

**VILLAGE OF RED HOOK  
BOARD OF TRUSTEES MEETING  
VILLAGE HALL  
DECEMBER 12, 2022**

Present: Mayor Karen Smythe, Deputy Mayor Brent Kovalchik, Trustee Charlie Laing, Trustee Melkorka Kjarval, and Village Clerk Jen Cavanaugh

Absent: Trustee Declan Dwyer-McNulty

Mayor Smythe opened the Village Board meeting at 7:03pm and led the Pledge of Allegiance.

Trustees tabled approving the minutes from the December 1, 2022 Trustees Workshop meeting until the next meeting.

Trustees discussed the Dutchess County Water and Wastewater Authority (DCWWA) consecutive water system agreement for the Village’s connection with the Traditions system.

Mayor Smythe made a motion to accept the DCWWA consecutive water system agreement. Deputy Mayor Kovalchik seconded the motion.

Mayor Smythe	VOTING <u>aye</u>
Deputy Mayor Kovalchik	VOTING <u>aye</u>
Trustee Laing	VOTING <u>aye</u>
Trustee Kjarval	VOTING <u>aye</u>
Trustee Dwyer McNulty	VOTING <u>absent</u>

**Motion approved.**

The Trustees discussed the proposals received for maintenance and service of the Village Hall elevator. Six (6) proposals from three (3) companies were received and reviewed.

A motion was made by Deputy Mayor Kovalchik to approve the signing of the Otis Maintenance plan proposal for a 10-year contract (\$3,000 annually). The motion was seconded by Trustee Laing.

Mayor Smythe	VOTING <u>aye</u>
Deputy Mayor Kovalchik	VOTING <u>aye</u>
Trustee Laing	VOTING <u>aye</u>
Trustee Kjarval	VOTING <u>aye</u>
Trustee Dwyer McNulty	VOTING <u>absent</u>

**Motion approved.**

Trustees discussed the need to purchase a new computer and server for the SCADA water system and upgrade the software

**RESOLUTION 34 - 2022**

**RESOLUTION FOR REPLACING THE SCADA WATER SYSTEM COMPUTER AND UPGRADING THE SOFTWARE**

WHEREAS, the Village water system uses a SCADA (Supervisory Control And Data Acquisition) system, which is a combination of hardware and software that enables the automation of our water system using real-time data, and;

WHEREAS, the computer and server for the SCADA system is out of date and not running efficiently and is at risk of failing, and;

WHEREAS, the Village Engineer, Delaware Engineering, and Water Operator, C3ND, recommend that the Village replace the current server and computer as soon as possible, and;

WHEREAS, the WIIA grant, Project 18787, includes upgrading the SCADA software, and;

WHEREAS, since we need to upgrade the server and computer now, it will be most efficient to upgrade to a server and computer that can accommodate the upgraded SCADA system under the WIIA grant that will be worked on in the coming year, and;

WHEREAS, for the server and computer, we have received and reviewed multiple proposals and Avanti Control System is the lowest price, and;

WHEREAS, with this change, the existing CitectSCADA and Win911 based SCADA and alarm notification system from Teamwork Solutions which provides the communication to our water operator needs to be upgraded to FactoryStudio EdgeHMI, and;

WHEREAS, the Village of Red Hook has ARPA funding available that can be used for infrastructure upgrades,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Red Hook hereby approves the purchase of the proposed server and computer as proposed by Avanti Control System for \$18,000 and the proposal from Teamwork Solutions for \$4,613 to be paid for with ARPA funding.

Motion by: Mayor Smythe

Seconded by: Trustee Kjarval

Vote:

Mayor Smythe	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Deputy Mayor Kovalchik	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Laing	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Kjarval	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Dwyer-McNulty	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

### RESOLUTION 35 - 2022

#### RESOLUTION FOR BUDGET ADJUSTMENTS TO VILLAGE GENERAL FUND & WATER FUND

WHEREAS, the Village Board desires to amend the General Fund and Water Fund budgets to reflect current information and expenses,

WHEREAS, The Village Board the following budget adjustments are requested to be made:

For the GENERAL FUND:

Account No.	Account Name	Current Budget	Adjustment	Revised Budget	Notes
<b>EXPENSE:</b>					
A1110.42	Court - Supplies	\$ 2,350.00	\$ (350.00)	\$ 2,000.00	makes the numbers work ;)
A1110.45	Court - Misc	\$ 3,150.00	\$ 350.00	\$ 3,500.00	translation, conferences, training
A1989.4	Other Gov't Support	\$ 18,000.00	\$ 5,658.65	\$ 23,658.65	Fund Balance
A5110.46	Streets - Catch Basin/Culverts	\$ 14,530.00	\$ 20.00	\$ 14,550.00	
A7110.41	Abrahams Park	\$ 1,000.00	\$ 200.00	\$ 1,200.00	
A8510.4	Community Beautification	\$ 5,000.00	\$ -	\$ 5,000.00	
A9010.8	State Retirement Fund	\$ 34,400.00	\$ (6,800.48)	\$ 27,599.52	actual
A9015.8	Police Retirement Fund	\$ 85,800.00	\$ 921.00	\$ 86,721.00	actual
A9710.74	Debt Interest - Snow Plow	\$ 1,575.00	\$ 0.83	\$ 1,575.83	Actual cost
	<b>TOTAL</b>	<b>\$ 165,805.00</b>	<b>\$ 0.00</b>	<b>\$ 165,805.00</b>	

