**A Town Board Meeting was held Thursday, January 25, 2024 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** Stephen Donnelly, Supervisor

Linda S. Bruno, Council Member

Stephen J. Schmitt, Council Member  
 Ronald Hotaling, Council Member  
 Michael J. Stott, Council Member

**Absent:**

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

Richard C. Reilly, Town Attorney  
 Marc Tryon, Chief of Police  
 Jason Chmielewski, Building Inspector  
 Keith Geraldsen, Sewer Plant Operator

Supervisor Donnelly called the meeting to order and led the audience in the Pledge of Allegiance. Supervisor Donnelly asked that the record reflect that all members were present.

**Announcements:** RCS will host a staff basketball game Vs. the Albany County Sheriff’s on January 27, 2024 at 5pm. All proceeds will go towards the Senior Prom and trip.

**Approval of Minutes:** The following minutes were approved:

-January 11, 2024 – Town Board Meeting

Council member Bruno made a motion to accept the minutes for January 11, 2024 Board Meeting and Council member Stott seconded the motion.  
APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT 0 – ABSTAIN - SO MOVE

**Supervisor Report**

Supervisor Donnelly read the December 2023 Supervisor’s Report.

**Motion to Accept Report**

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

**Discussion:** Council member Schmitt asked if there was a reason the report was not signed. Supervisor Donnelly thanked him for catching that and signed the report.

**Department Reports**

**Town Clerk Report –** December 2032 Report read by Town Clerk Candace McHugh

**Motion to Accept Report**

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

**Police Department Report** – December 2023 Report read by Chief Tryon

**Motion to Accept Report**

Council member Hotaling 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 –** December 2023 Report read by Jason Chmielewski

**Motion to Accept Report**

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

**Sewer Department Report** –December 2023 Sewer Department Report read by Keith Geraldsen

**Motion to Accept Report**

Council member Stott made a motion to accept the report December 2022 as read, seconded by Council member Bruno.

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

**Highway Department Report-** Council member Schmitt read Superintendent Baker’s report in his absence.

**Motion to Accept Report**

Council member Bruno made a motion to accept the report December 2023 as read, seconded by Council member Stott.

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

**Liaison Reports:**

Council member Hotaling reported he had spoke with the Building Department and Mr. Chmielewski expressed concerns about the Town board’s Choice of official Paper. He asked that Mr. Hotaling bring it up for discussion at the meeting. Council member Hotaling also met with Chief Tryon about the police department. They discussed the use of the new social worker and the chief has said it has been a very positive experience. Mr. Hotaling stated the Police union contract has expired and negotiations will start soon. During the appointment of liaisons Mr. Chmielewski was inadvertently assigned 2 separate liaisons’ due to his affiliation with the PB/ZBA which is not necessary.

A Motion was made by Council member Hotaling to amend the liaison position for the PB/ZBA to Council Member Stott as he is currently the liaison for the Building Department, which was seconded by Supervisor Donnelly and all were in favor.

Council member Schmitt also discussed the official paper with Mr. Chmielewski. Due to the time constraints on posting in the News Herald it may be pertinent to change the paper. Supervisor Donnelly and PB/ZBA Chair Patricia Grogan both called the News herald and received no response.

A Motion was made by Council member Schmitt to make the Times Union the official paper of the Town of Coeymans which was seconded by Council member Stott, all were in favor.

Supervisor Donnelly asked the Chief what the duties of the social worker were. Chief Tryon this is a per diem facilitator position and is experienced in helping locate the proper services needed for families and individuals. Supervisor Donnelly said he would like to discuss this further as far as follow up care goes.

Council member Stott attended the PB/ZBA meeting last night and there were no large issues.

**New Business:**

Conservation Advisory Council was once an operating council within the Town that Supervisor Donnelly would like to bring back. He has some people in mind but wanted to put this out to the board to start to think about. Their main purpose was to gather information regarding the environment and balance that with our industry.

Community Liaison Council is another community-based council the Supervisor would like to explore. He envisions selecting people from the various areas of coeymans to try and fully represent the town as a whole.

Council member Hotaling feels as though members of these committees should be vetted by the board to ensure a proper balance.

Council member Bruno asked if the board itself wasn’t considered the community liaison for the government? Council member Bruno asked the Supervisor to write something more formal up for the board to review. Council member Schmitt felt that more questions should be answered before taking these ideas further. Supervisor Donnelly offered Council member Schmitt the opportunity to look into this if it interested him, Council member Schmitt said it did not interest him. Supervisor Donnelly explained this is his idea to get more people involved for positive reasons.

