

## MINUTES BOOK\*\*TOWN OF COEYMANS

April 9, 2020 – Town Board Meeting – 7:00pm

**A Town Board Meeting was held Thursday, April 9<sup>th</sup>, 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

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Supervisor McHugh opened the meeting and led the Pledge of Allegiance. He stated that a full board was present.

### **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 365 cases of the coronavirus in Albany County, 477 under mandatory quarantine, 50 under precautionary quarantine, 34 individuals hospitalized and 11 deaths. He stated that there was still only one confirmed case in Coeymans with several under mandatory quarantine. 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 Town Hall remains closed to the public with part-time employees staying home from work. For the past three weeks all non-essential employees have worked from home. He stated that all departments remain open but are manned by a reduced level. Residents are encouraged to do as much business as possible by phone, mail or drop box. The April 13<sup>th</sup> Planning Board/ZBA Meeting will be going forward with social distancing measures in place. All Justice Court sessions are cancelled until further notice. He stated that the efforts to stop spreading the virus are showing signs of working but we all must remain diligent in our day to day activities. Supervisor McHugh thanked those on the front line, health care workers, emergency personnel, the school and teachers, the Department of Health, Sheriff Apple and his deputies, and County Executive McCoy. 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.

**Easter Bunny** – Supervisor McHugh stated that the Easter Bunny is going to be deemed essential personnel in Coeymans. He stated that the Easter Bunny would be accompanied by the Ravena Fire Department this weekend on Saturday from the Firehouse to Route 9W and all the side roads and then on Sunday from the Firehouse down through the Hamlet and all of those side roads.

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He stated that they would not be throwing any candy and there would be no congregating. This is just so that the kids can see the Easter Bunny.

### **Department Reports**

**Building Department Report** – Supervisor McHugh read the report for February 2020

#### **Motion to Accept Report**

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

### **Old Business**

**Town-wide Broadband** – Councilman LeFevre stated that he had created a survey through Google but you do not need a Google account to do it. It asks for your name, address, phone number, e-mail and if you have reached out to an internet provider and their response. Councilman LeFevre stated the more information you have the better. He stated that he has not gotten many responses yet but will reach out to everyone on the list.

Councilman Baker asked if the broadband would be for the entire town or just outlying areas? Councilman LeFevre stated that there are more than a handful of different providers that they are working with that are available to different areas in the Town.

Supervisor McHugh asked if there was any mapping. Councilman LeFevre said it is not up to date, for instance, the maps show there is coverage at his house but no one will service it.

Councilman Baker stated that he had heard that there was a Verizon wire up on Gedney Hill and he would like to work with LeFevre to get those people Verizon.

Councilman LeFevre stated that there is a jurisdiction thing to deal with. They are trying to get broadband for many areas of the Town that are without it.

**RK Properties** – Supervisor McHugh stated that on March 9<sup>th</sup> the Albany County Legislature granted a request to convey the Rodney Kryzkowski properties to the Town. The intention is to take the two properties and clean them up to get them back on the tax rolls. At this point he has received the paperwork for the conveyance and will have the attorney proceed with the conveyance documents. He stated that he is expecting to receive the deed the next day and after it is filed the Town can take the next step to clean the properties up.

**911 Letters** – Supervisor McHugh stated that the letters regarding the duplicate 911 addresses in the Hamlet and Village were being sent out the next day to everyone who was affected.

**Coeymans Post Office Issue** – Supervisor McHugh stated that they have sent a letter to the Postmaster in Ravenna asking that they look into closing the Coeymans Post Office and provide home delivery in the Hamlet.

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**State Route 144 Speed Limit** – Supervisor McHugh stated that they have reached out to DOT, State Senate and Assemblyman and the Governor regarding the speed limit on State Route 144. He stated that he has heard back from State Assemblyman Tague’s office stating that he will help in any way that he can.

Councilman Baker stated how he would still like to go door to door for the 911 thing after the PAUSE is lifted. Supervisor McHugh stated that we would have to wait for the virus to end.

