

**VILLAGE OF RED HOOK
VILLAGE BOARD MEETING
JANUARY 12, 2015
7:00 PM**

PRESENT: Mayor Blundell, Deputy Mayor Kovalchik, Trustee Norris, Trustee Trapp, Trustee Zacharzuk, and Clerk Cole.

Mayor Blundell opened the meeting at 7:00 PM with the Pledge of Allegiance.

MINUTE APPROVAL

Trustee Trapp made a motion to approve minutes from December 8th and 18th as written. Trustee Norris seconded this motion. All were in favor.

Mayor Blundell requested leaving a blank page in honor of James Melley who recently passed away at the age of 89. Mr. Melley was a Village Trustee from 1964-1973.

IN HONOR OF JAMES MELLEY

Mayor Blundell requested leaving a blank page in honor of Rexford Maine who was a Police Officer with the Village of Red Hook for over 30 years.

IN HONOR OF REXFORD MAINE

Mayor Blundell announced delaying the monthly workshop to January 22nd to meet with the Village of Tivoli and Town of Red Hook in the Village of Tivoli to discuss Shared Services.

Mayor Blundell stated the Police Department is seeking hiring a new part-time Police Officer to replace Officer Michael Plass. The only time available for an interview is January 15th. The Board will meet on the 15th to interview the new candidate at 8:00 PM.

TREASURER'S REPORT

Treasurer Cole read the following Treasurer's Report:

| | |
|---------------------|---------------|
| General Fund | \$ 229,882.70 |
| Water Fund | \$ 77,495.89 |
| Trust & Agency | \$ 17,788.93 |
| Materials Mgt. Fund | \$ 5,944.51 |
| Petty Cash | \$ 35.77 |
| Village Green | \$ 3,736.88 |
| Hardscrabble | \$ 1,594.05 |
| Health Ins. Fund | \$ 3,548.09 |
| Capital Fund | \$ 0.00 |

Monthly Expenses

| | |
|----------------------|---------------|
| General Fund | \$ 207,535.82 |
| Water Fund | \$ 23,457.54 |
| Trust & Agency | \$ 17,788.93 |
| Materials Management | \$ 3,474.75 |

Treasurer Cole stated a \$10,000.00 Greenway Grant was received which is not in the General Fund balance as of the report above.

Trustee Trapp made a motion to approve the Treasurer's Report. Trustee Norris seconded. All were in favor.

Mayor Blundell presented to the Board a graph of the General Fund balances since 2007. The data and graph illustrate short-falls (negative budget results) from 2007 that trended more negatively until 2011 when it bottomed out and began to climb to the positive side of the graph. The Comptroller's Office wants a fund balance of \$270,000.00. The Village's fund balance as of the last AUD was \$108,000.00. This is still not enough fund balance to get the village off the "susceptible to fiscal stress" listing, but we are clearly making progress and following leadership's goal of a planned, incremental recovery that does not abruptly raise taxes or cut services.

Mayor Blundell is asking all department heads to have their proposed budgets in by February 8th, as required, so the Board can begin the next budget process. Board should also be prepared for the more frequent budget sessions.

WATER

Robert Flores of CT Male presented information on recently drilled Well 15 – final pay request from Trinity Construction for the Block Grant. Well 15 is 100% installed and has finished the 72 hour test, which yields 100 gallons of water per minute. Iron and manganese are almost non-existent.

Phase II – Mayor Blundell and CT Male engineers met with DOT at their Poughkeepsie office to talk about aspects of the next phase of the project. DOT's input is required to protect and reconstruct their road, proceed and design based on information from them. Trenchless technology is being considered which is less digging in the Route 9 portion of the project.

The EFC short-term financing closed on January 8, 2015 for Phase II so cash flow is established and the bills will be processed via engineer and comptroller through the Capital Fund, as in Phase I.

POLICE

Mayor Blundell read the Police Report for the month of December 2014: 226 incidents, 84 UTTs, 23 arrests. Mayor Blundell stated recently Trustee Zacharzuk questioned a HAZMAT spill. After questioning Sergeant Hildenbrand it was determined that it was a natural gas smell, which was probably a gas grill and no fire reported.

