

MINUTES BOOKTOWN OF COEYMANS
January 1, 2021 – Organizational Meeting – 9:00am**

A Town Board Meeting was held Friday, January 1st, 2021 at 9:00am at Town Hall, 18 Russell Avenue, Ravena, New York

PRESENT: George D. McHugh, Supervisor
Daniel D. Baker, Council member
Linda S. Bruno, Council member (joined meeting after appointment)
Zachary S. Collins, Council member

PRESENT BY CONFERENCE CALL:
Brandon L. LeFevre, Council member

ALSO PRESENT: Cindy L. Rowzee, Town Clerk
Scott Searles, Highway Superintendent
James Peluso, Attorney to the Town

Supervisor McHugh opened the meeting and led the Pledge of Allegiance. He stated that a full Board was present. He then asked Town Clerk Rowzee to read the Notice of the meeting.

**NOTICE
TOWN OF COEYMANS
TOWN BOARD
2021 ORGANIZATIONAL MEETING**

NOTICE IS HEREBY GIVEN that the Organizational Meeting of the Town Board of the Town of Coeymans has been scheduled for Friday, January 1, 2021, at 9:00am, to take place at Town Hall, 18 Russell Avenue, Ravena, N.Y.

Pursuant to Executive Order No. 202.1 the public may view and listen to the proceedings live, via the Town of Coeymans Facebook page and Mid-Hudson Cable Channel 901. Due to the increasing COVID-19 numbers in the area Town Hall will be closed to the public.

**By Order of the Town Board
of the Town of Coeymans
Cindy L. Rowzee
Town Clerk**

Resolutions

Resolution #001-21 – Appoint Town Board Council member to Fill Vacancy

On motion of Council member Baker, seconded by Council member LeFevre, the following resolution was: APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT – SO MOVED

WHEREAS, a vacancy exists in the office of the Town Board in the Town of Coeymans, New York because of the resignation of Town Board member Kenneth A. Burns, which written

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resignation was dated December 1, 2020 and submitted to the Town Clerk with an effective resignation date of December 31, 2020; and

WHEREAS, pursuant to Town Law § 64(5), the Town Board of the Town of Coeymans, by majority vote thereof, has the authority to appoint a qualified person to the fill the vacancy until the expiration of the term of said office on December 31, 2021;

NOW THEREFORE, BE IT RESOLVED by the Town Board of Town of Coeymans pursuant to Town Law § 64(5) that Linda S. Bruno, a duly qualified resident of the Town, be appointed to the office of Town Council of the Town Board of the Town of Coeymans to fill the vacancy existing in such office. Such appointment is effective immediately upon administration of the oath of office by Town Justice, Rocco Persico and said Linda S. Bruno shall hold such office until the expiration of the term thereof on December 31, 2021.

At this point Linda S. Bruno was sworn in as Town Council member.

Council member Bruno stated that she was honored and humbled to serve in this position. She stated that she is grateful for the opportunity and will serve to the best of her ability.

Supervisor McHugh welcomed her to the Board and thanked her for her service and helping to bring Coeymans forward in the right direction.

Resolution #002-21 – Adopt Meeting Rules

On motion of Council member 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 Meeting Rules for the respectful and proper conduct of the Town Board Meetings, a copy of which is hereby attached;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby adopt the proposed Town of Coeymans Meeting Rules dated January 1, 2021, which shall take effect immediately.

TOWN OF COEYMANS MEETING RULES

- (1) Speakers must give their name and address during the Town Board Meeting and must address their remarks to the Board as a body and not to any member thereof.
- (2) Speakers must be recognized by the presiding officer and must limit their remarks to up to three minutes on a given topic and may not yield any remaining time to another speaker.
- (3) Any person speaking to the board with the consent of the Supervisor shall address their remarks to the Board, not to other members of the audience in the form of a debate.

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- (4) Comments must relate to the current agenda item being discussed at the Board meeting or legitimate Town business during the Public Comment period.
- (5) Speakers should present their remarks in a courteous manner and may not make disparaging remarks or personal comments about public officials, town residents or others. All speakers will observe the commonly accepted rules of courtesy, decorum, dignity and good taste with no cursing, swearing, clapping, booing, finger pointing, bullying, whispering or talking that disrupts the proceedings of the business of the Town Board.
- (6) Any speaker who disregards the directives of the presiding officer in enforcing the rules, disturbs the peace at a meeting, makes impertinent or slanderous remarks or generally conducts themselves in an inappropriate manner shall be barred from further participation and will forfeit any balance of time remaining for their comments.
- (7) After a final warning, if a speaker willfully refuses to step down, the Town Supervisor shall contact the appropriate authorities to remove the speaker from the meeting room and to restore order.
- (8) The Town Supervisor, or in his absence, the Presiding Officer shall take all necessary steps to ensure compliance with these rules.

