

**MINUTES BOOK\*\*TOWN OF COEYMANS  
March 28, 2024 – Town Board Meeting – 6:00pm**

**A Town Board Meeting was held Thursday March 28, 2023 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

**PRESENT:** Stephen Donnelly, Supervisor  
Ronald Hotaling, Council Member  
Michael J. Stott, Council Member  
Stephen J. Schmitt, Council Member

**Absent:** Lind S. Bruno, Council Member

**ALSO PRESENT:** Candace McHugh, Town Clerk  
Daniel D. Baker, Superintendent of Highways  
Jason Chmielewski, Building Inspector/ Code Enforcement Officer  
Marc Tryon, Chief of Police  
Richard Reilly, Town Attorney

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Supervisor Donnelly called the meeting to order and lead the audience in the Pledge of Allegiance. Supervisor Donnelly asked that the record reflect that all members were present with the exception of Council member Bruno.

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**Announcements:**

- Town Hall will close early on Friday March 29<sup>th</sup>, 2024 @ 12pm.
- Alcove Day will take place on April 27, 2024 @ 8am.
- 2024 Striper Run will take place on May 12, 2024 @ 7am

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

-March 14, 2024 – Town Board Meeting

Council member Stott made a motion to accept the minutes for February 8, 2024 Town Board Meeting and Council member Hotaling seconded the motion.

APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – ABSTAIN - SO MOVED

**Supervisor Report**

Supervisor Donnelly read the February 2024 Supervisor's Report.

**Motion to Accept Report**

Council member Hotaling made a motion to accept the report as read, seconded by Council member Schmitt. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

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**Department Reports**

**Town Clerk Report** – February 2024 Report read by Town Clerk Candace McHugh

**Motion to Accept Report**

Council member Schmitt made a motion to accept the report as read, seconded by Council member Stott. APPROVED – VOTE – AYES 4 – NAYS – ABSENT 1 – SO MOVED

**Police Department Report** – February 2024 Report read by Chief Marc Tryon

**Motion to Accept Report**

Council member Donnelly made a motion to accept the report as read, seconded by Council member Schmitt. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Chief Tryon went over the regulations for the motor bicycles; this information will be posted online.

**Building Department** – February 2024 Report read by Jason Chmielewski

**Motion to Accept Report**

Council member Donnelly made a motion to accept the report as read, seconded by Council member Stott. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

**Sewer Department Report** – February 2024 Sewer Department Report was read by Keith Geraldson

**Motion to Accept Report**

Council member Donnelly made a motion to accept the report as read, seconded by Council member Hotaling. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

**Highway Department Report-** February 2024 Highway Department Report was read by Dan Baker

**Motion to Accept Report**

Council member Donnelly made a motion to accept the report as read, seconded by Council member Stott. APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

Discussion: Superintendent Baker stated the park bathrooms are moving along nicely. Joralemon Park is about 85% done with an estimated completion in mid-April. The Coeymans landing bathrooms have an estimated completion of late June. Certain pieces such as trusses and block were on back order but have just recently arrived.

Superintendent Baker asked if the board had made a decision about a new plow truck. Supervisor Donnelly said they would discuss it during executive session.

Superintendent Baker brought the board up to speed on what we do know about town hall. He explained the foundation looks good but there is no drain pipe, stone or fabric surrounding it. The

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stairs are an issue since they will need to be replaced. This will need to be rectified in order to proceed with mold remediation.

**Liaison Reports – N/A**

**New Business:**

-RCS CBA gave a presentation of their completed community map project and the launching of their website “Discover RCS”. Copies of the map can be found at various businesses throughout the area including Town Hall.

**Old Business:**

- Council member Hotaling discussed his part in the negotiations for the Police Department Union Contract (Council 82). After many discussions retention seemed to be the main concern of all those involved. The contract that was negotiated addressed that concern. Council member Hotaling feels the new contract shows the Coeymans Police the town board is listening and considers their role within the town to be very important. Chie Tryon feels this contract is a great step towards retaining our police officers and appreciates the effort that was put into it.