PLANNING AND ZONING

Trustee Trapp read the Planning and Zoning Report for the month of December 2014: 3 building permits, 3 certificates of occupancy, 7 certificates of compliance, and 3 municipal searches. \$814.00 was collected in fees for the month. Trustee Trapp discussed a court discussion whether a building inspector can enter private property if there is a violation. Legal opinion is the Building Inspector can enter and knock until asked to leave. Trustee Trapp will forward the court documents to Sam Harkins.

Trustee Zacharzuk read the Water Report for the month of December: during the month of December, the water treatment processed 6,603,000 gallons of water for a daily average of 213,000 gallons. During the month of December 2013 the plant processed 7,434,000 gallons for a daily average of 239,000 gallons. The water treatment plant used 55 gallons of liquid 12.5% hypochlorite solution, for a daily average of 1.77 gallons used per day. There was one break in the month of December in a 4 inch main that serves the laundromat and the mobile home park on South Broadway. As this 170 foot long section has broken three times in 2014, a more permanent solution is being explored for this coming spring. A new well was drilled. This well, designated as "Well 15", is a 39.6 foot deep gravel well which can safely yield 100 gallons per minute based on the 72 hour test performed.

Mayor Blundell stated a highway employee backed into a light in the parking lot that needs to be repaired. Deputy Mayor Kovalchik asked if the cost of the repairs would be covered on insurance. Mayor Blundell stated he thinks the repair is too small for an insurance claim.

Trustee Zacharzuk stated he will have a report of hydrant locations soon which should be identified with ID numbers.

EVENTS

Nothing on the immediate horizon. The date for Hardscrabble Day will be September 19, 2015.

MATERIALS MANAGEMENT

For the month of December, we sold \$4,372.50 in garbage tags and paid out \$1,522.75 in fees. We had 8.14 tons of single stream recycling and 13.98 tons of garbage. Our income was just over \$1,000.00 lower than it was in 2013.

We have our 3rd annual electronic waste event Saturday, January 17th. We will be at the Town Transfer Station from 9-1. This event is held in conjunction with Bard's Center for Civic Engagement Day of Service.

LIBRARY

Report has not arrived.

VILLAGE GREEN

Deputy Mayor Kovalchik read the monthly report as follows:

1. The current balances of the Village Green Committee's related budget accounts, as of December 31, 2014, are as follows:
 - Community Beautification – Contractual Expenses (# 8510.4)
Balance \$ 2,929.44
 - Shade Tree – Contractual Expenses (# 8560.4)
Balance \$ 3,331.03
 - Village Green Committee Checking Account
Balance \$ 3,736.88
2. There were no Village Green Committee Meetings held during the month of December, 2014.
3. The Village Green Committee is currently seeking volunteers to serve on the Committee. Residents interested may contact the Village Clerk's Office (845-758-1081) or Brent Kovalchik.

4. There are currently two bench locations remaining without dedication plaques (Trustco Bank and the Emporium on South Broadway). Village residents can purchase a plaque (“In Honor of”, In Memory of”, “Dedicated by”, etc.) for \$125.00. Proceeds from the sale of the plaques will be deposited in the dedicated Village Green Committee’s checking account and used to pay for the purchase and installation of the plaques. The remaining funds will be used for future Village enhancement projects. Please contact the Village Clerk’s Office, at 845-758-1081, for more information.

HIGHWAY

Deputy Mayor Kovalchik read the monthly report as follows:

1. Brush pick-up ended on December 19, 2014. Regular brush pick-up will resume in the Spring 2015 every first and third Monday of each month.
2. Christmas trees will be picked up until January 31, 2014. Please place discarded trees curbside for pick-up.
3. The Village’s Snow Ordinance is currently in effect through March 31, 2015. No parking is permitted on Village streets from 11:00 pm to 6:00 am and on NYS Highways from 2:00 am to 6:00 am. When snow and/or ice removal operations are underway, any vehicle parked or abandoned on any street, may be removed by, or under the direction of, the Red Hook Village Police Department or any responding law enforcement agency. Costs associated with vehicle towing and storage will be charged to the vehicle’s owner(s). (re: Local Law #4 (6/19/14) Section 190-28A, 190-28B).

