**A Town Board Meeting was held Saturday, January 1st, 2022 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

Brandon L. LeFevre, Council member

Marisa Tutay, Council Member (resolution 1, followed by swearing in)

**ALSO PRESENT:** Laura Jane Barry, Town Clerk

Scott Searles, Highway Superintendent

1st order of business was to swear in newly elected officers.

Thomas M. Frese was sworn in my George D. McHugh as Town Justice.

Laura Jane Barry was sworn in by Justice Thomas M. Frese as Coeymans Town Clerk.

Scott Searles was sworn in by Justice Frese as Coeymans Superintendent of Highways.

Linda Bruno was sworn in by Justice Frese as Coeymans Council Member for a 4 year term. Daniel Baker was sworn in by Justice Frese as Coeymans Council Member for a 4 year term. George D. McHugh was sworn in by Justice Frese as Coeymans town Supervisor for a 2 year term. At this time Supervisor McHugh opened the meeting and led the Pledge of Allegiance. He stated that a full Board was present. Council member Bruno led the room in prayer.

**Resolutions**

**Resolution #001-22 – Appoint Town Board Council member to Fill Vacancy**

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

I, Council member Baker offer the following resolution and move its adoption:

**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 Zachary S. Collins, which written resignation was dated December 1, 2021 and submitted to the Town Clerk with an effective resignation date of December 31, 2021; 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, 2023;

**NOW THEREFORE, BE IT RESOLVED** by the Town Board of Town of Coeymans pursuant to Town Law § 64(5) that Marisa Tutay, 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 the Town Clerk and said Marisa Tutay shall hold such office until the expiration of the term thereof on December 31, 2023.

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

At this point Marisa Tutay was sworn in as Town Council member by Justice Frese.

Supervisor McHugh stated this ended the ceremonial part of the meeting and those in the audience who wished to leave at this point could.

Supervisor McHugh Welcome Council member Tutay to the board and stated it was good to have her. Councilmember Tutay thanked the Supervisor.

**Resolution #002-22 – Adopt Meeting Rules**

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

I, Council member Tutay offer the following resolution and move its adoption:

**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, 2022, which shall take effect immediately.

Seconded by Council member Baker, offered for discussion and duly put to a vote, the results of which appear above.

**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.

1. Comments must relate to the current agenda item being discussed at the Board meeting or legitimate Town business during the Public Comment period.
2. 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.

1. 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.
2. 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.
3. The Town Supervisor, or in his absence, the Presiding Officer shall take all necessary steps to ensure compliance with these rules.

**Resolution #003-22 – Set 2021 Town Board Meetings**

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

I, Council member Baker offer the following resolution and move its adoption:

**BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby set the following dates for the Town Board Meetings for 2022. Please note that all meetings will commence at 6:00pm.

January 13th & 27th

February 10th & 24th

March 10th & 24th

April 14th & 28th

May 12th & 26th

June 9th & 23rd

July 14th & 28th

August 11th & 25th

September 8th & 22nd

October 13th & 27th

November 10th & 21st

December 8th & 22nd

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh pointed out that meetings will now start at 6pm.

**Resolution #004-22 – Set 2021 Holiday Schedule**

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

I, Council member McHugh offer the following resolution and move its adoption:

**BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby set the following holidays for 2022 for employees not covered by union contracts. Holiday schedules for covered employees are pursuant to active agreements in force.