**Old Business:**

**Motion to Amend Resolution #159-23**

I, council member **Ronald Hotaling** make a motion to amend resolution 159-23 made on December 28th, 2023 to reflect the account that should be listed for increased appropriations is (A)00-9950-9 which was originally listed as (A)0962 due to a clerical error.  Motion was seconded by Council member Donnelly, all were in favor.

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

**Motion to Amend Resolution #160-23**

I, council member **Michael Stott** make a motion to amend resolution 160-23 made on December 28th, 2023 to reflect the addition of an increase in appropriations to account (A)00-9950.9 transfer to capital in the amount of $255,396.00 which was originally omitted from the resolution due to a clerical error. Which was seconded by Council member Hotaling, all were in favor.

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

Supervisor Donnelly was expecting a motion to be brought to the table for Grant Writer Nicole Ambrosio is be paid $14,000.00 per year. It seemed to have been left out of the packet due to a clerical error. Council member Schmitt asked which line this was coming from. Community member Barbara Tanner was asking if the grant writer would get paid regardless of obtaining grants, the answer being yes. Council member Hotaling noted that there was nothing listed under personal services and this was reiterated by Council member Schmitt. Supervisor Donnelly said there was enough under contractual. Supervisor Donnelly tabled the payment procedure of the grant writer at this time.

**Resolution #043-24 January Abstract**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| Stephen Donnelly |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| Ronald J. Hotaling |  |  |  |  |  |
| Michael J. Stott |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

I, Council member Stott 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 January 2024, as follows:

**PRE-PAID VOUCHERS** –23-01936 to 23-01974 and 24-00001- 24-00055 from the following funds:

|  |  |
| --- | --- |
| **General** | **$ 570,210.58** |
| **Part Town** | **$ 20,059.17** |
| **Highway – Part Town** | **$ 61,372.66** |
| **Sewer** | **$ 53,081.08** |
| **H Fund** | **$ 231,864.10** |
| **Trust & Agency** | **$ 117,703.88** |

**VOUCHER NUMBERS –**23-01975 to 23-02009 and 24-00056 to 24-00098 from the following funds:

|  |  |
| --- | --- |
| **General** | **$ 72,842.84** |
| **Part Town** | **$ 4,108.25** |
| **Highway** | **$ 11,343.93** |
| **Highway-Part Town** | **$ 6,902.21** |
| **Sewer** | **$ 6,159.51** |
| **Trust & Agency** | **$ 15,017.50** |

**TOTAL FOR ALL FUNDS – $ 1,170,665.71**

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

**Resolution # 044-24 Appoint Seasonal Equipment Operator**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| Stephen Donnelly |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| Ronald J. Hotaling |  |  |  |  |  |
| Michael J. Stott |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

I, Council member Hotaling 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 Christopher Gallagher to the position of seasonal Equipment Operator 1 on an on-call basis, effective January 25th, 2024, at an hourly rate of $24.88.

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

Discussion: Council member Schmitt clarified that this was only for snow plowing and on an as needed basis only.

**Resolution #045-24 Authorize Clerk to Submit Te-9c**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Absent* | *Aye* | *Nay* | *Abstain* |
| Stephen Donnelly |  |  |  |  |  |
| Linda S. Bruno |  |  |  |  |  |
| Stephen J. Schmitt |  |  |  |  |  |
| Ronald J. Hotaling |  |  |  |  |  |
| Michael J. Stott |  |  |  |  |  |
| *Total* | 5 |  | 5 |  |  |

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

**WHEREAS,** New York State Department of Transportation has brought concerns regarding town road maximum speed limit to the attention of the Town Board of the Town of Coeymans; and

**WHEREAS,** the Town Board of the Town of Coeymans is desirous of lowering the maximum speed limit on the following town road from 55 to 45 miles per hour;

County Route 301

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby authorize the Town Clerk to submit New York State Department of Transportation form TE9C to the Albany County Superintendent of Highways for the town road listed above.

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

Discussion: NYS DOT requested all the towns 301 passes through to submit this form to establish consistency in the speed limits.

Supervisor Donnelly stated due to budgetary restraints and pursuant to Town Law section 42 the position of Deputy Supervisor is to be vacated and dissolved immediately. Council member Schmitt asked for Clarification and Supervisor Donnelly said the Deputy Supervisor serves at the pleasure of the Town Supervisor. Supervisor Donnelly read section 42 from the Town law book. Town Attorney Reilly will look into this further to see if a more formal procedure is required.

**Motion to go into executive session** was made by Council member Stott to discuss litigation and contractual issues which was Seconded by Council member Schmitt**.**

APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED 6:39 p.m.

Motion to Adjourn Executive Session was made at 8:38pm.

***Respectfully Submitted*,**

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

***Candace McHugh, Town Clerk***