**A Town Board Meeting was held Thursday May 26, 2022 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** George D. McHugh, Supervisor

Marisa Tutay, Council Member

 Linda S. Bruno, Council Member

**Absent:** Brandon L. LeFevre, Council Member

Stephen J. Schmitt, Council Member

**ALSO PRESENT:** Candace McHugh, Town Clerk

 Jason Chmielewski, Building Department

 Marc Tryon, Chief of Police

 Daniel Baker, Superintendent of Highways
 James Peluso, Town Attorney

Supervisor McHugh called the meeting order and led the audience in the Pledge. Council member Bruno led the audience in prayer. Council Member LeFevre and Council Member Schmitt were absent.

**Announcements:**

The Town of Coeymans Farmers Market and Evening on the Green will begin Wednesday June 1, 2022 at Joralemon Park. Vendors will be at the Park from 4:30pm-7:30pm every Wednesday until September 7th and live music from 6:00pm-8:00pm until August 31st. If you’re interested in becoming a vendor, please contact Rosemary McHugh at rosemary.mchugh11@gmail.com or Carlie Morrow at cmorrow@coeymans.org

Wednesday June 1st Frese’s Catering will be at Joralemon Park form 4:30pm-7:30pm doing a Chicken BBQ. All dinners must be pre-ordered; tickets can be purchased at Town Hall for $15.00. All proceeds go towards Riverfest 2022. Enjoy your dinner with some live music by Playing with Fire Band!

The Town of Coeymans is now accepting Food For Thought participant applications. Food For Thought is a program designed for children entering kindergarten through 5th grade. Monday through Friday the children meet at Pieter B Elementary School from 9-12 to participate in crafts, games, and presentations guided by our team of counselors. All applications must be submitted to the Supervisor’s office at Town Hall no later than June 30, 2022.

Town Hall will be closed Monday, May 30, 2022 for Memorial Day. We will re-open Tuesday, May 31, 2022 for normal business hours at 8:30am.

The Local VFW 9594 and CSEA will be placing Flags on the graves of departed Veterans beginning at 8am at Grove Cemetery on Saturday morning. This will continue throughout all Town Cemeteries.

Village of Ravena Yard Sale will take place June 4, 2022. Please call Village Hall for more information.

Recycle Day: approximately 90,000 lbs of recycling were brought in this year. Supervisor McHugh thanked all the local companies that volunteered their services for the community.

There will be a Job Fair June 30th at Town Hall with local companies looking to hire from 4-7pm.

**Motion to Approve Minutes**

Minutes were approved for the following meetings:

May 12, 2022 Town Board Meeting

Council member McHugh made a motion to accept the minutes and Council member Tutay seconded the motion
APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – ABSTAIN 0- SO MOVED

**Supervisor Report**

Supervisor McHugh read the April 2022 Supervisor’s Report.

**Motion to Accept Report**

Council member Tutay made a motion to accept the report as read, seconded by Council member Bruno. APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

**Department Reports**

**Police Department Report** – April 2022 Report read by Chief Tryon

**Motion to Accept Report**

Council member Bruno made a motion to accept the report as read, seconded by Council member Tutay. APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

**Building Department –** April 2022 Report read by Jason Chmielewski

**Motion to Accept Report**

Council member McHugh made a motion to accept the report as read, seconded by Council member Bruno. APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

**Planning/Zoning Board Report -** April 2022 report read by Jason Chmielewski.

**Motion to Accept Report**

Council member McHugh made a motion to accept the report as read, seconded by Council member Tutay. APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

**Sewer Department Report** - April 2022, Sewer Department was not in attendance

**Motion to Accept Report- Tabled**

Council member McHugh made a motion to table the report until next month seconded by Council member Bruno

APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

**Highway Department Report –** May 2022 report read by Daniel Baker

**Motion to Accept Report**

Council member McHugh made a motion to accept the report as read, seconded by Council member Tutay.

APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

**Old Business:**

Joralemon Park Playground equipment is in and being thoroughly enjoyed. Supervisor McHugh also put in for a Grant to extend and clean up trails along Joralemon. He is also working with Dan McCoy about possibly having fire pits built at Joralemon similar to Lawson Lake Park.

River Front Park construction contract is fully executed. A change order has been issued already to institute some cost saving measures. Construction should begin in June and be completed by September of 2022.

Broadband expansion has begun on Starr Road headed towards Bushendorf. State Tel is servicing some shoot off roads while they complete the contract they have with the Town.

Park bathroom facilities are being worked on. The Town is awaiting design documents from MJ engineering. The Town has allotted ARPA funds for this project.

**New Business:**

Coeymans Sewer District lines have been televised so all breaks and cracks have been identified and MJ Engineering is building a report to use for a larger grant to eventually replace lines. Manhole inspections are scheduled for June/July of this year.

The Town is getting quotes to replace the pumps at Division street. The prices are quite high and the Town is working with the engineers to try to lower the potential costs.

Town Park Pavilion reservations are increasing. The Supervisor believes we may need to increase the rates to rent the park due to the cost of having laborers coming in to clean up between parties.

Cemetery Fee Schedule has not increased since 2009 while costs have increased. A new schedule will be presented this evening.

**Resolutions**

**Resolution # 111-22 Coeymans Town Hall SEQRA Lead Agency**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |[x] [ ] [x] [ ] [ ]
| Brandon L. LeFevre |[ ] [x] [ ] [ ] [ ]
| Linda S. Bruno |[x] [ ] [x] [ ] [ ]
| Marisa J. Tutay |[x] [ ] [x] [ ] [ ]
| Stephen J. Schmitt |[ ] [x] [ ] [ ] [ ]
| *Total* | 3 | 2 | 3 |  |  |

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

**RESOLUTION DECLARING INTENT TO BE LEAD AGENCY FOR SEQRA**

**FOR THE NEW TOWN HALL**

**WHEREAS**, the Town Board of the Town of Coeymans has considered the proposed Town of Coeymans new Town Hall construction; and

**WHEREAS**, the construction of a new Town Hall appears to be an Unlisted Action pursuant to the State Environmental Quality Review Act (SEQRA), 6 NYCRR 617, and

**WHEREAS**, coordinated review with involved agencies is optional for Unlisted Actions, however the Town intends to coordinate the SEQRA review with involved agencies; and

**WHEREAS**, pursuant to SEQRA, Town Board has prepared Part 1 of the Short Environmental Assessment Form (SEAF);

**NOW, THEREFORE BE IT RESOLVED**,that the Town Board of the Town of Coeymans does hereby direct and authorize the Town Clerk to send copies of the EAF Part 1 to all interested and involved agencies, including the Planning Board and Zoning Board of Appeals.

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

**Resolution # 112-22 Authorize Monroe Public Hearing**

**TOWN OF COEYMANS**

**RESOLUTION NO. \_\_112\_\_\_**

**DATED MAY 26, 2022**

**ESTABLISHING A DATE FOR A PUBLIC HEARING REGARDING THE**

**PROPOSED NEW TOWN HALL PROJECT**

WHEREAS, the Town Board of the Town of Coeymans (“Town Board”) is considering a proposal for the construction of a two story, approximately 12,000 square foot Town Hall on the site of the existing Town Hall at 18 Russell Avenue in the Village of Ravena, and the demolition of the existing Town Hall; and

WHEREAS, the Town Board has determined that the proposed action constitutes an unlisted action pursuant to the State Environmental Quality Review Act and has determined to act as lead agency in a coordinated review of the action; and

WHEREAS, as part of the consideration of the proposed construction of the New Town Hall Project, the Town Board will determine whether and to what extent zoning laws of the Village of Ravena apply to the construction and demolition; and as part of such review the Town Board will consider the following nine factors set forth in *Matter of County of Monroe v. City of Rochester*: the nature and scope of the instrumentality seeking immunity; the encroaching government’s legislative grant of authority; the kind of function or land use involved; the effect local land use regulation would have on the enterprise concerned; alternative locations for the facility in less restrictive zoning areas; the impact upon legitimate local interests; alternative methods of providing the proposed improvement; the extent of the public interest to be served by the improvements; and intergovernmental participation in the project development process and an opportunity to be heard.

