

**MINUTES BOOK\*\*TOWN OF COEYMANS  
May 23, 2024 – Town Board Meeting – 6:00pm**

**A Town Board Meeting was held Thursday May 23, 2024 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York**

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

**Absent:** Linda 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  
Keith Geraldson, Chief 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 with the exception of Council Member Bruno.

---

**Announcements:**

-EcoEnergy Program offers grants to lower the cost of heating needs. Please call the Supervisor's office for information.

-Coeymans Town Hall will be closing early on May 24, 2024 at 12:30pm

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

-May 09, 2024 – Town Board Meeting

Council member Donnelly made a motion to accept the minutes for May 9, 2024 Board Meeting and Council member Schmitt seconded the motion.

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

**Supervisor Report**

**Supervisor Department Report** –April 2024 Report read by Supervisor Donnelly

**Motion to Accept the Reports**

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

**Department Reports**

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

**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 – ABSENT 1– SO MOVED

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

**Motion to Accept the Reports**

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

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

**Motion to Accept Report**

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

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

**Motion to Accept Report**

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

**Highway Department Report-** April 2024 Highway Department Report was tabled

**Motion to Accept Report**

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

**Liaison Reports** – Council Member Hotaling stated he has received the final copies of the Council 82 Agreement which will be distributed to the proper departments.

**New Business:** None at this time

**Old Business:**

**Stanton Road Drainage:** Council member Schmitt went to Stanton Road to inspect the drainage issue with Highway Superintendent Baker. MJ Engineering came down to assess the situation as well. MJ Engineering sent their opinion of the site to Superintendent Baker and the town board.

**MINUTES BOOK\*\*TOWN OF COEYMANS  
May 23, 2024 – Town Board Meeting – 6:00pm**

Mountain Road Ext: Bob Jones lives on Mountain Road extension. He asked if the board reviewed his petition. Council Members Stott and Hotaling had a meeting with Carver Companies to gather some information regarding the issue. Council member Stott stated the board will discuss how to move forward in the best interest of both parties. Mr. Jones stated he feels Carver Companies is trying to mitigate the problem but its only a band aid at this point. He would prefer that North and South Jarvis be repaired and used for trucks. Mr. Jones is requesting the town put out silica monitors on Mountain Road Extension. Nick Laraway of Carver Companies suggested all interested parties hold a meeting and collectively approach NYS DEC.

**Resolution #077-24 Intermunicipal Agreement \*\*TABLED\*\***

	<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 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 type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total</i>					

**RESOLUTION TABLED 5/23/24**

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

**WHEREAS**, the Town includes within its budget a line item for Youth Services (“Youth Services Funding”) to support summer recreation opportunities for youth in the community (“Summer Recreation Program”); and

**WHEREAS**, the Village of Ravena (“Village”) maintains a Pool Complex (the “Pool”) to provide Village residents an opportunity to cool off during the summer months under the supervision of certified lifeguards; and

**WHEREAS**, the Village seeks to support the Town’s Summer Recreation Program; and the Town seeks to have the Pool made available to Town residents who reside outside the Village under the same terms and conditions as it is available to Village Residents; and

**WHEREAS**, Article 5-G, Section 199-o of the General Municipal Law specifically authorizes municipal corporations to enter into intermunicipal cooperative agreements; and

**WHEREAS**, the parties believe that cooperating in connection with the Summer Recreation Program and Pool is in the public interest of the taxpayers of the respective municipalities.

**MINUTES BOOK\*\*TOWN OF COEYMANS  
May 23, 2024 – Town Board Meeting – 6:00pm**

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Town agrees to enter into an Intermunicipal Cooperative Agreement (“Agreement”) with the Village, in substantially the form annexed hereto. This Agreement is subject to review and changes, if any, by counsel for the parties.
2. The Town Board authorizes the Town Supervisor to take such actions and sign such papers as necessary to facilitate the signing and implementation of this Agreement.

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

Discussion: Town Attorney Reilly clarified the monetary value that will change hands. He believes it was \$6,000 coming from the Village. Council Member Schmitt stated he was not comfortable approving this resolution as it stands as he thought the amount was \$9,000 from the Village. He would like further clarification.

**A motion was made** by Council Member Stott to withdraw Resolution #077-24 to clarify the numbers and seconded by Council Member Hotaling, all in attendance were in favor.

