

**Village of Red Hook
Monthly Board Meeting
April 16, 2020
Ring Central
Virtual Meeting
7:00 pm**

Due to the Covid-19 virus the monthly Board meeting was scheduled through Ring Central via virtual meeting.

The April 13, 2020 original meeting date was cancelled due to no internet connection in Red Hook, therefore the meeting was rescheduled to April 16, 2020. This was posted and the press was notified.

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

Mayor Blundell opened the meeting thanking the staff (essential workers), medical and first responders for complying with the Governors orders to keep working during this Covid-19 pandemic.

Mayor Blundell made a motion to approve minutes from March 5th, 9th, and 12th. DM Kovalchik seconded this motion. All were in favor.

Re-Organization for 2020-2021

Resolution 11-2020

BROAD FORM – CONSOLIDATED REORGANIZATION

WHEREAS, the Board of Trustees (Board) has received and reviewed the various annual reorganization documents, to include:

The Bank Depository authorization, Mileage Reimbursement Authorization and the Mayor's Appointees/Officers designations with any new appointments listed, and

WHEREAS, the Board is meeting in remote, virtual format on April 13, 2020, and in compliance with Executive Order 202.1, and

WHEREAS, the Board is aware of the existing Ethics Code and Procurement Code as embodied in our local law and is reminded of same, and

WHEREAS, the Board intends to do the annual reorganization with consolidated voting and move to other business.

Now therefore be it resolved:

Section 1. The Board designates the following institutions as depositories of all monies received by the Village Treasurer, Clerk, and receiver of taxes:

Key Bank
M&T Bank.

Approves the mileage reimbursement for 2020-21 at the current IRS rate in effect.
Acknowledges review and familiarity with the Ethics Code and Procurement Code of the Village of Red Hook;
And, accepts the Mayor's appointments as circulated on the sheets.

2020-2021
April 13, 2020
APPOINTMENT LIST

VILLAGE MAYOR
DEPUTY MAYOR
CLERK
TREASURER

ED BLUNDELL
BRENT KOVALCHIK
CYNTHIA CHIARELLA
CYNTHIA CHIARELLA

DEPUTY CLERK
DEPUTY TREASURER
VILLAGE ATTORNEY
SPECIALPROSECUTOR

LARA HART
RAYMOND TOWLE
McCABE & MACK
CHRISTOPHER MONTALTO

SERGEANT – POLICE DEPARTMENT
FULL TIME POLICE OFFICER
FULL TIME POLICE OFFICER

PATRICK HILDENBRAND
TRAVIS STERRITT
DANIEL RIFENBURG

PART TIME POLICE OFFICER/DET.
PART TIME POLICE OFFICER/DET.

CHRISTOPHER ADERHOLDT
THOMAS D'AMICANTONIO

PART TIME POLICE OFFICER
PART TIME POLICE OFFICER

PATRICK FERRY

PART TIME POLICE OFFICER

CHRISTOPHER FISCHER

PART TIME POLICE OFFICER
PART TIME POLICE OFFICER
PART TIME POLICE OFFICER
PART TIME POLICE OFFICER
PART TIME POLICE OFFICER
POLICE DEPARTMENT ADMIN

NICHOLAS NORTON
NATALIA TELLES
LAWRENCE KIMBLE
TYLER CONLEY
JONATHAN WILSON
LARA HART & LARISSA DELANGO

CROSSING GUARD

RAY BROADBECK

HIGHWAY FOREMAN
HIGHWAY FULL TIME
HIGHWAY FULL-TIME
HIGHWAY PART-TIME
FACILITIES PART-TIME

DAN STREIB
JAKE SMITH
CHRIS COON
CHARLES DEVENS
RAY CASIVANT

REGISTRAR OF VITAL STATISTICS
DEPUTY REGISTRAR
OFFICIAL PAPER

CYNTHIA CHIARELLA
LARA HART
KINGSTON DAILY FREEMAN

WATER OPERATOR

VRI, INC.