Council member Baker stated that this is nothing new. He also asked that people be respectful and give their names. Supervisor McHugh stated that this also applies to people calling in and there were no changes to the rules.

Resolution #003-21 – Set 2021 Town Board Meetings

On motion of Supervisor McHugh, seconded by Council member 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, does hereby set the following dates for the Town Board Meetings for 2021. Please note that meetings will commence at 6:30pm.

January	14 th & 28 th	July	8 th & 22 nd
February	11 th & 25 th	August	12 th & 26 th
March	11 th & 25 th	September	9 th & 23 rd
April	8 th & 22 nd	October	14 th & 28 th
May	13 th & 27 th	November	4 th & 22 nd (Monday)
June	10 th & 24 th	December	9 th & 23 rd

Resolution #004-21 – Set 2021 Holiday Schedule

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

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BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby set the following holidays for 2021 for employees not covered by union contracts. Holiday schedules for covered employee are pursuant to active agreements in force.

January	1 st - New Year's Day
January	18 th - Martin Luther King Day
February	15 th - President's Day
May	31 st - Memorial Day
July	5 th - Independence Day
September	6 th - Labor Day
October	11 th - Columbus Day
November	2 nd - Election Day
November	11 th - Veterans Day
November	25 th - Thanksgiving Day
November	26 th - Day after Thanksgiving
December	24 th - Christmas Day (Observed)

Resolution #005-21 – Set 2021 Planning Board/Zoning Board of Appeals Meetings

On motion of Council member Bruno, seconded by Council member Baker, 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 set the following dates for the Planning Board/Zoning Board of Appeals for 2021. Please note that the meetings will commence at 7:00 PM.

January	11 th & 27 th	July	12 th & 28 th
February	8 th & 24 th	August	9 th & 25 th
March	8 th & 24 th	September	13 th & 22 nd
April	12 th & 28 th	October	12 ^{th*} & 27 th
May	10 th & 26 th	November	8 th & 23 ^{rd*}
June	14 th & 23 rd	December	13 th & 22 nd

Resolution #006-21 – Authorize Supervisor to Execute Union Agreements

On motion of Council member Baker, seconded by Council member 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 Supervisor George D. McHugh to execute all agreements between the Town of Coeymans and contractual employees, CSEA and Council 82.

Resolution #007-21– Adopt Procurement Policy

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

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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 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 1, 2021, to be followed by all Town Departments for the procurement of goods and services.

Supervisor McHugh stated that this was the same policy as last year.

Resolution #008-21– Designate Depository of Funds

On motion of Supervisor McHugh, seconded by Council member 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 Town Law, § 64 (1), 20 and 35, that The National Bank of Coxsackie, The Bank of Greene County or any other bank or depository authorized by the State of New York, be designated as the depository of all funds of the Town of Coeymans. In addition, the Town Board directs that all Town officials responsible for monies are hereby required to deposit said monies into said depository.

Resolution #009-21 – Adopt Investment Policy

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

WHEREAS, the Town of Coeymans has previously adopted a “Model Investment Policy” supplied by the State Comptroller’s Office on April 29, 1996, and

WHEREAS, all towns must adopt an Investment Policy according to the State Comptroller’s Office and General Municipal Law, and

WHEREAS, that the “Investment Policy” shall be reviewed on an annual basis and shall be adopted at the Annual Organizational Meeting,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby adopt the Investment Policy for the year 2021.

Resolution #010-21 – Authorize Prepayment of Claims

On motion of Council member Bruno, seconded by Council member Baker, 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 payment in advance of audit claims for public utility services, telephone, postage, freight and express charges, lease and maintenance agreements, and any other prepayments that would result in penalties against the Town of Coeymans. In addition, all payroll and employee benefits payable and due at specific times.

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Resolution #011-21 – Designate Official Newspaper

On motion of Council member Baker, seconded by Council member 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, pursuant to §64, Subdivision 11 of the Town Law, designates *The News Herald*, a newspaper regularly published in the Town of Coeymans, County of Albany, the official newspaper of the Town of Coeymans.

Resolution #012-21 – Establish Mileage Rate

On motion of Council member 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 of the Town of Coeymans, pursuant to Section 102, Subdivision 1 of the Town Law, establishes the rate of **.56 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 2021.

