

**VILLAGE OF RED HOOK  
PUBLIC HEARING  
PUBLIC VIEWED INSTALLATION PERMIT  
MAY 16, 2013  
7:00 PM**

Present: Mayor Blundell, Deputy Mayor Kovalchik, Trustee Norris, Clerk Cole, Kim Gomez and Rita Gentile. Absent: Trustee Zacharzuk.

Mayor Blundell opened the meeting with a discussion on Art Sculpture show. Currently there is no law in our current code addressing art shows. A template can be put into the Village Code. Counsel has reviewed law. DM Kovalchik stated there is a community based organization Red Hook Arts heading up the first exhibit. SEQRA analysis is required. DM Kovalchik consulted with the City of Kingston Planner for guidance. Mayor Blundell read the following legislative intent: It has come to the attention of the Village Board of Trustees that local community groups have sought permission from the Village and local land owners for the public display of publicly viewed installations. In order to assist local community organizations it is the purpose of this ordinance to support local community based organizations while prohibiting commercial enterprises from obtaining free commercial display areas within the Village.

**DEFINITIONS**

As used in this Chapter, the following terms shall have the meaning indicated: **COMMUNITY BASED ORGANIZATION:** A Red Hook based, tax exempt organization, or affiliation with a tax exempt organization, which must provide proof of such status whose mission is to promote service, civic pride and community involvement.

**PROHIBITIONS**

- A. No display or exhibit permitted under this Chapter shall allow the sale or conduct of any business operation at the installation site.

**STANDARDS**

- A. Any Red Hook Community Based Organization wishing to place or utilize a public or private display area within the incorporated Village of Red Hook in a place that is open to the public or visible to the public must first obtain a permit from the Board of Trustees of the Village of Red Hook.
- B. Only entities or organizations that are recognized as a Community Based Organization may apply for and obtain a permit.
- C. If private land is being utilized for the display written permission from the property owner must be presented with the application.
- D. Any structure erected for any display must be safe and structurally sound and shall be placed or erected to not interfere with sight lines or motorists or other traffic or to interfere with the use of any public thoroughfare.
- E. Any permit issued shall be valid for a period of 180 days at the end of which the organization shall have removed and restored the display area to its original condition.
- F. There shall be no fee for a permit application under this Chapter.

**ENFORCEMENT**

The Code Enforcement Officer of the Village of Red Hook is hereby authorized to issue summonses or appearance tickets, returnable in the Village Court for any violations of this Chapter. Any such violations

shall be categorized as a petty offense punishable by a fine of up to \$250.00 per violation, per day, each day that the offense continues shall be considered a separate violation.

**NO LIABILITY**

The Village, its boards, agents, employees or anyone working on the approval or installation of the exhibition shall not be liable for loss or damage to the installation/display items or the display site. Insurance is the responsibility of the organization, the participant(s) and/or property owner of the site.

**EXEMPTION**

Seasonal/Holiday exterior displays of not more than 60 days on private property are exempt from this Chapter.

**SEVERABILITY**

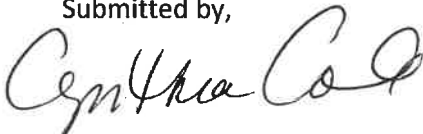
In the event any provision of this Chapter shall be deemed illegal or otherwise unenforceable by a court of competent jurisdiction, then only that specific provision shall not be enforced, and all other sections and provisions shall remain in full force and effect.

Mayor Blundell stated that insurance would fall on the artist. Rita Gentile asked if on Village property would the Village hold liability. Mayor Blundell answered yes. There would also be no fee for this permit.

Mayor Blundell scheduled a workshop meeting on May 30<sup>th</sup> at 7:00 PM at the Village Hall to discuss the above.

A motion was made by DM Kovalchik to adjourn the meeting at 7:15 PM. Trustee Norris seconded the motion. All were in favor.

Submitted by,



Cynthia Cole  
Clerk/Treasurer

**VILLAGE OF RED HOOK  
WORKSHOP MEETING  
MAY 16, 2013  
7:15 PM**

Present: Mayor Blundell, DM Kovalchik, Trustee Norris and Clerk Cole.

Absent: Trustee Zacharzuk.

Mayor Blundell opened the workshop meeting at 7:15 PM.

- Budget adjustments – Mayor Blundell stated the USDA is requesting terminology clarifications to the 2013-2014 Water Budget line items as follows: 9710.8 to be USDA Transfer to Short Lived Account, 9710.9 USDA Debt Service and 9710.71 EFC- Interest. Trustee Norris made a motion to approve the above changes to the Water Budget. DM Kovalchik seconded the motion. All were in favor.
- General Fund budget adjustments – outstanding items with stale checks or duplicated checks totaling \$12,141.48. It is recommended that A2701 refund prior year's expenditures. Deposits totaling \$60,281.74 were also outstanding. A recorded deposit for \$54,694.38, a wire transfer for a debt payment, was corrected after reconciliation. The balance will be cleared out by reducing the current year's interest income line A2401. Mayor Blundell made a motion to approve the above general fund adjustments. Trustee Norris seconded the motion. All were in favor.
- Garbage Fund – stale or duplicate checks totaling \$3,139.97. EL2701 was credited to refund prior year's expenditures. A deposit totaling \$42.51 on 6-8-12 was duplicated interest credit. Mayor Blundell made a motion to approve garbage fund adjustments. DM Kovalchik seconded the motion. All were in favor.
- Water Fund – stale or duplicated checks totaling \$4,237.44 was credited to FX2701. Deposits totaling \$832.05 from the current year was duplicated interest recordings. DM Kovalchik made a motion to approve water fund adjustments. Trustee Norris seconded the motion. All were in favor.
- Trust and Agency – stale dated checks or duplicated checks for \$660.45 was adjusted. T10.11 Special Payroll for \$500.00 and T10.8 SUI Payable for \$160.45. Mayor Blundell made a motion to approve Trust and Agency adjustments. DM Kovalchik seconded the motion. All were in favor.

