

**VILLAGE OF RED HOOK
BOARD OF TRUSTEES MEETING
VILLAGE HALL
JANUARY 8, 2024**

Present: Mayor Karen Smythe, Trustee Kym Bradley-Rickard, Trustee Steven Appenzeller, and Village Clerk Jen Cavanaugh

Absent: Deputy Mayor Melkorka Kjarval

Mayor Smythe opened the Village Board meeting at 7:00pm.

Mayor Smythe led the Pledge of Allegiance.

Mayor Smythe asked for a motion to approve the minutes from the December 28, 2023 Board of Trustees Workshop Meeting. The motion was made by Trustee Appenzeller and seconded by Trustee Laing. All in attendance in favor. Motion approved.

Trustees discussed the Hawkins, Delafield & Wood LLP (bond counsel) fee letter for the EFC Refunding Bond. Mayor Smythe stated that these bonds are related to the sewer construction project and that the legal fees were included in the overall project cost. The fee listed in the letter agreement has a not to exceed designation.

Mayor Smythe asked for a motion to authorize her to sign the agreement contracting Hawkins, Delafield & Wood LLP as the Village bond counsel for the EFC Refunding Bonds (2024). The motion was made by Trustee Bradley-Rickard and seconded by Trustee Appenzeller. All in attendance in favor. Motion approved.

Trustees discussed the Town of Red Hook Fire Protection, Amendment 1 to Fire Service Agreement with the Red Hook Fire Company. The Village is involved due to the location of the firehouse on Village property.

Mayor Smythe asked for a motion to authorize her to sign the Town of Red Hook Fire Protection, Amendment 1 to Fire Service Agreement with the Red Hook Fire Company. The motion was made by Trustee Appenzeller and seconded by Trustee Laing. All in attendance in favor. Motion approved.

RESOLUTION 1 – 2024
RESOLUTION TO APPROVE CHIPS & HIGHWAY RESERVE FUNDING TOWARD NEW
GARBAGE/LEAF TRUCK FINANCING

WHEREAS, the purchase of the new Garbage/Leaf Truck (2020 International) cost \$218,000, and

WHEREAS, this purchase was made in August of 2023 and was financed with a short term bond, and

WHEREAS, the Village had always intended to convert this short-term bond into longer term financing while reducing the total cost with other sources of funds.

NOW THEREFORE BE IT RESOLVED, that two sources of funding for the new Garbage/Leaf Truck will be as follows:

- \$29,000 will be taken from the Highway Reserve Fund held at M&T Bank
- \$39,000 will be from CHIPS funding (Acct A5110.3)

AND BE IT FURTHER RESOLVED that further funding sources may be identified before finalizing the long-term financing.

Motion by: Trustee Bradley-Rickard

Seconded by: Trustee Appenzeller

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 type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" 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 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				

Trustees discussed attempting to sell the old garbage/leaf truck (designated as surplus at a prior meeting) on the Auctions International web auction platform. Mayor Smythe stated that we do not have to accept the high bidder’s offer and we can negotiate with the high bidder directly as needed.

Mayor Smythe asked for a motion to authorize her to sign the Online Auction Contract with Auctions International Inc. The motion was made by Trustee Laing and seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

No budget adjustments.

COMMITTEE REPORTS:

Mayor Smythe read the Treasurer’s Report.

ACCOUNT BALANCES (12/31/2023)

GENERAL FUND	\$ 1,039,317.57
WATER FUND	\$ 463,011.78
PAYROLL CLEARING ACCOUNT	\$ 36,047.92
SEWER FUND	\$ 84,459.84
HARDSCRABBLE	\$ 3,443.68
VILLAGE GREEN	\$ 8,532.88
HEALTH INSURANCE	\$ 11,967.91
PETTY CASH	\$ 52.93