For the WATER FUND:

Account No.	Account Name	Current Budget	Adjustment	Revised Budget	Notes
<b>REVENUE:</b>					
EW2142	Water Finals	\$ 2,132.00	\$ (1,000.00)	\$ 1,132.00	
EW2148	Interest & Penalties	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00	Current receipts \$3458
	<b>TOTAL</b>	<b>\$ 5,132.00</b>	<b>\$ -</b>	<b>\$ 5,132.00</b>	

NOW THEREFORE BE IT RESOLVED, that the Village of Red Hook amends the General Fund & Water Fund budgets as shown in the charts above.

Motion by: Deputy Mayor Kovalchik

Seconded by: Trustee Kjarval

Vote:

Mayor Smythe	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Deputy Mayor Kovalchik	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Laing	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Kjarval	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Dwyer-McNulty	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

Robert Frey, member of Red Hook Fire Department Board of Directors, submitted the October Fire Department Report. In October, the Fire Company responded to 16 calls in the Village (7 were EMS) and 83 calls outside of the Village.

Mayor Smythe introduced Lori Urbin, a Village resident and the new part-time Village Bookkeeper.

**COMMITTEE REPORTS:**

Mayor Smythe read the Treasurer's report.

ACCOUNT BALANCES (11/30/2022)

GENERAL FUND	\$ 970,471.96
WATER FUND	\$ 237,872.87
PAYROLL CLEARING ACCOUNT	\$ 32,065.99
SEWER FUND	\$ 57,393.38
HARDSCRABBLE	\$ 9,776.48
VILLAGE GREEN	\$ 7,618.92
HEALTH INSURANCE	\$ 3,039.67
PETTY CASH	\$ 30.83

RESERVE CHECKING BALANCES

FIRE DEPARTMENT (M&T)	\$ 5,034.49
POLICE (M&T)	\$ 14,588.50
USDA (M&T)	\$ 134,064.01
HIGHWAY (M&T)	\$ 30,589.13
SNOW RESERVE (M&T)	\$ 3,280.06
TOWER RESERVE (M&T)	\$ 17,714.45
UNEMPLOYMENT (M&T)	\$ 4,544.91
COURT RESERVE (M&T)	\$ 3,299.16
OFFICE RESERVE (M&T)	\$ 972.69

MONTHLY EXPENSES (November)

GENERAL FUND	\$ 311,497.95
WATER FUND	\$ 56,348.17
PAYROLL CLEARING ACCOUNT	\$ 2,644.18
SEWER	\$ 330,611.73

Mayor Smythe read the Police Report as follows:

	Total	Village of Red Hook	Town of Red Hook	Tivoli
<b>Incidents</b>	314	187	113	14
<b>Water Tower Security Checks</b>	95			
<b>Uniform Traffic Tickets</b>	81	43 (inc. 8 parking tickets)	16 (inc. 1 parking tickets)	22 (inc. 3 parking tickets)
<b>Arrests</b>	3	2	1	0

Deputy Mayor Kovalchik read his reports including Village Green Committee, Highway Department, Intermunicipal Task Force/Red Hook Infrastructure, Town of Red Hook Zoning Review Committee, Community Preservation Fund Advisory Board, Saw Kill Watershed Community, Town of Red Hook Local Waterfront Revitalization Program Working Group, Village of Red Hook Zoning Review Committee, Northern Dutchess Alliance Executive Committee, and Village of Red Hook Public Spaces Initiative.

Trustees had a discussion about the difference between a snow parking ordinance and a seasonal parking law.

Trustee Laing read the Materials Management and Water & Sewer Reports.

Trustee Kjarval read her reports including Red Hook Together, Village of Red Hook Communications Committee, Village of Red Hook Hardscrabble / Events Committee, Village of Red Hook Human Relations Committee, and Red Hook Public Library.

Mayor Smythe read the Building, Planning & Zoning reports.

Building Permits Issued	9	Stop Work Orders	0
Certificates of Occupancy Issued	1	Court Appearances	0
Certificate of Compliance	20	Fire Inspections	5
Municipal Searches	2	Complaints	3
Orders of Remedy	0	Total Fees Collected	\$4,532

Mayor Smythe introduced a resident concern – dog walking in the winter months. Mayor Smythe stated that the Highway Department will begin to clear the sidewalk at Abrahams Park to provide an option for winter walking.