### **New Business**

**RK Properties – SEQR/EAF** – Supervisor McHugh asked for a motion to declare the Town lead agency.

#### **Motion to Declare Town of Coeymans as Lead Agency**

Councilman Burns made a motion to declare the Town lead agency on the Short Environmental Assessment Form, seconded by Councilman Burns.

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

Supervisor McHugh stated that the action was to take ownership of the property, not to do anything with the property. He proceeded to go through Part I and II of the SEQR form. The following items were discussed among the Board during the review.

Councilman Burns asked if Albany County had checked for oil. Supervisor McHugh stated that DEC had and that it was cleared last June. Councilman Burns stated that oil would make it an environmental property. Councilman Baker stated, not necessarily, as this was only to transfer the property.

Councilman Burns asked if the flood plain was located close by. Supervisor McHugh stated that it was close by, but was not on the property.

At the end of the review Supervisor McHugh asked for a motion to declare a negative declaration on the project.

#### **Motion to Make Negative Declaration for Krzykowski Property Transfer**

Councilman Burns made a motion to make a negative declaration for the Krzykowski property transfer, seconded by Councilman Baker.

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

Supervisor McHugh stated that this was no money out of pocket so it is not subject to a permissive referendum.

**New Parks Department Building** – Supervisor McHugh stated that they have talked about getting a new building and they have gotten a few prices. They would like to move forward with a 30x50 metal structure from Backyard Sheds, for \$17,000 that will be erected on site at the

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Highway Department. He stated that we are responsible to put in a cement pad and add electric service. He stated that this will only be for cold storage and seasonal use where they will store the Parks Department equipment, they may look into insulating it in the future. The plan is to move everything out of the Hamlet and to leave that building for the Sheriff Substation. They are a week or two away from pouring a cement pad. He stated that there is money in the budget which is a good thing. They should know more on when it will be delivered in the next few days.

**2020 Sales Tax Revenue** – Supervisor McHugh stated that there is a proposed resolution later in the meeting for a Town spending freeze. He stated that in 2019 they put a large portion of this year's sales tax into the A Fund but due to current circumstances sales tax will be down. County Executive McCoy believes it will be down by 10-20% from what we had anticipated. The Association of Towns is estimating 12%. He stated that sales tax will definitely be less than we thought and that a 10% decrease from what we anticipated would be a loss of \$183,000.

Councilman Burns stated that he feels as soon as this is over things will take off.

Supervisor McHugh stated that as fiscal stewards for the Town they need to put the spending freeze on now and look at where we need to cinch our belts.

Councilman Burns stated that there is not a lot going on now and that we are in pretty good shape.

Supervisor McHugh stated that we are in surprising good shape fiscally. He stated that he is watching everything every month and that we have to be very vigilant. He stated that we will plan for the worst and hope for the best.

Councilman Baker asked if Highway had received the radios yet. Supervisor McHugh stated that they are ordered but not in yet.

**Off-shore Wind Project** – Supervisor McHugh stated that DEC had sent a letter stating that they sought to be lead agency for the proposed off-shore wind project. The Town Board sent a letter back to them saying that Town has an interest in it as well. The Town has now been contacted by DEC recognizing that the Town's expertise on local issues. If the Town accepts DEC as lead agency they will work closely with us on those local issues and help them scope the issues should it be a positive declaration. He stated that this is a good step to partner with DEC and make sure our interests are protected.

### **Resolutions**

#### **Resolution #083-20 – Designate Easter Bunny as Essential Personnel**

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

**WHEREAS**, the Town Board is desirous of insuring that the Traditions of Easter remain intact in spite of the ongoing COVID-19 pandemic;

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**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby designate the Easter Bunny “Essential Personnel”, authorized to perform his traditional duties and responsibilities within the Town of Coeymans, subject to all proper social distancing, health and safety protocols.

