



DRAFT

**TOWN BOARD
OF THE
TOWN OF COEYMANS**

October 26, 2023

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. Seniors Paint-n-Sip – Friday, October 27th, 1-3pm, @ Rail to River Brewing
 - 4.2. Bank of Greene County Trunk or Treat Event – Saturday, October 28th, 4-6pm, @Bank of Greene County Ravena Branch
 - 4.3. New Scotland Spirits 6.8 Mile “Ruck March” Fundraiser – Saturday, November 11th, 3pm @Voorheesville American Legion Post 1493
 - 4.4. Albany County Sheriff’s Office Thanksgiving Dinner – Tuesday, November 21st
- 5. Presentations**
 - 5.1. 2024 Town of Coeymans Preliminary Budget
 - 5.2. Retirement Recognition Ceremony for Reverends Antonio & Roxanne Booth
- 6. Approval of Minutes**
 - 6.1. Approval of 10.12.2023 Town Board Meeting Minutes
 - 6.2. Approval of 10.19.2023 Special Meeting Minutes
- 7. Supervisor Report**
 - 7.1. Supervisor Report for September 2023
- 8. Department Reports**
 - 8.1. Town Clerk Report for September 2023
 - 8.2. Police Department Report for September 2023
 - 8.3. Building Department Report for September 2023
 - 8.4. Sewer Department Report for August & September 2023
 - 8.5. Highway Department Report for September 2023
 - 8.6. Liaison Reports
- 9. New Business**
 - 9.1. Gov. Hochul Offshore Wind Announcement
 - 9.2. New Election Districts and Polling Places



10. Old Business

11. Resolutions

- 11.1. Approve Abstract of Claims for October 2023
- 11.2. 2023 Budget Transfer
- 11.3. Authorize Purchase Offer of 16 Hillcrest Drive Property
- 11.4. Authorize Supervisor to Amend Budget Transfers (DA)
- 11.5. Authorize Supervisor to Amend Budget Transfers (DB)
- 11.6. Appointment of Full-Time Police Sergeant
- 11.7. Approval of Police Department Grant Application

12. Upcoming Meetings

- 12.1. November 7, 2023 - Town Offices will be closed for Election Day
- 12.2. November 9, 2023 Town Board Meeting @ 6:00pm
- 12.3. November 9, 2023 Budget (2024) Public Hearing @ 6:00pm
- 12.4. November 13, 2023 PB/ZBA Meeting @ 7:00pm
- 12.5. November 20, 2023 Town Board Meeting @ 6:00pm
- 12.6. November 22, 2023 PB/ZBA Meeting @ 7:00pm

13. Public Comment

14. Adjourn



DRAFT

At a Meeting of the Town Board of the Town of Coeymans, at Town Hall, 18 Russell Avenue, Ravena, New York, on October 26, 2023 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:

BE IT RESOLVED, that the Town Board has approved the payment of bills as presented in the Abstract for October 2023, as follows:

PRE-PAID VOUCHERS –23-01276; 23-01509 to 23-01577 from the following funds:

General	\$ 133,470.63
Part Town	\$ 21,213.17
HN	\$ 28,500.00
Highway – Part Town	\$ 47,574.12
Sewer	\$ 18,267.51
Trust & Agency	\$ 46,504.40
Payroll Deductions	\$ 0

VOUCHER NUMBERS –23-01578 to 23-01650 from the following funds:

General	\$ 179,709.85
Part Town	\$ 2,940.00
Highway -Town Wide	\$ 0
Highway – Part Town	\$ 249,739.30
Sewer	\$ 32,116.93
Trust & Agency	\$ 975.00
H - Fund	\$ 0

TOTAL FOR ALL FUNDS – \$ 761,010.91

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 26, 2023 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"/>
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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 Chief Fiscal officer has determined that in order to maintain proper balances within various accounts several 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 funds as depicted below for the Budget Year 2023:

General Fund (A)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$973.04	(A) 1990.4 Contingency	(A) 1110.4 Justice Contractual
\$600.00	(A) 1990.4 Contingency	(A) 1220.4 Supervisor Contractual
\$159.50	(A) 1990.4 Contingency	(A) 1410.2 Town Clerk Equipment
\$30,000.00	(A) 1990.4 Contingency	(A) 1420.4 Attorney Contractual
\$15,000.00	(A) 1990.4 Contingency	(A) 1620.4 Town Hall Contractual
\$8,000.00	(A) 1990.4 Contingency	(A) 1670.4 Central Printing Mailing
\$10,949.15	(A) 1990.4 Contingency	(A) 3120.2 Law Enforcement Equipment
\$14,000.00	(A) 1990.4 Contingency	(A) 3120.4 Law Enforcement Contractual
\$3,000.00	(A) 1990.4 Contingency	(A) 7110.4 Parks Contractual
\$800.00	(A) 1990.4 Contingency	(A) 7310.4 Youth Programs Contractual
\$18,222.89	(A) 1990.4 Contingency	(A) 7550.4 Celebrations contractual
\$500.00	(A) 1990.4 Contingency	(A) 8090.1 Envir. Control-Leachate Facility Persona
\$690.00	(A) 1990.4 Contingency	(A) 8510.4 Community Beautification Contractual
\$700.00	(A) 1990.4 Contingency	(A) 7110.2 Parks Equipment
\$3,500	(A) 1990.4 Contingency	(A) 5132.4 Highway Contractual

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



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Stephen J. Schmitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total

**Resolution Authorizing the Purchase of Property at
16 Hillcrest Drive (SBL 156.-5-38.1), Ravena, NY For Use as a Town Hall**

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

WHEREAS, the Town of Coeymans and its government has steadily expanded over the past decades and as a result the Town Hall municipal office space currently being utilized at 18 Russell Avenue, Ravena, NY, is inadequate to serve the current and future needs of the Town, due in part to the age and condition of the building, inadequate space for all of the Town’s offices, and lack of accessibility to public meeting areas and office locations.

WHEREAS, the Town requires adequate public facilities that meet the needs of current and future Town residents, including a Town Hall that is accessible to the public and staff, which is of great importance to the Town and its residents.

WHEREAS, the proposed use of the property located at 16 Hillcrest Drive, Ravena, NY (SBL 156.-5-38.1) (also known as “20 Hillcrest Drive”) will allow the Town to centralize its main offices and expand departments, personnel and services, including the Town Supervisor’s Office, Town Clerk’s Office, Town Assessor, Town Building Department, Town Police Department, and Town Justice Court; with improved facilities that will benefit both Town and Village residents having business before the Town; and

WHEREAS, the Town has explored a host of options to address the above, including, the construction or renovation of the current Town Hall at 18 Russell Avenue, Ravena, NY and/or the relocation of municipal offices to alternate sites; and

WHEREAS, after careful consideration to costs related to all of the above, the Town Board has determined that the purchase of the real property at 16 Hillcrest Drive, Ravena, NY, which includes approximately 14,000 square feet of structures on approximately 4.8 acres of land, and which shall require certain capital improvement/renovation, shall allow for the relocation of one or more existing Town Hall municipal offices to a suitable location that provides adequate space and public access; and

WHEREAS, Town Law § 220(2) authorizes the Town to purchase lands and buildings for a town hall and other municipal purposes and provides that such acquisition is not subject to

permissive referendum if the purchase is made from monies appropriated from surplus funds; and

WHEREAS, the Town Board duly noticed and held a public hearing on September 14, 2023 to consider the input of the community on the proposed acquisition of the land and buildings at 20 Hillcrest Drive, Ravena, NY for use as a Town Hall; and

