

MINUTES BOOKTOWN OF COEYMANS**
December 23, 2021 – Town Board Meeting – 6:30pm

A Town Board Meeting was held Thursday, December 23rd, 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

ABSENT: Brandon L. LeFevre, Councilmember

ALSO PRESENT: Cindy L. Rowzee, Town Clerk
Jason Chmielewski, Code Enforcement Officer
Douglas Keyer, Chief of Police
James Peluso, Attorney to the Town

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

Presentation

RCS Football Team – Supervisor McHugh and the Board members presented the RCS Football Team and coaches with letters from Congressman Tonko, Sheriff Apple, a proclamation from State Senator Hinchey and a plaque from the Town Board in honor of their season winning the Class B regional championship.

Public Announcements

COVID-19 – Supervisor McHugh gave an update on the current numbers for the County. He stated that the County is providing masks and at home test kits for local municipalities to distribute. He stated that he and Councilmember Baker would be there the following day from 8-10 am to distribute them.

Town Hall Closed on December 24th & 31st - Supervisor McHugh stated that Town Hall would be closed on December 24th and 31st for the Holidays.

Approval of Minutes

Motion to Approve Minutes

Councilmember Collins made a motion to accept the minutes as presented from the November 22, 2021 Town Board Meeting, November 22, 2021 Public Hearing, December 9, 2021 Town Board Meeting, and the December 9, 2021 Public Hearing and Town Board Meeting, seconded by Councilmember Bruno.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Supervisor Report

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Supervisor McHugh read the November 2021 Supervisor's Report.

Motion to Accept Report

Councilmember Baker made a motion to accept the report as read, seconded by Councilmember Collins. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Department Reports

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

Motion to Accept Report

Supervisor McHugh made a motion to accept the report as read, seconded by Councilmember Collins. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Town Clerk Rowzee stated that it had been a pleasure to serve the residents of the Town of Coeymans. She thanked her Deputy Bonnie Keyer for her hard work. She stated she had left the office in better shape than she had inherited it in. They had gone through hundreds of boxes of records, disposed of over 250 boxes of obsolete records, organized and scanned a majority of the remaining records and the office. She stated that they had cut costs and with the efficiencies put in place needed fewer staff than before to run the office. She stated that it had been very rewarding work and she was glad to have the opportunity.

Police Department Report – November 2021 Report read by Chief Keyer

Motion to Accept Report

Councilmember Baker made a motion to accept the report as read, seconded by Councilmember McHugh. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Chief Keyer stated that they had submitted the Federal Railroad Administration grant application. He stated that they had assisted the Coeymans Hollow Fire Department with their parade.

Councilmember Baker asked Chief Keyer to have the officers hold the truck traffic accountable during the increased traffic of salt retrieval season.

Building Department Report – November 2021 Report read by Jason Chmielewski

Motion to Accept Report

Supervisor McHugh made a motion to accept the report as read, seconded by Councilmember Bruno. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Sewer Department Report –

Motion to Table Report

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Supervisor McHugh made a motion to table the November 2021 sewer report until the following month, seconded by Councilmember Baker.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Old Business

Park Improvements Update – Supervisor McHugh stated that the basket poles were in and corrected to the 10 foot height. He stated the work was not completed in time for Copeland to complete the coating on the court and so this and the striping would be done in the spring. He stated that the playground equipment was still in construction and would hopefully be here by the end of the month. It would then be installed in early spring. He stated that the construction documents were almost ready to put the Riverfront project out to bid to start work in the spring. He stated that the bathroom facilities for the parks were moving ahead and would be bid out separately from the grant project.

Street Lights on 144 – Councilmember Collins asked for an update on the streetlights for Route 144 in North Coeymans where the side streets intersect. Supervisor McHugh stated that he has requested quotes from Central Hudson for lights the same as those throughout the rest of the Town but has not received it yet.

Broadband Update – Councilmember Collins also asked for an update on the broadband internet quotes. Supervisor McHugh stated that he and Mr. Evans from Statetel had the quotes and the he would sit down with him on January 4th to go over it.

New Business

NYS EFC Engineering Planning Grant – Supervisor McHugh read a letter from NYS EFC stating that the Town of Coeymans had been selected for up to \$24,000 in funding for an Inflow & Infiltration and Sewer Extension Study Project. He stated that this would be the first step and then there would be other grants to apply for after this study is completed. He stated that he has a meeting on January 4th to speak with MJ Engineering about this.