ELECTION INSPECTOR
ELECTION INSPECTOR

TBD

VILLAGE JUSTICE
ASSOCIATE VILLAGE JUSTICE
COURT CLERK
ASSISTANT CLERK

HON. JONAH TRIEBWASSER
TBD
KATHY FELL
REBECCA KENT

CEO-ZEO
ADA COORDINATOR
FIRE INSPECTOR
PLANNING/ZONING ADMIN

GARY BECK/DON COCKER/ CLARK KIMBLE
JAY TRAPP
CLARK KIMBLE
LARA HART/LARISSA DELANGO

DOG WARDEN

TOWN –SPCA CONTRACT

VILLAGE ENGINEER

DELAWARE ENGINEERING

ZONING
ZONING
ZONING
ZONING
ZONING

CHARLES ERIC CUTHELL (CO-CHAIR), 2023
GEORGE BEEKMAN (CHAIR), 2023
MAARTEN RELINGH 2023
CAROLINE RIDER, 2021
WILLIAM J. NOONAN 2023

PLANNING
PLANNING
PLANNING
PLANNING

BETH PAGANO, 2023, CHAIR
DAVID PEARSON, 2023
RAY TOWLE, 2022
STEVEN ZACHARZUK, 2022

PLANNING

DONALD HANSON, 2021

VILLAGE GREEN
VILLAGE GREEN
VILLAGE GREEN
VILLAGE GREEN
VILLAGE GREEN

KATHY PEARSON
DAVID PEARSON
MICHAEL JOHNSON
BRENDA CAGLE- Ex Officio
DAVE JAVSICAS

HARDSCRABBLE COMMITTEE

MATT DONOHUE, WILL NOONAN,
SUE MCCANN, REBECCA ROTHSTEIN,
CRAIG ROTHSTEIN,
DOUG STRAWINSKI,
KATHY TRIEBEL, ED BLUNDELL,
EMILY TRAPP, KIM MCGRATH

RESILIENCY SUB-COMMITTEE

DAN BUDD, STEVEN APPENZELLER,
NICK HERRON AND CHRISTOPHER
DONOHUE

LIBRARY BOARD

AMY HUSTEN, SARAH DWYER-MACNULTY,
BETH GOLDBERG, MARYELISA BLUNDELL
DON O'SHEA, JOSHUA BARDFIELD

SPECTRUM CABLE REP.

ED BLUNDELL

APPEALS OFFICER

ED BLUNDELL

VILLAGE HISTORIAN

SARAH DWYER-MACNULTY

Mayor Blundell emphasized the appointment list mainly remained the same with the following exceptions:

Ray Towle – Deputy Treasurer

Planning and Zoning – will remain Z3 will be moved out but will keep for now.

Larissa Delango – after training/certification will be Deputy Fire Inspector.

Red Hook Responds: Sub Committee volunteers: Dan Budd, Chris Donahue, and Nick Herron. Lara Hart – Clerk – Clerk/Treasurer Chiarella will be retiring June 30, 2020.

Mayor Blundell made a motion to approve Resolution 11-2020 as presented. Deputy Mayor seconded this motion. All were in favor.

PUBLIC HEARING

1. Tax Cap Over-ride 2020-21 budget will remain under the tax cap of 1.68% with a rate of \$ 6.25. Mayor Blundell made a motion to opened the public hearing for comment. Trustee Trapp seconded. All were in favor. No comments were made. Mayor Blundell made a made motion to close the public hearing. Trustee Trapp seconded this motion. All were in favor.

2. 2020-2021 Budget Mayor Blundell made a motion to open the Public Hearing at 7:30. Trustee Trapp seconded. All were in favor. Mayor Blundell stated we are all living in a new world with Covid-19 and the Village is remaining to move forward but with a new normal.

Mayor Blundell opened the public hearing to comments.

Honorable Triebwasser stated the Chief Administration Judge shut down all Town and Village court. And all traffic cases have been adjourned into June. Court income is down.

Steve Zacharzuk asked if the garbage collection is paying for itself. Mayor Blundell stated garbage is on trend and is less costly then private haulers. Materials Management was moved into the General Fund for \$ 36,000

Mayor Blundell made a motion to close the Public Hearing at 7:40. DM Kovalchik seconded this motion. All were in favor. No written comments were made.

