

DRAFT

**TOWN BOARD
OF THE
TOWN OF COEYMANS
October 27, 2022
Town Board Meeting 6:00 p.m.**

(PLEASE SILENCE CELL PHONES WHILE MEETING IS IN PROGRESS)

- 1. Call to Order – Pledge of Allegiance**
- 2. Blessing**
- 3. Members Present and Overview of Agenda Topics**
- 4. Public Announcements**
 - 4.1. Operation Recognition – November 5, 2022
 - 4.2. Election Day – November 8, 2022
 - 4.3. Veteran’s Day – November 11, 2022
- 5. Approval of Meeting Minutes**
 - 5.1. September 22, 2022 Town Board Meeting
 - 5.2. October 1, 2022 Special Meeting
 - 5.3. October 8, 2022 Budget Workshop Meeting
- 6. Supervisors Report**
 - 6.1. Supervisor’s Report for September 2022
- 7. Department Reports**
 - 7.1. Clerk Report for September 2022
 - 7.2. Police Department Report for September 2022
 - 7.3. Building Department Report for September 2022
 - 7.4. Sewer Department Report for September 2022
 - 7.5. Highway Department Report for October 2022
- 8. Old Business**
 - 8.1. Coeymans Landing Park Project Update
 - 8.2. Broadband Internet Update – State Telephone
 - 8.3. CodeRed Update
 - 8.4. Route 9W Sidewalk Construction Update
 - 8.5. Holcim Alternate Truck Route Update
- 9. New Business**
 - 9.1. Airborne Mold in Town Hall
 - 9.2. Park Bathroom Bids
- 10. Resolutions**
 - 10.1. 2022 Budget Amendment
 - 10.2. Authorize Highway Superintendent to Apply for Grant Funds

Agenda subject to change

- 10.3. Authorize Payment of Claims for October 2022
- 10.4. Adopt Sewer Rent Procedures
- 10.5. Authorize Open Development Area
- 10.6. 2022 ARPA Budget Amendment
- 10.7. Appoint BAR Member
- 10.8. Amend Employee Handbook Smoking Policy
- 10.9. Appoint Highway Equipment Operator 1
- 10.10. Police Budget 2022 Amendment

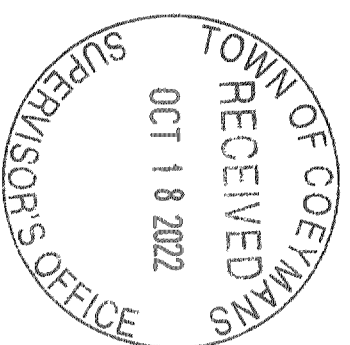
11. Public Comment

12. Upcoming Meetings

- 12.1. Town Board Meeting November 10, 2022, 6:00p.m.
- 12.2. 2023 Preliminary Budget Public Hearing, November 10, 2022, 6:00p.m.
- 12.3. PB/ZBA Meeting November 14, 2022, 7:00p.m.

13. Adjourn

September 2022



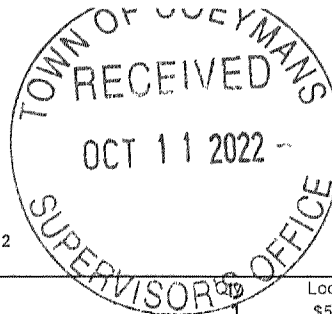
<u>Fund</u>	<u>Balance Forward</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u>
<u>General</u>	\$ 2,343,154.07	\$ 39,495.63	\$ 168,729.76	\$ 2,213,919.94
<u>Consolidated</u>	\$ 571.60	\$ 717,495.48	\$ -	\$ 718,067.08
<u>Part Town</u>	\$ 1,961,106.44	\$ 8,748.60	\$ 19,404.74	\$ 1,950,450.30
<u>Highway - Part-Town</u>	\$ 320,574.51	\$ 21.75	\$ 251,097.38	\$ 69,498.88
<u>Highway - Town-Wide</u>	\$ 133,481.89	\$ 10.93	\$ 3,199.75	\$ 130,293.07
<u>Sewer</u>	\$ 323,673.83	\$ 51,840.50	\$ 37,945.20	\$ 337,569.13
<u>Special Water</u>	\$ -	\$ -	\$ -	\$ -
<u>Trust and Agency</u>	\$ 93,915.19	\$ 202,642.69	\$ 275,270.87	\$ 21,287.01
<u>Police Forfeitures</u>	\$ 4,243.47	\$ 0.03	\$ -	\$ 4,243.50
<u>Capital Projects</u>	\$ 115,433.04	\$ 9.48	\$ -	\$ 115,442.52
<u>Section 8 HUD</u>	\$ 4,486.27	\$ 52,271.30	\$ 46,998.50	\$ 9,759.07
<u>(Units 75)</u>				
Total Reconciled Balances:				\$ 5,570,530.50

