

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**March 25, 2021 – Town Board Meeting – 6:30pm**

**A Town Board Meeting was held Thursday, March 25<sup>th</sup>, 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  
Douglas Keyer, Chief of Police  
Keith Geraldson, Chief WWTP Operator  
John Cashin, Code Enforcement Officer

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

**Public Announcements**

**COVID-19 Update** - Supervisor McHugh gave an update on the local numbers He gave the percentage of those vaccinated in Albany County as 34.2% receiving the first dose and 17.3% as being fully vaccinated. The eligibility age for the vaccine was dropping to 50 years old. He stated that those seniors who had received their first dose at the Senior Projects Center will be receiving a call on Friday or Monday to confirm their time for the following Tuesday.

**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. You can either submit your forms by hand, by mail or by e-mail to the [assessor@coeymans.org](mailto:assessor@coeymans.org).

**VFW Easter Bunny Visit – April 3, 2021** – Supervisor McHugh announced this year the VFW Easter event would be a drive thru event. He stated that people with children ages 0-4 were to arrive first and then the older age groups at later times. Those with multiple children should arrive at the time slot for the youngest child.

**Alcove Day – April 24, 2021** – Supervisor McHugh stated that the Alcove Preservation Association’s Alcove Day is back this year. If you would like to participate registrations must be in by April 17<sup>th</sup>. The Coeymans Hollow Firehouse would be having breakfast sandwiches and a chicken dinner by Frese’s.

**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

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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.

**Evening on the Green/Farmer’s Market** – Supervisor McHugh announced that Evening on the Green and the Farmer’s Market had been extended to 16 weeks and would be held May 26<sup>th</sup> to September 8<sup>th</sup>. The first band would be “In the Dust”. The Farmer’s Market would begin at 4:30 and the band would start at 6pm.

**2021 Riverfest – September 11<sup>th</sup> and 12<sup>th</sup>** – Supervisor McHugh stated that this would be the 2<sup>nd</sup> Annual Riverfest and that plans were underway for this patriotic festival. He stated that there would be live bands and exhibits and the committee was already working hard on this.

**Approval of Minutes**

**Motion to Approve Minutes**

Supervisor McHugh made a motion to accept the minutes as presented from the March 11, 2021 Public Hearing – Comprehensive Plan Update, March 11, 2021 Public Hearing – Police Reform Initiative, and the March 11, 2021 Town Board Meeting, seconded by Councilman Collins.  
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

**Supervisor Report**

Supervisor McHugh read the February 2021 Supervisor’s Report.

**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

**Department Reports**

**Town Clerk Report** – February 2021 Report read by Town Clerk Rowzee

**Motion to Accept Report**

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

**Police Department Report** – February 2021 Report read by Chief Keyer

**Motion to Accept Report**

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

Chief Keyer stated that he expects things to get busier as more things are opening up and the weather is getting better. He stated that there had been complaints about illegal parking in the Village. He stated that the Village Code that deals with the restricted parking areas is available

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on the Village website. He encouraged everyone to license their dogs. He stated that there had been a few cases of dogs running loose and if the dog is licensed it makes it easier for the police to find the owners. Unlicensed dogs add extra fees on to the owners and that it is only \$7 to license a dog that is spayed or neutered and \$15 to license one who is not. He stated that the cost to register the dog is much cheaper than the fines would be. He stated that the investigation into the illegal dumping on N. Jarvis is progressing in a positive direction and that he expects it to be resolved soon.

In response to a question from Supervisor McHugh he stated that he would speak to Henry Traver about improved signage in one area but that the code articulates it very well where parking is restricted. The parking ticket is a \$25 fine.

Councilman Baker stated that the restricted parking is important in case an emergency vehicle needs to get down those streets.

**Building Department Report – February 2021 Report read by John Cashin**

**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

Supervisor McHugh asked Mr. Cashin what the building permit fee would be for the office building that the Planning Board approved. Mr. Cashin stated that the cost would be by square foot and he does not have the final construction plans. Supervisor McHugh stated that Carver Companies is relocating their headquarters to Coeymans and is building a 42,000 sq. ft. office building at the north end of the Industrial Park and bringing about 180 employees down from Schenectady County.

Mr. Cashin stated that he had met with the engineers for the Hecate Solar Farm and that the crews are cutting trees and hope to break ground by May.

Mr. Cashin stated that he had met with the prospective new owners of Sycamore Golf Course and that there were minor items for them to do but they have to wait until they have title. He stated that they would inspect again before they opened.

Supervisor McHugh asked if there was any reason not to approve the waiver to the 30 day notice to the Town to put through an application to the State for a Liquor License. Mr. Cashin said no, everything is just minor repairs.

