

MINUTES BOOKTOWN OF COEYMANS
July 25, 2024 – Town Board Meeting – 6:00pm**

A Town Board Meeting was held Thursday July 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, Deputy Supervisor
Ronald Hotaling, Council Member
Michael J. Stott, Council Member

Absent:

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

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:

- Evening on the Green will take place on July 31st
- Zerbini Family Circus on August 4th & 5th at Mosher Park
- Alcove Preservation Society Chicken BBQ on August 5th

Approval of Minutes: The following minutes were approved:

-July 11, 2024 Town Board Meeting Minutes

Council member Donnelly made a motion to accept the minutes for July 11, 2024 Town Board Meeting and Council member Stott seconded the motion.

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

Supervisor Report – June 2024 Report read by Supervisor Donnelly

Motion to Accept Report

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

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Department Reports

Town Clerk Report – June 2024 Report read by Town Clerk Candace McHugh

Motion to Accept Report

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

Police Department Report – June 2024 Report read by Police Chief Marc Tryon

Motion to Accept the Reports

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

Building Department – June 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 5– NAYS 0 – ABSENT – SO MOVED

Sewer Department Report – June 2024 Sewer Department Report was tabled

Highway Department Report- June 2024 Highway Department Report was tabled

Motion to Accept Report

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

Liaison Reports - None at this time.

New Business: N/A

Old Business: Continuation of Informal Public Hearing for 2524 Route 9W property

-An email was received from Richard Connell Jr and read to the public by Council member Schmitt. He is in agreement with this project. He recommended a full-time clerk of the works to oversee the project. He believes consideration must be taken for future expansion. He agrees the public needs proper construction quotes in order to make an informed decision.

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Resolution # 093-24 Approval of July 2024 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>5</u>		<u>5</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 July 2024, as follows:

PRE-PAID VOUCHERS – 24-00816 to 24-00842; 24-00844 to 24-00848; 24-00851 to 24-00868 from the following funds:

General	\$ 133,309.52
Part Town	\$ 21,321.81
Highway (DA)	\$ 55,154.92
Highway – Part Town (DB)	\$ 47,743.03
Sewer	\$ 24,197.27
H Fund	\$ 43,380.00
Trust & Agency	\$ 45,419.80

VOUCHER NUMBERS – 24-00869 to 24-00953 from the following funds:

General	\$ 236,599.74
Part Town	\$ 712.78
Highway	\$ 23,828.71
Highway-Part Town	\$ 7,893.65
H- Fund	8,035.00

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Sewer	\$ 9,120.81
TA-Fund	\$ 196.47

TOTAL FOR ALL FUNDS – \$ 656,913.51

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

Resolution #094-24 Authorize a Budget Transfer

	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>5</u>		<u>5</u>		

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

WHEREAS, the Chief Fiscal officer has determined that in order to maintain a proper balance within accounts, a fund transfer is necessary; and

WHEREAS, in order to allocate proper funds to support our Emergency Medical Services Program, \$37,639.34 needs to be transferred from Budget line (A) 1990.4 Contingency to (A) 4589.4 Contractual Paramedics; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Supervisor Stephen Donnelly to transfer the funds as depicted below for the Budget Year 2024:

General Fund (A)

<u>Amount</u>	<u>From Account</u>	<u>To Account</u>
\$37,639.34	(A) 1990.4 Contingency	(A) 4589.4 Contractual Paramedics

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

Discussion: Council Member Schmitt sked if this was an increase from the county. Supervisor Donnelly stated yes and it will not increase next year.

Resolution # 095-24 Authorize Hiring of Confidential Secretary (Fazio)

	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>5</u>		<u>5</u>		

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

WHEREAS, a vacancy exists within the Supervisor’s Office for the position of Confidential Secretary: and

WHEREAS, all qualified candidates have been interviewed by the Supervisor and his staff;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize the Town Supervisor to fill the vacancy of Confidential Secretary to the Supervisor, which currently exists in the Supervisor’s Office; and

BE IT FURTHER RESOLVED, that the Town Supervisor does hereby appoint Stephen Fazio as Confidential Secretary to the Supervisor, at an hourly rate of \$23.18 per hour, effective August 1, 2024.

