

**VILLAGE OF RED HOOK
MONTHLY BOARD MEETING
APRIL 9, 2018**

Present: Mayor Blundell, DM Kovalchik, Trustee Norris, Trustee Laing, Clerk/Treasurer Chiarella. Trustee Trapp was absent.

Mayor Blundell opened the meeting with the Pledge of Allegiance and a brief welcome.

Mayor Blundell made a motion to approve minutes for March 12th, 15th, and 22nd. DM Kovalchik seconded this motion. All were in favor.

7:00 pm Public Hearing – 2018-2019 Budget

Mayor Blundell made a motion to open the Public Hearing. DM Kovalchik seconded. All were in favor.

Mayor Blundell stated copies of the budget are available for review. A tentative budget is due March 20th with a final budget submitted to Clerk Chiarella by May 1st. The submitted budget does stay within the 2 % tax cap formula. Since the last budget discussion with the Board and the submission of the tentative budget, a few needs have arisen. The Village IT consultant advised we need of a new server, which would cost approximately \$ 7,000.00, including installation; snow materials (sand/salt) is running much higher than budgeted; On the positive side, the LED lighting program is underway but will take 2-3 years before we see a return on street lighting. Website upgrades are \$ 8,000. Dutchess County had a large Workman's Compensation increase. The Water budget will have no more water rate increases. Material Management will remain the same. A sewer budget has been created with fund from the water account and a 4 year pay back plan is in place. The sewer does not have any cash flow yet.

Phase II (water) will close by May 20th.

DM Kovalchik made a motion to close the public hearing. Trustee Norris seconded. All were in favor.

- **Re-Organizational Meeting**

Mayor Blundell made the following appointments:

- Mayor Blundell made a motion to appoint the Daily Freeman as the Village's Official Newspaper. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell made a motion to approve the meeting schedule that was submitted. Trustee Norris seconded this motion. All were in favor.
- Mayor Blundell pointed out the Code of Ethics in the Village Code and reminded all about its applicability.

- Mayor Blundell reminded all of Procurement policy in the Village Code.
- Mayor Blundell made a motion to approve resolution 6-2018 Advanced approval of claims. DM Kovalchik seconded this motion. All are in favor.
- Mayor Blundell made a motion to approve resolution 7-2018 allowing employees be paid the IRS mileage rate for all Village traveling. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell made a motion to approve resolution 8-2018 Depository Bank for deposit of Village monies. Key Bank as the depository bank and M & T for CD's. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Brent Kovalchik to Deputy Mayor. Trustee Norris seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Gary Beck and James Greaves as Acting Building Inspector. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell made a motion to re-appoint Ray Towle as a Planning Board member to 2022. Trustee Norris seconded this motion. All were in favor.
- Mayor Blundell made a motion to re-appoint Michelle Zagorski as Controller, McCabe and Mack as Village Attorney, CT Male as Village Engineer. DM Kovalchik seconded this motion. All were in favor.

REGULAR MEETING

TREASURER'S REPORT

Treasurer Chiarella presented the Board with the following report:

Account Balances

General Fund	\$ 431,171.04
Water Fund	\$ 105,376.19
Trust & Agency	\$ 33,700.36
Materials Mgt.	\$ 4,221.65
Petty Cash	\$ 75.00
Village Green	\$ 4,136.88
Hardscrabble	\$ 4,623.84
Health Ins.	\$ 1,055.48
Capital Project	\$ 00.00

Mayor Blundell made a motion to approve the Treasurer's Report as submitted. Trustee Norris seconded. All were in favor.

DM Kovalchik asked for Treasurer Chiarella to contact the Town of Red Hook for the snow materials invoices.

POLICE

Mayor Blundell read the following police report

	Village	Town of Red Hook	Tivoli
Incidents:	254	100	6
Total 360			
UTT's	45	37	
Total 82			
Arrests	16	10	
Total 26			

PLANNING AND ZONING

Mayor Blundell read the following Planning and Zoning report

Building Permits	6
Certificates of Occupancy	3
Municipal Searches	1
Stop work Order	1
Complaints	1
Inspections	2

\$ 1,175.00 was collected in fees.

MATERIAL'S MANAGEMENT

For the month of March, we sold \$1960.75 in tags and paid out \$1093.66. We had 4.22 tons of single stream recycling and 8.6 tons of garbage. Our annual spring cleaning sale is going on April, May and June, buy 10 blue or red tags and get one free.