Resolution #013-21 – Authorize Association of Towns Conference Pre-Registration

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

WHEREAS, the Association of Towns of New York has developed an in-office pre-registration procedure for the 2021 Annual Meeting, and

WHEREAS, the Association of Towns has offered a preferential pre-registration rate of \$100 per person, and

WHEREAS, the Town Board of the Town of Coeymans authorizes Supervisor George D. McHugh and Council member Linda S. Bruno to take advantage of the preferential pre-registration rate of \$100 per person,

NOW, THEREFORE, BE IT RESOLVED, that all elected officials specifically authorized by the Town Board may attend the Association of Towns Annual Meeting & Training School All-Virtual Educational and Networking Event on February 14-17, 2021.

Supervisor McHugh stated that the conference would be all virtual this year.

Resolution #014-21 – Appoint Delegate and Alternate Delegate to Association of Towns

On motion of Council member Collins, seconded by Council member Bruno, 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 appoint Supervisor George D. McHugh as delegate and Councilperson Linda S. Bruno as alternate for the Town of Coeymans at the Association of Towns Convention, February 14-17, 2021.

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Resolution #015-21 – Appoint Administrator of Access

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

WHEREAS, the Town Board of the Town of Coeymans, does hereby have an agreement with Mid-Hudson Cablevision to provide public access programming directly from the Town Building located at 18 Russell Avenue, Ravena, New York.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint William Horton as the Administrator of Access for the purpose of coordinating programming and overseeing individuals involved in the telecasting of approved programs, at a rate of \$75.00 per televised meeting.

Resolution #016-21 – Appoint Bingo Inspector

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

WHEREAS, the Town of Coeymans is in need of a Bingo Inspector to ensure that games being run in the town are in compliance with New York State regulations,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Edward J. Domanico as Bingo Inspector, at the rate of \$32.00 per session, with a term to expire December 31, 2021.

Resolution #017-21 – Appoint Civil Defense Director

On motion of Council member 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 of the Town of Coeymans, does hereby appoint William Bruno as the Civil Defense Director for the Town of Coeymans for a term to expire on December 31, 2021. Compensation for this position is \$1,500.00 per year.

Supervisor McHugh stated that Mr. Bruno has been very busy this year and has done a great job. He has provided great leadership for the committee. He stated that he can't thank him enough for stepping up to that position and proving why he is in it.

Resolution #018-21 – Appoint 1st Deputy Town Clerk

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

WHEREAS, Bonnie Keyer, pursuant to Chapter 280 of the Laws of 2007, was appointed to the 1st Deputy Town Clerk position, and

WHEREAS, Town Clerk Cindy Rowzee is desirous that Bonnie Keyer continue in this position,

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NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans hereby acknowledges the Town Clerk’s appointment of Bonnie Keyer as 1st Deputy Town Clerk. This appointment is for a term to expire on December 31, 2021.

Resolution #019-21 – Appoint PT Clerk in Assessor’s Office - Dooley

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

WHEREAS, The Assessor is desirous of hiring a part time Clerk 1 in the Assessors Department; and

WHEREAS, Alison Dooley has proven to be an invaluable asset to the Assessors Department during the reassessment project.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Alison Dooley as a part time Clerk 1 in the Assessor’s Department effective immediately at a rate of \$15.60 per hour, effective immediately.

Supervisor McHugh stated that Ms. Dooley is retired from the Real Property Department of New York State and has been a great asset in the Assessor’s Office.

Resolution #020-21 – Appoint Town Historian

On motion of Council member Bruno, seconded by Council member Baker, 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 appoint Harry A. Sturges, Town Historian for the Town of Coeymans, for a term to expire on December 31, 2021. Compensation for this position is \$750.00 per year.

Resolution #021-21 – Appoint Attorneys to the Town

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

WHEREAS, the Town wishes to retain the services of an attorney to render legal advice to the Town Board through December 31, 2021, and

NOW, THEREFORE, BE IT RESOLVED, that Dreyer Boyajian LLP is hereby retained as Attorneys for the Town of Coeymans pursuant to a Letter of Engagement for Professional Legal Services dated January 1, 2021 which provides for an annual retainer fee of \$32,960.00; and that the Town Supervisor is hereby authorized to execute said agreement.

Resolution #022-21 – Appoint Planning Board/ZBA Member - Schmitt

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

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WHEREAS, the term of Stephen Schmitt, Member of the Town of Coeymans Planning Board/Zoning Board of Appeals has expired on December 31, 2020, and

WHEREAS, the Town Board has determined his service on this board to be of value to the town, and

WHEREAS, Mr. Schmitt has expressed an interest in retaining a seat as a Member of the Planning Board/ Zoning Board of Appeals,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby reappoint Stephen Schmitt to a seven year term as a Member of the Planning Board/ Zoning Board of Appeals to expire December 31, 2027.

