

TOWN OF COEYMANS MEETING MINUTES
March 31, 2026 6:00PM

A Special Town Board Meeting was held Thursday, March 31, 2026 at 6:00p.m. at 18 Russell Avenue, Ravena N.Y.

PRESENT: Stephen Donnelly, Supervisor
Michael J. Stott, Deputy Supervisor
Stephen J. Schmitt, Council Member
Patricia Grogan, Council Member

ALSO PRESENT: Candace McHugh, Town Clerk

Supervisor Donnelly opened the meeting and led the audience in the Pledge of Allegiance. He asked that the record reflect all board members were present

Resolutions

Resolution # 067- Additional Duties of Highway Superintendent

| | <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"/> |
| Michael J. Stott | <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"/> |
| Patricia Grogan | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Total</i> | <u>4</u> | | <u>4</u> | | |

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

WHEREAS, by Resolution #010-26, the Town Board of the Town of Coeymans gave additional duties to the Highway Superintendent, above and beyond his duties as Town Highway Superintendent, which includes, but is not limited to, overseeing the Parks Department, Town Hall and Facilities maintenance, and Cemeteries maintenance (the “Additional Duties”); and

WHEREAS, following the resignation of Daniel Baker from the office of Highway Superintendent, the Town Board of the Town of Coeymans appointed George LaMountain to the office of Highway Superintendent; and

WHEREAS, the Town Board is desirous of giving Highway Superintendent George LaMountain the Additional Duties as assumed by the previous Highway Superintendent; and is desirous of compensating Mr. LaMountain for his work related to such duties.

TOWN OF COEYMANS MEETING MINUTES

March 31, 2026 6:00PM

Resolution # 069 Approve Laberge Addendum for USDA Grant

| | <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"/> |
| Michael J. Stott | <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"/> |
| Patricia Grogan | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Total</i> | <u>4</u> | | <u>4</u> | | |

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

WHEREAS, the United States Department of Agriculture (“USDA”) has awarded a Community Project Funding grant (the “Grant”), in the amount of \$500,000.00, to offset the expenses related to the Town of Coeymans Wastewater Project Phase 1 (the “Project”); and

WHEREAS, the Town Board of the Town of Coeymans previously retained Laberge Engineering and Consulting Group, Ltd. (“Laberge”) to provide grant administration services to the Town; and

WHEREAS, by Resolution #043-25, the Town Board of the Town of Coeymans previously authorized the Town Supervisor to sign Laberge Addendum No. 2025012-00, to approve Laberge’s original proposal to bill \$10,000.00 in connection with the administration of the Grant; and

WHEREAS, additional administration work not originally accounted for was required in connection with the Grant, including to access funds to repair/replace the existing sewer pump stations (the “Additional Work”); and

WHEREAS, the Town has now received a proposal from Laberge, dated March 3, 2026 (the “Addenda”), to represent the Additional Work; and

WHEREAS, Laberge proposes to bill an additional amount not to exceed Ten Thousand and No/100 dollars (\$10,000.00) for Addendum No. 2025012-01, for a total amount of \$20,000.00 in connection with administration of the Grant.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Coeymans does hereby authorize Supervisor Stephen Donnelly to sign the Addenda provided by Laberge.

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

Discussion: Council member Schmitt stated he is not or has ever been in favor of Laberge Engineering. However, the cost of starting over is too great and has requested Laberge address the entire board during communications along with notice of when a budget increase may be needed. Supervisor Donnelly offered for any board members who wish to be involved in the implementation process of the grants are more than welcome to do so. Council member Grogan agrees she is not comfortable with Laberge but also feels the town needs this and it must go

TOWN OF COEYMANS MEETING MINUTES

March 31, 2026 6:00PM

forward. Supervisor Donnelly stated there were several events such as federal shutdowns that halted and/or altered the process and vouches for the amount of time put in by Laberge professionals. A copy of the letter received from Laberge addressing this situation is attached to these minutes.

Council member Grogan asked about the WIIA grant which was denied. Supervisor Donnelly stated the WIIA was rejected in December of 2025 due to the lack of a bond resolution at the time. There was confusion regarding the 2025 and the 2026 WIIA application cycles. The initial 2025 WIIA was rejected and the town will reapply for the 2026 cycle as all the requirements are set. Council member Grogan and Schmitt felt they were misled during the Laberge meeting regarding the WIIA grant. Council member Schmitt shared his frustrations on the lack of clarity when discussing the grants.

Supervisor Donnelly met with NYS DEC at the Waste Water Treatment Plant. The plant was given an unsatisfactory, an order of consent will be issued to the Town of Coeymans. Supervisor Donnelly stated the sewer treatment plant is failing. Laberge Engineering did state sometimes orders of consent open new opportunities for funding. Council member Grogan stated the minutes on our website were not accurate.

Council member Grogan feels the board can do better. Supervisor Donnelly and Council member Grogan shared tense words about several topics.

Council member Grogan asked that the NYFAST grant be placed on the next agenda to get an update from Mr. Laraway. The Supervisor stated he is drafting an email to Mr. Laraway currently.