EVENTS

Our annual egg hunt was held March 24, with over 250 kids scrambling for goodies. Thanks to the Red Hook Police Department and the Red Hook Public Library for helping to run this event.

The Red Hook Community Center will be celebrating their first anniversary on Saturday, April 28, from 12-4, with open house, ribbon cutting of the Giving Tree Thrift Shop, Open Studio with Artist in Residence, and refreshments and raffles.

Apple Blossom Day will be Saturday, May 12. This event is run by the Red Hook Rotary, for more information or to become a vendor, please contact David Wright.

WATER

Trustee Laing read the following report submitted by VRI

- During the month of March, the water treatment facility treated 6,007,000 total gallons, which is an average of 193,800 gallons per day. See below for the Annual Daily Average Flow chart.
- All bacteriological samples for the month were collected and transported to Smith Environmental Laboratory, Hyde Park, New York. Please see below for sample location and results: 3 Scism Circle, absent, 7466 South Broadway, absent, 29 East Market Street, absent. (results- absent of choliform)
- During the month of March, the water treatment plant used 55 gallons of sodium hypochlorite. The average daily use was 1.77 gallons per day.

Mayor Blundell stated there are solar panels on the Village's well field to offer the Fire House a reduced rate. Also, there had been several mayor storms recently, the Village's tree pruning helps to have fewer outages.

HIGHWAY

The Village's Snow Ordinance is no longer in effect as of March 31, 2018. In the event of a spring snowstorm, the Village Highway Department urge residents to exercise good judgment and locate cars off of Village streets and state highways to facilitate snow and ice removal.

The Village Highway Department removed snow from sidewalks and roads in the main business area that resulted from successive winter storms. The Village would like to thank Frank Vosburgh Excavating and Paving Contractor, David Vosburgh, Stickle Excavating, J.S. Anagnos Excavating Contractor, and Fastracs Inc. Excavating for assisting the Highway Department with equipment and labor. Mayor Blundell pointed out that these contractors are paid to do the work and we budget for a two such clearing tasks per year. We continue to push the state to help since the snow is from their plowing of state highways.

The Village Highway Department will begin picking up lawn debris and brush every first and third Monday of the month as their schedule permits.

Residents are reminded to place lawn debris curbside and separate brush, lawn debris and grass clippings in separate piles. Please limit the size of the brush piles to 6' x 6' x 6' with tree limbs and branches no larger than 8" diameter. Please do not include tree trunks and debris from tree maintenance performed by private contractors and/or professional tree maintenance companies.

The Village received an estimate from Easystreet Cleaning Inc. to sweep Village streets and municipal parking lots. The estimate based on prevailing wage and the machine is \$190.00 per hour. Sweeping will begin late April/early May, 2018.

Residents are reminded to sweep sand and gravel from their lawn edge onto the side of the street. Please do not push sand and gravel into piles, but in a line.

No scrap metal was sold during the month of March, 2018. Total revenue generated in FY2017-2018 is \$2,981.40. Since inception of the Scrap Metal Recycling Program in September, 2007, \$25,192.97 has been generated.

Red Hook Sewer Project

a. A Meeting was held on March 2, 2018 in the Red Hook Village Building. Edwin Vopelak (C.T. Male), Victoria Polidoro (Rodenhausen Chale), Melissa Beskiel (CHW – representing Kearney Realty Group), Morris Associates (Engineer – Red Hook Commons), Ed Blundell and Brent Kovalchik attended. The following items were discussed:

Securing sanitary access and drainage easements from the Kearney Realty Group/Red Hook Commons for access for the Village to build and maintain the sewer treatment plant. Possible amendments to the subdivision plan that will require review and approvals from the Red Hook Village Planning Board and the Dutchess County DOH.

b. Meetings were held on March 2, 9, 16 and 23, 2018 in the Red Hook Village Building. Edwin Vopelak (C.T. Male), Doris Balacic-Scheuing, Ed Blundell and Brent Kovalchik attended. The following items were discussed:

Review and finalize 136 easements packets to be sent to owners of 127 properties in the Sewer Service Area.

Establish the dates of March 24 and April 7, 2018 for property owners to discuss easements and have signatures notarized with Cindi Chiarella and Ed Vopelak in the Red Hook Village Building from 10:00am to 2:00pm.

April 16, 2018 was determined to be the deadline for submitting signed easements and forms.