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<u>Savings Accounts:</u>	<u>Collateral Coverage</u>	<u>FDIC Coverage</u>	<u>Collateralized</u>
Unemployment			
Grove Cemetery	\$ 30,922.53	\$ 250,000.00	\$ 4,997,119.82
Coeymans Hollow Cemetery	\$ 3,546.09		
Alcove Cemetery	\$ 14,318.16		
Total:	\$ 48,786.78	\$ 250,000.00	\$ 728,086.65

10/03/2022

Town Clerk Monthly Report
September 01, 2022 - September 30, 2022



Account#	Account Description	Fee Description		Local Share
A-631	Water Rents	Water Rents	1	\$50,609.86
		Sub-Total:		\$50,609.86
A1255	NYS Environmental Conservation	NYS Environmental Conservation	22	454.00
	Town Clerk Fees	F O I L	166	41.50
		Marriage License	7	122.50
		Marriage Transcript	1	10.00
		Photocopies	19	4.75
		Sub-Total:		\$632.75
A1289	Supervisor	MVA Report	1	13.00
		Sub-Total:		\$13.00
A2401	Interest Town Clerk Water	Interest earned-bank statement		\$ 0.08
		Interest earned-bank statement		\$0.12
		Sub-Total:		\$ 0.20
A-2148	Water Penalties	Water Penalties	1	45.06
		Sub-Total:		\$ 45.06
A2544	Dog Licensing	Female, Spayed	17	102.00
		Female, Unspayed	1	12.00
		Male, Neutered	9	54.00
		Male, Unneutered	4	48.00
		Sub-Total:		\$216.00
A2655	Minor Sales	E-ZPass	2	50.00
		Sub-Total:		\$50.00
		A-Fund Total:		\$51,666.87
B1601	Public Health Fees	Death Certificate	6	60.00
		Genealogical Transcript - Birth & Death	1	11.00
		Sub-Total:		\$71.00
B2110	Zoning Fees	Zoning Fees	1	100.00
		Sub-Total:		\$100.00
B2115	Planning Fees	Planning Fees	1	150.00
		Sub-Total:		\$150.00
B2555	Building fees	Building Permit	9	8,380.00
		Sub-Total:		\$8,380.00
B2655	Minor Sales Booklets, etc	Search	3	300.00
		Sub-Total:		\$300.00
		B-Fund Total		\$9,001.00
SS2120	Sewer Rents	Sewer Rents	1	\$1938.49
SS2374	Sewer Services Village	August pmt		\$37070.50
		Sub-Total:		\$39008.99
SS2128	Sewer Penalties	Sewer Penalties	1	\$217.48
		Sub-Total:		\$217.48
SS2401	Sewer Interest	Sewer Interest-bank statement	1	\$ 0.37
		Sub-Total:		\$ 0.37
		Sewer Total:		\$39,226.84
		Total Local Shares Remitted:		\$99,794.71

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NYS Ag. & Markets for spay/neuter program

Amount paid to:	NYS Dept Of Health	41.00
Amount paid to:	NYS Environmental Conservation	157.50
Amount paid to:		7,555.00

Total State, County & Local Revenues: \$107,548.21

Total Non-Local Revenues: \$7,753.50

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Candace J. McHugh, Town Clerk, Town of Coeymans during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