Farmer's Market/ Evening on the Green: Decisions need to be made as to when and where the market and concerts take place. The Supervisor stated the vendors and bands have a preference for the Landing. The Concerts and Market will be taking place on Thursday evenings which will not have us competing with neighboring towns for vendors. It has been suggested vendors can be along the waterfront or on the grass behind the gazebo to allow for the parking lot to be used for actual parking. Council member Grogan asked if it was possible to have a few concerts out at Jorlaemon as well. It was suggested keeping the Evening on the Green at the Landing but offer a concert out at Joralemon once a month or so since there is money still in the budget for bands. The Clerk will look up potential dates for Joralemon. The general consensus of the board is to have both the Farmer's Market and Evening on the Green exclusively at the Landing on Thursday evenings.

Public Comment:

William Stewart asked if phase 2 for town hall was in the works. The Supervisor stated the board is focusing on the sewer treatment plant right now but will approach phase 2 similarly as

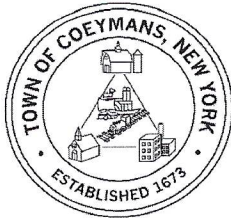
TOWN OF COEYMANS MEETING MINUTES
March 31, 2026 6:00PM

they did phase 1. Mr. Stewart asked if the town needed to be in contact with the judicial district, the answer is yes. The Clerk stated the current building considered phase 1 is not complete. The HVAC needs to be adjusted. Supervisor Donnelly announced he has obtained one quote and has asked his secretary to get 2 more. It was asked that he follow up with Mr. Fazio.

Motion to Adjourn was made by Council member Donnelly and Seconded by Council member Grogan- APPROVED – VOTE – AYES 4 – NAYS 0 – ABSENT 0 – SO MOVED 6:48

Respectfully Submitted,


Candace McHugh, Town Clerk



March 30, 2026
VIA EMAIL & MAIL

Mr. Stephen Donnelly, Supervisor
and Councilmembers
Town of Coeymans
2524 US Route 9W
Ravena, New York 12143

Re: Grant Administration Contracts
Wastewater System Improvements
Town of Coeymans, New York

Dear Supervisor Donnelly and Town Councilmembers:

As discussed in recent correspondence and at the request of Councilwoman Grogan, we offer this letter as confirmation and/or clarification of the terms of the recent contract addendums provided to the Town in regard to grant award administration services.

1) **FY2024 USDA Community Project Funding Award - \$500,000**

In November of 2024, the Town approached Laberge Group (LG) with information regarding an FY24 Congressional earmark award of \$500,000 through the USDA Water and Environmental Program (WEP) secured by Congressman Tonko. Initial correspondence and meetings with USDA program representatives indicated that the administrative process for obligating these particular funds would be significantly streamlined compared to standard USDA competitive grant applications, which are quite onerous. With this understanding, LG provided the Town with an hourly addendum (dated 1/23/2025) not to exceed \$10,000 for administration of the USDA grant award. Not long after LG staff began undertaking the preliminary administrative activities it was realized that the process would not be streamlined, but follow the typical, more onerous, process. Many LG staff hours were dedicated to assisting Town officials with registering for access to USDA's RD-Apply grant portal, conducting expanded environmental review activities (per USDA requirements), collecting myriad pieces of technical data and information to complete the online application, and corresponding with USDA program representatives to troubleshoot technical challenges with their system(s). The final application was completed and successfully submitted on December 4, 2025.

The initial \$10,000 contract amount was expended in late April – early May of 2025. In the interest of progressing the project, LG continued through the application submission process and subsequent follow-up administrative activities/meetings. To date, LG has invested nearly \$26,000 of billable staff time on the administrative tasks associated with the 'streamlined' administration of the USDA award. LG provided the Town with a second addendum (dated 3/3/2026) to increase the contract amount by another \$10,000 for a new not-to-exceed cap of \$20,000 to continue providing the ongoing grant administration activities associated with this award. It should be noted; this amount is still below the amount of total time LG staff has already devoted to this project on behalf of the Town.

2) **2025 NYSHCR Community Development Block Grant (CDBG) Award - \$2,000,000**

In December 2025, the Town was awarded a \$2,000,000 CDBG grant toward the Phase 1 Wastewater System Improvements Project. Of the \$2,000,000 award, \$40,000 is allocated for grant administration

Mr. Stephen Donnelly, Supervisor
Coeymans Town Board
March 30, 2026
Page 2

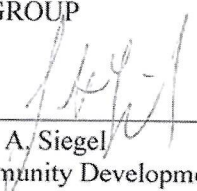
services within the CDBG contract budget. This amount was established in coordination with the Town during grant development phase and represents the agreed upon fee for which LG submitted a proposal accepting this lump sum fee through the initial term of the award agreement. The agreement has an effective termination date of January 10, 2028. This fee assumes the project proceeds as planned, that the Town responds promptly to information requests to facilitate timely reporting and reimbursement submissions, and that the grant can be closed out by the grant deadline.

Please note, the \$40,000 fee does not account for unanticipated project delays; grant extension requests, extra meetings, extra calls, or extra correspondence; or special requests/ancillary tasks. Should any of these conditions become relevant, LG will engage and work with the Town to develop a strategy amenable to both parties to address the situation and provide additional addendums for that extra effort if it is needed. We do not anticipate that they will rise to that level, however some of the process is beyond our control and requires cooperation of the Town, the contractor(s) and the CDBG program.

We hope that the above information is useful to the Town Board and look forward to completing this important project as timely and efficiently as possible. Please feel free to contact us with any questions, or need for additional information.

Very truly yours,
LABERGE GROUP

By: _____


Scott A. Siegel
Community Development Manager