TREASURER'S REPORT

Treasurer Chiarella presented the following Treasurer's report:

General Fund	\$ 363,361.97
Water Fund	\$ 97,682.19
Trust & Agency	\$ 21,021.79
Petty Cash	\$ 71.36
Village Green	\$ 4,419.92
Hardscrabble	\$ 4,243.11
Health Insurance	\$ 9,674.22
Sewer Fund	\$ 30,260.00
Capital Projects	\$ 00.00

RESERVE CHECKING

FIRE DEPARTMENT (M&T)	\$ 5,025.30
POLICE (M&T)	\$ 14,561.87

USDA (M&T)	\$ 110,580.28
HIGHWAY (M&T)	\$ 20,753.63
SNOW RESERVE (M&T)	\$ 3,253.58
TOWER RESERVE (M&T)	\$ 17,701.34
UNEMPLOYMENT (M&T)	\$ 4,541.55
COURT RESERVE (M&T)	\$ 3,296.72
OFFICE RESERVE (M&T)	\$ 971.97

MONTHLY EXPENSES

GENERAL FUND	\$ 152,713.98
WATER FUND	\$ 49,370.07
TRUST & AGENCY	\$ 17,370.64
SEWER	\$ 00.00

Treasurer Chiarella stated there is over \$ 200,000 of income to be collected for the General Fund.

Mayor Blundell made a motion to approve the Treasurer’s report as submitted. Trustee Trapp seconded this motion. All were in favor.

POLICE

Mayor Blundell read the following Police report for the month of March 2020.

	Village of Red Hook	Town of Red Hook	Tivoli
Incidents 422	286	135	1
UTT’s 85	59	26	
Arrests 11	9	2	

PLANNING/ZONING

Trustee Trapp read the following Planning/Zoning report.

- Building Permits – 6
- Certificates of Occupancy – 0
- Certificates of Compliance – 0
- Municipal Searches – 6
- Complaints – 2
- Inspection – 2

\$ 3,778.00 was collected in fees.

Trustee Trapp stated DC Planning Federation is holding virtual meetings to train for planning and zoning meetings remotely.

MATERIAL MANAGEMENT

We sold \$1770 in garbage tags and paid out \$931.47. We had 8.53 tons of garbage and 3.44 tons of recycling: 1.78 tons of commingled, 1.21 tons of newspaper and .45 tons of cardboard. Garbage tags will continue to be sold: please mail a check to the village hall and we will mail the garbage tags back to you to avoid physical contact. We are having our annual "spring cleaning" sale: buy 10 blue or red tags and get on free.

At present, we are continuing with Hardscrabble, however we will obviously follow safety guidelines and alter plans if warranted. The Egg Scramble and Apple Blossom Day have been cancelled due to coronavirus.

8.53 tons garb
895.65, fuel 35.82, total 931.47
Comingle .54, .56, .68 1.78
Newspaper .55, .66 1.21
Cardboard .16, .29, .45, 3.44

WATER

Trustee Laing read the following water report:

- During the month of March, the water treatment facility treated 7,329,500 total gallons, which is an average of 236,400 gallons per day.
- All bacteriological samples for the month were collected and transported to Smith Environmental Laboratory, Hyde Park NY
- During the month of March, the water treatment plant used 58 gallons of sodium hypochlorite. The average daily use was 1.87 gallons per day.
- The facility was experiencing sporadic readings that were related to transfer of information from the facilities water meter to the well system SCADA system. At times the meter would read a negative 24 gallons per minute with no flow, but translating a positive 24 gallons per minute flow into the system, squing the daily readings. At this point, there has been a calibration of the meter and verification of flow through the meter using an outside mag meter to validate the meter. It was verified using the system valves that no backflow was occurring and the setting in the meter was set to never read a negative number. Since this has been completed, daily flow readings have continued to occur at the SCADA system and locally at the meter and flow numbers are correlating with each other.
- Due to COVID-19 daily flows will remain a bit higher until regular working conditions occur. Some of this will also be offset by the minimum usage that local establishments may have due to lack of internal business. Until the economy is put back into motion, we will not see a standardized flow number, but anew normal for the time being.

**HIGHWAY DEPARTMENT
MARCH, 2020**

1. The Village's Snow Ordinance restricting parking on streets during snow plowing operations ended on March 31, 2020.
2. The Highway Department will begin leaf and brush pick-up on April 6, 2020. Brush pick-up will continue every first and third Mondays of the month.

