

MINUTES BOOKTOWN OF COEYMANS
December 21, 2020 –Town Board Meeting – 7:00pm**

A Town Board Meeting was held Thursday, December 21st, 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

PRESENT BY CONFERENCE CALL:
Cindy L. Rowzee, Town Clerk
Jaclyn Hakes, M.J. Engineering
Andrew Gillcrist, M.J. Engineering

Supervisor McHugh opened the meeting and led the Pledge of Allegiance. He stated that all Town Board members were present.

Public Announcements

Town Hall Closed December 24th & 25th – Supervisor McHugh stated that Town Hall would be closed on December 24th and 25th for the Christmas Holiday.

Coeymans and Coeymans Hollow Fire Companies – Supervisor McHugh wanted to put out a thank you to the Coeymans and Coeymans Hollow Fire Companies for taking Saturday and Sunday to escort Santa Claus around town. He especially thanked Michelle Kapusta for planning that and making it happen.

Presentations

Cynthia Kunz - Supervisor McHugh presented Cynthia Kunz with a plaque for her time serving on the Planning Board and Planning Board/Zoning Board of Appeals. She has served 13 years in these positions. He stated that she has been an invaluable member of the Town of Coeymans community. She was instrumental in helping to develop the Coeymans Landing Park.

Councilman Kenneth A. Burns – Supervisor McHugh presented Councilman Burns with a plaque for his time serving on the Town Board. He stated that Councilman Burns had been instrumental in converting the old school into the Village Offices. Supervisor McHugh spoke of his optimism, honesty, integrity, and faithful service. He asked each Town Board member to say something about Councilman Burns.

Councilman Baker stated that he had been excited to work with Councilman Burns when he was first approached about running. He spoke of how he had enjoyed working with him and wished him luck and thanked him for all of his help.

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Councilman LeFevre stated that he had known Councilman Burns for quite a while and that he was a man of faith and a man of his heart. Councilman LeFevre stated that Councilman Burns stepping down was not easy for him and thanked him for his dedication and upbeat spirit.

Councilman Collins stated that he has known Councilman Burns his whole life and that he has the biggest heart he knows. He stated that the Town will be at a real loss without him serving on the Board.

Councilman Burns stated that he had had the pleasure of working with three different administrations and this last year was the most that he has seen get accomplished as far as a town board goes. He stated that the whole Town has a great board and that every one of them has a great deal to offer. He stated that it had been a pleasure to serve.

Supervisor Report

Supervisor McHugh read the November 2020 Supervisor’s Report

Motion to Accept Report

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

Department Reports

Town Clerk Report –

Town Clerk Rowzee thanked Councilman Burns for the time he has given to the Town and stated that she would miss working with him. She then reminded everyone that the tax bills would be mailed soon. With the current pandemic, there would be a return envelope included with the bill, any payments made in person at Town Hall would need to be made by appointment. In person payments can also be made at The Bank of Greene County on 9W.

November 2020 Report read by Town Clerk Rowzee

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

Police Department Report – November 2020 Report read by Supervisor McHugh

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

Building Department Report – November 2020 Report – As Mr. Cashin was not available a motion was made to accept the report as presented.

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Motion to Accept Report

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

Sewer Department Report – October 2020 & November 2020 Sewer Report - as Mr. Geraldson was not available a motion was made to accept the report as presented.

Motion to Accept Reports

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

Supervisor McHugh stated that there was a lot of work going on down at the Sewer Plant and at the Leachate Facility. There were updates to the sewer plant, with new glass, floors and outside stairs. He also said that spray foam had been installed at the Leachate Facility and the new parks building at the Highway garage.

Old Business

MJ Engineering – Andrew Gilchrist and Jaclyn Hakes attended the meeting by conference call and gave a brief presentation on the Comprehensive Plan. Mr. Gilchrist stated that the draft plan was ready for the Town Board’s review and had been shared with them the past week. He stated that this serves as an amendment to the existing plan and just updates some of the areas. He then gave an overview of the update and spoke of the targeted areas and implementation as well as the information that is included in the appendices.

Ms. Hakes responded to a question from Supervisor McHugh and stated that they had received a list of changes that were recommended by the Planning Board/Zoning Board of Appeals and Building Department. They will provide this to the Town to be used in the implementation process.

Supervisor McHugh asked for any changes that the Board would like by Monday, December 28th. He stated that he would like to have this on the agenda for the January 1st meeting and have a public hearing on January 28th. This way it could be sent to the Village and the Albany County Planning Board. At this point the plan is to carry the January 28th public hearing over to February 11th where they will hopefully close the hearing and perform the SEQR. They would then adopt the Comprehensive Plan by the end of February. This is all depending on the comments that the Town Board receives and the changes that need to be made.

Resolutions

Resolution #182-20 – Award Town Hall Cleaning Contract

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 Current Contractor for the cleaning of Town Hall located at 18 Russell Avenue, Ravena, N.Y. provided notice of her intention to no longer provide cleaning services effective January 1, 2021; and

WHEREAS, the Town of Coeymans is desirous of hiring a Janitorial Contractor for the Cleaning of Town Hall located at 18 Russell Avenue, Ravena, N.Y. effective January 1st, 2021 through December 31st, 2021; and

WHEREAS, the Town of Coeymans contacted several companies with a job scope and the following proposals were submitted:

DCMC Construction	\$1,895.00 per month
Busy Bee’s Cleaning	\$ 960.00 per month
MAC Cleaning Services	(Declined to submit a proposal)

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby award the above work to the lowest proposal submitted by Busy Bee’s Cleaning to be effective January 1, 2021 on a monthly basis.