[Signature] Date 10/11/22

Town Clerk

10/11/22 Date



**TOWN OF COEYMANS
POLICE DEPARTMENT**

18 RUSSELL AVENUE
RAVENA, NEW YORK 12143

**MARC V. TRYON
CHIEF**

(518) 756-6006 x7 FAX (518) 756-2800
CHIEFOFPOLICE@COEYMANSPOLICE.ORG

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DATE: October 27, 2022

TO: Town Board Members

FROM: Marc Tryon

SUBJECT: Police Department
Monthly Report
September 1, 2022 – September 30, 2022

Calls for Service: 1414 Town: 550 Village: 864

CBA: 5

Traffic Stops: 49 Town: 24 Village: 25

Tickets Issued: 27 Town: 18 Village: 9

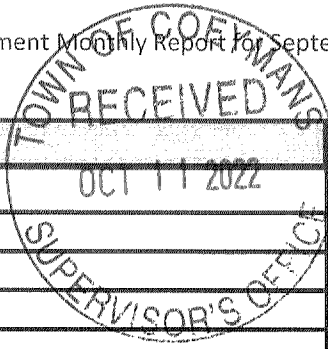
Ongoing Matters: Grants:

\$39,539.88 – Critical Homeland Security Infrastructure Grant. Money will be used to update equipment in the department.

\$15,000.00 – Federal Railroad Association; Railroad Trespassing Enforcement Grant. Will be used to combat trespassing and potential suicides.

\$5,000.00 – CSX Transportation Grant; Military and First Responders. Money will be used to upgrade lights on Police Vehicles.

Community Events: Oct 27th – PBC Trunk or Treat (5pm-8pm)
Oct 29th – Pop Warner SuperBowl (9am–3 pm)
Oct 31st – Halloween (4pm-TBD)



BUILDING	AUGUST	YTD
Estimated Construction Cost	\$112,854,495.00	\$117,053,904.80
Permits for New One or Two Family Residences	0	9
Permits for New Commercial/Industrial Buildings	0	0
Permits for New Harzardous Occupancies	0	0
Permits for New Multiple Residences Occupancies	0	0
Permits for Additions, alterations or repairs on existing Residential Bldgs.	1	19
Permits for Additions, alterations or repairs on existing Commercial Bldgs.	1	1
Permits for all other permits (Pools, sheds, decks, and etc.)	6	56
Certificates of Occupancy/Compliance Issued	9	130
Operating Permits Issued	2	21
Stop Work Orders Issued	0	17
Appearance Tickets	1	1
Notice of Violations Issued	4	5
Fire Incident Notifications	0	0
Fire Inspections Multiple Dwellings - 2 years	3	18
Fire Inspections Commercial - 1 year	5	53
Fire Inspections Vacant	0	0
Fire Inspections Public Assembly- 100 persons or more	0	6
Building Complaints	14	81
Building Inspections	62	632
Building Permits Renewals	2	14
Junk Yard Permits Issued	\$0.00	\$0.00
Trailer Park Annual Fees	\$0.00	\$50.00
Sewer Permits Issued	\$0.00	\$0.00
Building Fees	\$8,380.00	\$161,605.00
PLANNING		
Special Use Permits	0	3
Applications for Minor Subdivisions	1	9
Applications for Major Subdivisions	0	0
Site Plan Reviews	0	2
Planning Fees	\$150.00	\$1,500.00
ZONING		
Area Variances	1	3
Use Variances	0	0
ZFDPV	0	\$0.00
Intrepretations	0	0
Complaints	0	\$0.00
Zoning Fees	\$100.00	\$300.00
MISCELLANEOUS		
Booklets (Zoning & Planning)	0	0
Minutes / Copy of Tapes	0	0
Property Information Request - Search	3	18
Miscellaneous Fees	\$300.00	\$1,700.00