**Motion to Waive 30 Day Notice to Town**

Supervisor McHugh made a motion to authorize the Supervisor to sign a letter to the prospective new owners to waive the remaining days of the 30 day notice, seconded by Council member Bruno. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

**Sewer Department Report – February 2021 Sewer Department Report read by Keith Geraldson**

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**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

Mr. Geraldson stated that they have been doing some general maintenance. He stated that they have taken down some trees as they have problems with the leaves in the fall clogging the pumps.

Council member Baker asked about the trees over the entrance to the Sewer Plant. Mr. Geraldson stated that the power company has gone along the southbound side of the road and will cut them down if we clean them up. They won't do the ones on the north side that are leaning and we may need to hire an outside firm to do those.

**Old Business**

**Local Law 1, Zoning Moratorium** – Supervisor McHugh stated that this is a moratorium on any zoning actions for a 6 month period while the consultants work on the comprehensive plan and until it is adopted. They would then receive recommendations from the Planning Board/Zoning Board as to any zoning change recommendations. He stated that this is very standard.

**PB/ZBA Positive Recommendation for 280-A** – Supervisor McHugh stated that the Planning Board/ZBA made a motion to give a positive recommendation for establishing the Industrial Park as an open development area so that building permits can be issued where access is given by right of way or easement. He stated that Coeymans Industrial Park Ln. is not a public street. He stated that many warehouses and buildings had been constructed on this street and this should have been put in place by the prior Planning Board but they are doing it now so that the buildings are legitimately there.

**New Business**

**Rescue Squad – Coeymans Ambulance District** – Supervisor McHugh stated that he has talked to members of the Rescue Squad about creating an ambulance district and they want to take it to the next step.

Travis Whitbeck from the Ravena Rescue Squad stood and spoke about the changes to the Rescue Squad since its beginnings in 1962. He stated that currently they are a fully paid staff and have 25 employees, 5 of them command staff, 3 FTOs and 1 ALS coordinator. He stated that there is a cost to provide this service and those costs can have a ripple effect across the budget. He stated that they want to see if creating an ambulance district would be an option to maintaining the service without increasing costs to the Town budget. They want to engage the Town Board and work with them to see if this is a viable option for the community.

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Supervisor McHugh stated that no one is an expert on this and they want to get it into the hands of the Town Attorney to look over and research. He stated that the Town has talked about this before. He stated that if they do set up an ambulance district it would be similar to the fire districts in Coeymans and Coeymans Hollow and would appear has a separate line on the property tax bill. We would collect the money and give it to the ambulance district at the end of January, early February and they would be their own entity.

Council member Baker asked if there were other Towns that had this. Mr. Whitbeck stated that Bethlehem has an ambulance district. Council member Baker stated that he would reach out to them for more information.

Council member Baker then asked if people would still receive a bill when service is provided. Supervisor McHugh stated that yes, soft billing would probably still happen. If you did not, you would have a much higher tax.

It was stated that this would need to go to a referendum.

Town Clerk Rowzee stated that she believed there was a very thorough set of minutes regarding this topic and she would search Laserfiche and send the minutes to the Town Board the next day.

Supervisor McHugh stated that they will do their research and look into pluses and minuses to see if this is something that we want to move forward with.

**Resolutions**

**Resolution #075-21 – Appoint Full-Time Police Officer - Stark**

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 Coeymans Police Department is desirous of hiring a fulltime Police Officer for the Town of Coeymans; and

**WHEREAS**, Officer Robert Stark has proven to be an invaluable asset to our Coeymans Police Department in his current part time position and meets and exceeds the requirements to fulfill the full time position;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Officer Robert Stark to the position of full time Police Officer in the Town of Coeymans effective March 29, 2021.

Supervisor McHugh stated that they had gone through the list and Officer Stark was reachable. He stated that he has been here for a couple of years and is the second full-time officer being hired this month.

**Resolution #076-21 – Abstract of Claims - March**

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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 March 2021, as follows:

**PRE-PAID VOUCHERS** –182518-182596, 185598-182600 & 2021-019- 2021-021 from the following funds:

<b>General</b>	<b>\$123,199.28</b>
<b>Part Town</b>	<b>\$20,066.29</b>
<b>Highway - Part Town</b>	<b>\$53,922.16</b>
<b>Sewer</b>	<b>\$37,194.87</b>
<b>Trust &amp; Agency</b>	<b>\$47,084.87</b>
<b>Payroll Deductions</b>	<b>\$2,169.56</b>

**VOUCHER NUMBERS** –182601- 182680 from the following funds:

<b>General</b>	<b>\$39,876.95</b>
<b>Part Town</b>	<b>\$2,769.37</b>
<b>Highway -Town Wide</b>	<b>\$56.63</b>
<b>Highway – Part Town</b>	<b>\$5,259.28</b>
<b>Sewer</b>	<b>\$10,103.01</b>
<b>Trust &amp; Agency</b>	<b>\$1,800.00</b>