Supervisor McHugh stated that the current contractor had given notice as she was not able to continue cleaning after this year. The Town Board thanked Ms. Alberts for her work.

Resolution #183-20 – Abstract of Claims - December

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 December 2020, as follows:

PRE-PAID VOUCHERS –181912- 182001, & 2020-081- 2020-089 from the following funds:

General	\$316,179.65
Part Town	\$450,633.55
Highway – Town Wide	\$44,960.50
Highway - Part Town	\$105,910.24
Sewer	\$48,653.07
Trust & Agency	\$196,199.75
Payroll Deductions	\$6,547.50

VOUCHER NUMBERS –182002- 182095 from the following funds:

General	\$45,618.71
Part Town	\$73.11
Highway -Town Wide	\$13,392.84

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Highway – Part Town	\$5,076.89
Sewer	\$51,638.32

TOTAL FOR ALL FUNDS – \$1,284,884.13

Resolution #184-20 – Budget Transfers

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

WHEREAS, the Chief Fiscal Officer has determined that in order to maintain proper balances within various accounts the following transfers are necessary for the Budget Year 2020.

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>
\$3,608.18	(A)1990.4 Contingency	(A)1620.4 Town Hall Contractual
\$9,127.93	(A)1990.4 Contingency	(A)1650.4 Central Communications Cont.
\$ 175.29	(A)1990.4 Contingency	(A)1910.4 Insurance Contractual
\$ 23.82	(A)1990.4 Contingency	(A)5010.4 Highway Superintendent Cont.
\$ 17.54	(A)1990.4 Contingency	(A)6410.4 Publicity Contractual
\$.04	(A)1990.4 Contingency	(A)7510.1 Historian Personal Services
\$1,621.65	(A)1990.4 Contingency	(A)8510.2 Community Beautification Equip.

Part Town (B)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$ 151.78	(B)1660.4 Central Storeroom	(B)5182.4 Street Lighting Contractual
\$2,570.00	(B)1680.1 Central Data Processing Personal Services	(B)8020.1 Planning Board Personal Service

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$1,021.04	(B)1680.1 Central Data Processing Personal Services	(B)8020.4 Planning Board Contractual

Sewer Account

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
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\$ 3,000.00	(SS)8110.4 Sewer Administration Contractual	(SS)8130.2 Equipment
\$ 4,000.00	(SS)8120.1 Collection System Personal Services	(SS)8130.2 Equipment
\$25,000.00	(SS)8120.4 Collection System Contractual	(SS)8130.2 Equipment
\$ 3,705.92	(SS)8130.1 Personal Services	(SS)8130.2 Equipment
\$41,294.08	(SS)8130.1 Personal Services	(SS)8130.4 Contractual (joint)
\$ 3,000.00	(SS)9030.8 Social Security Medicare	(SS)8130.4 Contractual (joint)
\$40,000.00	(SS)9060.8 Hospital/Medical Insurance	(SS)8130.4 Contractual (joint)
\$ 2,015.23	(SS)9720.65 BAN Principle	(SS)8130.4 Contractual (joint)

Resolution #185-20 – Direct Assessor to Grant Exemptions Pursuant to Executive Order

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

WHEREAS, by Executive Order 202.83 the Governor of the State of New York suspended and modified the application of Subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, to the extent necessary to permit the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons. Provided however, that the governing body may, at its option, include in such resolution procedures by which the assessor may require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died; and

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Executive Order 202.83, the Town Board of the Town of Coeymans does hereby direct the Town Assessor to grant exemptions pursuant to RPTL 459-c and 467 on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons, provided, however, that the assessor may require a renewal application to be filed when the assessor has reason to believe that an owner

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who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died.

Supervisor McHugh stated that every year seniors have to file an application to receive the Enhanced STAR. This resolution would keep seniors from having to come out of their homes during this pandemic. Seniors who apply for this every year would not need to apply for it this year.

Upcoming Meetings

Planning Board/Zoning Board of Appeals Meeting – December 23, 2020 at 7pm
Town Board Organizational Meeting – January 1, 2020 at 9am

Additional Comments

Supervisor McHugh announced that there are some vacancies to be filled on boards with the resignations of Ms. Kunz and Councilman Burns. He stated that Linda Bruno from the hamlet of Coeymans would be joining the Town Board on January 1st. Marissa Tutay, who is currently the alternate on the Planning/ZBA will replace Ms. Kunz and Nathan Boomer will take over as the alternate.

Supervisor McHugh then went on to give a review of the things that had been accomplished this year. The other Town Board members thanked everyone that works for the Town. They stated that they were trying to do what is best for the Town.

Councilman Burns stated that the Board was making the best decisions they can at the time, with all of the information that they have. When the people are split in half they have to make some controversial decisions. He asked that people get behind the Town Board and the Supervisor and to not be so hard on them. He stated that they don't get enough credit for what they do. He stated that with this and past boards, no one came in to do malice and they have done their best.

Motion to Adjourn

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

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

Time – 8:18pm

Respectfully Submitted,



Cindy L. Rowzee, Town Clerk