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BP#	DATE	OWNERS NAME	LOCATION	DESCRIPTION	FEE	TAX MAP #	EST. COST
22-084	9/1	Walter Ross	978 Starr Rd	Replacement concrete surrounding pool	\$75.00	132.-5-2.3	\$24,000.00
22-085	9/6	Matthew Morfeolio	211 Blossom Hill Rd	2 car garage construction	\$100.00	154.-2-16.3	\$50,000.00
22-086	9/6	Holly Fullam	24 Church Street	Change of Occupancy	\$75.00	168.8-1-10	\$3,500.00
22-087	9/8	Dawn Garabedian	1734 Rte 9W	Demolition permit	\$100.00	144.-1-24	N/A
22-088	9/15	Adam Mineau	415 Stanton Rd	Roof-mounted solar array	\$300.00	142.-1-7.2	\$24,220.00
22-089	9/20	Coeymans Recycling Center, L	131 Main Street	Renovations to 8 unit Building	\$400.00	168.8-1-6	\$400,000.00
22-090	9/23	G3 Properties, LLC.	108-110 Main St.	Ground level deck built 8x16	\$200.00	168.8-1-18	\$2,500.00
22-091	9/26	F. Richard Lesser	880 Bridge Street	Prefab shed 12x16	\$25.00	131.-4-12	\$6,000.00
SEARCHES							
22-019	9/8	Municipal Data Services	99 Coeymans industrial	CO, CC, open violations	\$100.00	156.-4-6.12	N/A
22-021	9/12	Glasco Abstract, INC.	19 Payne Road	CO, CC, open violations	\$100.00	155.-1-5.51	N/A
22-023	9/26	Sarah Biscione	280 Bloodgett Hill rd	CO, CC, open violations	\$100.00	154.-2-32.3	N/A
CERTIFICATES							
22-073	9/2	Robert Boomhower	1737 US Rte 9W	Final for accessory structure	NC	144.-1-42.1	\$10,000.00
22-074	9/2	Rolling Hills (Lot #A9)	148 Old Ravena Rd	Final for Mfg home	NC	144.-2-2.1	\$150,000.00
22-075	9/6	Jeff Radley	290 Gedney Hill Road	Final CC for garage	NC	178.-1-18	\$60,000.00
22-076	9/16	Michael Stammel	11 Lawson Lake Ext.	Final for roof replacement	NC	141.-1-47	\$13,625.00
22-077	9/16	Peter Marshall	758 Bloodgett Hill Rd	Final for prefab shed	NC	142.-1-24.31	\$10,000.00
22-078	9/27	Hidden Hollow Farms, LLC.	20 Jacob Lane	Final for wall-mounted sign	NC	141.-2-14.2	\$650.00
22-079	9/29	Callanan Road Improvement	123 County Route 101	Temporary C/O	NC	143.-2-9	\$57,000,000.00
22-080	9/29	Henry Bleni (Robert Nolan)	40 Mountain Ext.	Final C/C for Demo	NC	168.9-2-1	\$10,000.00
22-081	9/30	Leonard Pilhofer	1018 Starr Rd	Final C/C for garage	NC	132.-5-1	\$90,000.00
RENEWALS							
21-073	9/1	Dylan Proper	36 Jansen Road	Renewed agricultural building	NC	141.-2-14.2	N/A
21-062	9/27	William Kreil	310 Starr Road	Renewed pool permit	\$25.00	155.-1-52.3	N/A
21-049	9/30	CRC, LLC.		Renewed 'Head House'	\$7,480.00	156.-4-6.171	\$55,000,000.00
OPERATING PERMITS							
22-023	9/16	Enterprize Products	68 Maple Ave.	Hazemate storage	NC	144.-2-3	N/A
22-024	9/29	TCI of NY, INC.	99A + 99B CJP Lane	Hazardous	NC	156.-4-6.12	N/A
					\$9,080.00		\$112,854,495.00

Building Inspector, CEO

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PLANNING/ ZONING BOARD OF APPEALS MONTHLY REPORT: SEPTEMBER 2022				
DATE	#	APPLICANT NAME	TAX MAP #	DESCRIPTION
9/12/2022	22-006SD	Callanan Road Improvements Company	143.-2-9 & 143.-2-11	3-lot subdivision/ Public hearing
9/12/2022	22-002SPR	Marebo, LLC.	156.-2-1.3 & 156.-2-1.6	Site Plan Review
9/12/2022	22-003ZAV	Jasen Catalfamo	129.-7-6	27' side-yard variance
9/12/2022	22-008SD	Lorri McCarthy	165.-1-23.1	2-lot subdivision
9/28/2022	22-009SD	Ann Marie Vadney	144.-1-48.1	2-lot subdivision
9/28/2022	22-003ZAV	Jasen Catalfamo	129.-7-6	27' side-yard variance
9/28/2022	22-008SD	Lorri McCarthy	165.-1-23.1	2-lot subdivision
9/28/2022	22-002SPR	Marebo, LLC.	156.-2-1.3 & 156.-2-1.6	Site Plan Review

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TOWN OF COEYMANS HIGHWAY DEPT

1305 SRT 143

Coeymans Hollow, NY 12046

Tele: (518) 756-2251 Fax: (518) 756-2995

OCTOBER 2022

1- Town hall : Outside wall pack lights with new LED , All 3 generators serviced.