-Council member Schmitt brought up the Ambulance District Committee and wanted to know if the board as ready to commit two names to the committee. It will be discussed in executive session.

**Resolution # 057-24 Approve March Abstract**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>	<u>1</u>	<u>3</u>		<u>1</u>

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 March 2024, as follows:

**PRE-PAID VOUCHERS** –23-02019 to 23-02021 and 24-00238 to 24-00321 from the following funds:

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<b>General</b>	<b>\$ 272,767.29</b>
<b>Part Town</b>	<b>\$ 17,823.87</b>
<b>Highway – Town (DA)</b>	<b>\$ 17,635.87</b>
<b>Highway – Part Town (DB)</b>	<b>\$ 42,720.94</b>
<b>Sewer</b>	<b>\$ 32,432.34</b>
<b>H Fund</b>	<b>\$ 0</b>
<b>Trust &amp; Agency</b>	<b>\$ 46,022.78</b>

**VOUCHER NUMBERS – 24-00322 to 24-00413 from the following funds:**

<b>General</b>	<b>\$ 31,683.46</b>
<b>Part Town</b>	<b>\$ 1,079.53</b>
<b>Highway</b>	<b>\$ 20,804.52</b>
<b>Highway-Part Town</b>	<b>\$ 3,904.34</b>
<b>Sewer</b>	<b>\$ 20,775.98</b>
<b>TA-Fund</b>	<b>\$ 4,237.5</b>

**TOTAL FOR ALL FUNDS – \$ 511,888.42**

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

Discussion: Council member Schmitt was unable to review the vouchers this month due to extenuating circumstances so he has decided to abstain since all other members have reviewed them.

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**Resolution # 058-24 Accept Resignation of Equipment Operator (McDonald)**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>	<u>1</u>	<u>3</u>		

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

**WHEREAS**, on March 27, 2024, Equipment Operator I, Connor McDonald submitted a written letter of resignation to the Highway Department Superintendent, with an effective date of April 5, 2024; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of Equipment Operator I, Connor McDonald, effective April 5, 2024. The Town of Coeymans sincerely thanks Connor for his service and dedication to our community.

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

**Resolution # 059-24 Authorize Hiring of Equipment Operator (Allard)**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>	<u>1</u>	<u>3</u>		

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I, Council member Donnelly 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 Allard to the position of Equipment Operator 1, effective April 8, 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.

**Resolution # 060-24 Accept Resignation of Part time Clerk (Billetts)**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>	<u>1</u>	<u>3</u>		

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

**WHEREAS**, a letter of resignation was submitted by the Clerk I to the Assessor’s Office, Joyce Billetts, on March 18, 2024 with an effective date of May 31, 2024; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby accept the resignation of Joyce Billetts, effective May 31, 2024; and

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**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Coeymans thanks Joyce for her many years of service to the Town and wishes her the best of luck in her future endeavors.

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

**Resolution # 061-24 Appoint Part time Clerk (Houghtaling)**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>	<u>1</u>	<u>4</u>		

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

**WHEREAS**, the Assessor is desirous of filling the vacancy of Part-Time Clerk I; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby appoint Marilyn Houghtaling to the position of Part-Time Clerk I for the Town of Coeymans at the rate of \$18.20 per hour, effective April 15, 2024.

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

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**Resolution # 062-24 Authorize Supervisor to Execute the Council 82 Agreement**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>	<u>1</u>	<u>4</u>		

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

**WHEREAS**, the Town Board of the Town of Coeymans undertook negotiations with NYS Law Enforcement Officers Union Council 82 to replace the contract that expired December 31, 2023; and

**WHEREAS**, the Town Board of the Town of Coeymans authorized Supervisor Stephen Donnelly and Town Board member Ronald Hotaling to act on behalf of the management in the aforementioned negotiations; and

**WHEREAS**, the parties have negotiated a proposed contract agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Coeymans does hereby approve the contract agreement reached for the 4-year term effective January 1, 2024 - December 31, 2027, and authorizes Supervisor Stephen Donnelly to sign the agreement with NYS Law Enforcement Officers Union Council 82.