January 17th - Martin Luther King Day

February 21st - President’s Day

May 30th - Memorial Day  
 June 20th - Juneteenth (Observed)

July 4th - Independence Day

September 5th - Labor Day

October 10th - Columbus Day

November 8th - Election Day

November 11th - Veterans Day

November 24th - Thanksgiving Day

November 25th - Day after Thanksgiving

December 26th - Christmas Day (Observed)

Seconded by Council member LeFevre, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh stated the only holiday we are adding the Juneteenth Holiday

**Resolution #005-22 – Set 2021 Planning Board/Zoning Board of Appeals Meetings**APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

I, Council member LeFevre offer the following resolution and move its adoption:

**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 2022. Please note that the meetings will commence at 7:00 PM.

January 10th & 26th July 11th & 27th

February 14th & 23rd August 8th & 24th

March 14th & 23rd September 12th & 28th

April 11th & 27th October 11th\* & 26th

May 9th & 25th November 14th & 30th\*

June 13th & 22nd December 12th & 28th

Seconded by Council member Bruno, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #006-22 – Authorize Supervisor to Execute Union Agreement**APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

I, Council member Bruno offer the following resolution and move its adoption:

**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.

Seconded by Council member Tutay, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #007-22– Adopt Procurement Policy**

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

I, Council member Tutay offer the following resolution and move its adoption:

**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, 2022, to be followed by all Town Departments for the procurement of goods and services.

Seconded by Council member Baker, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh stated the policy is the same as last year, no changes.

**Resolution #008-22– Designate Depository of Funds**

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

I, Council member Baker offer the following resolution and move its adoption:

**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.

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #009-22 – Adopt Investment Policy**

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

I, Council member McHugh offer the following resolution and move its adoption:

**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 2022.

Seconded by Council member LeFevre, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh stated there are no changes to this policy.

**Resolution #010-22 – Authorize Prepayment of Claims**

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

I, Council member LeFevre offer the following resolution and move its adoption:

**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.

Seconded by Council member Bruno, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh explained that this is for pre-paid accounts that we do not wait until abstract to pay to Council member Tutay.

**Resolution #011-22 – Designate Official Newspaper**

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

I, Council member Bruno offer the following resolution and move its adoption:

**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.

Seconded by Council member Tutay, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #012-22 – Establish Mileage Rate**

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

I, Council member Tutay offer the following resolution and move its adoption:

**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 **58.5 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 2022.

Seconded by Council member Baker, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #013-22 – Authorize Association of Towns Conference Pre-Registration**

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

I, Council member Baker offer the following resolution and move its adoption:

**WHEREAS,** the Association of Towns of New York has developed an in-office pre-registration procedure for the 2022 Annual Meeting, and

**WHEREAS,** the Association of Towns has offered a preferential pre-registration rate of $150 per person, and

**WHEREAS,** the Town Board of the Town of Coeymans authorizes Supervisor George D. McHugh, Council member Linda S. Bruno, Council member Marisa Tutay and Council Member Daniel Baker to take advantage of the preferential pre-registration rate of $150 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 20-23, 2022.

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

Council member Tutay asked if this was in person or virtual. Supervisor McHugh stated he thought it was in person as of now. Council member Bruno said it is still in person but she suspects it may go virtual due to the COVID issues in the city. Council member Bruno said she did the virtual version last year it was well done.

**Resolution #014-22 – Appoint Delegate and Alternate Delegate to Association of Towns**

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

I, Council member McHugh offer the following resolution and move its adoption:

**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 20-23, 2022.

(corrected to say 2022)

Seconded by Council member LeFevre, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #015-22 – Appoint Administrator of Access**

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

I, Council member LeFevre offer the following resolution and move its adoption:

**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.

Seconded by Council member Bruno, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #016-22 – Appoint Civil Defense Director**

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

I, Council member Bruno offer the following resolution and move its adoption:

**BE IT RESOLVED,** that the Town Board of the Town of Coeymans, does hereby appoint William Bruno as the Civil Defense Director the for the Town of Coeymans for a term to expire on December 31, 2022. Compensation for this position is $1,500.00 per year.

Seconded by Council member Tutay, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #017-22 – Appoint 1st Deputy Town Clerk**

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

I, Council member Tutay offer the following resolution and move its adoption:

**WHEREAS,** Town Clerk Laura Jane Barry**,** pursuant to Chapter 280 of the Laws of 2007, which became effective on July18, 2007, is desirous of appointing an individual to the 1st Deputy Town Clerk position; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Coeymans hereby acknowledges the Town Clerk’s appointment of Sherle Slingerland as 1st Deputy Town Clerk. This appointment is for a term to expire on December 31, 2022.