Residents are reminded to place lawn debris curbside and not in the road. Please limit the size of brush piles to 6' x 6' x 6' with tree branches no larger than 6" in diameter. Brush that includes tree trunks, stumps, grass clippings, garbage or construction material will not be picked up.

3. The Village received an estimate from Custom Street Services, LLC for sweeping services for Village streets on March 27, 2020. The estimated cost is \$125.00 per hour/\$1,160.00 per day (2-4 days).

Sweeping will begin late April/early May, 2020. Residents are reminded to sweep sand and gravel from their lawn edge onto the side of the street. Please do not place sand and gravel into piles, but in a line along the street edge.

4. The Village Board is considering purchasing a new truck (cab and chasis) for the Highway Department to replace truck #14. The existing truck's dump body will be re-used and installed on the new truck. The estimated cost of \$44,431.80 for a 2020 Dodge Ram 5500 with a gas engine was received from Robert Green Truck Division on March 3, 2020. The Village Board is considering allocating funds from the Highway Reserve Account, Maintenance of Streets – Capital Outlay (5110.02), CHIPS (5110.03), Water Fund (E8340.2) and Snow Equipment Reserve, and revenue from the sale of the existing truck to pay for the new truck. Small loan is also being considered to supplement the funding package.
5. Revenue from the sale of scrap metal was received on March 16, 2020 in the amount of \$417.90. Total revenue generated in FY2019-2020 is \$2,317.05. Since inception of the Scrap Metal Recycling Program in September, 2007, \$31,024.52 has been generated.

Proceeds from this program go toward the purchase of tools and equipment for the Village Highway, Water and Materials Management Departments. Residents or businesses interested in donating scrap metal may contact the Highway Department (845-758-8600) or the Village Clerk (845-758-1081). Highway Department personnel will assist property owners by picking up scrap metal upon request.

**VILLAGE GREEN COMMITTEE (VGC)
MARCH, 2020**

6. The current balances of the Village Green Committee’s related budget accounts, as of March 31, 2020, are as follows:

- Community Beautification – Contractual Expenses (#8510.4)
Balance\$ 2,672.74

- Shade Tree – Contractual Expenses (#8560.4)
Balance\$ 1,500.00

- Village Green Committee Checking Account
Balance\$ 4,192.82

7. There were no Village Green Committee Meetings held during the month of March, 2020. Village Green Committee members are currently reviewing proposed sites and seeking permission from property owners for trees to be planted during the Annual Spring Planting and Arbor Day Celebrations. Tentative dates, depending on tree delivery schedule, is April 25 or May 2, 2020.

8. Residents and businesses interested in having a tree(s) planted on their adjacent right-of-ways, volunteering for planting days, or making a donation to support the VGC’s various community beautification projects, may contact David Pearson, Brent Kovalchik or the Village Clerk.

9. The Village of Red Hook was congratulated by the Arbor Day Foundation on earning recognition as a 2019 Tree City USA saying that “residents of the Village of Red Hook should be proud to live in a community that makes the planting and care of trees a priority.” The Village of Red Hook achieved Tree City USA recognition by meeting the program’s four requirements: a tree board/committee, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

Town of Red Hook Zoning Review Committee (RHT – ZRC) – Monthly Report
March, 2020 – Brent Kovalchik – RH Village Representative/Member

a. There were no RHT – ZRC Meetings held during the month of March, 2020.

Community Preservation Fund (CPF) Advisory Board – Monthly Report
March, 2020 – Brent Kovalchik – RH Village Representative/Member

a. There were no CPF Advisory Board Meetings held during the month of March, 2020.

- b. An application has been submitted by the Dutchess Land Conservancy dated March 6, 2020. The property consists of 3 tax parcels located a half mile south of the Village of Route 9. The 60 acre property straddles the Red Hook – Rhinebeck town line, with 47 acres in two tax parcels located in the Town of Red Hook, and one 13 acre tax parcel located in the Town of Rhinebeck. The property is listed in Appendix A.1, Group 3 (third highest Agricultural and Water Scores) of the CPF Project Plan.
- c. The current balance of the Community Preservation Fund, as of March 31, 2020, is \$1,365,730.75.