**Mayor Smythe made a motion to pay all Village bills after audit. Motion seconded by Deputy Mayor Kovalchik.**

Mayor Karen Smythe	VOTING <u>aye</u>
Deputy Mayor Brent Kovalchik	VOTING <u>aye</u>
Trustee Charles Laing	VOTING <u>aye</u>
Trustee Melkorka Kjarval	VOTING <u>aye</u>
Trustee Declan Dwyer McNulty	VOTING <u>absent</u>

**Motion approved.**

**Mayor Smythe asked for a motion to go into Executive Session at 8:02PM to discuss Department personnel structure issue. The motion was made by Deputy Mayor Kovalchik and seconded by Trustee Laing.**

Mayor Karen Smythe	VOTING <u>aye</u>
Deputy Mayor Brent Kovalchik	VOTING <u>aye</u>
Trustee Charles Laing	VOTING <u>aye</u>
Trustee Melkorka Kjarval	VOTING <u>aye</u>
Trustee Declan Dwyer McNulty	VOTING <u>absent</u>

**Motion approved.**

**Deputy Mayor Kovalchik made a motion to reopen the Village Board meeting at 8:42PM. The motion was seconded by Trustee Kjarval.**

Mayor Karen Smythe	VOTING <u>aye</u>
Deputy Mayor Brent Kovalchik	VOTING <u>aye</u>
Trustee Charles Laing	VOTING <u>aye</u>
Trustee Melkorka Kjarval	VOTING <u>aye</u>
Trustee Declan Dwyer McNulty	VOTING <u>absent</u>

**Motion approved.**

RESOLUTION 35 - 2022

RESOLUTION AUTHORIZING LEGAL FEES TO RESEARCH A NEW POSITION IN THE POLICE DEPARTMENT

WHEREAS, the Village of Red Hook is interested in exploring the creation of the position of Police Lieutenant;

WHEREAS, the Village Board has discussed the creation of the position of Police Lieutenant and would like to authorize its labor and employment attorney to further research the legal process involved in the creation of such a position, as permitted under applicable civil service laws;

NOW BE IT RESOLVED, that the Village Board hereby authorizes its labor and employment counsel to research the law pertaining to the creation of the position of Police Lieutenant; moreover, in the coming months, the Village Board will continue to discuss the possibility of creation of the position as permitted under applicable civil service laws;

BE IT FURTHER RESOLVED, that while the Village Board agrees to discuss this matter further and authorizes its attorney to research same, it is not guaranteeing the creation of the position of Police Lieutenant and is merely authorizing the Village Board to expend legal fees to further explore the legal process of the creation of such a position so that the Village may further discuss whether creation of the position, in the future, is in the Village's best interest.

Motion by: Mayor Smythe

Seconded by: Trustee Laing

Vote:

Mayor Smythe	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Deputy Mayor Kovalchik	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Laing	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Kjarval	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Dwyer-McNulty	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

**Deputy Mayor Kovalchik made a motion to adjourn the December 12, 2022 Village Board Meeting at 8:45pm. Motion seconded by Trustee Kjarval.**

Mayor Karen Smythe	VOTING <u>aye</u>
Deputy Mayor Brent Kovalchik	VOTING <u>aye</u>
Trustee Charles Laing	VOTING <u>aye</u>
Trustee Melkorka Kjarval	VOTING <u>aye</u>
Trustee Declan Dwyer McNulty	VOTING <u>absent</u>

**Meeting adjourned.**

Respectfully Submitted,



Jennifer Cavanaugh, Clerk

# Committee Reports

(Not Part of the Official Meeting Minutes)

**VILLAGE OF RED HOOK  
VILLAGE GREEN COMMITTEE (VGC)  
MONTHLY REPORT  
NOVEMBER, 2022**

1. The current balances of the Village Green Committee’s related budget accounts, as of November 30, 2022, are as follows:

- Community Beautification – Contractual Expenses (#8510.4)  
Balance ..... \$ (-995.40)\*
  
- Shade Tree – Contractual Expenses (#8560.4)  
Balance .....\$ 700.00
  
- Village Green Committee Checking Account  
Balance .....\$ 7,618.92

\* NYS Urban Forestry Council Grant Award of \$1,000.00 forthcoming.

2. The 2022 Annual Fall Planting Day was held on November 5, 2022. Twenty-one volunteers planted a total of eighteen trees at sites located in Richard M. Abrahams Memorial Park, Red Hook Village Municipal Parking Lot, Memorial Park, and on Firehouse Lane (re: Village Green Committee Monthly Report of October, 2022 for more information).
3. Residents and businesses interested in having a tree(s) planted on their adjacent Village street or NYS highway right-of-ways, volunteering for planting days, or sponsoring a VGC beautification project, may contact David Pearson, Brent Kovalchik, or the Village Clerk.

**VILLAGE OF RED HOOK  
HIGHWAY DEPARTMENT  
MONTHLY REPORT  
NOVEMBER, 2022**

1. The Village Highway Department will continue picking up leaves and brush through December as weather permits.

Residents are reminded to place lawn debris, leaves, and brush in separate piles at the edge of the street. Please limit brush piles to 6' x 6' x 6' with tree branches no larger than 6" in diameter. Brush or leaf piles that include tree trunks, stumps, garbage, or construction material will not be picked up. Residents with smaller amounts of leaves, or brush, are encouraged to share a brush/leaf pile with a neighbor. Please limit your brush pile to one pile per household per month.