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



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**Resolution # 063-24 Authorize Business Manager to Attend Training**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>	<u>1</u>	<u>4</u>		

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

**WHEREAS**, the New York Government Finance Officers Association is holding a conference April 17-April 19, 2024 in Albany, NY and the 2024 Town Finance School is held May 14 – May 15, 2024 in Albany, NY; and

**WHEREAS**, the Business Office Manager is desirous of attending both trainings to receive the training opportunities the classes offer; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Business Office Manager is hereby authorized to attend the New York Government Finance Officers Association conference in Albany, New York on April 17- April 19, 2024 and the 2024 Town Finance School on May14-May 15, 2024 in Albany, NY, and to submit a voucher for the registration fees, mileage, and any other related expenses.

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

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**Resolution # 064-24 Authorize Supervisor to Attend Training**

	<i>Present</i>	<i>Absent</i>	<i>Aye</i>	<i>Nay</i>	<i>Abstain</i>
Stephen Donnelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda S. Bruno	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>	<u>4</u>	<u>1</u>	<u>4</u>		

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

**WHEREAS**, the New York Government Finance Officers Association is holding a conference April 17-April 19, 2024 in Albany, NY and the 2024 Town Finance School is held May 14 – May 15, 2024 in Albany, NY; and

**WHEREAS**, the Supervisor is desirous of attending both trainings to receive the training opportunities the classes offer; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Supervisor is hereby authorized to attend the New York Government Finance Officers Association conference in Albany, New York on April 17- April 19, 2024 and the 2024 Town Finance School on May 14-May 15, 2024 in Albany, NY, and to submit a voucher for the registration fees, mileage, and any other related expenses.

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

**Public Comment:**

Barbara Tanner: Mrs. Tanner asked for clarification of where the police were working out of. Chief Tryon stated that the employees that are in office all day are upstairs, the officers are primarily on the road. No one is working in the downstairs area for long lengths of time. She also asked if the plow truck price was a 2024 price, which Superintendent Baker clarified it was.

Joy Iafallo: Mrs. Iafallo asked if the board had a chance to read her email regarding the grant writer to which Council member Schmitt replied yes and asked her to tell the public what the email was about. She spoke of a letter which was written at the time of the GIGP grant award which stated the grant writer was a large part of the process. She also referenced a recording of

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meeting which she feels proved the grant writer was an asset. Council member Schmitt stated he was not on the board at this time and was not there. Council member Schmitt further stated has not received any proof of Mrs. Ambrosio bringing in grants for the town nor has ever been in favor of her returning as the town grant writer. Council member Hotaling stated Mrs. Ambrosio resigned during executive session at their last meeting and this was the first time they have met since then to discuss business when Mrs. Iafallo asked what the board has done to secure a grant writer.

William Stewart: Mr. Stewart asked for clarification if the highway department was able to do some of this work. Superintendent Baker stated his department could do some of it but it takes his men away from their day-to-day jobs. Council member Schmitt stated many administrations have tried to figure out the best path forward for the community, as is this one.

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**Motion to Adjourn to Executive Session to discuss litigation matters** was made by Council member Donnelly and Seconded by Council member Schmitt- APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED 7:23p.m.

**Motion to Adjourn Executive Session** was made by Council member Stott and Seconded by Council member Schmitt at 8:40pm. - APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

**Motion to Adjourn** was made by Council member Stott and Seconded by Council member Schmitt at 8:41pm. - APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED

*Respectfully Submitted,*



*Candace McHugh, Town Clerk*