

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**August 26, 2021 – Town Board Meeting – 6:30pm**

**A Town Board Meeting was held Thursday, August 26<sup>th</sup>, 2021 at 6:30pm at Town Hall, 18 Russell Avenue, Ravena, New York**

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

**ALSO PRESENT:** Cindy L. Rowzee, Town Clerk  
Douglas R. Keyer, Jr., Chief of Police  
Sante DeBacco, Code Enforcement Officer  
Tyler Searles, WWTP Operator

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

**Presentation**

**Riverfest Sponsors** – Supervisor McHugh invited his wife Rosemary McHugh, chairperson of the Riverfest committee, to present a plaque to the major employers and taxpayers who contributed to the Riverfest, Evenings on the Green and Farmer’s Market. They recognized Brittany Biers of WM Biers, Nick Laraway of Carver Companies, Dave MacLauchlin of Lafarge-Holcim and Lucas Sestito of Callanan Industries.

**Public Announcements**

**Evening on the Green/Farmer’s Market** – Supervisor McHugh stated that there were a few weeks left for Evening’s on the Green. The Farmer’s Market would begin at 4:30 and the band would start at 6pm.

**2021 Riverfest – September 10<sup>th</sup> and 11<sup>th</sup>** – Supervisor McHugh stated that this would be the 2<sup>nd</sup> Annual Riverfest. He stated that there would be hot air balloon rides, rock wall, music, parade, fireworks, car show, exotic birds, food and craft vendors, and a dunk tank sponsored by the RCS Community Business Association. He stated that on Saturday attendees would be able to park at Pieter B. Coeymans and Carver was providing a shuttle bus all day.

**Friendship Festival** - Supervisor McHugh stated that the Friendship Festival returns that weekend along with a We Love ArtsCS Street Festival as well. He stated that it would start Saturday at noon and some streets would be closed.

**Town Hall Closed on Labor Day, Monday September 6<sup>th</sup>, 2021** - Supervisor McHugh stated that Town Hall would be closed on Labor Day.

**Approval of Minutes**

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**Motion to Approve Minutes**

Councilmember Collins made a motion to accept the minutes as presented from the July 22<sup>nd</sup>, 2021 Town Board Meeting, July 22<sup>nd</sup>, 2021 Public Hearing, and July 29<sup>th</sup>, 2021 Public Hearing, seconded by Councilmember Bruno.

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

**Supervisor Report**

Supervisor McHugh read the July 2021 Supervisor’s Report.

**Motion to Accept Report**

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

**Department Reports**

**Town Clerk Report** – Amended June 2021 Report read by Town Clerk Rowzee

**Motion to Accept Report**

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

July 2021 Report read by Town Clerk Rowzee

**Motion to Accept Report**

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

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

**Motion to Accept Report**

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

Chief Keyer stated that Detective Seney had attended a day of the Food for Thought program, where he showed the children the new police car and answered their questions. He spoke of visiting the Zone 5 Academy to learn more about the process of sending officers to the academy. He also stated that he had placed an officer to observe speeds between Starr and Bushendorf in a 40 mph zone. He stated that they had observed 47 vehicles, the top speed recorded was 48 mph and only 7 people had been driving over 45 mph. He stated that speeding seems to be an anomaly. Chief Keyer than advised if they reduced the speed limit on all Town Roads to 30 mph there will be more complaints as less people will abide by the speed limit. He stated that the complaints would magnify and Coeymans PD was not set up for traffic enforcement, he does not

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have enough people. He stated that maybe the Sheriff's Department would be willing to step up and do that specifically.

Councilmember Baker stated that he respected his opinion but he feels it is the right thing to do to reduce the speed limits. Chief Keyer stated that he could do more research and have officer's observe the traffic on the Town roads where there were the most complaints.

Councilmember LeFevre stated that some of the issue lies with the width of the roads as it makes the speed feel a lot faster.

There was discussion about the cost of sending recruits through the Police Academy. Chief Keyer stated that the recruit pays for books but the Town pays for uniforms. He stated that other places hire them as a Town employee and pay them while at the academy and we have not done that in the past. He stated that he feels we need to officially hire them as a Town employee before they go to the academy.

Chief Keyer suggested a contract requiring them to work here for a certain amount of time and that if they did not, they would have to pay us back. He stated that if they did not pay we could withhold their last paycheck to recoup some of the cost. He stated that he believes if they leave within the first year the new agency would be responsible for reimbursing the Town.

Supervisor McHugh stated that it was a tough dilemma for small town police forces as the recruits are using it as a training platform to leap into a better job or bigger agency.