NOW THEREFORE BE IT RESOLVED, by the Town Board (by the favorable vote of not less than a majority of all of the members of the Board) as follows:

1. The Town Board of the Town of Coeymans shall hold a public hearing on June 23, 2022, at 6:00 p.m., Town Hall, 18 Russell Avenue, Ravena, New York, to hear all interested parties on said proposed project as described in the attached form of notice, including a review to determine whether and to what extent Village of Ravena zoning laws apply to the proposed action; and
2. The Town Clerk is hereby authorized and directed to publish notice of said public hearing in The News Herald, being a newspaper having a general circulation in the Town and hereby designated as the official newspaper of said Town, on or before June 13th, 2022, which is not less than ten days prior to the date of said public hearing. The Town Clerk shall further provide notice of said public hearing to the Village of Ravena Planning Board and the Village of Ravena Zoning Board of Appeals.

 EXTRACT OF MINUTES

A regular meeting of the Town Board of the Town of Coeymans, Albany County, New York was convened in public session at the Town Hall, 18 Russell Avenue, Ravena, New York on May 26, 2022 at 6:00 p.m., local time.

The meeting was called to order by Supervisor George D. McHugh, and, upon roll being called, the following members were:

PRESENT:

George D. McHugh Supervisor

Linda S. Bruno Councilmember

Marisa J. Tutay Councilmember

ABSENT:

Brandon L. LeFevre Councilmember

Stephen J. Schmitt Councilmember

The following persons were ALSO PRESENT:

Candace McHugh Town Clerk

The following resolution was offered by \_\_\_\_\_\_\_\_McHugh\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, seconded by \_\_Bruno\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to wit;

**RESOLUTION NO. \_112\_**

**DATED MAY 26, 2022**

**ESTABLISHING A DATE FOR A PUBLIC HEARING REGARDING THE PROPOSED NEW TOWN HALL PROJECT**

The question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

George D. McHugh VOTING \_X\_

Brandon L. LeFevre VOTING \_\_\_

Linda S. Bruno VOTING \_X\_

Marisa J. Tutay VOTING \_X\_

Stephen J. Schmitt VOTING \_\_\_

The foregoing resolution was thereupon declared duly adopted.

**Resolution #113-22 May 2022 Abstract**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |[x] [ ] [x] [ ] [ ]
| Brandon L. LeFevre |[ ] [x] [ ] [ ] [ ]
| Linda S. Bruno |[x] [ ] [x] [ ] [ ]
| Marisa J. Tutay |[x] [ ] [x] [ ] [ ]
| Stephen J. Schmitt |[ ] [x] [ ] [ ] [ ]
| *Total* | 3 | 2 | 3 |  |  |

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

**BE IT RESOLVED,** that the Town Board has approved the payment of bills as presented in the Abstract for May 2022, as follows:

**PRE-PAID VOUCHERS** –22-00600 to 22-00672, from the following funds:

|  |  |
| --- | --- |
| **General**  | **$203,072.92** |
| **Part Town**  | **$13,429.41** |
| **Highway – Town Wide** | **$0** |
| **Highway – Part Town** | **$27,605.45** |
| **Sewer**  | **$19,286.80** |
| **Trust & Agency** | **$40,285.02** |
| **Payroll Deductions** | **$1,490.45** |

**VOUCHER NUMBERS –**22-00673 to 22-00599 from the following funds:

|  |  |
| --- | --- |
| **General**  | **$84,786.64** |
| **Part Town**  | **$3,596.42** |
| **Highway -Town Wide** | **$5,898.05** |
| **Highway – Part Town** | **$10,547.39** |
| **Sewer**  | **$8,561.47** |