Valley Paper Mill Grant – Supervisor McHugh stated that the town did not receive the grant for the Valley Paper Mill at Chimney Top Park. It was extremely competitive this year and they had known that going in, but it was still worth trying for.

Tractor RFP – Supervisor McHugh stated that he had met with Scott Searles regarding the need for a new front end loader. He stated that they had sold the one that was kept at the salt shed earlier this year as it was costing more money to maintain than it was worth. He stated that they need to put an RFP to put the purchase of a new one out to bid.

2022 Organizational Meeting – Supervisor McHugh stated that it would be held January 1st with the swearing in at 9am and the meeting to follow. He made the following motion:

Motion to Accept Report

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Supervisor McHugh made a motion to hold the 2022 Organizational Meeting January 1, 2022 with the swearings-in at 9am and the meeting immediately thereafter, seconded by Councilmember Baker.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Resolutions

Resolution #197-21 – Authorize RFP for Used Tractor

On motion of Councilmember Baker, seconded by Supervisor McHugh, the following resolution was: APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

**RESOLUTION AUTHORIZING BID ADVERTIDEMNT
FOR USED TRACTOR WITH CAB AND LOADER**

WHEREAS, the Town Board seeks to advertise and solicit bids pursuant to General Municipal Law § 103 for the purchase of a used tractor with a cab and loader with under 7,500 hours at a price not to exceed \$65,000.00 for use by the Town Highway Department;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize and direct the Town Clerk with the assistance of the Highway Superintendent to advertise and solicit requests for sealed bids for “One (1) Tractor with Cab and Loader” pursuant to the attached bid documents and specifications, with a bid opening on January 27, 2022, at which time any responsive bids shall be publicly opened and read aloud. The Town reserves the right to waive any informalities in the bid and to reject, in whole or in part, any or all bids.

Resolution #198-21 – Accept Resignation of Councilmember - Collins

On motion of Supervisor McHugh, seconded by Councilmember Bruno, the following resolution was: APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 1 – ABSTAIN 1 (Collins) – SO MOVED

WHEREAS, a written letter of Resignation was received by the Town of Coeymans on December 1, 2021 from Council member Zachary S. Collins with an effective date of December 31, 2021; and

WHEREAS, the letter of Resignation was delivered to the Office of the Town Clerk;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans Does hereby accept the resignation of Council Member Zachary S. Collins to be effective on December 31, 2021; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Coeymans considers it to have been an honor to serve with Zachary S. Collins and look forward to continuing their relationship as he takes on the role of Albany County Legislator.

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The Town Board members wished him well as he moved up to Albany County Legislator.

Resolution #199-21 – Accept Resignation of ZBA/Planning Member - Tutay

On motion of Councilmember Collins, seconded by Supervisor McHugh, the following resolution was: APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

WHEREAS, a written letter of resignation was received by the Town of Coeymans on December 13, 2021 from Planning Board/Zoning Board of Appeals member Marisa Tutay with an effective date of December 31, 2021; and

WHEREAS, the letter of Resignation was delivered to the Office of the Town Clerk;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby accept the resignation of Planning Board/Zoning Board of Appeals member Marisa Tutay effective December 31, 2021.

Supervisor McHugh stated that Ms. Tutay was resigning from the Planning Board/ZBA in order to be appointed to the Town Board on January 1st. He stated that they had considered appointing her the previous year when they appointed Councilmember Bruno and it had been a hard decision. He gave a short history of her life here in Coeymans.

