**A Town Board Meeting was held Thursday September 22, 2022 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

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

Brandon L. LeFevre, Council Member

Linda S. Bruno, Council Member

Marisa Tutay, Council Member

Stephen J. Schmitt, Council Member

**Absent:**

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

Marc Tryon, Chief of Police

Jason Chmielewski, Building Department

Daniel Baker, Superintendent of Highways

Keith Geraldsen, Chief Sewer Plant Operator

Supervisor McHugh called the meeting order and led the audience in the Pledge. Council member Bruno led the audience in prayer. Supervisor McHugh asked that the record reflect that all members were present.

**Announcements:**

Fall Community Craft Fair: Sunday, October 16, 2022, from 9 am – 3 pm, the Middle School PSTO will be holding a Fall Community Craft & Vendor Fair at the Middle School/ High School Campus. Come and support our local young entrepreneurs with a day of shopping, carnival games, and even raffles! This event is planned to be outdoors but will be moved inside in case of bad weather. Those interested in becoming a vendor, please email [RCSMSPTSO@gmail.com](mailto:RCSMSPTSO@gmail.com) for an application.

Town Hall Closure: Town Hall will be closed Monday, October 10th in honor of Columbus Day. We will resume normal business hours on Tuesday, October 11th.

Coats for Kids: With the colder weather coming, the Albany County Sheriff’s Office will be doing a coat giveaway, on October 12th. This giveaway is for children of all ages and sizes, but please be sure to call 518-487-5365 no later than October 7th, to register for your child’s coat. Pick-up will begin at 3:00 pm at the Clarksville Station.

**Motion to Approve Minutes**

Minutes were approved for the following Town Board meetings:

August 25, 2022  
September 8, 2022

Council member Tutay made a motion to accept the minutes and Council member LeFevre seconded the motion  
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0– ABSTAIN 0- SO MOVED

**Supervisor Report**

Supervisor McHugh read the August 2022 Supervisor’s Report.

**Motion to Accept Report**

Council member leFevre made a motion to accept the report as read, seconded by Council member Bruno. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – SO MOVED

**Department Reports**

**Town Clerk Report** – August 2022 Report read by Candace McHugh

**Motion to Accept Report**

Council member McHugh made a motion to accept the report as read, seconded by Council member LeFevre. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – SO MOVED

**Police Department Report** – August 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 Schmitt. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – SO MOVED

**Building Department –** August 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 5 – NAYS 0 – ABSENT 5 – SO MOVED

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

**Motion to Accept Report**

Council member Tutay made a motion to accept the report as read, seconded by Council member leFevre. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

**Sewer Department Report** – August 2022, Sewer Department Report read by Keith Geraldsen

**Motion to Accept Report-**

Council member McHugh made a motion to accept the report as read, seconded by Council member Bruno. APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED

**Highway Department Report –** September 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 LeFevre.

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

**Old Business:**

Coeymans landing Park Project – Supervisor McHugh stated it is going well. The Construction company will cleanup the area to make it stable for Riverfest. Superintendent Baker remined that eventually the parking on Second street and Westerlo will be unavailable while construction is done in that area.

Broadband Expansion - Everyone on Bushendorf and Starr should be hooked up by October 1, 2022. Council member Tutay brought to the boards attention there is an area just passed her home that currently does not have coverage.

Open Development Request - Some of the board members visited the site and did a walk through. Mr. Gihlcrest gave an overview of what has been done so far and gave the board some examples of a similar situation in Goshen. The board asked to see the proposed road maintenance agreement again for review and hope to come to a decision during the next meeting on September 8, 2022.

**New Business:**

Town Hall Mold Testing – There have been complaints of a mold smell and water entering the building. Supervisor McHugh reached out to 3 companies and received 2 quotes from Alpine and Ambient.

Supervisor McHugh made a motion to go forward with Alpine for mold testing which was seconded council member Bruno, all were in favor.

**Resolutions**

**Resolution # 158-22 Authorization Extension of Seasonal Laborers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**WHEREAS**, the Town Board of the Town of Coeymans did hereby appoint Nathan McDonald and Brian Burns Jr. to Part-time Seasonal Laborer positions effective through October 1, 2022, at the rate of $17.00 per hour, and;

**WHEREAS,** the Town of Coeymans Highway Department is desirous of extending their Part-time Seasonal Laborer positions through October 21, 2022.