Seconded by Council member Baker, offered for discussion and duly put to a vote, the results of which appear above

Council member Baker congratulated Deputy Clerk Sherle Slingerland.

**Resolution #018-22 –Appoint Town Historian**

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

I, Council member Baker offer the following resolution and move its adoption:

**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, 2022. Compensation for this position is $750.00 per year

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh welcomed Harry back for another year and stated we are lucky to have him.

**Resolution #019-22 – Appoint Town Attorney**

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

I, Council member McHugh offer the following resolution and move its adoption:

**WHEREAS,** the Town wishes to retain the services of an attorney to render legal advice to the Town Board through December 31, 2022, 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, 2022 which provides for an annual retainer fee of $32,960.00; and that the Town Supervisor is hereby authorized to execute said agreement.

Seconded by Council member LeFevre, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #020-22 – Appoint PB/ZBA Chair**

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

I, Council member LeFevre offer the following resolution and move its adoption:

**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, 2022.

Seconded by Council member Bruno, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh stated Mr. Schmidt will stay on as Chairmen and is doing a great job.

**Resolution #021-22 – Appoint Planning Board/ZBA Member – Nathan Boomer**

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

I, Council member Bruno offer the following resolution and move its adoption:

**WHEREAS,** a vacancy exists on the Town of Coeymans Planning Board/ Zoning Board of Appeals; and

**WHEREAS**, current Planning Board/ Zoning Board of Appeals Alternate, Nathan Boomer 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 Nathan Boomer to the Planning Board/ Zoning Board of Appeals until the expiration of the term thereof on December 31,2022.

Seconded by Council member Tutay, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #022-22 – Appoint Planning Board/ZBA Member- Bernard teRiele**

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

I, Council member Tutay offer the following resolution and move its adoption:

**WHEREAS,** a vacancy exists on the Town of Coeymans Planning Board/Zoning Board of Appeals; and

**WHEREAS**, all viable candidates have been considered by the Town of Coeymans Town Board; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby appoint Bernard J. teRiele to the Planning Board/ Zoning Board of Appeals until the expiration of the term thereof on December 31, 2029.

Seconded by Council member Baker, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #023-22 – Appoint Planning Board/ZBA Member Alternate- Patricia Grogan**

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

I, Council member Baker offer the following resolution and move its adoption:

**WHEREAS**, the Town Board of the Town of Coeymans is desirous of appointing an alternate member 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 Patricia Grogan as the Alternate Member effective January 1st, 2022 through December 31st, 2022.

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #024-22 – Appoint Planning Board/ZBA Counsel**

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

I, Council member McHugh offer the following resolution and move its adoption:

**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, 2022; 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.

Seconded by Council member LeFevre, offered for discussion and duly put to a vote, the results of which appear above.

Council Member Tutay stated that having worked with Andy on the PB/ZBA he has been excellent and been a wealth of knowledge to the board. Supervisor McHugh Concurred.

**Resolution #025-22 – Appoint Marriage Officer**

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

I, Council member LeFevre offer the following resolution and move its adoption:

**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, 2022.

Seconded by Council member Bruno, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #026-22 – Appoint Emergency Management Committee**

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

I, Council member Bruno offer the following resolution and move its adoption:

**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

**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, 2022:

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

Seconded by Council member Tutay, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #027-22 – Appoint Town Prosecutor**

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

I, Council member Tutay offer the following resolution and move its adoption:

**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 2022 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

Seconded by Council member Baker, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #028-22 – Appoint Ethics Committee**

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

I, Council member Baker offer the following resolution and move its adoption:

**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, 2022.

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #029-22 – Appoint Board of Assessment Review Members**

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

I, Council member McHugh offer the following resolution and move its adoption:

