

**VILLAGE OF RED HOOK
BOARD OF TRUSTEES WORKSHOP MEETING
VILLAGE HALL
SEPTEMBER 28, 2023**

Present: Mayor Karen Smythe, Deputy Mayor Melkorka Kjarval, Trustee Kym Bradley-Rickard, Trustee Steven Appenzeller, and Village Clerk Jennifer Cavanaugh

Absent: Trustee Charlie Laing

Meeting opened by Mayor Smythe at 7:02pm.

Mayor Smythe discussed the need for an additional full-time Police Officer position (no benefits at this time). She also discussed the personal time benefits for Police Officers as per the Union Contract.

Trustees discussed the current Police vehicles and the need for a new vehicle.

Mayor Smythe asked for a motion to allow her to proceed with the lease of a Police vehicle costing up to \$57,000 over a 4-year lease period. The motion was made by Trustee Appenzeller and seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

Mayor Smythe announced the bids received for the Water System SCADA Upgrades project:

Bidder	Base Bid	Bid Alternative	Bid Total
Avanti Control Systems, Inc.	\$408,700.00	\$8,000.00	\$416,700.00
General Control Systems, Inc.	\$310,839.00	\$9,380.00	\$320,219.00
TAM Enterprise, Inc	\$547,665.00	\$11,300.00	\$558,965.00

Mayor Smythe made a motion to accept the Water System SCADA Upgrades project low bid submitted by General Control Systems, Inc. for \$320,219.00. The motion was seconded by Deputy Mayor Kjarval. All in attendance in favor. Motion approved.

Trustees discussed hiring a new part-time laborer (as needed), no benefits for CDL driving needs. The position will have a pay rate of \$20/hour.

Mayor Smythe asked for a motion to hire Robert Smith as a part-time laborer. The motion was made by Trustee Appenzeller and seconded by Deputy Mayor Kjarval. All in attendance in favor. Motion approved.

Mayor Smythe discussed the NYSDEC Site Management Plan and environmental easement that is on the Wastewater Treatment Plant parcel and the need to hire the Village Engineer to investigate the requirements of this plan and easement.

Mayor Smythe made a motion to authorize her to direct the Village Engineer (Delaware Engineering) to investigate the NYSDEC Site Management Plan and environmental easement at a cost not to exceed \$6,000.00. The motion was made by Deputy Mayor Kjarval and seconded by Trustee Appenzeller. All in attendance in favor. Motion approved.

Mayor Smythe discussed the need to complete a supplementation of the Village's Code on eCode to integrate all new code related material into the text of the Code (both physical and digital forms).

Mayor Smythe asked for a motion to approve the supplementation of the Village's Code by General Code. The motion was made by Trustee Bradley-Rickard and seconded by Trustee Appenzeller. All in attendance in favor. Motion approved.

RESOLUTION 52 – 2023
RESOLUTION FOR OCTOBER 24, 2023 VILLAGE SPECIAL ELECTION

WHEREAS, as per Election Law Section 15-104(1) (b) and Section 15-104(3)(b) the Board of Trustees of the Village of Red Hook will hold Village Special Elections on Tuesday, October 24, 2023 with the Polling Location being at the Village Hall, 7467 South Broadway, Red Hook NY between the hours of 12:00 noon and 9:00 pm; and

WHEREAS, per Election Law Section 15-116(1) the Board of Trustees of the Village of Red Hook is authorized to appoint two (2) Election Inspectors for Village Elections and hereby appoints the following persons as Election Inspectors for the October 24, 2023 Village Special Election:

1. Jennifer VanVoorhis - Chairperson
2. Beverly VanVoorhis

WHEREAS, per Election Law Section 15-116 the Board of Trustees of the Village of Red Hook is authorized to appoint an Alternate Election Inspector and hereby appoints the following person as Alternate Election Inspector:

1. Lori Urbin

WHEREAS, as per Election Law Section 15 the Board of Trustees of the Village of Red Hook is authorized to give a compensation to Election Inspectors and hereby agrees to compensate at the rate of \$15.00 per hour to each election inspector for hours worked during Village Special Election; and

WHEREAS, as per Election Law Section 15 the Board of Trustees of the Village of Red Hook hereby appoints Jennifer Cavanaugh, Village Clerk, as the person to read the results of the Village Election; and

WHEREAS, as per Election Law Section 15-118(4) the Board of Trustees of the Village of Red Hook is required to notify that the Village of Red Hook utilizes the Registered Voter’s List from the County of Dutchess Board of Elections and does not hold a separate registration day.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Red Hook hereby approves said Resolution.

