

MINUTES BOOKTOWN OF COEYMANS**
February 25, 2021 – Town Board Meeting – 6:30pm

A Town Board Meeting was held Thursday, February 25th, 2021 at 6:30pm at Town Hall, 18 Russell Avenue, Ravena, New York

PRESENT: George D. McHugh, Supervisor
Daniel D. Baker, Council member
Linda S. Bruno, Council member
Zachary S. Collins, Council member
Brandon L. LeFevre, Council member

ALSO PRESENT: Cindy L. Rowzee, Town Clerk
James Peluso, Attorney to the Town
Douglas Keyer, Chief of Police
Keith Geraldson, Chief WWTP Operator
John Cashin, Code Enforcement Officer

ALSO PRESENT BY CONFERENCE CALL:
Adrienne Downey, P.E., Offshore Wind, NYSERDA

Supervisor McHugh continued the meeting during the public hearing while there were no comments.

Public Announcements

COVID-19 Update - Supervisor McHugh gave an update on the local numbers and stated that they were steadily decreasing throughout Albany County. He stated that more people need to be vaccinated before things will begin to open up. He then gave the preregistration information and stated that those in categories 1a and 1b could preregister.

Council member Baker stated that he had been pushing Supervisor McHugh to open up Town Hall. He stated that when he had spoken with the Town of Coxsackie, they had opened up and then their Town Clerk contracted COVID. He stated that for now Town Hall needs to be closed to keep everyone safe.

Supervisor McHugh stated that he calls surrounding municipalities to see what they are doing and it is consistent with our policies. He stated that he does not want to be responsible for prematurely opening up and asked everyone to be patient and understanding.

Comprehensive Plan Virtual Information Meeting – Supervisor McHugh gave some background on the update to the Comprehensive Plan. He stated that although the law only requires one public hearing the Town has currently held three. It was opened on January 28th and it will continue at least through March 11th. He stated that there will be a webinar on March 4th hosted by MJ Engineering. In order to register for the event go to www.plancoeymans.com. He stated that the Town Board is listening to those who asked for the ability to have more discussion. He stated that there will be an overview presentation followed by questions and

MINUTES BOOKTOWN OF COEYMANS**
February 25, 2021 – Town Board Meeting – 6:30pm

answers. He stated that this would be less formal than the public hearings. He stated that after the Town Board closes the public hearing and comment period, MJ Engineering will compile all comments received and revise the plan. At that point the Town would complete a SEQR and vote to adopt the plan. The vote would require a majority plus one with recommendation of disapproval by the Albany County Planning Board. He stated that the next step would then be to update the zoning map as there were areas that needed to be rezoned from changes made in 2014. He stated that the 364 acre parcel purchased by DEC from the City of Albany was not reflected in these plans as it had happened after the NRI was completed and so MJ Engineering never had that information. He did state that the plan is never going to be perfect but the more comments we get the better the plan will be.

2021 Coeymans Recycle Day – May 1, 2021 – 8am to 4pm – Supervisor McHugh stated that the Town was again going to host a recycle day at two locations, on Route 144 directly across from the north entrance to the Port of Coeymans and at the Coeymans Highway Garage at 1305 Route 143. He read lists of items that were allowed and not allowed. He stated that this would be free of charge for Town residents due to Thiele Carting, Collins & Son, and WM Biers.

Grievance Day Procedures – Supervisor McHugh announced that Grievance Day would be held on May 25, 2021 from 1pm to 8pm. It would be by appointment only and you must contact the Assessor’s Office by May 21, 2021 at 4:30 to schedule your appointment. If you schedule to attend by conference call then your grievance form and all supporting documentation must be received by 4:30pm or prior to your appointment. The complaint form (RP-524) is available from the Town’s website on the Assessor’s page. You can either submit your forms by hand, by mail or by e-mail to the assessor@coeymans.org.

Louise Swartout – 100th Birthday – The Town Board recognized Ms. Swartout on her 100th birthday the previous week. Supervisor McHugh announced that there would be a car parade that coming Saturday that would begin at the RCS High School. He then read a Certificate of Achievement that would be given to her on Saturday.

RCS Community Business Association – Council Member Collins announced that the RCS CBA was holding a virtual meeting that night at 7:30 with a guest speaker, Maureen Sager, the Executive Director of the Alliance for Creative Economy (ACE) speaking on regional talent attraction and a campaign to bring businesses in.

Approval of Minutes

Motion to Approve Minutes

Supervisor McHugh made a motion to accept the minutes as presented from the January 14, 2021 Town Board Meeting, January 28, 2021 Public Hearing, January 28, 2021 Town Board Meeting, February 6, 2021 Town Board Meeting, two February 11, 2021 Public Hearings, February 11, 2021 Town Board Meeting, seconded by Councilman Collins.