**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:

Neil Porlier -Term to Expire September 30th, 2023

Thomas Boehm - Term to Expire September 30th, 2022

David Kunz - Term to Expire September 30th, 2026

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

\* Alternate through September 30th, 2022

Seconded by Council member LeFevre, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #030-22 – Authorize Undertaking**

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

I, Council member LeFevre offer the following resolution and move its adoption:

**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

**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.

Seconded by Council member Bruno, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #031-22 – Authorize Supervisor to Execute Ravena Rescue Squad Contract**

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

I, Council member Bruno offer the following resolution and move its adoption:

**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 2022;

**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 2022 this date January 1, 2022, not to exceed the budgeted amount of $100,000.00.

Seconded by Council member Tutay, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #032-22 – Authorize Supervisor to Execute Agreement with CHFD**

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

I, Council member Tutay offer the following resolution and move its adoption:

**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;

**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.

Seconded by Council member Baker, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #033-22 – Appoint Budget Officer - McHugh**

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

I, Council member Baker offer the following resolution and move its adoption:

**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 $15,000.00. This appointment is for a term to expire on December 31, 2022.

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

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**Resolution #034-22 – Appoint Dog Control Officer – M. Loran**

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

I, Council member McHugh offer the following resolution and move its adoption:

**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 Meghan O’Brien Loran 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, 2022.

Seconded by Council member LeFevre, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #035-22– Appoint Registrar and Deputy Registrar of Vital Statistics**

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

I, Council member LeFevre offer the following resolution and move its adoption:

**BE IT RESOLVED,** that the town Board of the Town of Coeymans does hereby appoint

Laura Jane Barry as Registrar of Vital Statistics for an annual stipend of $500.00 effective January 1st, 2022 with the term to expire December 31, 2022; and

**BE IT FURTHER RESOLVED,** that the Town Board of the Town of Coeymans does hereby appoint Sherle Slingerland as the Deputy Registrar of Vital Statistics for an annual stipend of $500.00 effective with the term to expire on December 31, 2022.

Seconded by Council member Bruno, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh stated we should add effective January 1, 2022 on Sherle Slingerland as well.

**Resolution #036-22 – Approve Stipend for Highway Superintendent Searles**

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

I, Council member Bruno offer the following resolution and move its adoption:

**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 $12,000.00 to compensate for the additional duties that have been assigned to the Highway Superintendent, effective immediately.

Seconded by Council member Tutay, offered for discussion and duly put to a vote, the results of which appear above.

**Resolution #037-22 – Appoint Deputy Supervisor- D. Baker**

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

I, Council member Tutay offer the following resolution and move its adoption:

**WHEREAS**, pursuant to Town Law §42, the Town Board may establish the office of Deputy Supervisor at any time; and

**WHEREAS**, the office of Deputy Supervisor does not presently exist in the Town of Coeymans; and

**WHEREAS**, the Town Supervisor is desirous of re-establishing the office of Deputy Supervisor, and appointing an individual to fill that position to exercise all the powers and duties authorized under State and Town law; and

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby establish the office of Deputy Supervisor in the Town of Coeymans, effective immediately; and

**BE IT FURTHER RESOLVED**, that the Town Supervisor hereby appoints Daniel D. Baker to the position of Deputy Supervisor effective immediately, with and additional compensation of $3,500.00 for services performed while serving in the position of Deputy Town Supervisor.

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh stated this is something new and he wished to further explain. Back in 2020 he did not appoint one due to not having much knowledge of the Board Members. He believes it would be negligent on his part due to the current states of things, such as COVID, to not have a succession plan in case he himself isn’t available. Over the past 2 years he has gotten to know Mr. Baker and is very confident in this appointment. Mr. Baker thanked the board.

**Resolution #038-22 – Delegate Day-to-Day Administration to Supervisor**

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

I, Council member Baker offer the following resolution and move its adoption:

**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.

Seconded by Council member McHugh, offered for discussion and duly put to a vote, the results of which appear above.