**Resolution #078-24 Authorize Signing of the Letter of Intent**

	<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 has determined that the Town’s Highway Department is in need of a new dump truck with plow and wing; and

**WHEREAS**, the Town received a NYS Municipal Quote proposal for a 2025 HV507 SFA 4x4 (together with related equipment and warranties [collectively, the “Vehicle”]) from Navistar, Inc.; and

**MINUTES BOOK\*\*TOWN OF COEYMANS  
May 23, 2024 – Town Board Meeting – 6:00pm**

**WHEREAS**, the Vehicle is available from Navistar, Inc. under Contract 8996, which was initially let in a manner consistent with the competitive bidding requirements set forth in the New York State General Municipal Law.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

3. The Town determines that sufficient funds will be available to purchase the Vehicle through designated Reserve Funds, unencumbered funds and any necessary financing.

4. The Town determines to purchase the Vehicle from Navistar, Inc. and to transmit a Letter of Intent to Navistar, Inc., in substantially the form annexed hereto.

5. The Town Board authorizes the Town Supervisor to take such actions and sign such papers as necessary to facilitate the purchase of the Vehicle, including the signing and transmission of the Letter of Intent.

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

Discussion: There was a lengthy discussion regarding setting up a vehicle reserve fund which has been drafted by the attorney. He suggested implementing that later in the year when we have a better idea as to what can go in it.

**Resolution # 079-24 Authorize Hiring of Seasonal Laborer**

	<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 Parks Department is in need of hiring seasonal laborers for spring and summer;  
and

**WHEREAS**, job opportunities were posted and applications were received and reviewed;

**MINUTES BOOK\*\*TOWN OF COEYMANS  
May 23, 2024 – Town Board Meeting – 6:00pm**

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby appoint Connor Liscum to part-time seasonal laborer position effective May 20, 2024 through October 1, 2024, at the rate of \$17.50 per hour, contingent upon Albany County Civil Service approval and pre-screening testing.

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

**Resolution # 080-24 Authorize May 2024 Abstract \*\*TABLED\*\***

	<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 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 type="checkbox"/>
Ronald J. Hotaling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael J. Stott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Total*

**RESOLUTION TABLED 5/23/24**

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 May 2024, as follows:

**PRE-PAID VOUCHERS** – 24-00538 to 24-00595 from the following funds:

<b>General</b>	<b>\$ 148,663.44</b>
<b>Part Town</b>	<b>\$ 17,934.66</b>
<b>Highway – Part Town (DB)</b>	<b>\$ 39,234.94</b>
<b>Sewer</b>	<b>\$ 25,271.04</b>
<b>H Fund</b>	<b>\$ 71,250.00</b>
<b>Trust &amp; Agency</b>	<b>\$ 41,654.19</b>

**VOUCHER NUMBERS** – 24-00596 to 24-00675 from the following funds:

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**May 23, 2024 – Town Board Meeting – 6:00pm**

<b>General</b>	<b>\$ 42,895.98</b>
<b>Part Town</b>	<b>\$ 1,102.92</b>
<b>Highway</b>	<b>\$ 7,354.89</b>
<b>Highway-Part Town</b>	<b>\$ 6,683.99</b>
<b>Sewer</b>	<b>\$ 26,413.99</b>
<b>TA-Fund</b>	<b>\$ 11,984.40</b>

**TOTAL FOR ALL FUNDS – \$ 440,444.44**

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

**A Motion was made** by Council member Schmitt to withdraw resolution # 080-24, May Abstract for further review which was seconded by Supervisor Donnelly. All in attendance were in favor.

A Special meeting will be held on May 30, 2024 to approve the May Abstract.

**Public Comment:**

Keith Geraldson gave a recap of a sewer line issue on Blaisdell causing a basement to flood with raw sewage. It was discovered that roots had plugged the line causing the backup. Mr. Geraldson stated the town is not responsible for lateral lines. The owner of the property approached Mr. Geraldson about the town paying for a portion of the bill. He explained to the owner it would have to be addressed by the town board. The town board has received an email regarding this.

---

**Motion to Adjourn to Executive Session** to discussed current contract negotiations and pending litigation made by Council member Donnelly and Seconded by Council member Schmitt where no decisions would be made, and they would not be returning. He also requested the Town Clerk join in the executive session. - APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1– SO MOVED

**Motion to Adjourn Executive Session** was made by Council member Schmitt and Seconded by Council member Hotaling APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1– SO MOVED 8:04p.m.

**MINUTES BOOK\*\*TOWN OF COEYMANS**  
**May 23, 2024 – Town Board Meeting – 6:00pm**

**Motion to Adjourn** was made by Council member Schmitt and Seconded by Council member Hotaling APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 1 – SO MOVED 8:35p.m.

*Respectfully Submitted,*

  
*Candace McHugh, Town Clerk*