Easement packets (3/15/18) include:

- Easements with Exhibits (2 copies)
- Exhibit A – Description of Property
- Exhibit B – Description of Sewer Installation
- Exhibit C – Description of Temporary Easement Premises
- Exhibit D – Description of Premises
- Exhibit E – Map of Easement Premises
- NYS Combined Real Estate Transfer Tax Community Preservation Fund (2 copies)
- Sample of Transfer Tax forms highlighted in red where property owner information and/or signature(s) are required.
- Property owner information form

- Scale plan showing design for each individual property.
- Contact information of Village Attorney, Engineer and Mayor where questions from property owners can be directed.

Reviewed memo of 3/14/18 from the NYS EFC commenting on the Engineering Report/Basis of Design for the Red Hook WWTP and STEP Sewer System (1/2/18 – prepared by C.T. Male) and the Plans and Specifications/Village of Red Hook Sewer Project (7/17 – prepared by C.T. Male). The NYS EFC reviewed these documents for compliance with the “Recommended Standards for Wastewater Facilities” (10 – States Standards), the NYS Stormwater Management Design Manual (1/15), and for compliance with applicable Clean Water State Water Pollution Control (CWSRF) Regulations before the project is deemed eligible for NYS EFC CWSRF financing.

Reviewed remaining items to be addressed to satisfy the USDA-RD Letter of Conditions (2/15/17) before USDA-RD can obligate funds (loan (\$3.7 million) and grant (\$1.2 million)) and authorize the construction bidding process. A memo was sent on 3/27/18 from C.T. Male to document status and request a meeting to review outstanding items.

Reviewed STEP System redundancy requirements from the NYS Design Standards for Intermediate Sized Wastewater Treatment Systems (3/5/14). To satisfy the requirements, the sewer system design includes 24 hours of storage volume in all septic tanks and the installation of duplex pumps at all restaurants. Options for emergency generator connections are also being discussed for those properties that do not already have emergency generators.

Addressed questions from multiple property owners within the Sewer Service Area. The Village encourages property owners with questions to discuss with officials and engineers at the regularly scheduled work sessions on Fridays between 10:00am to 2:00pm, or by appointment.

Reviewed proposed FY2018-2019 Sewer Fund Budget and associated use fees.

Red Hook Village Water Project – Phase II

a. Meetings were held on March 9 and 23, 2018 in the Red Hook Village Building. Edwin Vopelak (C.T. Male), Doris Balacic-Scheuing, Ed Blundell and Brent Kovalchik attended. The following items were discussed:

The Village is waiting for a response from the NYS EFC Board of Directors regarding final approval of the project and the establishment of a closing date. The closing of the NYS EFC loan is expected to occur in April, 2018.

Bond Counsel to determine payment schedule for the USDA-RD long term financing.

Discuss final steps to decommission the existing elevated water storage tank with the Village Water Operator (VRI and C.T. Male).

3. Red Hook Village Municipal Water System

A Meeting was held on March 23, 2018 in the Red Hook Village Building. Fernando Dongo (VRI), Edwin Vopelak (C.T. Male), Ed Blundell and Brent Kovalchik attended. The following items were discussed:

Reviewed general maintenance and operation of well field equipment, water quality testing, secure computer data accessibility, storage tank operations and operation of controls.

Reviewed operation of new individual property meters (Water Project – Phase I) and replacement/repair list.

4. Town of Red Hook/Village of Red Hook Solar PV Project

A Meeting was held on March 23, 2018 in the Red Hook Village Building. Robert McKeon (RHT Supervisor), RHT CAC member, Ed Blundell and Brent Kovalchik attended. The following items were discussed:

Reviewed the draft Request for Proposals for a 1.73 MW(AC) Solar PV Project to be created through the NYSERDA Community Generation Program.

The Town of Red Hook, in conjunction with the Village of Red Hook, seeks to identify a qualified project sponsor to develop a 1.73 MW(AC) Solar photovoltaic project that will qualify for the NYSERDA Community Distributed Generation (“Shared Renewables”) Program. This program allows customers who cannot site solar PV on their own property to participate directly in off-site solar projects – on an aggregated basis – through net metering. The goal is to bring this program to Red Hook: to expand the Town’s/Village’s and their residents’ participation in the energy of the future, and benefit from the lower electric prices and local job creation associated with it.

It is proposed that the Village of Red Hook will make available an approximately 7 acre portion of an 18 acre parcel (RHV Well Field) for the site location for the development of the solar system.

