup> – 6pm
- Town Planning Board/ZBA Meeting and Public Hearing – April 13<sup>th</sup> – 7pm
- Town Board Meeting – April 9<sup>th</sup> – 7pm

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**Additional Comments**

Councilman LeFevre added to please maintain social distancing and look out for elderly and neighbors and to look for ways to be of service to them. He stated that people are scared, especially the elderly.

Councilman Collins asked that residents continue to support small businesses. Councilman LeFevre stated that the restaurants are still open for business, you just need to do takeout.

Supervisor McHugh stated that restaurants are the first to raise their hands and support the community and they need us right now to survive in this climate. He asked that we do whatever we can to support them. He then stated that Mr. Bruno, head of the Emergency Management Committee, asked that he stress that social distancing is the key. He asked that everyone stay safe and healthy and asked them not to congregate.

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**Motion to Adjourn**

On motion of Councilman LeFevre, seconded by Councilman Collins, the Town Board Meeting was adjourned.

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

Time – 7:40pm

*Respectfully Submitted,*



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*Cindy L. Rowzee, Town Clerk*