Councilmember LeFevre recommended that we possibly pay it out over 3 years as they stay here, as an incentive.

Chief Keyer stated that the answer was being willing to spend money. He stated that we need to pay our officer's more if we are going to have a police department to make ourselves more competitive with the other agencies. He stated that law enforcement is expensive, and that these officers strap on guns and put their lives on the line every day. He stated that you never know when one of them is not going to make it home at the end of the day. He stated that our top pay is equal to the beginning pay at other agencies.

Supervisor McHugh stated that public safety was one of their number one priorities.

**Building Department Report** – Amended June 2021 Report read by Sante DeBacco

**Motion to Accept Report**

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

July 2021 Report read by Sante DeBacco – There were questions from Town Board members about some of the numbers not matching.

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**Motion to Table Report**

Supervisor McHugh made a motion to table the report until the next month when John Cashin would be there, seconded by Councilmember Collins.

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

Mr. DeBacco stated that this past month the Building Department had performed the most inspections in one month since they had started keeping records. There was discussion with the Town Board about a couple of ongoing cases in the Hamlet.

**Sewer Department Report** – June 2021 Sewer Department Report read by Tyler Searles

**Motion to Accept Report**

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

July 2021 Sewer Department Report read by Tyler Searles

**Motion to Accept Report**

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

Councilmember LeFevre asked about the amount of sludge removal with a higher total flow from rain. Mr. Searles stated that the rain does not affect the sludge removal.

There was discussion about the pump that had stopped working. Mr. Searles stated that the drive for pump #2 was bad and there is a 12-24 week wait to replace the drive. He stated that they are looking at a different drive that is more readily available but then it would have to be switched for both pumps. He stated that the chip shortage was affecting these drives.

Supervisor McHugh stated that it was necessary to get the pump fixed and that the last time he was Supervisor both pumps had failed at once and it placed the Town under a consent order for many years.

**Old Business**

**Park Improvements** – Supervisor McHugh stated that the park improvements were looking good. He stated that they were awaiting basketball hoops, and that the playground equipment and fencing had been ordered, all on state contract. He stated that they are looking at mid to late September for the equipment to be installed. He stated that they are waiting to put the coating on the basketball courts until after the hoops are in.

**Crabapple Pre-contact Artifacts** – Supervisor McHugh stated that the Crabapple Pre-contact artifacts had been delivered and that the Ravena-Coeymans Historical Society was hoping to have it on display in December. He stated that Highway personnel had helped to install the

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display case. He then read a letter that the Town had received from Marie Sturges, Treasurer of the Historical Society.

**New Business**

**Extension of Water & Sewer** – Supervisor McHugh stated that Barton & Loguidice are doing a feasibility study. He stated that they have not gotten the report back to him yet. He stated that he has asked the engineers at MJ Engineering to prepare a scope of work to see what upgrades would be necessary for the Sewer Plant and collection system. He stated that they will take a tour of the plant and the pump stations. He stated that they are looking to see if they can use the ARPA funds to make the repairs.

**Clean Energy Community Designation** – Supervisor McHugh stated that he felt we should pursue this. He stated that there were actions that communities could take that had been designated by NYSEERDA. He stated that municipalities must take four of the actions and that there is only one more thing that we need to do to meet the requirements. He stated that they are looking at an option called benchmarking. Inclusion in this program would bring more grant opportunities to the Town.

**Resolutions**

**Resolution #138-21 – Accept Resignation of Police Officer - Loomis**

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

**WHEREAS**, on July 27<sup>th</sup>, 2021 Officer Nicole Loomis submitted a written letter of resignation to the Town of Coeymans Chief of Police with an effective date of August 10th, 2021;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of Officer Nicole Loomis, effective August 10th, 2021; and the Town of Coeymans sincerely thanks Officer Loomis for her service and dedication to our Community.

**Resolution #139-21 – Accept Resignation of Police Officer - Torres**

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

**WHEREAS**, on August 12, 2021 Officer Gina Torres submitted a written letter of resignation to the Town of Coeymans Chief of Police with an effective date of August 26th, 2021;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of Officer Gina Torres, effective August 26th, 2021; and the Town of Coeymans sincerely thanks Officer Torres for her service and dedication to our Community.