Resolution #023-21 – Appoint Planning Board/ZBA Chair

On motion of Supervisor McHugh, seconded by Council member 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, does hereby reappoint Stephen Schmitt Chairman of the Planning Board/Zoning Board of Appeals for a one year term to expire December 31, 2021.

Council member Collins stated that Mr. Schmitt has done a great job with the meetings this year.

Resolution #024-21 – Appoint Planning Board/ZBA Member - Tutay

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

WHEREAS, a vacancy exists on the Town of Coeymans Planning Board/ Zoning Board of Appeals because of the resignation of Planning Board/ Zoning Board of Appeals member Cynthia Kunz, which written resignation was dated December 1, 2020 and submitted to the Town Clerk with an effective resignation date of December 31, 2020; and

WHEREAS, current Planning Board/ Zoning Board of Appeals Alternate, Marisa Tutay has proven to be a valuable asset to the board and meets or exceeds the qualification requirements for said position;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Marisa Tutay to the Planning Board/ Zoning Board of Appeals until the expiration of the term thereof on December 31, 2022.

Supervisor McHugh stated that Ms. Tutay has been an alternate on the board and is a rising star.

Resolution #025-21 – Appoint Planning Board/ZBA Alternate - Boomer

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

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WHEREAS, the Town Board of the Town of Coeymans is desirous of appointing an alternate to the Planning Board/Zoning Board of Appeals;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Nathan P. Boomer as the Alternate Member effective January 1, 2021 through December 31, 2021.

Supervisor McHugh stated that Mr. Boomer had been nominated in 2019 but was not appointed. Council member Baker says that it warms his heart for those two individuals, great people and lifelong residents.

Resolution #026-21 – Appoint Planning Board/ZBA Counsel

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

WHEREAS, the Town Board of the Town of Coeymans is desirous of retaining attorney Andrew Brick, Esq.’s services as legal counsel to the Planning Board/ Zoning Board of Appeals;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Andrew Brick, Esq. to serve as legal counsel to the Planning Board/ Zoning Board of Appeals for a yearly fee of \$12,000.00 contingent upon meeting attendance, payable by monthly voucher submission, expiring December 31, 2021; and

BE IT FURTHER RESOLVED, that Mr. Brick be compensated at the rate of \$300 per hour (in addition to the monthly retainer) for any special projects which require extensive legal research communications or written opinions.

Resolution #027-21 – Appoint Marriage Officer

On motion of Council member 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 of the Town of Coeymans does hereby appoint Virginia Pearson as Marriage Officer for the Town of Coeymans with the responsibilities as determined by Town Law. This appointment expires December 31, 2021.

Resolution #028-21 – Appoint Emergency Management Committee

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

WHEREAS, the Town of Coeymans Emergency Management Committee has an Emergency Management Plan to be implemented at the time of specific incidents of events which may result in severe or extensive damage, loss of property, casualties, deaths and/or disruption of the normal everyday routine of our specific geographic area; and

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WHEREAS, the success of this plan depends on the cooperation and coordination of a number of individuals and organizations;

NOW, THEREFORE, BE IT RESOLVED, that the following will be participating and contributing agencies: Coeymans Fire Company, Coeymans Hollow Fire Corporation, Town of Coeymans Police Department, Ravena Hose Company, Ravena Rescue Squad; and

BE IT FURTHER RESOLVED that the Committee shall consist of the following for a period ending December 31, 2021:

William Bruno, Chairman, Town of Coeymans
Douglas Keyer, Chief , Emergency Operations Director
Mark Deyo, Coeymans Fire Company #1
Steven Payne, Coeymans Hollow Volunteer Fire Corporation
Jeff D'Ambrosio, Ravena Hose Company
Brian Dunican Jr., Ravena Rescue Squad
Scott Searles, Highway Superintendent
George D. McHugh, Ad Hoc Member
Henry Traver, Village of Ravena DPW

Baker questioned why Chief Kapusta was not on the committee. Supervisor McHugh stated that they wanted Steven Payne on it as he has been on the committee for a while.

Resolution #029-21 – Appoint Town Prosecutor

On motion of Council member Collins, seconded by Council member Bruno, 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 appoint Kenneth McGuire, Esq. to serve as Prosecutor for Town related matters for the 2021 calendar year, at an annual rate of \$14,000, payable by monthly voucher submissions, as follows:

\$5,500 per year – Traffic tickets issued by the Town of Coeymans Police Officers to the Town of Coeymans Court

\$5,500 per year – Traffic tickets issued by the New York State Police and the Albany Albany County Sheriff's Department to the Town of Coeymans Court

\$3,000 per year - Town Code/Penal Law trial matters

Supervisor McHugh stated that Mr. McGuire has been doing a great job and has been dealing with pleas by mail during the pandemic.