**Resolution #084-20 – Accept Retirement - Albert**

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

**WHEREAS**, Officer Jason Albert submitted his retirement effective March 31, 2020;

**THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Coeymans does hereby accept his retirement effective March 31, 2020.

Councilman Burns stated that he was glad that he got to retire and that he hopes he enjoys his retirement. He stated that he has always thought a lot of Officer Albert referring to an incident 20 years ago when he had helped him down by the river.

**Resolution #085-20 – Accept Resignation - Myers**

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

**WHEREAS**, on March 9, 2020 Officer Jonathan Myers submitted his letter of resignation from the Coeymans Police Department to be effective March 31, 2020;

**NOW, THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Coeymans does hereby accept the resignation of Jonathan Myers effective March 31, 2020.

Supervisor McHugh wished Officer Myers the best of luck.

**Resolution #086-20 – Accept Resignation – Perry and Kuchta**

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

**WHEREAS**, Nelson Perry has submitted his verbal resignation effective April 6, 2020 as seasonal laborer, and;

**WHEREAS**, William Kuchta has submitted his verbal resignation effective April 6, 2020 as seasonal laborer;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Coeymans does hereby accept the resignations of both, Nelson Perry and William Kuchta, effective April 6, 2020.

Supervisor McHugh stated that he had received both of these resignations by phone earlier that day. They had not started working yet due to the virus, there were just some personal concerns they had with their families.

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**Resolution #087-20 – Appoint Seasonal Laborers – Burns & Wagoner**

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

**WHEREAS**, the Community Beautification Department is need of additional seasonal labor assistance for spring and summer;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Zachary Burns to a Part-time seasonal Laborer position effective April 13, 2020 through September 27, 2020 at the rate of \$16.00 per hour, contingent upon Albany County Civil Service approval.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Noah Wagoner to a part-time seasonal Laborer position effective April 13, 2020 through September 27, 2020 at the rate of \$16.00 per hour, contingent upon Albany County Civil Service approval.

Councilman Burns stated that they were good boys, both of them.

**Resolution #088-20 – Appoint Maintenance Mechanic III for Sewer - Ferriero**

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

**WHEREAS**, the Town Board is desirous of hiring a full time Maintenance Mechanic III at the Coeymans Wastewater Treatment Facility;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby hire Michael Ferriero, Sr. as full time Maintenance Mechanic III to the Coeymans Wastewater Treatment Facility at the rate of \$22.53 per hour, effective May 4, 2020.

Councilman Baker stated that he will be a great asset to the Sewer Plant.

**Resolution #089-20 – Approve Application for Hudson River Greenway Planning Grant**

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

**WHEREAS**, The Town of Coeymans is applying to the Hudson River Valley Greenway for a grant under the Hudson River Valley Greenway Planning Grant Program for a project entitled Coeymans Comprehensive Plan 2020-2021 to be located in Coeymans.

**NOW, THEREFORE, BE IT RESOLVED**, That the governing board of the Town of Coeymans hereby does approve and endorse the application for a grant under the Hudson River Greenway Planning Grant Program, for a project known as Coeymans Comprehensive Plan 2020-2021 and located within its community.

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Councilman Baker asked if Supervisor McHugh had spoken to Ms. Ambrosio, the grant writer and asked if she was lead on this.

Supervisor McHugh answered in the affirmative. He stated that this is a \$10,000 grant and it can be used to help update the comprehensive plan. He stated that the next Town Board meeting is a workshop with MJ Engineering to see how we will proceed with an update. He stated that this was initiated by our grant writer.