**Resolution #140-21 – Accept FT Resignation of Police Officer and Appoint PT – Stark**

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

**WHEREAS**, on August 17<sup>th</sup>, 2021 Officer Robert Stark submitted a written letter of resignation from his full time position to the Town of Coeymans Chief of Police with an effective date of August 30th, 2021;

**WHEREAS**, Officer Stark has respectfully requested to maintain a part time position with the Town of Coeymans Police; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of Officer Robert Stark from his position as a full time Police Officer for the Town of Coeymans effective August 30th, 2021; and the Town of Coeymans sincerely thanks Officer Stark for his service and dedication to our Community and is grateful to have him on a part time basis.

Councilmember Collins thanked all of those officer's for their service and wished them the best of luck moving forward.

**Resolution #141-21 – Appoint PT Police Officer - Hajec**

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

**WHEREAS**, The Coeymans Police Department is desirous of hiring a part time officer to maintain proper safety patrols within the Town of Coeymans; and

**WHEREAS**, all candidates have been vetted by Chief of Police Douglas Keyer to find the most qualified fit for the Town of Coeymans Police Department; and

**NOW THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize the hiring of Officer Timothy Hajec as a part time Police Officer for the Town of Coeymans at a salary of \$24.62 per hour, effective August 6<sup>th</sup>, 2021.

**Resolution #142-21 – Appoint PT- As Needed Sewer Treatment Plant Operator - Lennon**

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

**WHEREAS**, The Sewer Department is in need of a Part time Sewer Treatment Operator on an as needed basis; and

**NOW, THEREFORE, BE IT RESOLVED**, the that Town Board of the Town of Coeymans does hereby appoint John Lennon to the Position of Part Time Sewer Treatment Operator effective August 17, 2021 at a rate of \$24.54 per hour, and on an as needed basis.

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Supervisor McHugh stated that John is retired and works on a part time basis. He stated that there will be a longer time later this year that Mr. Geraldson will be out this year and this way we will have John on the rolls if we need him.

**Resolution #143-21 – Authorize Transfer of Graves in Grove Cemetery – Lot 366**

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

**WHEREAS**, according to the rules and regulations of the cemeteries owned and operated by the Town of Coeymans adopted on July 22, 2021 all lot transfers must be approved by the Town Board; and

**WHEREAS**, Mrs. Janette Matheny has contacted the Town Clerk and is desirous of transferring ownership of 2 graves in lot 366 in Grove Cemetery to Ms. JoAnn Kapusta;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Town Clerk Cindy Rowzee to transfer ownership of lot 366 in Grove Cemetery to Ms. JoAnn Kapusta, effective immediately.

There was discussion about if it was necessary to do these by resolution. Town Clerk Rowzee stated that we do not do many of these, maybe once a decade. It was decided that doing them by resolution was the best way.

**Resolution #144-21 – Abstract of Claims - August**

On motion of Councilmember 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 August 2021, as follows:

**PRE-PAID VOUCHERS** –21-00526 to 21-00617 and P21-043 to P21-054 from the following funds:

<b>General</b>	<b>\$195,844.61</b>
<b>Part Town</b>	<b>\$41,322.02</b>
<b>Highway- Town Wide</b>	<b>\$19,011.21</b>
<b>Highway - Part Town</b>	<b>\$71,512.31</b>
<b>Sewer</b>	<b>\$27,663.87</b>
<b>Trust &amp; Agency</b>	<b>\$43,804.21</b>
<b>Payroll Deductions</b>	<b>\$7,709.66</b>

**VOUCHER NUMBERS** –21-00618 to 21-00703 from the following funds:

<b>General</b>	<b>\$200,047.69</b>
<b>Part Town</b>	<b>\$117.93</b>
<b>Highway -Town Wide</b>	<b>\$5,731.33</b>

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<b>Highway – Part Town</b>	<b>\$269,762.49</b>
<b>Sewer</b>	<b>\$13,335.32</b>

**TOTAL FOR ALL FUNDS – \$ 895,862.65**

**Resolution #145-21 – Authorize Agreement with Barton & Loguidice**

On motion of Supervisor McHugh, seconded by Councilmember 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 acquiring professional engineering and planning services associated with a feasibility study for the extension of sewer and water for the Port of Coeymans area; and

**WHEREAS**, Barton & Loguidice has provided a proposal for services associated with the sewer and water extension feasibility study for the Town of Coeymans in the amount of \$16,000.00, to be paid by the affected property owners;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to sign the agreement for professional services provided by Barton & Loguidice.