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

Supervisor Report

MINUTES BOOKTOWN OF COEYMANS**
February 25, 2021 – Town Board Meeting – 6:30pm

Supervisor McHugh read the January 2021 Supervisor's Report.

Motion to Accept Report

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

Department Reports

Town Clerk Report – January 2021 Report read by Town Clerk Rowzee

Motion to Accept Report

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

Police Department Report – January 2021 Report read by Chief Keyer

Motion to Accept Report

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

Chief Keyer stated that he did not believe that they have received any public comments on the Police Reform Plan but that comments could be received through March 12th. He stated that one of the things coming out of the committee was that the public have the ability to make a complaint as well as a compliment about an officer. He stated that this was now available on the Town website with the aid of Candace McHugh. He then stated that the ride-along documents have been modified and will hopefully be posted on the website next week along with a bias free policy that was already in place but was modified to meet new standards. He stated that he has an estimate for body cameras and will get that to the Town Board after a follow-up phone call with the vendor on Monday. He feels that the estimate will be favorable and feels we should take a serious look at moving forward with it for the Town. Chief Keyer stated that the new vehicle that had been approved last year had been delivered. He stated that it was a welcome sight for the Police Department and he appreciates the Board for approving that.

Building Department Report – January 2021 Report read by John Cashin

Motion to Accept Report

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

Sewer Department Report – January 2021 Sewer Department Report read by Keith Geraldson

Motion to Accept Report

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

MINUTES BOOKTOWN OF COEYMANS**
February 25, 2021 – Town Board Meeting – 6:30pm

Mr. Geraldson stated that they had been working on cleaning up some store rooms and other projects that month.

New Business

Request for NYS Town Law Section 280(A) – “Open Development Area” – Supervisor McHugh stated that he had received a memo from the Planning Board/Zoning Board of Appeals Counsel, Andy Brick regarding this Town Law. Coeymans Recycling Center, LLC had proposed a minor subdivision at the PB/ZBA meeting the night before. This would be at the far end of Industrial Park Rd., since this is not a public street, NY State Law prohibits the issuance of Building Permits for lots that are not located on a public street except in certain circumstances. NYS Town Law 280(A) would allow for building permits to be issued, absent the street footage, by declaring it an Open Development Area. The Town Board must determine that suitable access exists for emergency vehicles. Declaring the Industrial Park a 280(A) area confirms what has previously been reviewed and confirmed by both the Planning Board and the Building Inspector. State Law requires that this matter be referred to the Planning Board and Zoning Board of Appeals for their advice and opinion as to whether an open development area is appropriate. Supervisor McHugh stated that the Industrial Park is built with private roads and the Town does not want to maintain those roads or infrastructure. The Town does want a public easement and wants the ability to access the buildings with emergency vehicles. There will be a resolution later tonight to refer this matter to the Planning Board/Zoning Board of Appeals for their review and recommendations. Declaring this an Open Development area is a formality that will protect the Town.

Old Business

Mail Delivery in the Hamlet – Council member Bruno gave an update on the request to have mail delivery in the Hamlet. She mentioned that there was lack of parking and the hours at the Coeymans Post Office were not convenient for the people in the hamlet. She also stated that the traffic was a real issue and could cause an accident. Council member Bruno stated that last year Supervisor McHugh had sent a letter to the Postal Service requesting door to door service through the Ravenna Post Office. Supervisor McHugh said it had gone to Albany and then down to Washington. He stated that he never received any formal response to it. He then stated that now it is time to talk to Senator Gillibrand and Congressman Tonko to see if they can go after the Postmaster General for this.

Speed Limit on Route 144 – Council member Baker spoke about sending out letters to NYS DOT regarding the speed limit on Route 144. As nothing had been done to this point he stated that they were sending out letters to State Assemblyman Tague and State Senator Hinchey in order to ask for their help in this matter. He read a portion of the letter that would be sent that spoke of the growth at the Port and Industrial Park due to the offshore wind project.

MINUTES BOOKTOWN OF COEYMANS**
February 25, 2021 – Town Board Meeting – 6:30pm

Presentation

NYSERDA – Adrienne Downey, Principle Engineer for Offshore Wind – Ms. Downey phoned in and gave a presentation regarding the state off-shore wind projects that were currently happening. She stated that NYSERDA is the state authority tasked with helping to find clean energy resources in the state and that their focus is on off-shore wind. She stated that they have a very comprehensive website about this project and have been posting webinars over many months. She stated that this would provide approximately 30% of New York’s electricity needs by 2035. She stated that the off-shore wind project would create jobs and invest in infrastructure. She went on to speak about the wind turbines that would be placed in the ocean, emphasizing the size of them and the need to use water to transport them because of that size. She stated that the State has put forward up to \$200 million to be used for port infrastructure advancements for this project. The project as a whole would directly create more than 5,200 jobs and is hoping to create more than 10,000 new jobs by 2035. She stated that they are in the process of thinking of ways to integrate the workforce to make sure that New Yorkers have the right skills at the right time. She stated that \$20 million has been targeted for off-shore wind workforce training that is being administered by Stony Brook University and Farmingdale State College. She then stated that \$3 million is available now and the rest will be available when they figure out what training will be needed for the workforce at what time during the different parts of the project.