Vehicles found to be in violation of the Snow Ordinance will be towed and stored by H&N Towing Enterprises, LLC located at 7309 South Broadway, Red Hook, NY. A \$110.00 towing fee plus a \$25.00 per day storage fee (for vehicles not picked up within the first three days) will be charged to the vehicle’s owner(s). Owners can contact the RHV Police Department or the Village Clerk’s Office for more information.

4. The owner and/or occupant of every building/lot in the Village, with an adjoining sidewalk, shall remove snow and ice within 24 hours of a snow storm. (re: RHV Local Law #1-1999; Section 165-1). The Village Board of Trustees may direct the Village Highway Department to remove snow and ice, left uncleared, at a cost of \$20.00 per linear foot. This cost will be assessed and collected with the next tax levy (re: RHV Local Law; Section 165-4B).
5. The Highway Department is seeking approval by the Board of Trustees to purchase a new compact tractor to replace its current piece of equipment. Estimates were received from various vendors and on various models. An estimate was received for the preferred and lowest priced tractor from Columbia Tractor, Inc. The Kubota B2620 HSD four wheel drive compact tractor is estimated to cost \$28,984.00. The

tractor comes with various accessories (similar to the existing tractor) including a 50" bucket, snow blower, rotary sweeper and soft side cab (see estimate from Columbia Tractor, Inc. of 10/16/14).

The recommended payment schedule is as follows:

- CHIPS (#5110.3; balance as of 12/31/14) \$ 7,339.73
- 2014-2015 Extreme Winter Recover Appropriations \$ 4,420.60
- Maintenance of Streets – Capital Outlay (#5110.2) \$ 8,000.00
- Re-sale of existing compact tractor and accessories \$10,000 – 15,000

Total anticipated revenue for purchase \$29,760.33 – 34,760.33

6. No scrap metal was sold during the month of December, 2014. Total revenue generated for FY2014-2015 is \$1,386.59. Since inception of the Scrap Metal Recycling Program in September, 2007, \$17,563.81 has been generated. Proceeds from this program go toward purchasing tools and equipment for the Village Highway, Water, and Materials Management Departments. Residents and businesses interested in donating scrap metal can contact the Highway Department at 845-758-8600 or the Village Clerk's Office at 845-758-1081. The Highway Department personnel will assist property owners and residents by picking up their scrap metal upon request.

ITF

Deputy Mayor Kovalchik read the monthly report as follows:

1. Red Hook Sewer Project
 - a. The following documents have been forwarded to USDA-RD from Dutchess County Water and Wastewater Authority for review and evaluation:
 - Service Agreement (June 1, 1998; Amended and Eleventh Restatement (May 1, 2012) between Dutchess County (on behalf of the DCWWA) for an Integrated Water Supply, Purification, and Distribution System (Dutchess County, NY)
 - Service Agreement (August 1, 2004) between Dutchess County (for and on behalf of Part County Sewer District #3 in the Town of Beekman) and the DCWWA; Sanitary Sewage Collection, Treatment and Disposal System (Dutchess County, NY)
 - DCWWA Board of Directors Biographies
 - DCWWA Financial Statements (December 31, 2013 and 2012 [Restated])
 - By-Laws of DCWWA
 - DCWWA Enabling Legislation (Public Authorities; Title 6-6 (DCWWA) Sections 1121-2 through 1144-2)

These DCWWA documents are being reviewed and evaluated in comparison to applications, fund balances, budgets from the Village of Red Hook to determine

which entity may receive better funding opportunities for a municipal sanitary sewer system from the USDA-RD.

- b. The Village of Red Hook received a memo from the NYS Environmental Facilities Corporation (NYSEFC) on December 18, 2014. The memo advised the Village of Draft Amendments (#1) to the FY 2015 CWSRF Intended Use Plan – Revisions to the Financial Application Deadline and Financial Hardship Policy. The memo included information regarding the revisions to the due date (March 2, 2015) of financing and hardship application and the policy for reduced interest rate (hardship) financings.
- c. The Village of Red Hook’s proposed Low Pressure Sewer System and Wastewater Treatment Plant Project has been positioned on the NYSEFC’s CWSRF FY 2015 IUP above the funding line.
- d. The proposed \$4.9 million Red Hook Village Sewer District will extend from the northern boundary (Old Post Road/Route 9 North) to Red Hook Commons/Emporium (South Broadway), and from Church Street (east side)/West Market Street to Red Hook Electric on East Market Street. Residents and businesses on both sides of these state highways in the Village’s General Business District and Red Hook Commons will be included in the proposed Sewer District.