Saw Kill Watershed Community (SKWC) – Monthly Report

March, 2020 – Brent Kovalchik – RH Village Board of Trustees Representative

- a. The scheduled March 18, 2020 meeting was canceled.

Town of Red Hook Local Waterfront Revitalization Program (LWRP) Working Group – Monthly Report

March, 2020 – Brent Kovalchik – RH Village Representative/Member

- a. The regularly scheduled meeting of the LWRP Working Group was canceled. Work continues on reviewing the NYSDOS Coastal Management State Coastal Policies.

Northern Dutchess Alliance (NDA) Executive Committee – Monthly Report

March, 2020 – Brent Kovalchik – Local Government Representative

- a. The regularly scheduled meeting of the NDA Executive Committee Meeting was canceled.

Village of Red Hook Zoning Review Committee (RHV – ZRC) – Monthly Report

March, 2020 – Ray Towle, Larissa Delango, Jay Trapp and Brent Kovalchik – Members

- a. The RHV – ZRC met on March 6 and 13, 2020 in the Red Hook Village Building. The following items were discussed:
 - Reviewed proposals by Professional Planners to assist the ZRC and Village Board in its determinations to amend and expand the Neighborhood Mixed Use (NMU) District and the General Business (GB) District.
 - The ZRC reached a consensus regarding the GB District. The proposed Zoning Map and amendments should be pursued as recommended. The

ZRC would consider alternatives to the proposed amendments upon conferring with a planner.

- Reviewed a proposal to amend the Light Industrial Business (LIB) District.
- Reviewed, revised and proposed amendments to Article V, Section 200-38 (Signs and Billboards) of the Supplemental Regulations. Proposed amendments to Article III, Section 200-5 (Definitions) were also discussed.

**INTERMUNICIPAL TASK FORCE (ITF)
RED HOOK INFRASTRUCTURE
MARCH, 2020**

10. Red Hook Sewer Project

- a. Meetings were held on March 6 and 13, 2020 in the Red Hook Village Building. Meetings were held on March 20, 26 and 27, 2020 via telephone conference calls. Kathryn Serra (C.T. Male Associates), Victoria Polidoro (Rodenhausen, Chale and Polidoro, LLP), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
 - Reviewed easement and location of sewer main with a property owner in the sewer service area (3/6/20).
 - Reviewed responses from the NYSDEC regarding comments received during Public Comment Period ending 3/5/20 regarding the transfer of the SPDES Permit from the Red Hook Commons Sewage Works Corporation to the Village of Red Hook.
 - Discussed status of eminent domain proceedings involving two property owners and five parcels. The courts are currently closed, due to the pandemic, as of March 16, 2020. Settlements are being negotiated with property owners and their legal representatives.

11. Route 9/Old Farm Road Water Main Loop Project

- a. Meetings were held on March 6, 2020 in the Red Hook Village Building. Richard Ross (Red Hook Land Corporation), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
 - Reviewed final draft agreement with the Red Hook Land Corporation and the Village of Red Hook.
 - Reviewed the status and responses to DCDOH comments.

The Water Loop Project will connect “dead end” water mains to provide more efficient, safe and easily maintained water distribution services to properties along Old Farm Road and properties on the east side of Route 9 north of the M&T Bank. The costs associated with the project, including engineering services and construction, will be paid by private property owners benefitting from Village water connections. Costs for permitting and construction oversight by RH Village Engineers will be paid by the Village of Red Hook.

12. Village of Red Hook Distribution Systems and Administrative Services Improvement Project

- a. Meetings were held on March 6 and 13, 2020. Kyle Muller (Delaware Engineering), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
 - Fernando Dongo (VRI Environmental Service, Inc./Village Water Operator) and Kyle Muller investigated and reviewed the water meter reading routes to determine if equipment and meters were functioning properly and recording water usage accurately. 864 meters are currently installed throughout the Village Water Distribution System. Of the total, 24 meters are read manually.
 - VRI and Delaware Engineering inspected the flow meter at the Village Water Treatment Plant. The meter, original to the plant, may have to be replaced. Malfunctions in the meter may have accounted for a higher than expected monthly usage reading.
 - Delaware Engineering is preparing a fire hydrant flushing and water valve exercising schedule. An inventory of existing valves and hydrants will be performed by either Delaware Engineering or the Village Highway/Water Department.