2. The Village's Seasonal All-Night Parking Law is currently in effect (as of November 1, 2022) through March 31, 2023. No parking is permitted on Village Streets from 11:00pm to 6:00am and on NYS Highways (Route 9 (Broadway) and Route 199 (Market Street)) from 2:00am to 6:00am (re: Local Law #4 of 6/19/14; Section 190-28A, 190-28B). 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 Police Department, or any responding law enforcement agency. Costs associated with vehicle towing and storage will be charged to the vehicle's owner(s).
3. 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 snowstorm (re: Local Law #1-199; Section 165-1). At the direction of the Mayor and/or Board of Trustees, the Village Highway Department may remove snow/ice, left uncleared, at a cost of \$2.00 per linear foot. This cost will be assessed and collected with the next tax levy (re: Local Law #1-199; Section 48).
4. The Village Board of Trustees should consider replacing signs that post the Village's "Snow Ordinance" with a posting of the Village's "Seasonal All-Night Parking Law" as per Local Law #4 of 6/19/14; Section 190-28A, 190-28B.
5. There was no revenue from the sale of scrap metal received by the Village during the month of November, 2022. Total revenue generated from the sale of scrap metal in FY2022-2023 is \$2,284.20. Since inception of the Scrap Metal Recycling Program in September, 2007, \$46,147.66 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 and businesses interested in donating scrap metal may contact the Village Highway Department (845-758-8600) or the Village Clerk's Office (845-758-

1081). Highway Department personnel will assist property owners by picking up scrap metal upon request.

**INTERMUNICIPAL TASK FORCE (ITF)  
RED HOOK INFRASTRUCTURE  
MONTHLY REPORT  
NOVEMBER, 2022**

**1. Red Hook Sewer Project**

Meetings were held on November 3, 4, and 18, 2022 in the Red Hook Village Building and via telephone conference call.

- a. November 3, 2022 – Conference call with NYSEFC: NYSEFC (Lisa Vander Bogart, Laura Squires, Joanna Gleason, Rebecca Lanahan, Mark Howard), McCabe and Mack – RHV Attorney (Rich Olson, Michael Towey), Hawkins, Delafield and Wood – RHV Bond Counsel (Robert Smith), Village of Red Hook (Karen Smythe, Michele Zagorski, Brent Kovalchik) attended. Items discussed included:
  - Contractual Substantial Completion date of November 15, 2022 will not be met by Carver Construction due to supply side and scheduling issues: Discuss procedures and protocol as required by NYSEFC to extend the Substantial/Final Completion dates.
  - Review current status of Sewer System distribution system and WWTP.
  - Reviewed contractual obligations to finish project and possible liquidated damages as per Agreements between Contractors and Owner.
  - Discussed “no-cost” Change Order procedures to extend completion dates.
  - Reviewed documents required by NYSEFC to extend completion dates.
  - Discussed/reviewed Schedule of Payments (debt obligation).
    - March 21, 2023 – First Short-Term Payment due to NYSEFC from the Village of Red Hook.
    - March 21, 2024 – First Long-Term Payment due to NYSEFC from the Village of Red Hook.
- b. November 4, 2022 – Conference to discuss procedures to extend the Substantial/Final Completion dates. McCabe and Mack – RHV Attorney (Rich Olson, Michael Towey) and the Village of Red Hook (Karen Smythe and Brent Kovalchik) attended. Items discussed included:
  - Reviewed existing contractual obligations of Prime General Contractor, Prime Electrical Contractor, and Engineers of Record.
  - Discussed procedures/protocol to extend Substantial Completion date to January 31, 2023 and possible penalties for not meeting date.
  - Reviewed Carver Construction Change Order #2 (electrical hook-ups from private property electrical service to septic tank pumps).
  - Reviewed Article II: Section C of Agreement between Contractor and Owner.
  - Reviewed Carver Construction Change Order #3 (abandon existing private property septic tanks and hook-up new tanks prior to operation of the new WWTP).

- Discussed extending Prime Electrical Contractor's (Sausto Contracting) to match January 31, 2023 Substantial Completion date extension offered to Prime General Contractor (Carver Construction).
- c. November 4, 2022 – Progress Meeting #24: C.T. Male Associates (Kathryn Serra, Ron Smaka, Kevin Dufek), Carver Construction (A.G. Bourgeois, Eric Klefbeck), Sausto Contracting (Mario Sausto), C3ND (Fernando Dongo), USDA-RD (John Helgrin), and the Village of Red Hook (Karen Smythe, Brent Kovalchik) attended. The meeting was held in the Village Building and via conference call. Items discussed included:
  - Tasks Completed since October 21, 2022:
    - 54 septic tanks have been installed including setting of risers, grade rings, control panel placement, service lateral runs and conduit runs from control panels to riser splice boxes.
    - Odor control unit at the WWTP has been set and wired. Work completing the duct work continues.
    - Carver Construction continues electrical work at various properties wiring from main panels to new control panels.
    - WWTP fence posts and fabric is complete. Security fencing and gate installation is expected to be complete December, 2022.
    - A list of residences that have not responded to Sausto Contracting for electrical hook-up have been submitted to the Village for assistance.
  - Tasks Scheduled:
    - Carver Construction to provide two week look ahead schedule.
    - Carver Construction to submit as-builts for NYSDOT at right-of-way crossings of force mains.
    - Sausto Contracting to provide status of transfer switch for the emergency generator, fill propane tank for the generator at the WWTP.
    - Sausto Contracting to prepare a proposal to replace insufficient main panels for properties on East Market Street and Broadway.
  - Application for Payment Status:
    - Pay Application #9 (Carver Construction) through September, 2022 and Pay Application #10 (Carver Construction) were reviewed and approved by C.T. Male Associates and forwarded to the Village for processing.
  - Erosion/Sediment Control:
    - RHV removed trees at the WWTP to prevent future tree-related damage at the WWTP.
  - Site Safety:
    - Weekly safety meetings by Carver Construction safety personnel and use of PPE by Carver Construction.
  - Open Discussion:
    - Wiring size to be increased at 7545 North Broadway.
    - 7571 Old Post Road requires a structurally improved tank due to excessive cover depth.

