**A Town Board Meeting was held Friday January 7, 2022 at 6:00pm 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

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

Candace McHugh, Confidential Secretary

Supervisor McHugh called the meeting order and led the audience in the Pledge. Council Member Bruno led the audience in prayer. The Supervisor asked to let the record reflect that all members are present.

**Resolutions**

**Resolution #041-22 Resignation of Laura Barry**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Daniel D. Baker |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| *Total* |  |  |  |  |  |

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

**WHEREAS,** a written letter of resignation was submitted on January 3, 2022 by Coeymans Town Clerk Laura Jane Barry to the Town Board of the Town of Coeymans, New York State Board of Elections, and the Secretary of State with an effective date of January 7, 2022.

**NOW THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of Coeymans Town Clerk Laura Jane Barry effective January 7, 2022.

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

Discussion:

Supervisor McHugh wished Laura the best of luck and said he understood this was a difficult decision for her but she needed to do what is best for her and her health. Clerk Barry thanked the Supervisor.

**Resolution #042-22 – Resignation of Candace McHugh**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Daniel D. Baker |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| *Total* |  |  |  |  |  |

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

**WHEREAS**, a written letter of resignation was received by the Confidential Secretary to the Supervisor Candace McHugh on January 6, 2022, with an effective date of January 7, 2022;

**NOW THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of the Confidential Secretary to the Supervisor Candace McHugh, effective January 7, 2022.

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

Discussion:

Supervisor McHugh stated that certainly with mixed emotions that they vote on this but for the best interests of Coeymans the board knows what they have to do.

**Resolution #043-22 – Set 2021 Appointment of Town Clerk**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Daniel D. Baker |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| *Total* |  |  |  |  |  |

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

**WHEREAS,** a vacancy exists in the office of the Town Clerk in the Town of Coeymans, New York because of the resignation of Town Clerk Laura Jane Barry, whose written resignation was dated January 3, 2022 and submitted to the Coeymans Town Board, Board of Elections and NYS Secretary of State with an effective resignation date of January 7, 2022; 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 in said elective office, and the person so appointed shall hold office until the commencement of the calendar year next succeeding the first annual election at which the vacancy may be filled; and

**NOW THEREFORE, BE IT RESOLVED** by the Town Board of Town of Coeymans pursuant to Town Law § 64(5) that Candace McHugh, a duly qualified resident of the Town, be appointed to the office of Town Clerk to fill the vacancy existing in such office. Such appointment is effective immediately upon administration of the oath of office and said Candace McHugh shall hold such office until January 1, 2023 which is the commencement of the calendar year next succeeding the first annual election scheduled for November 8, 2022 at which the vacancy may be filled.

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

Discussion:

Voting was done by roll call with the results listed above. Supervisor McHugh congratulated Candace and asked Justice Frese to administer the Oath of Office for Candace McHugh. Justice frees was thanked by the Board. Candace thanked the Board for this opportunity.

**Resolution #044-22 Appoint Registrar of vital Statistics**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Daniel D. Baker |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| *Total* |  |  |  |  |  |

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

Candace McHugh as Registrar of Vital Statistics for an annual stipend of $500.00 effective January 8th, 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 Candace McHugh as the Freedom of Information Officer and Records Management Officer for the Town of Coeymans for a term to expire December 31, 2022.

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

Discussion: none

**Resolution #045-22 – Hiring of Part Time Clerk**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Daniel D. Baker |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| *Total* |  |  |  |  |  |

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

**WHEREAS**, the Town Board of the Town of Coeymans is desirous of hiring a part time clerk to help in various departments; and

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Bonnie Keyer as a Part –Time Clerk, at an hourly rate of $20.90 per hour, on an as needed basis, effective January 10, 2022.

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

Discussion:

Supervisor McHugh personally and publicly thanked Mrs. Keyer, stating she had just retired as deputy clerk, a position she held for many years and had graciously and very generously agreed to come back to help train the new Clerk and Deputy Clerk and for that he wanted to thank her for taking her time to do this. It is greatly appreciated.

**Resolution #046-22 – Appointment of Confidential Secretary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Daniel D. Baker |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| *Total* |  |  |  |  |  |

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

**WHEREAS**, a vacancy exists within the Supervisor’s Office for the position of Confidential Secretary: and

**WHEREAS**, all qualified candidates have been interviewed by the Supervisor and his staff;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize the Town Supervisor to fill the vacancy of Confidential Secretary to the Supervisor, which currently exists in the Supervisor’s Office; and

**BE IT FURTHER RESOLVED,** that the Town Supervisor does hereby appoint Carlie Morrow as Confidential Secretary to the Supervisor, at an hourly rate of $21.18 per hour, effective January 18, 2022.

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

Discussion:

The uncorrected version of the resolution was presented. Supervisor McHugh asked for it to be amended to say The Supervisor makes this appointment, not the Town Board. Council member Baker made the amendment and stating it should read that the Supervisor makes this appointment. Supervisor McHugh Seconded it.

ANNOUNCEMENTS

Supervisor McHugh asked if anyone had any other business to discuss before we adjourn. Council member Baker said that you learn about a person on the campaign trail and him and Laura spent a lot of time together and he wished her the best of luck in the future. Congratulations to Candace.

**Motion to Adjourn**

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

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

Time 6:12p.m.

***Respectfully Submitted*,**

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

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