Supervisor McHugh asked her to speak about the Port of Coeymans involvement. Ms. Downey then spoke of the plans for the gravity based substructure foundations that are a possible opportunity for the Port of Coeymans and stated that they are looking at the Capital Region and specifically the Port of Coeymans for other opportunities as well. She offered to stay in communication with the Town regarding this.

Resolutions

Resolution #066-21 – Authorize Supervisor to Execute ALS Agreement

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 has participated in the County’s Emergency Medical Services Program to provide Advanced Life Support services; and

WHEREAS, a new contract is in place for Advanced Life Support services with the Albany County Sheriff’s Office for the period of January 1, 2021 through December 31, 2021;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans hereby authorizes Supervisor George D. McHugh, to execute the contract for Advanced Life Support Services with the Albany County Sheriff’s Office.

Supervisor McHugh clarified that this was for paramedics, not the Rescue Squad. Council member Baker stated that this is a contract that is in place with the Sheriff’s Office. They had

MINUTES BOOKTOWN OF COEYMANS
February 25, 2021 – Town Board Meeting – 6:30pm**

proposed a 25% cost increase and he and prior Council member Burns had negotiated it down to 10%.

Resolution #067-21 –Abstract of Claims - February

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 has approved the payment of bills as presented in the Abstract for February 2021, as follows:

PRE-PAID VOUCHERS –182351-182432 & 2021-006- 2021-018 from the following funds:

General	\$1,407,297.72
Part Town	\$16,276.49
Highway - Part Town	\$61,099.30,
Sewer	\$16,793.78,
Trust & Agency	\$38,795.67
Payroll Deductions	\$9,986.52

VOUCHER NUMBERS –182433- 182517 from the following funds:

General	\$37,049.81
Part Town	\$177.31
Highway -Town Wide	\$14,635.47
Highway – Part Town	\$25,381.03
Sewer	\$8,562.81

TOTAL FOR ALL FUNDS – \$1,636,055.91

Resolution #068-21 – Authorize E-File for Grievance

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; Under section 104 of the Real Property Tax Law, an assessing unit is authorizing the electronic filing of complaints for the administrative review of real property assessments must comply with the standards listed below. The Town of Coeymans is authorizing the e-filing of complaints by resolution. The town must publish instructions for e-filing complaints by a method reasonably calculated to reach complainants.

Pursuant to the Department’s authority under RPTL § 104(1)(b), the following standards are hereby established for the electronic filing of complaints for administrative review of assessments:

MINUTES BOOKTOWN OF COEYMANS**
February 25, 2021 – Town Board Meeting – 6:30pm

- I. Assessing units may opt to allow the electronic filing of complaints by local law, ordinance, or resolution, as authorized by RPTL § 104(3)(b).
- II. Assessing units that opt to allow the electronic filing of complaints must publish instructions for filing such a complaint by a method reasonably calculated to reach complainants who wish to e-file.
- III. Assessing units that opt to allow the electronic filing of complaints may accept electronically filed complaints directly via email or other electronic method established by the assessing unit, or indirectly via a vendor or contractor hired by the assessing unit for such purpose.
- IV. Any person aggrieved by an assessment (e.g., an owner, purchaser or tenant who is required to pay the taxes pursuant to a lease or written agreement) may electronically file a complaint (RP-524) if their property is located within an assessing unit that has opted to accept e-filing. Property owners may e-file a complaint themselves or an authorized representative or attorney may e-file a complaint on behalf of the property owner. If a complaint is being e-filed by a representative or attorney, it must include a fully completed power of attorney or designation of representative or the e-filed complaint may be rejected.
- V. Questions contained on an e-filed complaint, or used to generate an e-filed complaint, must be substantially similar to the questions contained on the RP-524. Instructions for e-filing complaints must be substantially similar to the instructions for the RP-524.
- VI. A separate complaint must be e-filed for each individual parcel unless the assessor, in his or her discretion, agrees in writing that a single complaint will be accepted for certain contiguous parcels identified in writing by the assessor.
- VII. By choosing to e-file, complainants consent to receive correspondence related to their complaint, as well as the determination of the BAR, via email or other electronic method established by the assessing unit.
- VIII. Complainants are strongly encouraged to e-file documents in advance of the filing deadline. User problems such as problems with a user's telephone lines, internet service provider, hardware, or software, problems in understanding or following the e-filing instructions, or rejection of a document because it contains a virus will not excuse an untimely filing. A complainant who cannot e-file a document because of any of these user problems must file conventionally and timely. An assessing unit's inability to receive a document via its e-filing system due to a technical failure will not excuse an untimely filing unless the assessing unit acknowledges the technical failure in writing and agrees in writing to an extension of time.