- EJCDC Form C-620 of 2013 is required by USDA-RD and engineering agreement amendment E-500.
  - A schedule for the installation of tanks at 31-35 West Market Street and 7588 North Broadway were requested by property owners.
  - November 14, 2022 is confirmed as the date when Heemar to install replacement components for the WWTP main panel, C3ND will obtain VFDs prior and Sausto Contracting will provide a proposal to install VFDs.
- d. November 18, 2022 – Progress Meeting #25: C.T. Male Associates (Kathryn Serra), Carver Construction (A.G. Bourgeois, Eric Klefbeck), C3ND (Fernando Dongo), USDA-RD (Jessica Divens), and the Village of Red Hook (Karen Smythe, Brent Kovalchik) attended. The meeting was held at the Village Building and via telephone conference call. Items discussed included:
- Tasks Completed since November 4, 2022:
    - 69 tanks have been installed to date.
    - Heemar is in the final stages of wiring control panel at the WWTP.
    - EQ tank at the WWTP is operational.
    - Preparations to finalize installation and hook-up of components from Orenco is underway.
    - WWTP to be operational week of 11/28/22. C.T. Male Associates to file necessary forms with the DCDOH and NYSDEC to verify.
    - WWTP operations conform to regulations.
    - Odor control unit to be finalized during week of 11/28/22.
    - UV unit needs bulbs before WWTP operational sign-off.
    - Orenco and Purestream will certify completion and operations necessary for NYSDEC and DCDOH filings.
    - Sludge from the existing WWTP (formerly Red Hook Commons WWTP) to be used to activate treatment processes at the new WWTP.
    - Delivery of originally specified blowers is unconfirmed by Purestream. The WWTP can be operational with temporary blowers until originally specified blowers are installed.
    - Once WWTP is certified and operational, Carver Construction can begin hooking up new tanks to the system and abandoning existing tanks on individual Sewer Service Area properties.
  - Items Needed from Contractors:
    - Carver Construction is to provide remaining project schedule and as-built surveys for NYSDOT right-of-way crossings of force mains.
    - Sausto Contracting is to fill propane tank for the WWTP generator.
  - Application for Payment Status:

- Checks were delivered, by the Village, to Carver Construction (Pay Application #9) and Sausto Contracting (Pay Application #7).
    - New Pay Applications to be processed by RH Village and forwarded to NYSEFC for reimbursement during the week of 11/21/22.
  - Erosion/Sediment Control:
    - Sliding gates for the WWTP fence are to be installed in December, 2022.
  - Open Discussion:
    - USDA-RD requires contract closing documents and processed Form Es. USDA-RD is expected to approve all previous Form Es during week of 11/28/22.
    - Substantial Completion Extension Change Order forwarded to USDA-RD by C.T. Male Associates on 11/14/22. RH Village will re-forward Change Order to USDA-RD.
- e. November 18, 2022 – Meeting to review Substantial Completion Date Extension: C.T. Male Associates (Kathryn Serra) and the Village of Red Hook (Karen Smythe and Brent Kovalchik) attended. The meeting was held in the RH Village Building and via telephone conference call. Items discussed included:
- NYSEFC and USDA-RD received Change Order extending the Substantial Completion Date to January 31, 2023.
  - All costs, involving C.T. Male Associates administration and inspections, will be covered by existing contractual allowances.
  - NYSEFC is expected to pay-off the Village’s debt obligations to USDA-RD by February 15, 2022.
  - The Village has agreed to pay Carver Construction to remove an abandoned fuel tank on North Broadway (former CVS).
  - C.T. Male Associates will certify that all work is complete and complies with NYSDEC regulations.

## **2. Village of Red Hook Water Distribution System Maintenance and Improvement Project/Sewer Service Area Operating/Maintenance Procedures and Protocol**

Water/Sewer Service Area Operating/Maintenance Meeting was held on November 4, 2022 in the Village Building.

- a. November 4, 2022 – Delaware Engineering (Robert Flores), C3ND (Fernando Dongo), and the Village of Red Hook (Karen Smythe and Brent Kovalchik) attended. Items discussed included:
- Discussed connections between the new Sewer WWTP and the existing WWTP (formerly RH Commons WWTP). The existing can be routed to the new WWTP, but the new WWTP cannot be routed to the existing WWTP. Possible future re-routing may be considered.
  - Discussed reviewing for consistency how meters for apartments are installed. Some buildings with apartments have a meter per apartment,

others have one meter per building. Discuss standardizing meter layout and distribution.