Resolution #030-21 – Appoint Ethics Committee

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

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WHEREAS, the Town Board wishes to continue the work of the Ethics Committee,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans hereby appoints Linda T. Eissing, Patricia M. Grogan, and Delores Martinez to the Ethics Committee with terms to expire December 31, 2021.

Supervisor McHugh thanked Fred Palmer for his service on this committee and Ms. Grogan for stepping up and taking his spot.

Resolution #031-21 – Appoint Board of Assessment Review Members

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

WHEREAS, the Town Board of the Town of Coeymans adopted local law entitled “Board of Assessment Review” pursuant to the authority granted under the Real Property Tax Law § 523 and Sections 10 and 20 of the Municipal Home Rule Law;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Coeymans does hereby appoint the following to the Board of Assessment Review:

Gerald Van Alstine - Term to Expire September 30th, 2021

Thomas Boehm - Term to Expire September 30th, 2022

Neil Porlier -Term to Expire September 30th, 2023

Alfonso Visconti, Alternate -Term to Expire September 30th, 2024
* Alternate through September 30th, 2021

Supervisor McHugh stated that these were the same four members that had already been appointed. With the law that was passed last year it goes down to 3 with one alternate. It was stated that Mr. Visconti would act as the alternate through 2021 and that his term has not been shortened.

Resolution #032-21 – Authorize Undertaking

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

WHEREAS, Public Officers Law Section 11 and Town Law Section 25 require that the Supervisor, Town Clerk, Justices, Superintendent of Highways and such other officers and employees as the Town Board may identify, execute and file in the office of the Town Clerk, County Clerk and/or the Office of Court Administration, as appropriate, an official undertaking conditioned for the faithful performance of their duties, and

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WHEREAS, the Town Board has determined that a surety company authorized to transact business in the State of New York should execute the aforementioned undertaking and the expense thereof shall be an authorized charge against the Town,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans directs the acquisition of such undertaking pursuant to the above stipulations.

Resolution #033-21 – Authorize Supervisor to Execute Ravena Rescue Squad Contract

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

WHEREAS, the Town is permitted by virtue of section 122-b of the General Municipal Law of the State of New York to provide emergency ambulance service for the purpose of treating and transporting sick and injured persons found within its boundaries to an acute care hospital; and

WHEREAS, the Town is desirous of entering into an agreement providing such ambulance service to the Town of Coeymans pursuant to said provisions of law; and

WHEREAS, the Ravena Rescue Squad has trained and experienced personnel and is certified by the NYS Department of Health as an ambulance service; and

WHEREAS, the Ravena Rescue Squad is desirous of furnishing emergency medical services to said Town under the terms and conditions set forth in the Emergency Medical Services Agreement 2021;

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans hereby authorizes Supervisor George D. McHugh to execute said Emergency Medical Services Agreement 2021 this date January 1, 2021, not to exceed the budgeted amount of \$100,000.00.

Supervisor McHugh noted that this was a big increase from last year and that the budget they had assumed had cut the Rescue Squad down to \$73,000. With the budget for this year they raised it by \$27,000. He stated that it was still not where they used to be but this is a step in the right direction.

Resolution #034-21 – Authorize Supervisor to Execute Agreement with CHFD

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

WHEREAS, the Coeymans Hollow Fire Department is desirous of obtaining permission to utilize certain Town property located on South Jarvis Road as a fire training area and specifically for automobile extraction drills; and

WHEREAS, a “Hold Harmless” agreement has been drafted to permit the Coeymans Hollow Fire District to utilize said property for 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 execute the “Hold Harmless” Agreement with Coeymans Hollow Fire Department.

There was discussion about this if the CHFD had utilized this last year. Supervisor McHugh stated that they had not and that we will be informed when they are going to use the property and they contact Superintendent Searles to let them in and make sure that the vehicles will be removed in a timely manner.

Resolution #035-21 – Appoint Budget Officer - McHugh

On motion of Council member Bruno, seconded by Council member Baker, 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 appoint George D. McHugh as Town Budget Officer at an annual rate of \$10,000.00. This appointment is for a term to expire on December 31, 2021.

Resolution #036-21 – Appoint Dog Control Officer - Polverelli

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

WHEREAS, the Town Board is desirous of appointing a Dog Control Officer for the Town of Coeymans;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Luciano Polverelli as Dog Control Officer for the Town of Coeymans, at an annual rate of \$5,000.00, effective immediately. This appointment is for a term to expire on December 31, 2021.