Resolution #200-21 – Budget Transfers

On motion of Councilmember Bruno, seconded by Councilmember Baker, the following resolution was: APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

WHEREAS, the Town of Coeymans has had unforeseen expenditures in the following 2021 accounts; and

WHEREAS, the Chief Fiscal Officer is desirous of transferring funds to those accounts to maintain proper accounting.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to transfer the following funds:

GENERAL FUND (A)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$452.78(A)1990.4 Contingency		(A)1430.4 Human Resources Contractual
\$713.95(A)1990.4 Contingency		(A)1650.4 Central Communications Contractual
\$ 23.82 (A)1990.4 Contingency		(A)5010.4 Highway Superintendent Contractual

PART TOWN (B)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$40.23	(B)8140.4 Storm Water	(B)1660.4 Central Storeroom

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\$45.75 (B)8140.4 Storm Water (B)9045.8 Life Insurance

HIGHWAY FUND PART TOWN (DB)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$82.30	(DB)4189.4 Mandatory Testing Contractual	(DB)9045.8 Life Insurance

Resolution #201-21 – Abstract of Claims - December

On motion of Councilmember Baker, seconded by Supervisor McHugh, the following resolution was: APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

BE IT RESOLVED, that the Town Board has approved the payment of bills as presented in the Abstract for December 2021, as follows:

PRE-PAID VOUCHERS –21-01163 to 21-01259, 21-01296, 21-01303, 21-01306, 21-01308 and P21-079 to P21-087 from the following funds:

General	\$332,512.98
Part Town	\$187,435.71
Highway - Part Town	\$138,156.93
Sewer	\$62,201.02
Trust & Agency	\$213,837.42
Payroll Deductions	\$4,544.88
Capital Projects	\$10,933.00

VOUCHER NUMBERS –21-01260 to 21-01360 from the following funds:

General	\$87,377.48
Part Town	\$6,400.69
Highway -Town Wide	\$12,000.00
Highway – Part Town	\$29,888.49
Sewer	\$64,458.98

TOTAL FOR ALL FUNDS – \$ 1,149,747.58

Resolution #202-21 – Appoint Equipment Operator I - Stannard

On motion of Supervisor McHugh, seconded by Councilmember Collins, the following resolution was: APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

WHEREAS, the Highway Superintendent is desirous of filling the vacant position of Equipment Operator 1 in his department; and

WHEREAS, the Albany County Civil Service Department has confirmed this job title as a non-competitive position requiring the chosen candidate to meet the minimum qualifications; and

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WHEREAS, the position was posted and applications were received, evaluated and reviewed by the Superintendent of Highways; and

WHEREAS, the Superintendent of Highways has confirmed the candidate meets the minimum qualifications;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Harry Stannard to the position of Equipment Operator 1, effective January 3rd, 2022 at an hourly rate commensurate with the CSEA union agreement currently in effect.

Councilmember Baker stated that he is happy to have Mr. Stannard join the Town of Coeymans. Supervisor McHugh stated that he and Scott Searles had interviewed all applicants for this position before a decision was made.

Resolution #203-21 – Appoint Maintenance Mechanic I - Poulin

On motion of Councilmember Collins, seconded by Councilmember Bruno, the following resolution was: APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

WHEREAS, the Highway Superintendent is desirous of filling the vacant position of Maintenance Mechanic 1 in his department; and

WHEREAS, the Albany County Civil Service Department has confirmed this job title as a non-competitive position requiring the chosen candidate to meet the minimum qualifications; and

WHEREAS, the position was posted and applications were received, evaluated and reviewed by the Superintendent of Highways; and

WHEREAS, the Superintendent of Highways has confirmed the candidate meets the minimum qualifications;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Daniel Poulin to the position of Automotive Mechanic 1, effective January 3rd, 2022 at an hourly rate commensurate with the CSEA union agreement currently in effect.

Supervisor McHugh stated that they had interviewed all candidates that had applied for this position as well.

Public Comment

Barbara Tanner of Ravena stood and thanked Councilmember Collins for his service and wished him luck, she also wished Marisa Tutay luck in her new position.

Upcoming Meetings/Workshops

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Organizational Meeting – January 1, 2022 – 9 am – Oaths of Office with the Organizational meeting to follow

Additional Comments

Councilmember Collins thanked the Board and stated how much he had enjoyed working with the Board members and stated how hard he will work up at the Legislature.

Councilmember Bruno stated that she will miss Councilmember Collins and thanked the Town for letting her serve.

Supervisor McHugh welcomed Marisa Tutay to the Town Board and Laura Jane Barry to the Town Clerk's position. He thanked Town Clerk Rowzee for her service and wished her luck in her future endeavors.

Motion to Adjourn

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

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Time – 7:32pm

Respectfully Submitted,



Cindy L. Rowzee, Town Clerk