

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**April 16, 2020 – Town Board Workshop – 7:00pm**

**A Town Board Workshop was held Thursday, April 16<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  
Scott D. Searles, Highway Superintendent

**PRESENT BY CONFERENCE CALL:**

Nicole Ambrosio, Grant Writer  
Jaclyn Hakes, AICP, MJ Engineering and Land Surveying, P.C.

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

**Highway Equipment**

Highway Superintendent Searles spoke to the Town Board about purchasing a new truck, the following things were discussed:

- The new truck would replace a 2000 International. After the 2000, the next oldest trucks are two, 2007s.
- A larger loan on a truck is ending this year and the loan for this new truck would be no more than that loan, with its first payment being due next year. Baker and Searles were leaning toward wanting a 5 year loan.
- Specifications about the truck were discussed, i.e. single axle, live body, box, plow, aluminum box, transmission etc. It matches the specifications of the current Highway fleet.
- They would be able to use the radio that is in the 2000 truck. A new radio would not need to be purchased.
- There was discussion about the possibility that Chief Contento was looking into leasing vehicles for the Town. These large trucks would not be included in that.
- The truck would need to be purchased soon in order to have it by winter.

**Comprehensive Plan Update**

Jaclyn Hakes from MJ Engineering and Nicole Ambrosio, the Town Grant Writer, joined in by conference call in order to discuss a Comprehensive Plan Update. Ms. Hakes gave a presentation on the comprehensive plan update process that included the following:

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- Overview of a Comprehensive Plan
  - Sets a framework for a community vision for the long term
  - Works to identify opportunities and challenges for a community.
  - A fact based resource for ongoing future planning initiatives.
  - Provides an opportunity to track progress in implementing the recommendations and strategies.
  - Takes into account three states, the Existing State or where we are at, the Desired/Future State or where we are going or where do we want to be and the Implementation or how do we get there.
  - It is a blueprint for the community that is broad in nature and is intended to address community-wide topics.
  - It needs to be a consensus of the overall community; residents, business owners, and property owners.
  - A comprehensive plan is not zoning or parcel specific or a venue to address individual projects.
- How you create a Comprehensive Plan
  - Analysis of existing conditions or existing state
  - Identification of Vision
  - Goals or Guiding Principles to help achieve the vision
  - Specific action items and recommendations
  - Create and implementation schedule
  - Get public and stakeholder input
- In determining when to update, look at how much time has elapsed since your last comprehensive plan. Other indicators are a change in demographics, technology or infrastructure challenges or if you see that things are out of balance, such as a lot of zoning requests.
- The process for updating is as follows:
  - The Town Board or committee drafts a comprehensive plan update.
  - If done by committee the committee would hold a public hearing on their level.
  - They would then advance the draft to the Town Board to review.
    - The Town Board would then hold a public hearing.
    - They would also send the update to the County Planning Board for Review.
    - The Town Board would also fill out a SEQR.
- Types of Updates:
  - A complete update would start over and move forward with information from the preparation report.
  - A targeted update would just update the topic areas where there have been significant change or trends are evolving.
  - Phased update where first is the public visioning and stakeholder input to decide what needs to be updated and then the comprehensive plan is updated.
- Some factors that need to be considered are how far out of alignment is your current plan, scheduling, cost, pressing land use issues and critical technical issues.

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At this point there was discussion between the Town Board, Ms. Hakes and Ms. Ambrosio about the following topics:

- Whether it is more often the Town Board doing the update or a committee:
  - Ms. Hakes stated that she sees a committee more often as it is representative of the broad community but it is up to the community. With the committee the Town Board does remain engaged throughout the process.
  - Supervisor McHugh stated that he was envisioning the Town Board drafting the update with the help of the Planning Board and Zoning Board of Appeals. He stated that he envisions it as the Board's vision is what he really wants to include in this update so they would be the driving force with the Zoning and Planning Board closely aligned. His fear is that if you open it up to too many different ideas it would become so big that nothing would get done.
- Most of the discussion centered around using the targeted update approach to include the Port of Coeymans, Coeymans Industrial Park, the Village of Ravena and infrastructure issues. The targeted update offers some efficiencies and meets the requirements of a recent comprehensive plan update for potential grants that may be available.
- The Hudson Valley River Greenway Grant was mentioned as a potential grant. Ms. Ambrosio would be discussing that further with Supervisor McHugh. She did state that we have an excellent chance of getting this grant as we haven't updated ours since 2006. Ms. Ambrosio also mentioned an agricultural grant that she hoped would help with the costs involved in the update.
- In regards to time frame it was stated that a targeted update could be accomplished within a years' time, keeping in mind that the adoption process takes 2-3 months.

It was left that Ms. Hakes would look at our comprehensive plan and put together an estimate based on the previous discussion.

After Ms. Hakes and Ms. Ambrosio left the conference call there was in-depth discussion about many of the sewer and water issues in the Town and how this has the potential to stunt growth.

### **Solar Law**

Supervisor McHugh provided the Town Board members a copy of a potential local law on solar from the NYSERDA website that he had made a few changes to. It was decided that the Town Board would look this over and do some research into local laws from surrounding towns and the Association of Towns in order to move forward quickly with creating a local law on solar.

### **Upcoming Meetings and Workshops**

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

- Town Planning Board/ZBA Meeting – April 22nd – 7pm – Supervisor McHugh stated that they will do it by conference call like they did the last time.

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- 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.

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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 5 – NAYS 0 – ABSENT– SO MOVED

Time – 8:08pm

*Respectfully Submitted,*



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*Cindy L. Rowzee, Town Clerk*