Supervisor McHugh stated that they are providing Mr. Polverelli with an older police car so that he does not have to use his own anymore. This was recommended by the inspector.

Resolution #037-21 – Appoint Registrar and Deputy Registrar of Vital Statistics

On motion of Council member 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 of the Town of Coeymans does hereby appoint Cindy L. Rowzee as Registrar of Vital Statistics for an annual stipend of \$500.00 effective January 1st, 2021 with the term to expire December 31, 2021; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Bonnie Keyer as the Deputy Registrar of Vital Statistics for an annual stipend of \$500.00 effective January 1, 2021 with the term to expire on December 31, 2021.

Resolution #038-21 – Appoint FT – Assistant Building Inspector - DeBacco

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

WHEREAS, the Town Board of the Town of Coeymans is desirous of adding the full time position of Assistant Building Inspector to the Building and Coding Department; and

WHEREAS, our current part time building inspector has proven to be a valuable asset to our department, and meets or exceeds all the qualification requirements for the appointment of said position;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Sante DeBacco to the position of full time Assistant Building Inspector at an hourly rate of \$22.16, effective January 1st, 2021.

Council member Collins stated that Mr. DeBacco is a great asset to the Town. Supervisor McHugh stated that he has been with us for a while. He also stated that Mr. DeBacco has retired from his full time job and resigned from his position at the village. He added that when you look at our Building Department reports for the year we need it.

Resolution #039-21 – Approve Stipend for Highway Superintendent Searles

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

WHEREAS, the Town Board of the Town of Coeymans has given additional duties to the Highway Superintendent, Scott Searles, which include overseeing the Community Beautification Department, Parks Department, Town Hall maintenance, and Cemeteries maintenance;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby approve an annual stipend of \$10,000.00 to compensate for the additional duties that have been assigned to the Highway Superintendent, effective immediately.

Council member Baker stated that they had been doing a great job with the cemeteries and the parks. Supervisor McHugh stated that consolidating the departments has saved the Town \$76,000.

Resolution #040-21 – Appoint Chief of Police - Keyer

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

WHEREAS, a vacancy will exist in the position of Chief of Police by reason of the retirement of the former Acting Chief; and

WHEREAS, the Town Board of the Town of Coeymans has vetted Douglas R. Keyer, Jr. for the position of Police Chief and has determined that the candidate meets and exceeds all qualification requirements for appointment to said position;

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NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Douglas R. Keyer, Jr. to the Position of Chief of Police for the Town of Coeymans effective January 1st, 2021 at a salaried yearly rate of \$65,000.00.

Council member Baker stated that they would like to thank Chief Contento for his service and everything he has done. He also stated that he was excited to have Chief Keyer join the Town. Supervisor McHugh stated that Chief Contento had joined the police department in 2000 when he was previously Supervisor and hopes that Chief Contento enjoys retirement. He also stated that Chief Keyer had recently retired as a Major from the State Police.

Resolution #041-21 – Delegate Day-to-Day Administration to Supervisor

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

BE IT RESOLVED, pursuant to Town Law Article III §29 (16) of the laws of the state of New York, the Town Board of the Town of Coeymans hereby authorizes and delegates to the Town Supervisor the powers and duties of day-to-day administration and supervision of all Town and special improvement district facilities and employees consistent with, and in furtherance of, any and all County, State, and Federal laws applicable thereto, and with any and all collective bargaining agreements, local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

Council member Baker stated that they had done this last year and there was some concern with the residents. He stated that the Supervisor is here every day and looks at all these districts and he has no concern.

Supervisor McHugh stated that this does not give him any special powers beyond day-to-day supervision, signing time sheets, approving vacation requests, making sure the Towns procurement policy is being followed by the departments, very ministerial day to day responsibilities. Anything to do with spending money or the inherent power of the Town Board stays with the Town Board. He stated that he makes phone calls and sends e-mails to the Town Board every day.

Council member Collins stated that even with this power the Board is very informed before he makes a decision.

Resolution #042-21 – Set Public Hearing for Comprehensive Plan Update

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

WHEREAS, the Town of Coeymans is currently in the process of preparing an amendment to its 2006 Comprehensive Plan that is focused on key topics areas; and

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WHEREAS, the Town of Coeymans recognizes that the Comprehensive Plan provides an essential foundation for guiding future development and has demonstrated a commitment to maintaining the Comprehensive Plan document to effectively guide development in the Town of Coeymans; and

WHEREAS, the Town of Coeymans has authorized and contracted with M.J. Engineering and Land Surveying, P.C. of Clifton Park to facilitate the Comprehensive Plan Update process per resolution #109-20 on May 14, 2020; and