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

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Resolution # 096-24 Accept Resignation of Highway Employee

	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>5</u>		<u>5</u>		

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

WHEREAS, on July 17, 2024, Equipment Operator I, Christopher Allard resigned to the Highway Department Superintendent, with an effective date of July 17, 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, Christopher Allard, effective July 17, 2024. The Town of Coeymans sincerely thanks Christopher for his service and dedication to our community.

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

Resolution # 097-24 Authorize Purchase of Properties

	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>5</u>		<u>5</u>		

Resolution Authorizing the Purchase of Properties at

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**2518 and 2524 U.S. Route 9W
(Tax Map. Nos. 168.13-2-40./1 and 168.13-2-40./2) Ravena, New York
For use as a Town Hall**

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

WHEREAS, the Town Board of the Town of Coeymans previously determined that the Town Hall municipal office space currently being utilized at 18 Russell Avenue, Ravena, New York, in its current condition, 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; and

WHEREAS, past Town Boards have recognized, and the current Town Board continues to recognize, that 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; and

WHEREAS, a prior Town Board had previously approved the purchase of property located at 16 Hillcrest Drive, Ravena, New York; but the current Town Board determined upon further review that the purchase was not in the best interests of the Town—in light of the location of that site and the nature and conditions of the property’s existing structures; and

WHEREAS, the both the prior and the present Town Boards have explored a host of options to address the above, including construction or renovation of the current Town Hall at 18 Russell Avenue, Ravena, New York and/or the relocation of municipal offices to alternate sites; and

WHEREAS, after further consideration and evaluation of the above, the current Town Board has determined that the purchase of real properties at 2518 and 2524 U.S. Route 9W, Ravena, New York (the “9W Properties”) which include approximately 4,200 square feet of existing office space and additional garage and storage facilities, will better allow for the relocation of Town Hall and municipal facilities to a suitable location that provides adequate space and public access;

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 proposed action, the purchase of the 9W Properties for use as a town hall and other municipal purposes, is a Type II action under 6 N.Y.C.R.R. Part 617.5(18) (“SEQRA”) involving the “[r]euse of residential or commercial structure, or a structure containing mixed residential and commercial uses” where the use is permitted by applicable zoning laws and does not meet or exceed any of the thresholds in SEQRA Part 617.4;

WHEREAS, the Town Attorney has prepared a proposed Contract for the Purchase and Sale of the 9W Properties 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;

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1. The action is for the purchase of the 9W Properties for use as a Town Hall and other municipal purposes; and
2. The 9W Properties are presently improved with existing office space and additional garage and storage facilities; and
3. The use of the 9W Properties for Town Hall purposes is a permitted use in the zoning district in which it is located; and
4. The parking on site at the 9W Properties are adequate for the needs of Town Hall; and
5. The reuse of the existing facilities and improvements at the 9W Properties 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.

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Coeymans hereby classifies the purchase of the 9W Properties for use as a Town Hall, as a Type II action pursuant to SEQRA; and be it further

RESOLVED, that the Town Board authorizes the purchase of the 9W Properties for \$994,000.00 for use as a Town Hall and other municipal purposes; and

RESOLVED, that the 9W Properties shall be purchased with surplus funds and the Supervisor is authorized to enter into and execute contracts of sale and other closing documents to effectuate the purchase.