Intermunicipal Task Force (ITF)

(Charlie Laing and Brent Kovalchik – Red Hook Village Representatives/Members)

ITF Meetings were held on March 2, 9 and 16, 2018 in the Red Hook Town Hall. The following items were discussed:

1. The current balances of the Village Green Committee’s related budget accounts, as of March 31, 2018, are as follows:

Community Beautification – Contractual Expenses (#8510.4)
Balance \$ 2,846.00

Shade Tree – Contractual Expenses (#8560.4)

Balance \$ - 6,350.00

Village Green Committee Checking Account

Balance\$ 4,136.88

David Pearson and Brent Kovalchik met on March 24, 2018 to review sites, determined at the February 23, 2018 VGC Meeting, and to verify with adjoining property owners potential placement and appropriate tree spaces. Currently, tree planting sites will be located on properties along Fraleigh Street, Cambridge Drive, Park Avenue, Church Street Extension and South Broadway. Final tree spaces and site location are expected to be complete in early April, 2018.

The Village received a letter from the Arbor Day Foundation (3/6/18) congratulating the Village of Red Hook on earning recognition as a 2017 Tree City USA. The letter states, “Communities worldwide are facing issues with air quality, water resources, personal health and well-being, and energy use. The Village of Red Hook is stepping up to do its part. As a result of the Village’s commitment to effective urban forest management, the Village is helping to provide a solution to these global challenges. Trees provide multiple benefits to a community when properly planted and maintained. They help to improve the visual appeal of a neighborhood, increase property values, reduce home cooling costs, remove air pollutants and provide wildlife habitat, among other benefits.”

The Village of Red Hook achieved Tree City USA recognition by meeting the Tree City USA program’s four requirements: establish an active tree board or department, create and implement a tree care ordinance, maintain an annual community forestry budget of at least \$2.00 per capita, and conduct on Arbor Day observance and proclamation.

Village Green Committee Officer, Michael Johnson, represented the Village of Red Hook at the Twelfth Annual Tree City/Tree Line/Tree Campus USA Recognition Ceremony and workshop held on March 29, 2018 at the Albany Marriott Hotel.

REGULAR BUSINESS:

Red Hook Fire Department – No report presented for the last 2 months.

Building Department fees update – being reviewed and will be discussed at the next workshop.

The Village Board has reviewed the Key Bank handicap changes and offered to meet their consultants. Street side handicap is a consideration but no decision has been made.

The tentative 2018-2019 budget will be discussed at the workshop, votes made on modifications and rescind the tax cap over-ride.

Zoning Review Committee – update – General Business District changes. The ZRC submitted possible changes in the law and comments back from the Board. Village Attorney will review the changes. The 6 month moratorium is up in June.

Mayor Blundell made a motion to appoint Josh Bardfield to the Red Hook Library Board. Trustee Norris seconded. All were in favor.

Resolution 9-2018

Motion to Authorize the Mayor to sign Sewer Easements

- Village Hall Property
- Parking Lot Property

In accord with the sewer project there will be sewer mains and a septic tank installed on village property at village hall and sewer mains running through the village parking lot

Easement documents, related documents and site maps are in possession of the village and required signature by the Mayor.

The Village Board authorizes the Mayor to sign the required easements documents and related filing forms.

Mayor Blundell made a motion to approve resolution 9-2018. DM Kovalchik seconded. All were in favor.

PUBLIC COMMENTS

Don Finn – asked the Board if the Village will retain the armature on the Central Hudson poles. Mayor Blundell stated the Village will eventually purchase the armatures.

Steve Zacharzuk questioned the sewer budget – Mayor Blundell explained there is currently no cash flow and the water fund will provide \$ 20,000 to the sewer with a pay back of \$ 5000 annually. When the plant is purchased expenses will start. Central Hudson is going to charge electric to run the plant, an operator is needed, insurance will also be incurred.

Steve also inquired about having a speed trailer on Cambridge. Also is it possible to lower the speed to 25 mpg. Blundell indicated that research finds we cannot drop speed to 25 in the whole village or large areas. NYS law applies and it is not allowed. We will work on solutions.

Mayor Blundell made a motion to pay bills after audit. DM Kovalchik seconded this motion. All were in favor.

DM Kovalchik made a motion to adjourn the meeting at 9:00 PM. Trustee Norris seconded this motion. All were in favor.

Submitted by,

Cynthia Chiarella
Clerk/Treasurer