- Discussing purchasing surplus meters from other municipalities to install at various RHV Water Distribution System locations (RHV Highway Garage, RH Fire Department, etc.).
- Discussed status of Badger Water Meters, billing software, and meter reading technology. Software conversion is scheduled for November 15, 2022. All equipment has been delivered to the Village for the new “Beacon System” meter reading operations.
- Curb stops throughout the Village’s Water Distribution System are being GPS located by Bard College Interns. The locations of the curb stops will be placed on the new asset inventory maps.
- Delaware Engineering is preparing specifications and seeking estimates for a new computer/server for the WTP. The new technology will be sized for improvements to controls at the WTP as part, or supplemental to, the WIIA Grant funded water system improvement project.
- Reviewed status of the WIIA Grant requiring an amended Bond Resolution (approved 11/14/22), Engagement of Bond Counsel (Resolution 30-2022: approved 11/14/22), and Engagement with Legal Counsel (Resolution #31-2022: approved 11/14/22), and Agreement with Engineers.

### **3. Intermunicipal Task Force (ITF) – Monthly Report**

November, 2022 – Charlie Laing and Brent Kovalchik – RH Village Representatives

- a. There were no ITF Meetings held during the month of November, 2022.

Town of Red Hook Zoning Review Committee (RHT – ZRC) – Monthly Report  
November, 2022 – Brent Kovalchik – RH Village Representative/Member

- a. There were no RHT – ZRC Meetings held during the month of November, 2022.

Community Preservation Fund (CPF) Advisory Board – Monthly Report  
November, 2022 – Brent Kovalchik – RH Village Representative/Member

- a. There were no CPF Advisory Board Meetings held during the month of November, 2022.
- b. The current balance of the Community Preservation Fund, as of November 30, 2022, is \$3,439,967.64.

Saw Kill Watershed Community (SKWC) – Monthly Report  
November, 2022 – Brent Kovalchik – RH Village Board of Trustees Representative

- a. There were no SKWC Meetings held during the month of November, 2022.

Town of Red Hook Local Waterfront Revitalization Plan (LWRP) Working Group – Monthly Report  
November, 2022 – Brent Kovalchik – RH Village Representative/Member

- a. There were no LWRP Working Group Meetings held during the month of November, 2022.
- b. The Red Hook Town Board has agreed to initiate the SEQR Review Process.
- c. The draft amendments of the LWRP have been forwarded to the NYSDOS for review and comments.

Northern Dutchess Alliance (NDA) Executive Committee – Monthly Report  
November, 2022 – Brent Kovalchik – Local Government Representative/Member

- a. There were no NDA Executive Committee Meetings held during the month of November, 2022.

Village of Red Hook Zoning Review Committee (RHV – ZRC) – Monthly Report  
November, 2022 – Karen Smythe and Brent Kovalchik – Members

- a. There were no RHV – ZRC Meetings held during the month of November, 2022.

Village of Red Hook Public Spaces Initiative (RHV – PSI) – Monthly Report  
November, 2022 – Declan Dwyer-McNulty and Brent Kovalchik – Co-Liaisons

- a. There were no PSI Meetings held during the month of November, 2022.





### Microbiological Samples and Free Chlorine Residual

Sample Location	Date of Sample	Sample Type 1.Routine 2. Repeat	Total Coliform Positive	E.coli Positive	Free Chlorine Residual (mg/l)	Population Served: <span style="border: 1px solid black; padding: 2px;">2830</span>
						Number of microbiological monitoring samples required: <span style="border: 1px solid black; padding: 2px;">3</span>
Traditions Mail Room	11/14/2022	1	Absent	Absent	0.9	Number of microbiological monitoring samples taken: <span style="border: 1px solid black; padding: 2px;">3</span> <b>Did an M&amp;R violation</b> If "Yes," check reason (s) below: <input type="checkbox"/> Actual number of samples is fewer than required. <input type="checkbox"/> Did not collect/analyze repeat sample. <input type="checkbox"/> Did not collect/analyze for E. coli for positive total coliform from routine/repeat sample.  Did an MCL violation occur?  If "Yes," check reason(s) below (see also Part 5, Table 6 for additional information). <input type="checkbox"/> For systems collecting less than 40 samples per month: two or more of the samples (routine and /or repeat) are positive for total coliform (= total coliform <u>MCL</u> violation).  <input type="checkbox"/> For systems collecting 40 or more samples per month: more than 5% of the samples (routine and/or repeat) are positive for total coliform (= total coliform <u>MCL</u> violation).  <input type="checkbox"/> The original sample was E.coli positive and at least 1 repeat sample was positive for total coliform (= E.coli <u>MCL</u> violation).  <b>Reminder: System must collect a minimum of five (5) routine microbiological monitoring samples during the month following a repeat sample collection.</b>  <b>As required by 5-1.72, "Operation of a Public Water System," a copy of this form shall be sent to your local health department by the 10th calendar day of the next reporting period.</b>
2 W. Market	11/14/2022	1	Absent	Absent	0.9	
1 Scism Circle	11/14/2022	1	Absent	Absent	0.5	

Sample Collector(s): Bryan Smith/DOH

Name of NYSDOH Certified Laboratory: EnviroTest Laboratories

Did any MCL violation occur? If so, please describe: No

Did an emergency or low pressure problem occur? Did source water bypass an existing treatment process in the system?  
If so, please explain.