13. Intermunicipal Task Force (ITF)

Charlie Laing and Brent Kovalchik – RH Village Representatives/Members

- a. The ITF met on March 9, 2020 at the Red Hook Town Hall. The following items were discussed:
 - Reviewed comments regarding an “enhanced” Annual Operating Permit for Short Term Rentals (STRs) in the R3 and Hamlet (H) Districts of the Town of Red Hook.
 - Reviewed possibilities of allowing STRs as either a permitted or special permitted use, in regards to an “enhanced” Annual Operating Permit.
 - Reviewed possible side yard setback regulations for Accessory Buildings regarding adaptively re-used and newly constructed accessory buildings for use as STRs.

REGULAR BUSINESS

RESOLUTION 12-2020

Mayor Blundell stated the 2020-2021 budget balances are as follows:

General \$ 2,217,960
Water \$ 532,300
Sewer \$ 49,500

The budget is not exceeding the tax cap and the tax rate was reduced to \$ 6.25.

Mayor Blundell read the following resolution.

Mayor Blundell made a motion to approve resolution 12-2020 as presented. Trustee Trapp seconded this motion. All were in favor.

RESOLUTION # 12 - 2020

ADOPT 2020-2021 BUDGET

WHEREAS, THE VILLAGE BOARD HAS RECEIVED AND REVIEWED THE TENTATIVE BUDGET AND HELD A PUBLIC HEARING ON SAME;

WHEREAS, FUNDING LINES AND EXPENSE LINES HAVE BEEN DEVELOPED, REVIEWED AND ESTABLISHED IN BOARD WORKSHOP MEETINGS TO REFLECT INCOME PROJECTIONS AND EXPENSES FROM TRENDING AND HISTORY;

WHEREAS, SINCE THE PRESENTATION OF THE TENTATIVE BUDGET THERE HAVE BEEN SIGNIFICANT NEGATIVE STATE, NATIONAL AND INTERNATIONAL ECONOMIC DEVELOPMENTS THAT ARE NOT POSSIBLE TO TREND OR ESTABLISH AT THIS POINT IN TIME ;

WHEREAS THESE DEVELOPMENTS MAY REQUIRE FORMAL EDITS TO THE BUDGET AND OPERATIONS IN THE NEXT FISCAL YEAR;

WHEREAS THE VILLAGE'S BUDGET HAS THREE BUDGET AREAS: GENERAL FUND; WATER BUDGET AND SEWER BUDGET,

THEREFORE BE IT RESOLVED THAT:

THE RESULTING GENERAL FUND BUDGET WILL BE WITHIN THE NYS COMPTROLLER FORMULA FOR THE TAX CAP AND BE A REDUCTION IN THE TAX RATE. THE GENERAL FUND BUDGET WILL BE \$2,217,960.

AND BE IT FURTHER RESOLVED, THE WATER FUND BUDGET AND THE SEWER FUND BUDGET WILL REMAIN AS LISTED IN THE TENTATIVE BUDGETS, WATER \$532,300 WITHOUT ANY LINE ITEM CHANGES AND SEWER AT \$49,500 WITHOUT ANY CHANGES.

AND, THOSE GENERAL FUND, WATER FUND AND SEWER FUND BUDGETS ARE HEREBY ADOPTED WITH THE TREASURER TO BE FULLY ADVISED AND AUTHORIZED TO PROCEED ACCORDINGLY.

Mayor Blundell stated the Village Hall entrance and the web-site are continuously being updated with meeting changes and information on the Covid-19.

ZRC – Dutchess County has submitted their response to 239-m. The committee will continue to meet and review.

VPS – on line payments should be up and running for water in June.

The Village of Red Hook May Board meeting will most likely also be remotely.

Red Hook responds is helping with the pandemic.
Dutchess County web-site is continuously being updated.

FEMA has eligibility – keeping track.

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

DM Kovalchik made a motion to adjourn the meeting at 8:15. Mayor Blundell seconded this motion. All were in favor.

Submitted by,

Cynthia Chiarella
Clerk/Treasurer