**TOTAL FOR ALL FUNDS – \$343,502.27**

**Resolution #077-21 – Adoption of Emergency Health Plan**

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 State of New York has amended the labor law by adding § 27-c, placing a duty upon public employers to develop operation plans in the event of certain declared public health emergencies; and

**WHEREAS**, the Town of Coeymans has drafted a Public Employer Emergency Health Plan and presented it to the CSEA, and Council 82 on January 27, 2021 for review and comment; and

**WHEREAS**, the Town Board addressed all comments received and modified the plan accordingly; and

**WHEREAS**, a draft of the Public Employer Emergency Health Plan was placed on the Town website on February 11, 2021 for community review;

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**NOW THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby adopt the Public Employer Emergency Health Plan effective March 25, 2021.

Supervisor McHugh stated that this plan had been put together by Chief Keyer and his secretary Candace with input from the employee unions.

**Resolution #078-21 – Adopt 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**, pursuant to New York State Executive Order 203 issued on June 12, 2021 by Governor Andrew Cuomo, each local government entity which has a police agency operating with police officers as defined under 1.20 of the criminal procedure law must perform a comprehensive review of current police force deployments, strategies, policies, procedures, and practices, and develop a plan to improve such deployments, strategies, policies, procedures, and practices, for the purposes of addressing the particular needs of the communities served by such police agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color; and

**WHEREAS**, community stakeholders met on several occasions with Town of Coeymans Police to address the particular needs of the community and participated in the development of a draft Police Reform Initiative Plan; and

**WHEREAS**, the draft Police Reform Initiative was presented to the Town of Coeymans Board and placed on the Town of Coeymans website on February 12, 2021 for a 30 day public comment period; and

**WHEREAS**, a Public hearing was held on March 11, 2021 at 6:00p.m. at Coeymans Town Hall located at 18 Russell Avenue, Ravena , N.Y. 12143; and

**WHEREAS**, no public comments were received, and a final version of the Town of Coeymans Police Reform initiative was presented to the Town Board on March 22, 2021;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize the adoption the Town of Coeymans Police Reform Initiative Plan as presented.

Supervisor McHugh stated that this plan has to be in place by April 1<sup>st</sup> or we would lose state funding. He stated that the former chief, Dan Contento was very instrumental in getting this done as well as the current Chief. He thanked the committee that was put together, the Reverends Booth, Michelle Kapusta and himself. He stated that he thinks we have a great plan. He thanked all of those people for all their work.

**Resolution #079-21 – Adopt Local Law 1 of 2021 – Zoning Moratorium**

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 has introduced proposed Local Law No. 1 of the Year 2021 to authorize the establishment of a moratorium to temporarily halt any changes to the Town of Coeymans Zoning Map until the completion of the Updated Comprehensive Plan; and

**WHEREAS**, the Town Board of the Town of Coeymans hereby declares itself Lead Agency pursuant the NYS Environmental Quality Review Act (SEQRA) to review for potential adverse environmental impacts that may result from adoption of such proposed local law; and

**WHEREAS**, the proposed adoption of the moratorium is classified as a Type II action by 6 NYCRR§ 617.5(c) (36), and therefore no further SEQRA review is required pursuant to 6 NYCRR §617.5 (a); and

**WHEREAS**, the proposed local law was forwarded to the Albany County Planning Board for their review and recommendations, a copy of which are attached hereto; and

**WHEREAS**, a public hearing was held on February 11, 2021 at 6:00p.m. at the Coeymans Town Hall, 18 Russell Avenue, Ravena, New York;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby enact the proposed Local Law attached hereto and made a part hereof, which shall be numbered Local Law #1 of the year 2021 and entitled “Zoning Moratorium”.

The Albany County Planning Board recommendation was to make notification of the changes to the local law to all adjacent municipalities.

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**TOWN OF COEYMANS  
LOCAL LAW 1 OF 2021  
“ZONING MORATORIUM”**

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**Section 1-Purpose and Justification**

**WHEREAS**, the Town of Coeymans Town Board has determined it is in the public interest to update the Town’ Comprehensive Plan, and

**WHEREAS**, The Town Board has retained MJ Engineering to assist in updating the Comprehensive Plan through data collection and analysis, obtaining public input, and preparing a Draft Comprehensive Plan for consideration, and

**WHEREAS**, MJ Engineering has submitted a Draft Comprehensive Plan for review and consideration by the Town Board as well as the public at large, and

**WHEREAS**, the Draft Comprehensive Plan has been created based upon the current existing zoning conditions in effect within the Town of Coeymans, and



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WHEREAS, a Public Hearing has been scheduled to obtain public input on the Draft Comprehensive Plan, and,

WHEREAS, changes to the Town’s Zoning Map or changes to zoning classifications for properties within the Town while the Draft Comprehensive Plan is being reviewed could impact the validity and effectiveness of recommendations contained within the Draft Comprehensive Plan, and

WHEREAS, it is in the Town’s best interest to maintain the current Town Zoning Map while the Draft Comprehensive Plan is being reviewed,

NOW THEREFORE BE IT ENACTED

**Section 2- Enactment of Temporary Moratorium**

For a period of six (6) months from the effective date of this Local Law, there shall be a Moratorium upon any Town action that would that would result in any change or alteration to the official Town of Coeymans Zoning Map in effect as of the date of this Local Law.