2. Red Hook Water Projects

- a. Red Hook Village Water Project Phase II (Storage and Distribution System Improvements)
 - Meetings were held on December 12 and 19, 2014 at the Red Hook Village Building to review progress of the Project. Representative from C.T. Male and the Village of Red Hook attended. The following items were discussed.
 - i. Total Construction Budget for Phase II is \$3,291,000.00 including contingencies.
 - ii. A new \$520,000.00 ground mounted storage will be installed at the Firehouse Lane Well Field and will replace the elevated tank on Tower Street. The elevated tank, pending structural review, will be decommissioned and used for cell phone communications equipment support.
 - iii. Ensure emergency Village/Town inter-connect of the two municipal water systems is functioning.
 - iv. Water mains, fire hydrants and service shut-offs will be replaced in the southwest quadrant of the Village. Village streets in the current Project’s Scope of Work include:

| | |
|-------------------|-------------------|
| * Prince Street | * Ludlow Road |
| * Fraleigh Street | * Phillips Street |
| * Garden Street | * Church Street |

- * Benner Road
- * Smith Street
- * Fisk Street
- * South Broadway (from Market to Garden Street and from Laura Lane to the southern Village border)

v. Full reconstruction/restoration (pending budgetary constraints/limitations) of streets effected by the work, including new drywells, improved street drainage is also included in the Project's Scope of Work.

vi. Fire hydrants (with Storz connections and hydrant markers), water service lines from water shut-off to individual structures, water mains (PVC C-900) or DIP (pressure Class 300), water service from corporation to curb stops (type "K" copper or PEX) and water service from curb stops to individual structures (copper or PEX C-904) will be included in the Project's Scope of Work.

- Documents for the Execution of Closing Documents for short-term financing from NYSEFC was sent to Bond Attorney (Daniel Birmingham; Hawkins, Delafield and Wood LLC) on December 10, 2014 (re: DWSRF Project #18140; Dutchess County).
- The registration for the Village of Red Hook has been activated on the U.S. Federal Government's "System for Award Management" (SAM) on December 9, 2014.

b. 2013 CDBG

- New Well #15 has been installed. The well is capable of producing 100 gallons of water per minute. This amount is equal to the Village's previously best producing Well (#1). Lab results are forthcoming. Once positive confirmation is received, the new well will be integrated into the water source supply system and officially placed in operation.
- A 72 hour test needs to be performed on the entire well field to verify total water yield for the Village Water System.
- The Prime General Contractor's (Trinity Construction) pay application, Section 3 and Affirmative Action Forms are being prepared for submission to Dutchess County Department of Planning and Development (DCDoP&D).
- Subcontractors (CKM Electrical and Smith Well Drilling) and preparing their Contractor/Subcontractor Forms for submission to DCDoP&D.

3. 2015 Community Development Block Grant (CDBG)

- a. Projects were presented to the Community Development Advisory Committee by the DC Department of Planning and Development (DCDoP&D) on December 1,

2014. The Committee decides on the Department's recommendations and then go to the County Executive for a final decision. No decision has been determined as of December 31, 2014.

- b. The Village of Red Hook submitted a 2015 CDBG Application on October 14, 2014 for \$52,372.00 in funding for the reconstruction of a sidewalk section on the southern boundary of the Village (west side of Route 9) and the installation of a new sidewalk in front and along the side of the Red Hook Firehouse. This new sidewalk will provide handicapped access from the existing Firehouse parking lot to the main entrance and emergency exits of the Firehouse.