RESERVE CHECKING BALANCES

FIRE DEPARTMENT (M&T)	\$ 7,658.21
POLICE (M&T)	\$ 17,392.50
USDA (M&T)	\$ 141,516.73
HIGHWAY (M&T)	\$ 29,213.87
SNOW RESERVE (M&T)	\$ 3,341.93
TOWER RESERVE (M&T)	\$ 18,048.69
UNEMPLOYMENT (M&T)	\$ 7,159.19
COURT RESERVE (M&T)	\$ 3,361.41
OFFICE RESERVE (M&T)	\$ 991.03

MONTHLY EXPENSES (December)

GENERAL FUND	\$ 419,160.78
WATER FUND	\$ 55,063.45
PAYROLL CLEARING ACCOUNT	\$ 2,517.26
SEWER	\$ 7,217.00

Mayor Smythe asked for a motion to accept the Treasurer's Report. Trustee Bradley-Rickard made the motion and it was seconded by Trustee Appenzeller. All in attendance in favor. Motion approved.

Mayor Smythe stated that the Police and Fire Department reports were not available at the time of the meeting.

Mayor Smythe read sewer project, Red Hook Library, and personnel reports (on-file).

Mayor Smythe read Deputy Mayor Kjarval's reports including Red Hook Together, Economic Development Committee, Communication Committee, Hardscrabble/Events Committee, Human Relations Committee, and Highway Department reports (on-file).

Trustee Laing read Materials Management and Water Department reports (on-file).

Mayor Smythe provided the Trustees with an update on the WIIA projects including the SCADA upgrade, water tower rehabilitation, Cherry & Graves Street water main replacement. She stated that the fourth project included in the WIIA grant submittal (Town/Village water system interconnect) will not be pursued by the Village as funding has been exhausted.

Trustee Bradley-Rickard read the Village Green, Sewer Department, Speed Limit Initiative, Town of Red Hook Greenway and Trails Committee, Climate Smart Communities, and Saw Kill Watershed Community Group reports (on-file).

Trustee Appenzeller read the Building Department, Zoning & Planning reports (on-file). He stated that public spaces initiative did not hold a meeting. Trustee Appenzeller also stated that the Zoning Review Committee would start meeting with the hired planning firm.

No general business.

No public comment.

No executive session.

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

Mayor Smythe asked for a motion to adjourn the January 8, 2024 Village Board Meeting at 7:56pm. Trustee Appenzeller made the motion and it was seconded by Trustee Laing. All in attendance in favor. Motion approved.

Respectfully Submitted,



Jennifer Cavanaugh, Clerk

Committee Reports

(Not Part of the Official Meeting Minutes)

**Village of Red Hook
Mayor's Report
December 2023**

POLICE REPORT & LAW ENFORCEMENT:

Incident report – see attached.

FIRE DEPARTMENT:

Incident report – see attached.

PERSONNEL/PAYROLL: ADP Timekeep – all hourly employees are now using both the ADP Timekeep punch clock and the physical timecard systems to continue to work out the kinks.

The Payweek for all Village employees is now the same – everyone's week starts on Friday, ends on Thursday. This will help in the final transition to the ADP Timekeep system.

COMMUNICATIONS NOTE: The January Newsletter went out yesterday, Jan. 7. If you have any Village news that you think should be considered for the newsletter, please send to me (mayor@redhooknyvillage.org). Any pictures are always appreciated!

Village of Red Hook
Red Hook Infrastructure – Sewer Project
Monthly Report
December 2023

Red Hook Sewer Project

Substantial Completion was achieved on March 30, 2023. Restoration & Punch List are in the final stages.

General Contract:

1. Provide record drawing per specification Section 017700.1.5.F. **Awaiting final edits.**
5. Provide photographic documentation (pre and post work) per Section 013223. **Pre photos have been received. A deduction in the contract will be made for the Post photos.**
6. There are a few properties where the grass has not been restored to an acceptable level. Reseeding will take place in Spring 2024.

FINANCING

USDA Form E #12 was sent in Dec 20, 2023. With that we have expended \$7,942,854.35. That leaves \$504,263.65, of this \$329,151.90 is retainage.