This Moratorium shall apply to any pending or future application submitted to the Building Department, the Planning Board/Zoning Board of Appeals, or the Town Board. No final action upon any application that would result in a change or alteration to the official Zoning Map shall be taken by the Building Inspector, Planning Board/Zoning Board of Appeals, or the Town Board during the pendency of this Moratorium.

This Moratorium shall not apply to any change or alteration to the official Zoning Map ordered by any court of competent jurisdiction.

**Section 3- SEQRA Review**

This Moratorium is a Type II SEQRA action pursuant to 6 NYCRR 617.5(c)(36) and no further SEQRA review is required.

**Section 4- Effective Date**

This Local Law shall be effective upon filing with the NYS Secretary of State.

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**Resolution #080-21 – Accept Quote for Portable Toilets – Big Top**

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 desirous of placing portable toilets at Coeymans Landing Park and Joralemon Park for community use during the spring and summer season; and

**WHEREAS**, bids were received from the following companies:

Stone Industries	per unit rates	\$125 regular, \$275 handicap
Mountain Top	per unit rates	\$98 regular, \$150 handicap

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Big Top per unit rates \$75 regular, \$125 handicap

**NOW THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Coeymans does hereby accept the bid submitted by Big Top Portable Toilets to supply and service portable toilets at Coeymans Landing Park and Joralemon Park April 1, 2021 through October 29, 2021.

Council member Collins asked if these were weekly or monthly rates. Candace McHugh answered that this was the monthly rate per unit.

Supervisor McHugh stated that he had been at Lafarge’s Citizens Advisory Committee the night before and there was discussion that they want to help and support us getting permanent lavatory facilities at both of these parks. Supervisor McHugh stated that he is optimistic that this might be the last time that we have to do this.

**Resolution #081-21 – Accept Resignation - Decker**

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

**WHEREAS**, on March 20th, 2021 Officer Marcus Decker submitted a written letter of resignation to the Town of Coeymans Chief of Police with an effective date of April 1<sup>st</sup>, 2021;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of Officer Marcus Decker, effective April 1, 2021; and the Town of Coeymans sincerely thanks Officer Decker for his service and dedication to our Community.

Supervisor McHugh thanked Officer Decker for his years of service to the Town of Coeymans. He stated that he is also working for the Sheriff’s Department as a deputy, full-time.

**Resolution #082-21 – Create Open Development Area**

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

**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

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**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, and

**WHEREAS**, the Planning Board/ZBA has reviewed the matter and, by Resolution dated March 8, 2021, issued a positive recommendation for the establishment of an Open Development Area for all parcels served by Coeymans Industrial Park Lane, and

**WHEREAS**, by Memorandum dated March 8, 2021, Building Inspector/Code Enforcement Officer John Cashin has confirmed that Coeymans Industrial Park Lane and all buildings and structures in the Coeymans Industrial Park comply will all applicable requirements of Town Law Section 280-a and all applicable requirements of the NYS Fire Code related to emergency vehicle ingress and egress and that each building lot in the Industrial Park maintains road frontage sufficient to allow for access by emergency vehicles,

**NOW THEREFORE BE IT RESOLVED**, Upon the recommendation of the Planning Board/ZBA and professional opinion of the Building Inspector/Code Enforcement Officer, the Town Board hereby approves the 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

**Upcoming Meetings/Workshops**

Town Board Meeting – April 8<sup>th</sup> at 6:30pm  
PB/ZBA Meeting – April 12<sup>th</sup> at 7pm

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**Motion to Adjourn to Executive Session**

On motion of Council member Baker to adjourn to executive session to consult with the Attorney, seconded by Council member Bruno, the Town Board Meeting was adjourned to executive session.

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

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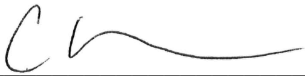
**Motion to Adjourn**

On motion of Supervisor McHugh, seconded by Council member LeFevre, the Town Board Meeting was adjourned from executive session.

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

Time – 8:15pm

*Respectfully Submitted,*



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*Cindy L. Rowzee, Town Clerk*