WHEREAS, the proposed action, the purchase of real property located at 16 Hillcrest Drive, Ravena, NY for use as a town hall and other municipal purposes, is a Type II action under 6 NYCRR Part 617.5(18) (“SEQRA”) involving “[r]euse of a residential or commercial structure, or of a structure containing mixed residential and commercial uses” where the use is permitted by applicable zoning laws and does not meet or exceeds any of the thresholds in SEQRA Part 617.4”; and

WHEREAS, the town has prepared a proposed contract for the purchase of the property in the amount of \$425,000.00 and the Town Board has reviewed the same; and

WHEREAS, the Town Board has duly reviewed and considered all other relevant planning, zoning and environmental factors and makes the following findings:

1. The action is for the purchase of real property located at 20 Hillcrest Drive, Ravena, NY for use as a Town Hall and other municipal purposes; and
2. The property is presently improved with a +/- 14,000 sq ft (former) church building and small outbuilding on +/- 4.8 acres; and
4. The use of the property for Town Hall purposes is a principal use in the R-2 zoning district of the Village of Ravena, which includes community buildings; and
5. The parking on site is adequate for the needs of Town Hall; and
6. The reuse of the existing facilities and improvements on site will result in no significant adverse environmental impacts and will provide the residents of the Town of Coeymans with a centrally located modern and functional Town Hall facility; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Coeymans hereby classifies the purchase of real property located at 16 Hillcrest Drive, Ravena, NY for use as a Town Hall, as a Type II action pursuant to SEQRA; and be it further

RESOLVED, the Town Board authorizes the purchase of improved real property located at 16 Hillcrest Drive (SBL 156.-5-38.1), Ravena, NY for \$425,000.00 for use as a Town Hall and other municipal purposes; and

RESOLVED, that property shall be purchased with surplus funds to be transferred and withdrawn from the town’s Capital Projects “H Fund” account; and

RESOLVED, the Supervisor is authorized to enter into and execute contracts of sale and other closing documents to effectuate the purchase.

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



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<i>Total</i>					

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

WHEREAS, the Chief Fiscal officer has determined that in order to maintain proper balances within various accounts several transfers are necessary;

Highway Fund (DA)

Increase Appropriations:

(DA) 5110.4 General Rep. Cont.	\$851.76
(DA) 5130.20 Machinery Capital Outlay & Eq.	\$600.00
(DA) 9720.75 H48 Interest	\$0.22

Increase Appropriated Fund Balance

(DA) 0599 Fund Balance	\$1,451.98
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NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby Authorize George D. McHugh to make the above-mentioned amendment to the 2023 budget.

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



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<i>Total</i>					

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

WHEREAS, THE Chief Fiscal Officer has determined that in order to maintain proper balances within various accounts several transfers are necessary;

Highway Fund (DB)

Increase Appropriations

(DB) 9040.8 Workmen’s Comp	\$10,057.00
(DB) 5130.41 Repairs Contractual	\$3,000.00

Increase Appropriated Fund Balance

(DB) 0599 Fund Balance	\$13,057.00
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NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby Authorize George D. McHugh to make the above-mentioned amendment to the 2023 budget.

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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"/>

Total

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

WHEREAS, Kelly Arnold full-time officer had been appointed to the provisional title of Sergeant effective September 12, 2022;

WHEREAS, she has taken and passed the Albany Sergeants exam;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize the appointment of full-time officer Kelly Arnold to the title of Sergeant for the Town of Coeymans Police Department effective August 29, 2023.

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 26, 2023 there were:

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
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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 Police Department continues to implement increased security infrastructure to enhance public safety throughout the Town and has determined that the Coeymans Landing and marina area would benefit from such equipment installation;

WHEREAS, grant funding through the New York State Department of Criminal Justice Services has now been made available for law enforcement agencies to purchase and install such security hardware enhancements including fixed video surveillance cameras for public spaces;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize the Town of Coeymans Police Department to pursue possible grant funding for video surveillance equipment and installation at the Coeymans Landing in the amount of \$15,800 dollars to purchase and install 8 security cameras at that location including upfitting for electrical and internet service.

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