**Resolution #090-20 – Authorize Supervisor to Execute Transfer of Property**

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

**WHEREAS**, the Town Board desires to assume ownership of two parcels of property from the County of Albany located at 957 & 959 State Route 143, in the Town of Coeymans, Albany County, bearing tax map numbers 167.-3-12.1 and 167.-3-12.2 respectively; and

**WHEREAS**, the Albany County Legislature has approved the conveyance of the aforementioned properties to the Town of Coeymans for the purchase price of \$1.00 by Resolution Number 116 on March 9, 2020; and

**WHEREAS**, pursuant to the New York State Environmental Quality Review Act (SEQRA), 6 NYCRR Part 617, the Town Board has established itself as the lead agency and determined that the proposed action is an Unlisted action; and

**WHEREAS**, the Town Board has completed a Short Environmental Assessment Form (“EAF”) and considered the criteria contained in 6 NYCRR §617.7(c) to determine whether the proposed action will have a significant impact on the environment; and

**WHEREAS**, the Town Board has considered the criteria set forth in 6 NYCRR 617.7(c), reviewed each of the eleven (11) factors contained in Part 2 of the EAF, and determined that the proposed action will have not result in any significant impact on the environment; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby issue a Negative Declaration for the proposed action; and it is further

**RESOLVED** that the Town Supervisor is authorized to execute any and all closing documents necessary to effectuate the aforementioned transfer of properties to the Town of Coeymans and to pay any fees associated with the filing and recording of said conveyance.

Supervisor McHugh stated that this resolution authorizes us to take ownership of the properties.

**Resolution #091-20 – Authorize Spending Freeze**

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

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**WHEREAS**, the Town anticipates receiving less sales tax revenue in 2020 than originally anticipated due to the COVID-19 Pandemic and the resulting shut down of nonessential businesses throughout the Town of Coeymans and Albany County;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize the Town Supervisor to institute a spending freeze throughout the various Town Departments as he deems necessary.

Supervisor McHugh stated that it is primarily the A-Fund that will be affected. It does not have any effect on the Sewer as that is a special district and the Highway is not nearly as affected. He stated that the Town of Coeymans is in great financial shape, this is just an abundance of caution given the circumstances we find ourselves in.

**Resolution #092-20 – Authorize Supervisor to Establish COVID-19 Staffing**

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 is desirous of establishing a Town COVID-19 Staffing and Protocol Policy for all employees of the Town of Coeymans;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board does hereby authorize the Town Supervisor to establish a Town COVID-19 Staffing and Protocol Policy for all employees of the Town of Coeymans, to be implemented and updated as the Town Supervisor deems appropriate.

Supervisor McHugh stated that this pandemic is ever changing and that things change daily, if not hourly. He stated that they have developed protocols to have the flexibility to update and adjust as needed.

**Resolution #093-20 – Authorize Town Supervisor to Establish Centralized Mail Policy**

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

**WHEREAS**, the Town Board is desirous of establishing a centralized mail policy and procedure for all mail addressed to or from Town Hall;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board does hereby authorize the Town Supervisor to establish a centralized mail policy for all mail addressed to or from Town Hall, to be implemented and updated as the Town Supervisor deems appropriate.

**Upcoming Meetings and Workshops**

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

- Town Planning Board/ZBA Meeting and Public Hearing – April 13<sup>th</sup> – 6:30pm – Supervisor McHugh stated that they will take any comments, in person or electronically.

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He stated that protocols will be in place, there will be a limit and people will have to remain 6 feet apart. He does not anticipate very many people coming.

- Town Board Workshop – April 16<sup>th</sup> – 7pm – Supervisor McHugh stated that the Highway Superintendent will be here to discuss some equipment issue and that MJ Designs will give a presentation on the comprehensive master plan.
- Town Board Meeting/Public Hearing – April 23<sup>rd</sup> – 6:30pm – Supervisor McHugh stated that there will be a Public Hearing on Local Law 3 of 2020.

**Motion to Set Public Hearing and Authorize Town Clerk to Advertise**

Supervisor McHugh made a motion to set the Public Hearing on Local Law 3 of 2020 for April 23<sup>rd</sup> at 6:30pm and authorized the Town Clerk to advertise the hearing, seconded by Councilman LeFevre. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

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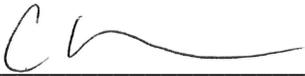
**Motion to Adjourn**

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

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

Time – 7:51pm

*Respectfully Submitted,*



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**Cindy L. Rowzee, Town Clerk**