McHugh Stated the Town Board is responsible for the decision of the decision made for the Town. The Board is part time and the Supervisor is fulltime, therefore it is easier for him to represent the board in daily matters such as vacation verifications. Mr. Baker assured that the Supervisor is very good at reaching out to the board on a daily basis sometimes several times a day.

\*\* Due to human error leading to missing language, the Setting of employee rates was moved to resolution 40-22\*\*

**Resolution #039-22 – WATER RELEVY**

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

I, Council member LeFevre offer the following resolution and move its adoption:

**WHEREAS**, the last day to collect for Water Rents was 10/22/2021, any rents unpaid are to be levied on the 2022 Property Taxes; and

**WHEREAS**, the Town of Coeymans Town Clerk took actions to notify residential and small business customers of the protections afforded under law by letter on November 10, 2021; and

**WHEREAS**, no responses were received by the Town Clerk; and

**WHEREAS**, the Albany County Director of Finance has requested verification of unpaid water rents from the Town Board insuring the correct amount to be place on the Tax Warrant;

**NOW, THEREFORE, BE IT RESOLVED,** the total amount of uncollected Water Rents to be levied to the 2022 Property Tax Warrant is $36,116.27, which is a base amount of $33,994.81 plus $2,121.46 in penalty.

Seconded by Council member Bruno, offered for discussion and duly put to a vote, the results of which appear above.

Council member Tutay had asked if this was effected due to COVID. Supervisor McHugh stated this was done because of COVID allowing for people to submit for a payment plan within a specific time frame, but no one did so now we can relevy.

**Resolution #040-221 – Set Employee Rates for 2022**

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

I, Council member McHugh offer the following resolution and move its adoption:

**WHEREAS,** the Town Board has previously approved the 2022 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 2022 in accordance with labor contracts in effect and budgeted amounts for positions outside the scope of negotiated contracts:

EMPLOYEE RATES 2022

EMPLOYEE RATES 2022

Annual Hourly Rate/

Name Position Pay Periods Biweekly Salary

G. McHugh Supervisor 26 $1730.77

G. McHugh Budget Officer 26 $576.92

D. Baker Deputy Town Supervisor 26 $134.61

C. McHugh Confidential Secretary 26 $22.18

Floater Clerk 1 – P/T 26 $16.20

N. Chmielewski Clerk to the Supervisor 26 $28.44

Vacant Finance-Clerk 1 – P/T 26 $16.20

L. Ziegler HR-Clerk 1 - P/T 26 $19.70

Vacant HR-Clerk 1 - P/T 26 $16.20

N. Ambrosio Grant Writer – P/T 26 $403.85

D. Baker Council Member 26 $480.77

L. Bruno Council Member 26 $480.77

M. Tutay 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 Justice 26 $28.27

H. Collins Court Clerk 26 $20.92

L. Barry Town Clerk 26 $1,942.31

C. Slingerland Deputy Town Clerk 26 $20.90

D. DeRose Assessor 26 $1,191.52

J. Billetts Clerk 1 - P/T 26 $16.20

N. LaMountain Assessment Aide – P/T 26 $16.20

K. Geraldsen Chief Sewer Treatment Plant Op. 26 $28.69

T. Searles Sewer Treatment Plant Op. Trainee 26 $22.13

T. Gillespie Sewer Treatment Plant Op. Trainee 26 $20.59

Vacant Clerk I – P/T 26 $16.20

S. Searles Highway Superintendent 26 $2307.69

S. Searles Parks/Town Hall/Cemetery 26 $461.54

M. Ferriero Deputy Highway Superintendent 26 $27.40

T. Bennett Equipment Operator II 26 $25.55

H. Stannard Equipment Operator I 26 $21.88

M. Coons Equipment Operator I 26 $23.60

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

C. McDonald Equipment Operator I 26 $21.88

D. Poulin Mechanic 26 $21.88

D. Keyer Chief of Police 26 $3038.46

D. Braden Sergeant – PT 26 $34.60

K. Arnold Police Officer – P/T 26 $22.61

R. Griffith Police Officer – P/T 26 $27.43

T. Hajec Police Officer – P/T 26 $25.37

H. Klein Police Officer – P/T 26 $26.51

R. Loran Police Officer – P/T 26 $27.51

J. McCanney Police Officer – P/T 26 $25.37

L. Romano Police Officer – P/T 26 $25.37

E.J. Seney Police Officer – P/T 26 $23.33

J. Weir Police Officer – P/T 26 $26.51

N. LaMountain Court Officer – P/T 26 $22.43

D. LaMountain Clerk 1 – F/T 26 $28.06

E. Domanico Bingo Inspector – P/T 26 $32.00 per session

M. O’Brien-Loran Dog Control Officer – P/T 26 $192.31

J. Chmielewki Building Inspector & Code

Enforcement Officer 26 $25.40

S. DeBacco Asst. Building Inspector 26 $23.16

S. Hamilton Clerk 1 26 $18.37

W. Bruno Civil Defense Director 12 $125.00

H. Sturges Town Historian 12 $62.50

D. Burns Recreation Leader – P/T Seasonal $16.00

Vacant Recreation Leader – P/T Seasonal $16.00

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

N. Boomer Planning/Zoning Board Member 12 $80 per meeting/

$50 per workshop

J. Pietropaoli Planning/Zoning Board Member 12 $80 per meeting/

$50 per workshop

R. Nolan Planning/Zoning Board Member 12 $80 per meeting/

$50 per workshop

B. Teriele Planning/Zoning Board Member 12 $80 per meeting/

$50 per wokshop

P. Grogan Planning/Zoning Board Member 12 $80 per meeting/

(Alternate) $50 per workshop

L. Ziegler Planning/Zoning Board

Recording Secretary 12 $100 per meeting/

Workshop

Seconded by Council member LeFevre, offered for discussion and duly put to a vote, the results of which appear above.

Supervisor McHugh stated we no longer have Bingo in town so we did not account for that position.

ANNOUNCEMENTS

-Property Tax bills should be arriving to everyone this week, which can be paid here at Town Hall, via drop box or the Bank of Greene County.

-Supervisor McHugh spoke of Council member LeFevre’s father passing and stated the board feels for his family and thanked him for being here today and being strong for his family.

- Supervisor McHugh stated his thoughts are also with the Powell Family for the recent death of Ten Eyk Powell who was a long time member of the Council and Zoning board. He was a larger than life figure in this Town. He was the Powell in Powell & Minnock Brickyard, as was his father and a close personal friend to his grandfather.

- Council member Bruno stated she is looking forward to a new year with the board.

-Council member Tutay is excited to be a part of the board, Supervisor McHugh stated they are as well.

-Council member Baker thanked the board for their hard work and asked for everyone to be safe and enjoy the New Year

-Supervisor McHugh welcomed Ms. Barry to town Hall and Welcomed Marisa Tutay to the board and said he was sure she would be missed on the planning board. Supervisor McHugh welcomed Daniel Baker as his new Deputy, now he will get the earliest phone calls. Supervisor McHugh stated he has a few Resolutions for the new year -we got a lot done in the first 2 years and many things we started but did not get to finish such as the Riverfront Park project Construction with Deputy Baker spearheading it. Further improvements to Joralemon Park such as bathroom facilities and a potential Pavilion, Expansion of the Sewer and water districts on 144 bringing the industrial zones into the Sewer and Water district. The last resolution is he is hopefully the Village board will welcome the idea of working closer with the town. he will be extending the olive branch and hope for a better working relationship with the village.

**Motion to Adjourn**

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

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

Time – the meeting lasted approximately 1 hour and four minutes. I definite time was not recorded by the clerk.

***Respectfully Submitted*,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Laura Jane Barry, Town Clerk (written by Candace McHugh)***