NOW THEREFORE BE IT RESOLVED, the town Board of the Town of Coeymans does hereby authorize the electronic filing of complaints for the administrative review of real property assessments for the year 2021 complying with the standards listed above.

MINUTES BOOKTOWN OF COEYMANS**
February 25, 2021 – Town Board Meeting – 6:30pm

Resolution #069-21 – Police Reform Initiative

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, On June 12, 2020, Governor Andrew M. Cuomo signed an Executive Order requiring each local government in the State to adopt a Policing Reform Plan by April 1, 2021; and

WHEREAS, The Governor further called for the New York State Police Reform and Reinvention Collaborative, meaning each local government had to convene stakeholders for a fact-based and honest dialogue about the public safety needs of their community; and

WHEREAS, the Town of Coeymans Police Chief and local stakeholders have convened and established the Police Reform Initiative Draft for review.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby accept the Police Reform Initiative Draft; and

BE IT FURTHER RESOLVED, a Public Hearing shall be held on March 11, 2021 at 6:00p.m., at Coeymans Town Hall, located at 18 Russell Ave., Ravena, NY 12143 and the Town Clerk is authorized to publicly notice the public hearing.

Resolution #070-21 – Authorize Supervisor to Enter Agreement with Lamar for Billboards

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 would like to acknowledge the Ravena Coeymans Selkirk Graduating Class of 2021 by erecting congratulatory billboards on Route 9W.

WHEREAS, Lamar has provided a quote for said billboards to be visible from June 7, 2021 through August 1, 2021 at a rate of \$3,210.00.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to enter into agreement with Lamar effective June 7, 2021.

Supervisor McHugh stated that they had done this last year for the Class of 2020 and this year's class is in the same boat.

Resolution #071-21 – Refer Open Development Area Consideration to Planning/ZBA

On motion of Council member Baker, seconded by Supervisor McHugh, the following resolution was: APPROVED – VOTE – AYES 4 – NAYS 0 – ABSTAIN 1 (LeFevre) – ABSENT – SO MOVED

MINUTES BOOKTOWN OF COEYMANS
February 25, 2021 – Town Board Meeting – 6:30pm**

WHEREAS, Coeymans Recycling Center, Inc. has applied for a minor subdivision for a portion of its property located within the Coeymans Industrial Park, and

WHEREAS, the location of the proposed new lots does not allow for frontage along a public street, and

WHEREAS, The Town Board has the authority pursuant to NYS Town Law §280-a to create Open Development Areas within the Town wherein building permits can be issued for lots without frontage along a public street, and

WHEREAS, prior to creation of an Open Development Area, NYS Town Law §280-a requires a demonstration that proposed lots have adequate and suitable access to allow the ingress and egress of fire trucks, ambulances, police cars and other emergency vehicles, and

WHEREAS, before the Town Board may consider establishment of an Open Development Area, NYS Town Law §280-a requires the matter be referred to the Planning Board for its advice thereon,

NOW THEREFORE BE IT RESOLVED, The Town Board refers to the Planning Board/Zoning Board of Appeals for its advice and recommendation, a proposal for creation of an Open Development Area pursuant to NYS Town Law §280-a for the following tax map parcels located within the Coeymans Industrial Park:

- SBL# 156.-4-6.11
- SBL# 156.-4-6.12
- SBL# 156.-4-6.13
- SBL# 156.-4-6.14
- SBL# 156.-4-6.15
- SBL# 156.-4-6.16
- SBL# 156.-4-6.171
- SBL# 156.-4-6.172
- SBL# 156.-4-5

Supervisor McHugh tasked the Building Department and Chief of Police to go down and give written confirmation before the next meeting that, in fact, all of these areas can be accessed by emergency vehicles.

Upcoming Meetings/Workshops

- Comprehensive Plan Amendment Virtual Public Information Meeting – March 4th at 6:30pm
- PB/ZBA Meeting – March 8th at 7pm
- Public Hearing Police Reform Initiative Draft – March 11th at 6pm
- Public Hearing – Draft Comprehensive Master Plan – March 11th at 6pm
- Town Board Meeting – March 11th at 6:30pm

MINUTES BOOKTOWN OF COEYMANS**
February 25, 2021 – Town Board Meeting – 6:30pm

Motion to Adjourn

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

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

Time – 7:55pm

Respectfully Submitted,



Cindy L. Rowzee, Town Clerk