**TOTAL FOR ALL FUNDS – $ 418, 560.02**

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

**Resolution #114-22 Appoint Police Officer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |[x] [ ] [x] [ ] [ ]
| Brandon L. LeFevre |[ ] [x] [ ] [ ] [ ]
| Linda S. Bruno |[x] [ ] [x] [ ] [ ]
| Marisa J. Tutay |[x] [ ] [x] [ ] [ ]
| Stephen J. Schmitt |[ ] [x] [ ] [ ] [ ]
| *Total* | 3 | 2 | 3 |  |  |

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

WHEREAS, The Coeymans Police Department has an existing vacancy for the position of Full Time Police Officer in order to provide full service police protection for the Town; and

WHEREAS, The need for a Full Time Officer requires the Town to identify a suitable candidate to pass numerous background, physical fitness and psychological assessments and then to attend and successfully complete a 7 month long police academy and another month of Field Training in order to be a certified Police officer; and

WHEREAS,The Town of Coeymans Police Department has identified such a candidate from the current resident civil service list and who has passed the requisite background investigations and qualifications;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Lance Palmateer to the position of recruit Police Officer candidate with the Police Department effective July 25, 2022 at the Academy rate of pay of $20.84 per hour per the current Council 82 bargaining agreement .

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

Discussion: Supervisor McHugh stated this gentleman will be the 2nd shift full time officer. The Chief and Town Attorney has worked on an agreement that will require the reimbursal of training fees should this officer leave within the first three years of finishing school.

Attorney Jim Peluso suggested an amendment to the resolution in the result paragraph “with subject to the reimbursal agreement executed between the Town and the Candidate”

Council member Tutay amended resolution 114-22 by adding “with subject to the reimbursal agreement executed between the Town and candidate”. This amendment was seconded by Supervisor McHugh. All in attendance were in favor.

 **Resolution #115-22 Authorizing Cemetery Fee Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |[x] [ ] [x] [ ] [ ]
| Brandon L. LeFevre |[ ] [x] [ ] [ ] [ ]
| Linda S. Bruno |[x] [ ] [x] [ ] [ ]
| Marisa J. Tutay |[x] [ ] [x] [ ] [ ]
| Stephen J. Schmitt |[ ] [x] [ ] [ ] [ ]
| *Total* | 3 | 2 | 3 |  |  |

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

WHEREAS, The Town Board of the Town of Coeymans is empowered to establish a schedule of prices for burial and cemetery services provided by the town with regard to town owned and operated cemeteries, namely Alcove Cemetery, Coeymans Hollow Cemetery, Grove Cemetery and Indian Fields Cemetery; and

WHEREAS, A schedule of fees has not been updated for cemetery services in several years;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby adopt the following Schedule of Cemetery Fees:

**TOWN OF COEYMANS**

**CEMETERY FEES**

***(Alcove Cemetery, Coeymans Hollow Cemetery, Grove Cemetery, Indian Fields Cemetery)***

 **Old Fee** **New Fee**

Interments

 Regular Burial $600.00 **$850.00**

 Cremation $245.00 **$350.00**

Saturday burial additional $150.00 **$250.00**

Cemetery staff charge after normal hours $75/hr **$125/hr**

(3:00 PM weekdays & Saturday)

Lot Sale (per grave) $600.00 **$850.00**

Veterans Plaque $135.00 **$150.00**

Foundations **See Pricing Chart**

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

**Public Comment:**

Carol McDonald spoke of a program provided by NYS DEC on drones which would be held at Lawson Lake. NYS DEC uses drones to assess park tree health. The Seeds of Hope Committee has finished 3 of the 4 planters. Mrs. McDonald asked that the board consider placing money in the budget for flowers next year. She suggested the flowers and trees be identified in the parks and possibly try to have them labeled.

Joan Radley expressed her disappointment in the cooperation with the Seeds of Hope Program. She urges people to get outside and interact with their neighbors and spend a little time beautifying their mailboxes.

**Motion to Adjourn** was made by Council member Tutay and Seconded by Council member Bruno**-** APPROVED – VOTE – AYES 3 – NAYS 0 – ABSENT 2 – SO MOVED

Meeting Adjourned at 7:01p.m.

***Respectfully Submitted*,**

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

***Candace McHugh, Town Clerk***