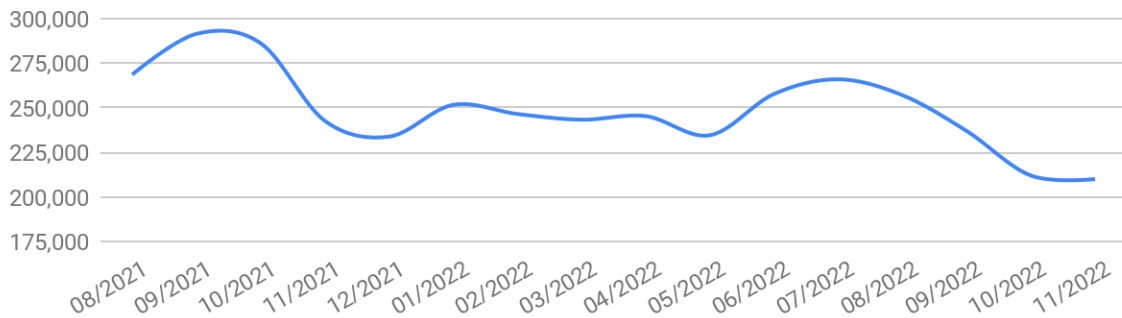
Comments:

# Village of Red Hook Water Treatment Facilities Monthly Report

December 6, 2022

## ***System Flow***

During the month of November, the water treatment facility treated 6,302,200 total gallons, which is an average of 210,100 gallons per day. See below for the Annual Daily Average Flow Chart:



All bacteriological samples for the month were collected and transported to Pace Analytical Services, Newburgh, New York. Please see below for sample locations and results:

<b><u>Location</u></b>	<b><u>Total Coliform</u></b>	<b><u>E. Coli</u></b>
Traditions ( Mail Room)	Absent	Absent
2 W. Market	Absent	Absent
1 Scism Circle	Absent	Absent

## ***Chemical Usage***

During the month of November, the water treatment plant used 75 gallons of sodium hypochlorite. The average daily use was 2.4 gallons per day.

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If you should have any questions in regards to this report, please feel free to reach out to me at our main office at (845) 244-0129 or by email at [Fernando@C3NDEnviro.com](mailto:Fernando@C3NDEnviro.com)

Sincerely,

A handwritten signature in black ink, appearing to read 'F. Dongo', with a stylized flourish at the end.

**Fernando Dongo**  
**Principal Consultant**  
**C3ND Environmental Consulting**





**Village of Red Hook Water & Wastewater Treatment**  
7467 South Broadway, Red Hook, New York 12571

12/06/2022

**Water System**

**Wastewater System**

<b>Water System Notes:</b>		<b>Wastewater System Notes: Sample results for October 2022, with reporting submitted on or before November 28th 2022.</b>			
Monthly Total Coliform	All monthly coliform tests were completed with no presence of coliform or e. coli	October 2022	<u>Required Samples</u>	<u>Result</u>	<u>Compliance</u>
			BOD	<4.0	
			TSS	2.2	10 mg/L
			NH3	5.5	1.81 mg/L
			Fecal Coliform	<1.0	200/100 mL
<u>Deficiencies</u>		<u>Deficiencies</u>			
Well Control Issues	Well controls need to be evaluated as communication issues have occurred. Delaware Engineering is presenting to new 2020 test indicated this was not a viable option for Village flow in case of emergency. Engineering review currently in place.	Anoxic Mixers	Currently a Medora mixer in place to keep Anoxic tank solids moving. May need to consider this in future updates.		
Town/Village Interconnect					
Well Level/Flow	Well level monitors have been reviewed with a variety of repairs that were required. Currently looking at options for communication to wells 14 & 15 as there is a short in wiring between the plant and the wells	Sand Filter Rebuild	Sand Filters have never been rebuilt or media replaced. Should price and schedule for the near future.		
Storage Tank Inspections	All storage tanks have been inspected and are awaiting report.	Train Down for Review	One process train is down for review of deficiencies. Review to be completed this week and sent for review.		
		Blower System Maintenance	Parts have been ordered. Waiting for oil & belts.		
		Pump Station	Pump Station pumps clogging issues have been an issue for some time. Pump Station mixing should be implemented to help with pump failure and pump station pump outs.		
		Backflow Prev. Replacement	Facilities backflow Preventor in need of replacement.		
<b>For Future Notes:</b>					

**December 12th, 2022**

## **Trustee Melkorka Kjarval's Agenda Reports**

### **Red Hook Together**

Red Hook Together's monthly meeting was held on Thursday December 1st, 2022 at 5:30 pm over zoom. December's topic was focused on a presentation made by the Audubon working group - who asked community organizations to consider pledging to be more sustainable in 2023.

