

VILLAGE OF RED HOOK
BOARD WORKSHOP MEETING

MAY 28, 2015

8:00PM

Present: Mayor Blundell, Deputy Mayor Kovalchik, Trustee Norris, Trustee Zacharzuk. Trustee Trapp and Clerk Cole were absent. Notes were taken by Angela Jones and recorded.

RFP Review – Select Engineer:

Mayor Blundell opened the meeting with a review of the RFP and the bids for the engineering segment of the upcoming sidewalk project. There were 3 submissions. The bidders were: Fusco Engineering, Morris and Associates, and CT Male and Associates. To comply with procedure and rules, Mayor Blundell stated that there would be a discussion to look at the lowest responsible bidder. Deputy Mayor Kovalchik stated that he had been in communication with Audra Murray who handles the block grant for the County. The Village has to retain copies of the bids and a copy of the letter of award. The Village does not need approval of the County to go forward.

Mayor Blundell put forward the motion: Whereas the Village advertised for RFP's for the Block Grant sidewalk project 2015, and whereas 3 bids were opened at the Workshop meeting May 21. The bidders, noted in the minutes are: Fusco Engineering, \$7000, Morris and Associates, \$6150 and CT Male and Associates, \$4500. The Village Board has reviewed the submissions and hereby selects the winning bidder to be CT Male and Associates. The printed documents are to be filed in the Clerk's office. Trustee Zacharzuk seconded the motion and all were in favor.

General Fund Budget Modifications:

Mayor Blundell led the discussion re: fine tuning the end of the Fiscal year. As of 12:52pm on May 28th 2015 the Village was \$79,000 in the black. There were still monies to be paid in. For example, Court revenue for May of \$2,500 and Pilot money from Red Hook Commons of \$11,300. There were also costs projected at approximately \$21,000 to be paid out including staff pay and street lights.

We also have funds in the police donations and highway capital fund to move into special reserves, as agreed in budget season. This would remove them from the general fund balance but preserve them for future use.

At 8:22pm, Trustee Trapp entered the meeting.

After more discussion, Mayor Blundell made the motion to agree to move \$8000 from Highway 5110.2 (highway capital) to M and T Bank CD designated reserve highway account ending in 6473. Trustee Zacharzuk asked how much interest the Village was earning on the CD. Mayor Blundell replied that he didn't know but all cd's are minimal return now.

The second part of the motion is to move The Bard Police donation of \$8,000 to a Police Vehicle and Equipment Reserve CD at M and T Bank. (Mayor Blundell did not have an account number for that since it is still being created.)

This was seconded by Deputy Mayor Kovalchik and Trustee Norris. All were in favor.

There then followed discussion on the Police Revenue. More money was due to come in for DWI and STEP. The work has been done and billed and the money will probably come in in the next two weeks. There is \$18,000 of anticipated revenue, but 5 more days of payroll yet to be taken out before the end of the Fiscal Year. Mayor Blundell made a motion for a budget modification to increase police salary (expense) line by \$18,000 and police revenue lines by \$18,000, (Indicated by the Controller as exhibit A) due to the increase in Police revenue lines not yet received by the Village. This reflects more field work for grant and SRO work.

It was seconded by Deputy Mayor Kovalchik. All were in favor.

Trustee Norris left the meeting at 8:37pm.

Water Budget Adjustment:

A discussion was held on the water budget and it was noted that The Village of Red Hook has an existing USDA Reserve account line with a budget of \$25,000 showing usage of \$13,019.64. Mayor Blundell made a motion to move the balance of \$11,980 to an existing CD: reserve water equipment at M and T Bank, account ending in 6481. Trustee Zacharzuk seconded the motion and all were in favor.

A motion to adjourn the meeting was made by Deputy Mayor Kovalchik at 8:55pm and seconded by Mayor Blundell. All were in favor.

Submitted by Angela Jones

Secretary