We requested an extension of USDA to complete the final paperwork. The Electrical Contract is complete. The General Contract has two final change orders to complete – one (CO#4) for a labor rate increase. An approved amount has been sent to the contractor for their approval. The final one (CO#5) is a reduction that finalizes quantities on the project for unit price items. This one is also with the contractor for approval.

The final contract amount is likely to be under budget. Unfortunately, this means that we will receive less of the USDA grant, it will not be a reduction in the amount to be financed.

**Village of Red Hook
Red Hook Public Library
Monthly Report
December 2023**

The Red Hook Public Library (RHPL) held their regular board meeting on Tuesday, December 19th at the Library in the third-floor conference room at 6:30pm.

Linda Keeling and I attended the meeting.

Library Board members in attendance: President Don O'Shea, Treasurer Amy Husten, Secretary Sarah DeVeer, Leigh Bahnatka, Martha Tepepa. Absent: Gareth Davies, Anna Greig

President's Report

President O'Shea thanked the new members of the board for their interest and service. He spoke about a Mid-Hudson Library article about the importance of libraries and the importance of "freedom of reading".

Board Report

The September & October minutes were approved. The November minutes were tabled to next month.

Election of Officers – Don O'Shea said that he was not interested in continuing as President but would stay for a couple of months to make for a smooth transition. The Board approved Amy Husten to continue as Treasurer and Sarah Deveer to continue as Secretary. A motion was made to elect Martha Tepepa as Vice President. This motion was tabled – pending full board attendance.

Board Development Committee will review the by-laws. By-Laws state that if you miss three consecutive meetings that you are off the board.

Personnel

Patricia "Trish" Scully has been moved from Part Time to Full Time.

Finance/Treasurer's Report

\$429,943 cash at 11/30/23. Reserve fund is at \$149k – goal to be a year's worth of operations (\$440k-\$450k). The 259 funds (\$208K) from the School arrived in December so current cash is \$633,589.

Balance Sheet – Key Bank Accounts are actually closed. They just need to be reconciled in QuickBooks to reflect their closures. Double mortgage payments haven't started yet.

Budget Review

2023 Budget vs Actual – all except programming is way under budget. 2023 was projected to be \$7k under budget, actual is \$54k under budget.

2024 Budget \$482,799 total receipts/expenses was approved.

Director's Report

Alex reviewed the programming. He reported that foot traffic is up 7.3% vs Last Month and Total Circulation is up – driven by e-circulation.

Programming for 2024 – looking to have all programs connected with a focus on sustainability, natural science, and the environment. Looking to not duplicate the efforts of Tivoli or Rhinebeck.

The Porch & Building stucco projects are projected to go out for bid in March with expected completion by end of August. They have received a design for the Teen Room from Rick East. These are cosmetic changes only.

Sally Dwyer-McNulty is relaunching Friends of the Red Hook Library. The Strategic Plan needs to be revised in 2024. They are developing a logo for the Library with Valeria Razheva. They will be working on Library Sustainability Certification which will start with a review of policies.

Alex suggested the board attend Advocacy Day in Albany on 2/7/24, confirm a calendar of committee meetings for 2024, and start planning for the February trivia fundraiser.

Fundraising

Directors sent out annual appeal letters. Sarah DeVeer has prepared templates for a social media campaign. An eblast was going out today. The receipts are “behind where we usually are” with \$6,100 in to date. Past Annual Appeals have ranged from \$7500 to as high as \$21,000. The Board was encouraged to send out thank you notes to those who donated.

New Business

The board agreed to hold a board workshop on Saturday, January 20 for 3 hours to discuss Policy, Strategic Plan, and Board Development. The workshop will be from 10am to 1pm and will be held in the Village Hall 2nd floor conference room.

Public Comment

Linda Keeling commented that the library’s elevator is not ADA compliant – it’s too small and the bells are out of sync. She also suggested that the library needs a policy to address accommodation for people with disabilities.