Motion by: Trustee Appenzeller

Seconded by: Trustee Bradley-Rickard

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 Kjarval	<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 type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Trustee Bradley-Rickard	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Appenzeller	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

RESOLUTION 53 – 2023

RESOLUTION AUTHORIZING THE VILLAGE OF RED HOOK TO PURSUE A GRANT APPLICATION TO OBTAIN FUNDING FOR THE VILLAGE OF RED HOOK JUSTICE COURT

WHEREAS, the Village of Red Hook is authorized to adopt resolutions to address facilities, which are owned, operated, and maintained by the Village of Red Hook and, more particularly, the Village of Red Hook Justice Court; and

WHEREAS, the Village of Red Hook has been advised by the Village Justice, the Hon. Jonah Triebwasser, that certain monies might be available to the Village in order to assist the Village in certain costs associated with the Village of Red Hook Justice Court operations; and

WHEREAS, the Village Board has determined that the Village of Red Hook Justice Court is in need of certain equipment and other necessities which will ensure that the Village of Red Hook provides appropriate mechanisms and ancillary apparatus to the Village Justice, Acting Village Justice and the Court Clerks, as well as all personnel and individuals who have business before the Village of Red Hook Justice Court; and

WHEREAS, the Village Board has been advised that there might be available certain grant monies from the New York State Justice Court Assistance Grant which might enable the Village to obtain certain revenues to help fund the purchase of certain mechanisms and ancillary apparatus as and for the Village of Red Hook Justice Court; and

NOW, therefore, be it resolved, by the Board of the Village of Red Hook, County of Dutchess, State of New York (“the Village”), as follows:

The Board of the Village of Red Hook authorizes the Red Hook Village Court to apply for a JCAP grant in the 2023-24 grant cycle up to \$30,000.00.

Motion by: Trustee Bradley-Rickard

Seconded by: Deputy Mayor 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 Kjarval	<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 type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Trustee Bradley-Rickard	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Appenzeller	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

RESOLUTION 54 – 2023

RESOLUTION FOR BUDGET ADJUSTMENTS TO VILLAGE GENERAL, WATER, & SEWER FUNDS

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

WHEREAS, The Village Board has reviewed the following schedule of budget adjustments:

For the GENERAL FUND:

Account No.	Account Name	Current Budget	Adjustment	Revised Budget	Notes
EXPENSE:					
A3120.41	Police - Equipment/Lease	\$ 10,000.00	\$ 3,800.00	\$ 13,800.00	Add vehicle lease - 8 mo
A9622	Police - Equipment/Lease - Reserve	\$ 2,500.00	\$ (2,500.00)	\$ -	
A3120.44	Police - Vehicle Repair/Maintenance	\$ 6,000.00	\$ (1,300.00)	\$ 4,700.00	used \$2420 to date
A1410.46	Clerk - Bank Fees	\$ 4,000.00	\$ (3,000.00)	\$ 1,000.00	May be 0
A1410.48	Clerk - Code Publisher	\$ 2,500.00	\$ 5,500.00	\$ 8,000.00	eCode Supplemntation
A1989.4	Other Gov't Support (Fund Balance)	\$ 12,835.00	\$ (2,500.00)	\$ 10,335.00	
	TOTAL		\$ -		

For the SEWER FUND:

Account No.	Account Name	Current Budget	Adjustment	Revised Budget	Notes
EXPENSE:					
TBD	Engineering	\$ -	\$ 6,000.00	\$ 6,000.00	DEC reporting
ES1710.1	Admin - Per Srv	\$ 10,000.00	\$ (3,000.00)	\$ 7,000.00	
ES8120.1	Sanitary Sewer - Per Srv	\$ 16,000.00	\$ (3,000.00)	\$ 13,000.00	may need to adjust later
	TOTAL		\$ -		

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

Motion by: Trustee Appenzeller

Seconded by: Trustee Bradley-Rickard

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 Kjarval	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
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Trustee Bradley-Rickard	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Appenzeller	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

Mayor Smythe asked for a motion to pay all Village bills after audit. Trustee Bradley-Rickard made the motion and it was seconded by Trustee Appenzeller. All in attendance in favor. Motion approved.

In general business, it was discussed that former Trustee and Deputy Mayor Brent Kovalchik was the Red Hook Rotary Citizen of the Year and that the dinner honoring him would be held on October 14, 2023.

Mayor Smythe read an email sent to her by Jillian Hunziker, former High School intern.

Trustees discussed current parking rules related to the Village’s municipal lot. Mayor Smythe stated that she would be introducing code changes related to the municipal parking lot at an October meeting. She also stated that the Trustees would be reviewing and approving the Annual Financial Report (fiscal year ending 5/31/23) at the next Board meeting.

Mayor Smythe provided an update on progress to move to the ADP timekeeper system.

Deputy Mayor Kjarval introduced the idea to purchase of a baby change station for the Village Hall public bathroom. Trustees agreed with purchase.

Mayor Smythe asked for a motion to adjourn the September 28, 2023 Village Board Workshop Meeting at 8:40pm. Trustee Bradley-Rickard made the motion and it was seconded by Deputy Mayor Kjarval. All in attendance in favor. Motion approved.

Respectfully Submitted,

Jennifer Cavanaugh, Clerk