2-Roads : North Jarvis road patching , new crusher run shoulders ,Albany county
Removed 5 trees on Vanderzee road with our crew, Hauling dirt for Village of
Ravena , stormwater project behind Faith plaza

Streambank restoration project , Buck's ranch road, Lindskoog road
Are complete , Visit from Albany County soil & water to sites , Starting at
Biechman rd this week.

3 Garage: Truck C -11 is back, hoist cylinder repaired, engine sensor & ABS
sensor repaired , new front rim and both front tires , would not pass inspection C –
16 is in repair shop inter axle switch not working

4 Cemetery: Mowing & weed trimming , burials , poured foundations

5 Parks : Rentals should be complete, porta johns end on 28th Friday .
Haunted hayride was success & cleaned up .

6 Jarvis road property : We are taking 25 tires to Albany Co for disposal
Mowing old landfill area .

DRAFT

At a Meeting of the Town Board of
the Town of Coeymans, at Town Hall,
18 Russell Avenue, Ravena, New York,
on October 27, 2022 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa J. Tutay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total

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

WHEREAS, the Cemetery Department has purchased a new lawn mower for the maintenance of said cemeteries; and

WHEREAS, the new lawn mower was purchased from Menands Hardware, Inc. for the purchase price of \$9,944.00; and

WHEREAS, the Town's Coeymans Hollow Cemetery Savings Fund was established to maintain the Coeymans Hollow Cemetery; and

WHEREAS, this piece of equipment will be used for such purchase;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to amend the 2022 budget as follows:

GENERAL FUND (A)

Increase Appropriations

Cemeteries

(A)8810.2	Equipment	\$9,944.00
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Increase Revenue

(A)5031	Interfund Transfer from Coeymans Hollow Cemetery	\$9,944.00
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Coeymans Hollow Cemetery Fund

Increase Appropriations

(TEC)9901.9	Transfer to General Fund	\$9,944.00
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Increase Revenue

(TEC)0599	Appropriated Fund Balance	\$9,944.00
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Seconded by Council member _____, offered for discussion and duly put to a vote, the results of which appear above.

DRAFT

At a Meeting of the Town Board of
the Town of Coeymans, at Town Hall,
18 Russell Avenue, Ravena, New York,
on October 27, 2022 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Marisa J. Tutay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

WHEREAS, funding is available from the Albany County Soil and Water Conservation District;
and

WHEREAS, the Town of Coeymans Highway Superintendent is requesting authorization from
the Town Board to apply for funding from the “2022 Municipality Conservation Assistance
Program”; and

WHEREAS, the funding will be used for the “Streambank Restoration of 3 Roads Project”
(Biechman Road, Bucks Ranch Road, Lindskoog Road) in the amount of \$29,500; and

WHEREAS, the Stipulated completion date of the Project will be December 15, 2022

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does
hereby authorize the Highway Superintendent, Daniel D. Baker to apply for the funding.

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

At a Meeting of the Town Board of the Town of Coeymans, at Town Hall, 18 Russell Avenue, Ravena, New York, on October 27, 2022 there were:

DRAFT

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total

I, Council member _____ 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 October 2022, as follows:

PRE-PAID VOUCHERS –22-01482 to 22-01551, 2201556 to 22-01579 and P22-063 to P22-072 from the following funds:

General	\$ 90,754.19
Part Town	\$ 221,345.02
Highway – Town Wide	\$ 0
Highway – Part Town	\$ 29,202.09
Sewer	\$ 21,821.52
Trust & Agency	\$ 41,156.67
H-	\$ 609,900.00
Payroll Deductions	\$ 4,204.10

VOUCHER NUMBERS –22-01580 to 22-01640 and 22-21642 to 22-01477 from the following funds:

General	\$ 41,251.75
Part Town	\$ 333.60
Highway -Town Wide	\$ 4193.81
Highway – Part Town	\$ 19,102.20
Sewer	\$ 29,800.71

TOTAL FOR ALL FUNDS – \$ 1,113,065.66

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

At a Meeting of the Town Board of the Town of Coeymans, at Town Hall, 18 Russell Avenue, Ravena, New York, on October 27, 2022 there were:

	DRAFT <i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa J. Tutay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

WHEREAS, the Town Board of the Town of Coeymans is in need of adopting specific procedures to capture additional sewer rents throughout the year; and

WHEREAS, the Town of Coeymans is in need of specific definitions for Sewer Rent charges; and

WHEREAS, the Town Board members are in agreement with the Definitions and Procedures as presented below;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize the adoption of the following:

DEFINITIONS

Residence- private home consisting of single family or dual family-will be one unit per family.