4. Intermunicipal Task Force (ITF)

- a. The ITF met on December 5, 12 and 19, 2014 at the Red Hook Town Hall. The following items were discussed:
 - Limiting agricultural uses on residential parcels in accordance with the Town of Red Hook's "Right to Farm" laws and the NYS Agriculture and Markets, and the NYS Division of Food Safety (for uses within the Town of Red Hook).
 - Discussed alternate housing type scenarios of the proposed Hoffman Farm residential development in the Town of Red Hook's TND.
 - Discussed/reviewed revisions to the adopted Red Hook Town Zoning Map (re: TND boundaries).
 - Reviewed proposed zoning amendments to the Town of Red Hook's "Historic Structures and Districts." These proposed amendments will protect regulated historic structures in the Town; will modify the allowable uses in the Town's B1, LD, RD5, H, I and LI Zoning Districts; will permit uses that will encourage adaptive reuse of Hudson River estates to preserve their historic and natural character; will increase the required minimum lot area in the LD and I Districts; and will increase the minimum open space requirement for conservation subdivisions in the WC, LD, RD5 and I Districts.

EDC/CPF-FPAC/ZRC/SSC/RHT/LTC

Deputy Kovalchik read the monthly reports as follows:

Red Hook Town Economic Development Committee (EDC) – Monthly Report
December, 2014 – Ed Blundell and Brent Kovalchik – RH Village Liaisons

- a. There were no EDC Meetings held during the month of December, 2014.

Community Preservation Fund/Farmland Protection Advisory Committee (CPF/FPAC) –
Monthly Report
December, 2014 – Brent Kovalchik – RH Village Representative/Member

- a. There were no CPF/FPAC Meetings held during the month of December, 2014.

Town of Red Hook Zoning Review Committee (ZRC) – Monthly Report
December, 2014 – Brent Kovalchik – RH Village Representative/Member

- a. There were no ZRC Meetings held during the month of December, 2014.

Town of Red Hook, Villages of Red Hook and Tivoli Shared Services Committee – Monthly Report
December, 2014 – Ed Blundell and Brent Kovalchik – RH Village Representatives/Members

- a. A Highway Shared Services Study Committee Meeting was held on December 17, 2014 at the Red Hook Town Hall. The following items were reviewed and discussed:
 - Assessments of potential cost/quality impacts for the various Feasibility Study Options were reviewed and discussed. The options (12/17/14) include:
 - i. Options 1 and 2: Standardization and Shared Administration
 - ii. Option 3: Shared Training
 - iii. Option 4: Shared Capital Purchasing
 - iv. Option 5: Re-aligning Service Delivery Areas
 - v. Option 6: Consolidate Highway/DPW
 - All options were presented to each municipal board at separate times and available for viewing on PANDA. Options 1 – 5 offered the most implementable procedures to develop. Option 6, although requiring additional input, appears to be less appropriate for consideration by municipalities at this time. Contained within the study, Option 6 had as its drawbacks; reduction in local control and elimination of jobs.
 - Funding for this study is being provided by a Dutchess County Municipal Consolidation Grant awarded to the Town of Red Hook.
 - More information and progress reports can be found on the project website: <http://redhook.rondoutconsulting.com>.

Red Hook Together – Monthly Report
December, 2014 – Ed Blundell and Brent Kovalchik – RH Village Representatives/Members

- a. There were no Red Hook Together Meetings held during the month of December, 2014.

Libraries Transforming Communities (LTC) – Public Innovator’s Cohort – Monthly Report
December, 2014 – Brent Kovalchik – RH Village Board of Trustees
Representative/Member

- a. The Red Hook Cohort was featured in the January/February 2015 “American Libraries” magazine. The article described how the Red Hook and some of the other cohorts, nationwide, collected information regarding the “aspirations” of the community.
- b. The Red Hook Public Library is one of ten libraries, nationwide, to receive a grant award from the American Libraries Association (ALA) with sponsorship from the Bill and Melinda Gates Foundation. The LTC is an ALA initiative that addresses the critical need within the libraries to engage with their communities in new ways. The desired result is to develop stronger rules for libraries to become more reflective of, and connected to, their communities.
- c. The Red Hook Cohort members include Erica Freudenberger (RH Library Director), Shelley Herrick (RH Library Head of Circulation), Jayne McLaughlin (former NYS Parks Regional Director), Erin Canaan (Associate Director of the Bard College CCE), and Brent Kovalchik (RH Village Deputy Mayor).