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby authorize the extension of Nathan McDonald and Brian Burns Jr’s Part-time Seasonal Laborer positions until October 21, 2022, at a rate of $17.00 per hour.

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

**Resolution # 159-22 Authorization of Reserve Fund**

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

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

**RESOLUTION TO ESTABLISH CAPITAL RESERVE FUND**

**WHEREAS**, the Town Board of the Town of Coeymans is desirous of establishing a Capital Reserve Fund to be used for future Town Hall related renovations, construction, and associated expenses;

**NOW, THEREFORE, BE IT RESOLVED,** that pursuant to Section 6-c of the New York State General Municipal Law, as amended, there is hereby established a Capital Reserve Fund to be known as the “Town Hall Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a specific capital improvement. The specific capital improvement to be financed from the Reserve Fund is the construction and renovation of Town Hall, together with any and all associated costs.

**BE IT FURTHER RESOLVED**, that the Chief Fiscal Officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Chief Fiscal Officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Coeymans. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The Chief Fiscal Officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

**BE IT FURTHER RESOLVED,** that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing Board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law.

**BE IT FURTHER RESOLVED,** that this Resolution is subject to permissive referendum pursuant to subdivision 4 of Section 6-c of the General Municipal Law.

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

**Resolution # 160-22 Authorization of Budget Transfer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**WHEREAS**, the Town of Coeymans has had unforeseen expenditures in the following 2022 budget accounts and;

**WHEREAS,** the Chief Fiscal Officer has determined that in order to maintain proper balances within various accounts, a number of inter-fund transfers are necessary;

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Coeymans does hereby authorize Supervisor George D. McHugh to transfer the following funds as depicted below for Budget Year 2022;

**General Fund (A)  
Amount From Account To Account**$8,230.00 (A)3120.2 Law Enforcement Equipment (A)3120.4 Law Enforcement Cont.  
$4,652.36 (A)3120.1 Law Enforcement Personal Services (A)3120.4 Law Enforcement Contractual  
$ 600.00 (A)1990.4 Contingency Contractual (A)3640.4 Civil Defense Contractual  
$2,785.38 (A)1990.4 Contingency Contractual (A)9050.8 Unemployment Insurance

**Part Town Fund (B)  
Amount From Account To Account**  
$504.00 (B)8140.4 Storm Water Contractual (B)9050.8 Unemployment Insurance  
$ 15.64 (B)8140.4 Storm Water Contractual (B)9060.8 Health Insurance

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

**Resolution # 161-22 Authorize Abstract for September 2022**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| George D. McHugh |  |  |  |  |  |
| Brandon L. LeFevre |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Marisa J. Tutay |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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 September 2022, as follows:

**PRE-PAID VOUCHERS** –22-01309 to 22-01394 and P22-061 to P22-062 from the following funds:

|  |  |
| --- | --- |
| **General** | **$ 141,213.68** |
| **Part Town** | **$ 19,118.43** |
| **Highway – Town Wide** | **$ 0** |
| **Highway – Part Town** | **$ 46,116.94** |
| **Sewer** | **$ 26,316.69** |
| **Trust & Agency** | **$ 40,226.52** |
| **H-39 Capital Projects** | **$ 0** |
| **Payroll Deductions** | **$ 639.10** |
|  |  |

**VOUCHER NUMBERS –**22-01395 to 22-01477 from the following funds:

|  |  |
| --- | --- |
| **General** | **$ 25,417.38** |
| **Part Town** | **$ 146.34** |
| **Highway -Town Wide** | **$ 3,199.75** |
| **Highway – Part Town** | **$ 206,751.20** |
| **Sewer** | **$11,751.28** |

**TOTAL FOR ALL FUNDS – $ 520,897.31**

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

**Public Comment**:

**Motion to Adjourn** was made by Council member LeFevre and Seconded by Council member Tutay**-** APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – SO MOVED

Meeting Adjourned

***Respectfully Submitted*,**

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

***Candace McHugh, Town Clerk***