WHEREAS, the Town of Coeymans has prepared a Draft Comprehensive Plan amendment that involved the consideration of public engagement, including an online community survey, two information pop-up stations at the Coeymans Farmer’s Market on August 5, 2020 and at Riverfest on September 12, 2020, stakeholder group meetings held over the course of several days in August and September 2020, and five Town Board workshops/meetings; and

WHEREAS, Town Law Section 272-a requires that the Town Board conduct a Public Hearing prior to adoption of such proposed plan or amendment and that the proposed Comprehensive Plan be referred to the County planning agency for review and recommendation, as required by Section 239-m of the General Municipal Law; and

WHEREAS, in accordance with the State Environmental Quality Review Act (SEQRA) 6 NYCRR Part 617, adoption of a Comprehensive Plan by the Town Board is classified as a Type 1 action; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans hereby accepts the proposed Comprehensive Plan amendment prepared by M.J. Engineering and Land Surveying, P.C.; and be it further

RESOLVED, that the the Town Board hereby classifies adoption of the proposed Comprehensive Plan amendment as a Type 1 action under SEQRA and directs that the required coordinated review with involved agencies be initiated; and be it further

RESOLVED, that the Town Board shall refer the Draft Comprehensive Plan amendment to the Albany County Planning Board for review under GML 239-m; and be it further

RESOLVED, that the that the Town Board shall hold a Public Hearing on the proposed Comprehensive Plan amendment adoption at 6:00 PM on January 28, 2021 at the Coeymans Town Hall located at 18 Russell Avenue, Ravena, New York or by remote means, and authorize the Town Clerk to advertise the public hearing.

It was stated that a link to the Comprehensive Plan Update would be on the Town website. Supervisor McHugh stated that the amendment was a couple of hundred pages plus appendices. He stated that it was a great draft and they hoped to get some feedback. He stated he hoped the Town Board would keep the public hearing open longer than January 28th.

Resolution #043-21 – Transfer Laborer to Highway Department - Dwyer

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

WHEREAS, the Community Beautification Department has been dissolved; and

WHEREAS, Town of Coeymans Community Beautification Department Laborer, Sean Dwyer has proven to be a valuable asset to the Town:

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby approve the transfer of Sean Dwyer to the Highway Department as a laborer effective immediately.

Resolution #044-21 – Set Employee Rates for 2021

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

WHEREAS, the Town Board has previously approved the 2021 Annual Budget for the Town of Coeymans, and

WHEREAS, the budget included appropriations for personal services for contractual and non-contractual employees,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans authorizes the following employees for 2021 in accordance with labor contracts in effect and budgeted amounts for positions outside the scope of negotiated contracts:

EMPLOYEE RATES 2021

<u>Name</u>	<u>Position</u>	<u>Annual Pay Periods</u>	<u>Hourly Rate/ Biweekly Salary</u>
G. McHugh	Supervisor	26	\$1730.77
C. McHugh	Confidential Secretary	26	\$21.18
N. Chmielewski	Clerk to the Supervisor	26	\$27.44
L. Ziegler	HR-Clerk 1 - P/T	26	\$18.70
Floater	Clerk 1 – P/T	26	\$15.60
N. Ambrosio	Grant Writer – P/T	26	\$403.85
D. Baker	Council Member	26	\$480.77
L. Bruno	Council Member	26	\$480.77
Z. Collins	Council Member	26	\$480.77
B. LeFevre	Council Member	26	\$480.77
T. Frese	Justice	26	\$884.62
R. Persico	Justice	26	\$884.62
L. Eissing	Clerk to the Justices	26	\$28.27
H. Collins	Clerk to the Court	26	\$20.25