RFP – Water Operator – RFP was submitted to the Board framework of which was drafted by Trustee Trapp with Mayor Blundell and DM Kovalchik making customized changes. Mayor Blundell read the RFP schedule as follows:

**2.15 RFP Schedule**

The Village advertises RFP on 21st May, 2013.

All inquiries regarding RFP due by close of business 12th June, 2013.

Answer to queries 15th June, 2013.

Bidders' deadline for submitting responses to RFP 19th June, 2013.

Review of Bids and selection of bidder – 20th June, 2013.

Award of Bid 28th June, 2013.

### 3.1 Proposal Format

The Bid shall be formatted in accordance with proposal list below, a-m, duly sealed and labeled "Proposal for Water Operator for The Village" should be addressed to the **Village of Red Hook, 7467 South Broadway, Red Hook, New York 12571.**

**The proposal shall include:**

- a) Bidder's name and address, Bidder's telephone number, email address and a contact person.
- b) One page letter of introduction identifying the Bidder and signed by the person or persons authorized to sign and bind the Bidder to statements made in the proposal. A copy of the NYS DEC Operator's License shall be provided. The returned RFP will be referenced as an attachment if/when a contractual agreement is executed.
- c) A completed Non-Collusive Certification. Any proposal submitted without the signed and completed certification of non-collusion will be considered incomplete and rejected.
- d) The bidder will provide proof of general liability insurance (\$1,000,000.00) per occurrence and (\$2,000,000.00) in the aggregate and worker compensation insurance in accordance with all statutory requirements.
- e) Any additional information, brochures, etc., can be provided at the discretion of the Bidder and should be clearly labeled and uploaded.
- f) Contract will be for one year. The fees for daily inspection of well field sensors and gauges, storage tank readings, required monthly water sampling / testing / delivery to the laboratory, chlorination, including monitoring and control, monthly written report submitted to the Village Board and routine maintenance checks in the pump house to assure full compliance with all Dutchess County Department of Health and New York State Department of Health Regulations. (The Village is responsible for the testing lab charges and all material costs.) Assist and direct the Village on any other required tests.
- g) Consultation resources, with costs per hour, to develop a Preventative Maintenance Plan and hydrant/system flushing, valve location/system mapping to assist The Village in improving the water system infrastructure and perfect its backflow prevention program. A detailed explanation of the proposed methodology should be included.
- h) A per incident charge or hourly cost to oversee repairs, riser installations and/or new installations that occur and make taps for new service or repairs, once excavation is made by others. Tapping would include review of the application for direction of excavation and materials selection plus meter inventory control and billing activation.
- i) Monitor quarterly meter billing for meter function and provide an hourly charge for testing and/or replacement of defective meters, within 30 days.
- j) Telephone or email capability to conference matters on a 24/7 basis with Mayor, Highway Foreman or Trustee in charge of water.
- k) A fee schedule shall be provided, that includes all possible personnel rates utilized.
- l) Comply with OSHA and all other federal, NYS or local worker safety requirements.

m) Hourly cost to review and develop maps to document and update them with repairs and new installations.

DM Kovalchik stated there is a very accurate paper trail of meter replacement. DM Kovalchik made a motion to approve the RFP for Water Operator to be put in the paper as a legal notice with few edits. Trustee Norris seconded. All were in favor.

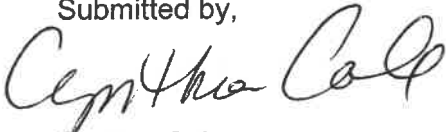
- Mayor Blundell announced the Memorial Day Parade on 5-27 – assembly will begin at 9:15 AM at the High School.
- Mayor Blundell opened for discussion a program with Dutchess County for the Village of Red Hook to participate in the Municipal Consolidation and Shared Services grant program for the purchase of Muncity software by Dutchess County. The software would be for the Building and Zoning Department which currently uses Software Consultants. The first year would be at no cost to the Village, the 2<sup>nd</sup> year would be \$1,000.00. This is a highly technical program. Sam Harkins stated the current program is dated. Mayor Blundell stated this will be discussed and a resolution vote at the June meeting.
- Public Viewed Installation Permit – SEQRA – DM Kovalchik stated this program will be great for the community and it is now the peak tourist time. The Village Board decides where the displays go. DM Kovalchik made a motion to declare a Negative Declaration, Type II SEQRA for “Public Viewed Installation Permit”. Mayor Blundell seconded the motion. All were in favor.
- DM Kovalchik stated he is drafting a RFP for the 2013 Block Grant for wells 5 and 6. Minority Women Corporations must be notified.

Mayor Blundell made a motion to enter into Executive Session at 8:00 PM to discuss Collective Bargaining and Real Estate. Trustee Norris seconded. All were in favor.

9:00 PM – the Village Board reconvenes from Executive Session.

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

Submitted by,



Cynthia Cole  
Clerk/Treasurer