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

Resolution # 098-24 Authorize Investment of Public Funds (NYCLASS)

	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen J. Schmitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>5</u>		<u>4</u>	<u>1</u>	

**Resolution Authorizing the Investment of Public Funds on A
Cooperative Basis pursuant to Terms of the
New York Cooperative Liquid Assets Securities System**

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

WHEREAS, the Town Board of the Town of Coeymans (the “Town”), pursuant to the provisions of the General Municipal Law (“GML”), after due investigation, evaluation and deliberation, has determined that it is in the best interest of the Town to be able to invest a portion of its funds on a cooperative basis pursuant to the terms of the “New York Cooperative Liquid Assets Securities System” (“NYCLASS”) Municipal Cooperation Agreement, Amended and Restated as of August 1, 2023 (the “Agreement”).

NOW, THEREFORE, be it resolved by the Town Board of the Town of Coeymans, as follows:

SECTION 1. The terms, conditions and provisions of the Agreement are hereby approved; and Stephen Donnelly, as Town Supervisor of the Town of Coeymans (the “Supervisor”) is authorized to execute and deliver the Agreement. The Supervisor is further authorized to complete the Registration Packet required for NYCLASS, together with any other documents as may be necessary in order to carry out the purposes of this Resolution.

SECTION 2. Upon acceptance of this Resolution by NYCLASS and upon NYCLASS’ receipt and acceptance of the Registration Packet, the Town shall become a Participant in NYCLASS, as that term is defined in the Agreement, and the Supervisor is authorized to invest funds pursuant to the Agreement.

SECTION 3. The Town may withdraw from the Agreement at any time upon written notice to the Lead Participant and Governing Board of NYCLASS by the Supervisor; and thereafter the Town shall cease to have any rights or obligations under the Agreement, and shall cease to invest funds through the NYCLASS program.

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

Discussion: Council member Hotaling and Schmitt asked for the amount we would be investing and for more information on NYCLASS. The Supervisor stated our fund balances are healthy right now but only earning about 1% interest where as NYCLASS is currently about 5.25%. it is also a liquid asset which we can draw from at any time. Supervisor Donnelly recommended investing the cemetery balances and additional money from the A fund for of a total of approximately 2 million dollars. Attorney Rich Riley explained this is a safe program in which many municipalities participate in. Fees are determined on a sliding scale. Council member Schmitt asked if the board was comfortable with investing 2 million dollars. Supervisor Donnelly spoke to the accountant for the town and she is in favor of investing this money.

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Resolution # 099-24 Authorize Letter of Credit (Hecate)

	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>5</u>		<u>5</u>		

**Resolution Authorizing the Letter of Credit from
PNC Bank National Association**

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

WHEREAS, the Town of Coeymans (the “Town”) is the beneficiary of an Irrevocable Standby Letter of Credit (“Wells Fargo LOC”) relating to the Hecate Energy (“Hecate”) renewable energy project constructed and maintained by Hecate in the Town; and

WHEREAS, Hecate seeks to substitute a comparable Letter of Credit from PNC Bank National Association (“PNC LOC”) for the Wells Fargo LOC.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the substitution of the PNC LOC for the Wells Fargo LOC, conditioned upon any necessary revisions to the PNC LOC, identified by the Town’s Attorney, being agreed to by the Applicant and incorporated therein.

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

Discussion: Council member Schmitt asked for more clarification on what this is for. Town Attorney Rich Riley explained this is a credit guarantee towards the decommissioning plan.

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Public Comment:

Dan Baker lives in the Village. He cautions the board regarding the investment as town are not supposed to be banks. He asked where the money goes if earned. The Supervisor feels it would go towards A fund. Mr. Baker asked if a surplus of money should go towards the tax cap and is a public hearing necessary to invest that amount of money. Mr. Riley explained there are laws that formed by the state which outline how a municipality can invest. Mr. Riley also clarified he believes the earnings must go back to the funds they were drawn from. Council member Stott thanked past administration on being good stewards of tax payer dollars.

Motion to Adjourn was made by Council member Donnelly and Seconded by Council member Hotaling- APPROVED – VOTE – AYES 5 – NAYS 0 – ABSENT – SO MOVED 6:48p.m.

Respectfully Submitted,



Candace McHugh, Town Clerk