### **Red Hook Town Economic Development Committee**

The committee meets every other Wednesday at Village hall, at 8:30 am. The EDC and the Chamber worked together to put out decorated farm machinery around Red Hook, and postponed all meetings for the month of December. Minutes of EDC meetings are available on the Town of Red Hook's website.

### **Village of Red Hook Communications Committee**

The committee meets every first Wednesday of the month at 1:30 pm in the Village Hall conference room. This month's meeting focused on building a postal mailing list for residential addresses, reassessing the website menus a year in from the website reorganization and creating a new welcome letter for new residents. The committee also discussed the best way to ensure community news items from the newsletter are also featured on the village homepage, as well as how to create a friendlier website experience for proprietors hoping to open a business in the Village. ADA accessibility (both in terms of the requirements for an ADA page) & installing a plugin to increase accessibility is also being researched in order to be implemented as soon as possible.

### **Village of Red Hook Hardscrabble / Events Committee**

The events committee and the Village Highway department participated in the Episcopal church's holiday tree event - for a full rundown of the many events happening in the village this month please refer to the Mayor's newsletter on the Village website.

### **Village of Red Hook Human Relations Committee**

The committee meets every first Thursday of the month at 7:00 pm in the Village Hall conference room. Discussions at this month's meeting were centered around the portrait project called 'We are Neighbors'. We had a meeting with the Inside Out group and posted our initial action on their website. More details and how to participate will be forthcoming.

### **Red Hook Public Library Report**

The Library is gearing up to celebrate its 125th birthday in 2023. They have also launched their annual appeal. For details on how to donate you can visit the library website at [redhooklibrary.org](http://redhooklibrary.org) or pick up a donation form in person at the Library's main desk.

**VILLAGE OF RED HOOK BUILDING DEPARTMENT  
MONTHLY TRUSTEE REPORT  
ZONING & PLANNING  
NOVEMBER, 2022**

Building Permits Issued: 9

Certificates of Occupancy Issued: 1

Certificate of Compliance: 20

Municipal Searches: 2

Orders to Remedy: 0

Stop Work Orders: 0

Court Appearances: 0

Fire Inspections: 5

Complaints: 3 (1-lighting; 1-signage; 1-signage - all remedied)

**Planning Board Actions:**

November 8, 2022 Meeting:

- 1.) Site Plan for 3 St. John Street tabled to December 8, 2022 meeting
- 2.) Site Plan approval granted to 1 East Market Street – Cheese Café/Eatery

**Zoning Board of Appeals:**

No November, 2022 meeting due to no agenda.

**VILLAGE OF RED HOOK BUILDING DEPARTMENT  
MONTHLY TRUSTEE'S REPORT  
MONTH OF: NOVEMBER, 2022**

DATE	PROPERTY OWNER	ADDRESS	TYPE OF APPLICATION	CHECK AMOUNT
11/1/22	Erik Cuthell	7557 N. Broadway	BP - Renewal	\$100.00
11/2/22	ECP Holdings, LLC	7461 South Broadway	Building Permit	\$100.00
11/3/22	35 East Market Street, LLC	35 E. Mark Street	Fire Inspection	\$200.00
11/4/22	Kenneth Fleck (paid by Meenan Oil Co.)	7 Kent Road	Building Permit	\$100.00
11/9/22	Vincent Mullen	4-6 Cherry Street	Fire Inspection	\$800.00
11/10/22	Hendrick Hudson Lodge	8 Graves Street	Fire Inspection	\$100.00
11/11/22	Ronald Odum (paid by Broadway Manor)	7491-7499 South Broadway	Fire Inspection	\$200.00
11/11/22	Gubler	8 Ludlow Avenue	Building Permit	\$100.00
11/12/22	7361 S. Broadway Properties, LLC (paid by Star Improvements, Inc.)	7361 South Broadway	Building Permit	\$100.00
11/14/22	Mozler (paid by Red Hook Engineering)	90 W. Market Street	Site Plan Application	\$200.00
11/14/22	Hallerman (paid by River City Abstract)	7380 South Broadway	CO Search	\$100.00
11/15/22	Smythe	8 Park Avenue	BP - Renewal	\$100.00
11/15/22	Rotgers	7590 North Broadway	Fire Inspection	\$800.00
11/15/22	Aronson (paid by S/LA Services, LLC)	12 Fraleigh Street	Building Permit	\$100.00
11/15/22	Borinstein	East Market St & Cherry Street	Fire Inspection	\$700.00
11/16/22	Peokard	4 Bassett Lane	Building Permit	\$100.00
11/16/22	Diamond	7492 South Broadway	CO Search	\$100.00
11/18/22	PMP B Hamilton, LLC (paid by Plugsv, LLC)	8 Hamilton Drive	Building Permit	\$282.00
11/21/22	Bruce (paid by Xcarler Solutions)	31 Phillips Street	Building Permit	\$100.00
11/21/22	Hallerman (paid by Robert Fenne411)	7380 South Broadway	Building Permit	\$100.00
11/25/22	Red Hook Natural Foods (paid by Rinman and the Scarecrow, LLC)	7478 South Broadway	Fire Inspection	\$100.00
<b>TOTALS</b>				<b>\$4,532.00</b>