**Resolution #146-21 – Appoint Planning Board/ZBA Member - Pietropaoli**

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

**WHEREAS**, due to the unexpected passing of Planning/Zoning Board Member Daniel Harris a vacancy exists on the Town of Coeymans Planning Board/ Zoning Board of Appeals; and

**WHEREAS**, it is the responsibility of the Town of Coeymans Town Board to appoint a suitable individual to sit for the remaining time existing on Mr. Harris’ term;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint James R. Pietropaoli to the Planning Board/Zoning Board of Appeals effective immediately until the expiration of the term thereof on December 31, 2023.

**Resolution #147-21 – Authorize Supervisor to Sign NYMIR Subscriber’s Agreement**

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

**WHEREAS**, the Town of Coeymans renewed their business relationship with New York Mutual Insurance Reciprocal (NYMIR) on June 1, 2020; and

**WHEREAS**, New York Mutual Insurance Reciprocal (NYMIR) Board of Governors requires a subscriber agreement be signed and notarized by each member.



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**Resolution #150-21 – Budget Amendment**

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

**WHEREAS**, Joralemon Park is in dire need of several improvements; and

**WHEREAS**, the Town Board has identified several problems that need to be repaired and refurbished; and

**WHEREAS**, the Chief Fiscal Officer has determined that in order to maintain proper accounting for the 2021 budget, certain budget amendments are in order; and

**WHEREAS**, the Chief Fiscal Officer is desirous of amending the General Fund (A) budget for the year 2021 as follows:

**GENERAL FUND (A)**

**Increase Expenditures**

<b>(A) 7110.4</b>	<b>Contractual</b>	<b>\$84,650.00</b>
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**Increase Appropriated Fund Balance**

<b>(DB)0599</b>	<b>Fund Balance</b>	<b>\$57,732.85</b>
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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 amend the Highway Fund (DB) Budget for the year 2021 as depicted above in this resolution.

**Resolution #151-21 – Budget Amendment - Parks**

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

**WHEREAS**, the Town Board of the Town of Coeymans passed resolution #150-21 on August 26, 2021 at a Town Board Meeting recognizing the need for improvements to Joralemon Park

**WHEREAS**, funds have to be allocated to pay for the purchase of the fencing; and

**WHEREAS**, the Chief Fiscal Officer has determined that in order to maintain proper accounting for the 2021 budget, certain budget amendments are in order; and

**WHEREAS**, the Chief Fiscal Officer is desirous of amending the General Fund (A) budget for the year 2021 as follows:

**GENERAL FUND (A)**

**Increase Expenditures**

<b>(A) 7110.4</b>	<b>Contractual</b>	<b>\$84,650.00</b>
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<b><u>Increase Appropriated Fund Balance</u></b>		
<b>(A)0599</b>	<b>Fund Balance</b>	<b>\$84,650.00</b>

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to amend the General Fund (A) Budget for the year 2021 as depicted above in this resolution.

**Resolution #152-21 – Budget Amendment - Parks**

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

**WHEREAS**, the Town Board of the Town of Coeymans passed resolution #150-21 on August 26, 2021 at a Town Board Meeting recognizing the need for improvements to Joralemon Park; and

**WHEREAS**, funds have to be allocated to pay for the purchase of the fencing for the refurbished tennis court and new basketball court; and

**WHEREAS**, the Chief Fiscal Officer has determined that in order to maintain proper accounting for the 2021 budget, certain budget amendments are in order; and

**WHEREAS**, the Chief Fiscal Officer is desirous of amending the General Fund (A) budget for the year 2021 as follows:

<b><u>GENERAL FUND (A)</u></b>		
<b><u>Increase Expenditures</u></b>		
<b>(A) 7110.4</b>	<b>Contractual</b>	<b>\$62,300.00</b>
<b><u>Increase Appropriated Fund Balance</u></b>		
<b>(A)0599</b>	<b>Fund Balance</b>	<b>\$62,300.00</b>

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to amend the General Fund (A) Budget for the year 2021 as depicted above in this resolution.

**Upcoming Meetings/Workshops**

Town Board Meeting – September 9<sup>th</sup> at 6:30pm – Supervisor McHugh stated that the RCS Community Business Association would be at this meeting.

PB/ZBA Meeting – September 13<sup>th</sup> at 7pm

**Additional Comments**

Councilmember Baker stated that they will keep the Harris family in their hearts and prayers. He also congratulated Mr. Pietropaoli on his appointment.

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Councilman Collins asked for thoughts and prayers for the Lane family and for the troops overseas.

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**Motion to Adjourn**

On motion of Councilmember Baker, seconded by Councilmember Bruno, the Town Board Meeting was adjourned.

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

Time – 7:59pm

*Respectfully Submitted,*



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*Cindy L. Rowzee, Town Clerk*