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C. Rowzee	Town Clerk	26	\$1,942.31
B. Keyer	Deputy Town Clerk	26	\$20.90
D. DeRose	Assessor	26	\$1,178.32
A. Dooley	Clerk 1 - P/T	26	\$15.60
Vacant	Assessment Aide – P/T	26	\$15.60
K. Geraldson	Chief Sewer Treatment Plant Op.	26	\$27.69
M. Ferriero	Maintenance Mechanic III	26	\$23.13
T. Searles	Sewer Treatment Plant Op. Trainee	26	\$21.24
S. Hamilton	Clerk I – P/T	26	\$15.60
S. Searles	Highway Superintendent	26	\$2307.69
T. Bennett	Equipment Operator II	26	\$25.55
J. Chmielewski	Equipment Operator I	26	\$23.13
M. Coons	Equipment Operator I	26	\$23.53
S. Dwyer	Laborer	26	\$22.08
V. Jurevis	Equipment Operator I	26	\$23.13
G. LaMountain	Equipment Operator I	26	\$23.71
D. Merrill	Equipment Operator I	26	\$23.60
L. Polverelli	Equipment Operator I	26	\$22.22
J. Rauf	Mechanic	26	\$24.66
D. Keyer	Chief of Police	26	\$2500.00
D. Braden	Sergeant – PT	26	\$33.85
K. Arnold	Police Officer – P/T	26	\$22.58
M. Case	Police Officer – P/T	26	\$20.74
M. Decker	Police Officer – P/T	26	\$23.61
R. Griffith	Police Officer – P/T	26	\$26.68
A. Hazelton	Police Officer – P/T	26	\$22.58
H. Klein	Police Officer – P/T	26	\$25.76
R. Loran	Police Officer – P/T	26	\$26.76
N. Loomis	Police Officer – P/T	26	\$20.74
J. McCanney	Police Officer – P/T	26	\$22.58
E.J. Seney	Police Officer – P/T	26	\$22.58
R. Stark	Police Officer – P/T	26	\$20.74
G. Torres	Police Officer – P/T	26	\$20.74
J. Weir	Police Officer – P/T	26	\$25.76
N. LaMountain	Court Officer – P/T	26	\$20.93
D. LaMountain	Clerk 1 – F/T	26	\$27.06
E. Domanico	Bingo Inspector – P/T	26	\$32.00 per session
L. Polverelli	Dog Control Officer – P/T	26	\$192.31

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J. Cashin	Building Inspector & Code Enforcement Officer	26	\$24.40
S. DeBacco	Asst. Building Inspector	26	\$22.16
C. Anderson	Clerk 1	26	\$22.90
W. Bruno	Civil Defense Director	12	\$125.00
H. Sturges	Town Historian	12	\$62.50
D. Burns	Recreation Leader – P/T	Seasonal	\$15.55
Vacant	Recreation Leader – P/T	Seasonal	\$15.55
S. Schmitt	Planning/Zoning Board Chairman	12	\$130 per meeting/ \$50 per workshop
A. Collins	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
A.J. Gonzalez	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
D. Harris	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
B. Hopkins	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
R. Nolan	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
M. Tutay	Planning/Zoning Board Member	12	\$80 per meeting/ \$50 per workshop
N. Boomer	Planning/Zoning Board Member (Alternate)	12	\$80 per meeting/ \$50 per workshop
L. Ziegler	Planning/Zoning Board Recording Secretary	12	\$100 per meeting/ workshop

Public Announcements

2021 Property Tax Bills - Town Clerk Rowzee stated that tax bills had gone out in the mail the day before. She reminded everyone that they could pay in person at the Bank of Greene County or by appointment at Town Hall. She stated that at the bank you could go inside the building or pay through the drive thru. She stated that there was a self-addressed envelope this year so that people could also mail their payments. She stated that residents could also use the drop box at Town Hall that was currently by the front door at the top of the steps. Another one should be installed that week by the handicap access door.

Supervisor McHugh encouraged everyone to utilize mail and drop box to avoid as much contact as possible.

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COVID-19 Protocols and Town Hall Access - Supervisor McHugh then went over the COVID Protocols for the Town and stated that we have been fortunate and have had very little disruption to services this year. He stated that vaccines are being distributed and he hopes that this will be turned around this year and be back to normal by the end of the year.

Additional Comments

Supervisor McHugh thanked Mr. Burns, Ms. Kunz and Mr. Palmer for their service. He thanked Council member Bruno for stepping up and stated he has high hopes for this board. He also thanked Chief Keyer, Ms. Tutay, Mr. Boomer and Ms. Grogan for taking their various positions. He mentioned that Albert Deering was home from the hospital and wished him a speedy recovery. He then wished everyone a Happy New Year.

Council member Baker thanked everyone involved and for those who help to make this community what it is. He welcomed Council member Bruno to the Board. He also thanked the grant writer Nicole Ambrosio for the great job she is doing and for staying on board.

Supervisor McHugh stated that the grant writer has some things that she is working on that will come to fruition in the next month or two.

Council member LeFevre stated that he is glad 2020 is behind us and that great things are in store for 2021 and that we have to keep that optimism and forward momentum and look to the future.

Council member Collins wished everyone a happy and healthy new year and stated he was excited for this board and what they were going to do.

Council member Bruno stated that she wishes everyone a happy and healthy new year and stated that she has big shoes to fill and she is looking forward to this opportunity.

Motion to Adjourn

On motion of Council member Bruno, seconded by Supervisor McHugh, the Town Board Meeting was adjourned.

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

Time – 10:27am

Respectfully Submitted,



Cindy L. Rowzee, Town Clerk