Deputy Mayor Kovalchik made a motion to transfer Revenue 2650 scrap metal \$1,386.59 to Expense 5110.47. Trustee Norris seconded this motion. All were in favor.

Mayor Blundell reminded everyone about the January 22nd meeting with the Village of Tivoli and Town of Red Hook on Highway Shared Services. Consultants came up with six options – time to make a decision is approaching. Deputy Mayor Kovalchik stated we are currently sharing highway space with the Town.

Budget Adjustment – Mayor Blundell made a motion to move \$ 2,700.00 from 1620.44 to 1620.1 for cleaning the Village Hall, which is being done by a part-time employee now instead of an outside vendor. This makes the tracking proper and closes the vendor budget line at amounts spent to date.

Election for 2015

Mayor Blundell made a motion to approve Resolution 2-2015:

Whereas, as per Election Law §15-104(3) the Board of Trustees of the Village of Red Hook will hold a Village Election on March 18, 2015 at the Village Hall, 7467 South Broadway, Red Hook, NY, between the hours of 12:00 noon and 9:00 pm. Trustee Norris seconded this motion. All were in favor.

Trustee Norris made a motion to approve Resolution 3-2015:

Whereas, the Board of Trustees of the Village of Red Hook adopt a Resolution 2-2015 providing there will be no Village registration day as per Election Law §15-118(3). Trustee Trapp seconded this motion. All were in favor.

Perm 17 – Mayor Blundell proposed adopting a conversion to Perm 17 – Undertaking Documents. This would allow the Village to work on State highways without having to reapply yearly for the permit from NYS DOT Perm 17. The Undertaking will last for 20 years. Mayor Blundell read the Resolution to approve the Undertaking which authorizes him as Mayor to sign the application. Trustee Trapp seconded. All were in favor.

Mayor Blundell stated that at a recent board meeting it was discussed in public comment whether Planning and Zoning Board members could serve on the Board if they lived in the Town, but owned Village property. Mayor Blundell likes this idea and researched it further. As mentioned at the meeting when it arose, it is confirmed that the next option under NYS Mini Law is to open the candidate pool to the County level. There is no smaller circle to select from nor is there a way to require that a person must own a business in the village. This raises the issue of whether there are volunteers out there that would be conversant or interested in village zoning/planning issues and have the interest of the village at heart if they do not live in the village. All Board appointments originate with the Mayor and with Board concurrence so that filter would still exist if we broaden the pool. If we move forward on this, this must have a Public Hearing before any approval.

Water – A Town resident/water customer has recently received a water bill over \$7,700.00 due to a large leak. Research found this customer goes back to at least 1999 and includes a service line which had 500' of non-copper that failed in the ground on the customer's property. The line runs across another property and we have no indication that an easement exists. Water break of 810,000 gallons occurred which is large enough to affect our system. This person bought the property with the water hook-up already in place from prior owner.

Mayor Blundell indicated he had spoken to the customer and our Water Operator to confirm what happened. Once the high bill arrived in the December billing cycle the customer hired a plumber to find the cause. The Mayor sees no way the customer can pay the almost \$8,000 bill and asked the Board to consider options. Consensus is that we will direct homeowner to report the matter to his insurer as an insurance claim and we will see what they advise. Deputy Mayor Kovalchik stated he wants to see a meter profile before any decisions are made.

PUBLIC COMMENT

George Beekman questions if the Red Hook fire trucks can be hooked up to Village hydrants. Mayor Blundell stated we have already confirmed with the Fire Department that they have both Storz capability and existing hydrant capability. This is pertinent because Phase II water will result in new hydrants with Storz connections. The Fire Department has assured the fire trucks have adaptors.

Mayor Blundell made a motion to enter into Executive Session at 8:50 PM to discuss security and safety and real estate. Trustee Trapp seconded this motion. All were in favor.

Mayor Blundell made a motion to reconvene from Executive Session at 9:35 PM. Trustee Trapp seconded this motion. All were in favor.

Deputy Mayor Kovalchik made a motion to pay bills after audit. Trustee Norris seconded. All were in favor.

Deputy Mayor Kovalchik made a motion to adjourn. Trustee Norris seconded this motion. All were in favor.

Submitted by,

Cynthia Cole
Clerk/Treasurer