Commercial- retail space or restaurant. Those classified as commercial will be charged 1.5 times the residential unit rate and the number of units will be calculated by the number of separate lavatories and kitchens. For example, a restaurant with 2 separate lavatories and a kitchen will be charged for 3 units at a rate that is 1.5 times that of the residential rate.

Industrial- properties lying within the industrial zone of the town (1, 1-2, C-IP, I-3P) will be charged 2 times that of the residential unit rate. Number of units will be determined by the number of lavatories in the building which should relate to the occupancy code.

Apartments- will remain billed at the residential rate with one apartment equaling one unit.

Vacant Parcel- will remain at the flat rate of \$100 per year.

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PROCEDURES:

Building Department

1. When a demolition permit is issued for a dwelling, the Building Department will notify the Assessor's Office when the permit is closed out and the Building Department will also notify the Town Clerk's Office so the unit or units may be deleted from the Sewer Roll.
2. When a new dwelling is issued a permit and when the Certificate of Occupancy is issued, the Building Department will notify the Assessor's Office and the Town Clerk's Office so the clerk may add the units to the Sewer Roll.
3. When a building is being rehabbed and apartments are being established the Building Department will notify the Assessor's Office and the Town Clerk's Office when a Certificate of Occupancy is issued with the number of units being added.

Assessor Department

When merging properties in the sewer district, the Assessor will notify the Town Clerk's Office of the following:

1. Property Tax Map numbers of the parcels being merged
2. The new tax map number for the merged parcel
3. Proper number of units to be charged for the new tax map number.

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

DRAFT

At a Meeting of the Town Board of
the Town of Coeymans, at Town Hall,
18 Russell Avenue, Ravena, New York,
On October 27, 2022 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa J. Tutay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steven Schmidt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

**Resolution Approving Open Development Area for Lands of
Fagan/DiPierro - 65 Fox Street (S.B.L. 145.-2-36.1)**

WHEREAS, Kevin Fagan and Christina DiPierro (hereinafter “Applicants”) are owners of property located at 65 Fox Street (S.B.L. 145.-2-36.1), approximately thirty-four (34) acres in size; and

WHEREAS, the Applicants have applied to the Coeymans Planning Board (hereinafter “Planning Board”) for subdivision approval to create three new residential lots for new home construction, with each new lot approximately three (3) acres in size; and

WHEREAS, access to the proposed lots is by means of a shared private driveway that will extend from Fox Street, an existing improved Town highway, over and across the Applicant’s existing driveway and extended to the location of the three new residential lots; and

WHEREAS, as a consequence of this proposed layout, the three new residential lots will not have direct fee-owned frontage on an improved public highway, but will have an easement over the shared private driveway to access Fox Street; and

WHEREAS, in such circumstances, New York Town Law Section 280-a requires the establishment of an open development area through resolution the Town Board; and

WHEREAS, the Applicants submitted a written request to the Town of Coeymans Town Board by correspondence dated February 2, 2022, for the establishment of an open development area for this proposed subdivision; and

WHEREAS, the Town Board entertained such request at its meeting held February 24, 2022, and in compliance with applicable legal requirements, referred the request to the Planning Board for recommendation; and

WHEREAS, the Applicants thereafter presented the request for establishment of an open development area to the Planning Board at its meetings held March 14 and April 11, 2022; and

DRAFT

WHEREAS, the Planning Board made the following recommendation on the request for the establishment of the open development area at its meeting held April 11, 2022: “refer open development plan back to the Town Board with our recommendation that we [have] no objection with the condition that the engineer’s report is reviewed by the Fire department and they have no objections”; and

WHEREAS, the Town Board has duly considered the request for an open development area and proposed private roadway, including presentation by the Applicants and their counsel at multiple public meetings of the Town Board; review and consideration of the application materials, the Planning Board recommendation, and the emergency vehicle access and road specifications; consultation with the Town’s building department, highway department, fire department and engineering consultants; and review of the draft private road maintenance agreement for this subdivision, a copy of which is attached to this Resolution; and

WHEREAS, the Town Board finds the project site to be unique given the existing parcel size in relation to the existing house and barn location on the parcel; the available location for a road to access the proposed subdivided lots from Fox Street; the proposed location of the subdivided lots on the existing parcel; and the size of such proposed subdivided lots; and further finds that its determination on this request for an open development area on this parcel will be limited to its particular facts and shall not be deemed to have any precedential effect;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Coeymans that the application for an open development area for the Fagan/DiPierro subdivision located at 65 Fox Street (S.B.L. 145.-2-36.1) is hereby approved, subject to the following conditions:

1. The private road design specifications shall conform with the plan drawings and notes on the Applicants’ Proposed Layout Plan and Emergency Vehicle Access Plan dated April 11, 2022;
2. The final private road design specification shall be subject to approval by the Town building department;
3. The construction of the private road shall be subject to inspection and approval, including final inspection and approval, by the Town building department;
4. The attached private road maintenance agreement shall be a condition of the open development area and subdivision approval and shall be recorded in the Office of the Albany County Clerk to run with the land and be a part of the title to each of the lots within the subdivision; and
5. The subdivision application shall remain subject to review by the Coeymans Planning Board in compliance with all applicable subdivision review standards and requirements.

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

DRAFT

At a Meeting of the Town Board of the Town of Coeymans, at Town Hall, 18 Russell Avenue, Ravena, New York, on October 27, 2022 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa J. Tutay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

WHEREAS, the Town of Coeymans has received money from the American Rescue Plan Act; and

WHEREAS, the Town of Coeymans is desirous of utilizing \$219,383.35 of said American Rescue Plan Act money; and

WHEREAS, the Chief Fiscal Officer has determined that in order to maintain proper balances within various accounts a budget amendment is necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize George D. McHugh to make the following amendments to the 22 Budget;

THEREFORE, FURTHER BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to establish a Capital Project as follows:

Capital Project Fund

Increase

Capital Projects HN-49

HN-7110.2 Park Bathrooms \$219,383.35

HN-5031 Interfund Transfer to Capital Projects Fund \$219,383.35

General Fund

Increase

(A)9901.0 Interfund Transfer from General Fund \$219,383.35

(A)4089 Federal Aid-American Rescue Aid \$219,383.35

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

DRAFT

At a Meeting of the Town Board of
the Town of Coeymans, at Town Hall,
18 Russell Avenue, Ravena, New York,
on October 27, 2022 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa J. Tutay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total

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

WHEREAS, a vacancy has been created on Board of Assessment Review; and

WHEREAS, David Kunz has expressed interest in serving as member of the Board of Assessment Review; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint David Kunz to the Board of Assessment Review for a period of five years to expire on September 30, 2027.

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

DRAFT

At a Meeting of the Town Board of
the Town of Coeymans, at Town Hall,
18 Russell Avenue, Ravena, New York,
on October 27, 2022 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
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Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa J. Tutay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

WHEREAS, the Town of Coeymans currently does not prohibit smoking on Town Hall premises or in Town owned vehicles; and

WHEREAS, the Town Board of the Town of Coeymans is desirous of clarifying the smoking policy within the Town of Coeymans Employee Handbook; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby amend and clarify the Employee Handbook with the following changes:

1. Smoking is strictly prohibited in all Town buildings and on Town property.
2. Smoking shall be strictly prohibited in any and all Town vehicles and equipment.

BE IF FURTHER RESOLVED, that the amendments to the Town of Coeymans Employee Handbook depicted above will take effect immediately.

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

DRAFT

At a Meeting of the Town Board of the Town of Coeymans, at Town Hall, 18 Russell Avenue, Ravena, New York, on October 27, 2022 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa J. Tutay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total

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

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

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 Brian Pugsley to the position of Equipment Operator 1, effective November 7, 2022, at an hourly rate commensurate with the CSEA union agreement currently in effect.

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

DRAFT

At a Meeting of the Town Board of the Town of Coeymans, at Town Hall, 18 Russell Avenue, Ravena, New York, on October 27, 2022 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
George D. McHugh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon L. LeFevre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marisa J. Tutay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

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

WHEREAS, funding is available from CSX Transportation for the purchase of Police Equipment; and

WHEREAS, the Town of Coeymans Police Chief is requesting authorization from the Town Board to apply for such funding;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize the Chief of Police to apply for the funding; and

FURTHERMORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to amend the 2022 budget as follows:

General Fund

Increase Appropriations

(A)3120.2 Equipment \$5,000.00

Increase Revenue

(A)2705 Gifts & Donations \$5,000.00

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