I asked the Board to reconsider their target of a year’s worth of operations as a reserve given that the majority of their annual income is guaranteed through the Town’s 414 and the School’s 259 funding. Amy offered that this was recommended by the Mid-Hudson Library. I asked that they consider understanding what the purpose of the reserve is so that it’s clear to the taxpayers who are funding this reserve.

I also spoke about the change in the County Loop bus schedule – no longer servicing Red Hook. I encouraged the board and Alex to advocate for reinstating this service.

The meeting was adjourned at 8:15pm.

Respectfully submitted,

Karen Smythe

Board documents can be accessed on the Library Website: www.redhooklibrary.org/board-of-trustees/. The link to the board packet is imbedded in the text toward the bottom of the page.

Upcoming Meetings/Events

Next Board Meeting Thursday, Jan. 18, 2024 at 6:30pm

Board Conference – Saturday, Jan 20 from 10am-1pm at Village Hall Conference Rm.

Library Trivia Event – February 4th from 1-4pm at Cancun’s. Karen Sipperly runs it. Get your teams ready as the event fills up quickly.

Red Hook Together:

Red Hook Together meets the 1st Thu. of the month - at alternating times of day and locations. Invitations and meeting times are coordinated by Bard CCE. This month's meeting was held in person on Jan 4th at noon, at Historic Red Hook's Elmendorph Inn. Discussion ranged around next steps to address Dutchess County's plan for discontinuing bus service to Red Hook, as well as creating a group of people who wanted to meet to discuss the lack of access to mental health service.

Town of Red Hook Economic Development Committee:

The EDC holds public meetings on the 2nd and 4th Wed. of the month, at 8:40 am in the Red Hook Village Hall Courtroom. There was one meeting on Dec. 13th, 2023 that I was unable to attend due to illness. The Mayor attended in my absence. The Farmers Meeting is still scheduled for Thursday, **Jan 11th at 8am**; anyone interested in the future of the agricultural industry in Red Hook is welcome to attend.

Village of Red Hook Communications Committee:

The Communications committee meets every 1st Wed. of the month at 1:30 pm in the Village Hall conference room. Jan 3rd's meeting focused on the 'What does the Village Do for you' brochure that will be shortly sent out for translation.

If you haven't yet, please visit: redhookvillage.org/notifyme to sign up for Village notifications. as well as redhookvillage.org/newsletter to subscribe to the Mayor's monthly newsletter.

Village Events Committee:

The events committee holds public meetings on the 3rd Mon. of each month at 6pm at Village Hall. January's meeting time falls on MLK day - and alternate meeting date is still being coordinated.

At the Dec 18th meeting, the Committee set the Hardscrabble date for 9.14.24. We also discussed development of an event permit and the ideal scheduling and location of 2024's Neighbors Nights.

If you are interested in attending a meeting, or volunteering to bring events to the Village please contact the committee chair, Amy Smith by email at events@redhooknyvillage.org

Village of Red Hook Human Relations Committee:

The Human Relations Committee holds public meetings every 1st Thu. of the month at 7 pm in the Village Hall conference room. **The next meeting will be Feb 1st.** At the Jan 4th meeting, multiple guests from the Red Hook community shared feedback regarding possible outreach efforts of the committee. We also discussed next steps regarding the delayed Indigenous history project. No final decisions were made.

We are continuing to look for members who are interested in working towards a vision of Red Hook; where *all who live, work, study, or visit Red Hook are valued for who they are and are empowered to engage in community life.* For further details email humanrelations@redhooknyvillage.org

Village of Red Hook Highway Department:

1. **Brush & Leaf Pickup** is concluded till Spring. Christmas Trees will be picked up till the end of January. The new garbage truck will be used for garbage pickup starting 1/8/24.

2. **No all-night street parking is permitted in the Village** from November 1st thru March 31st. Vehicles parked on the streets between 11 PM - 6 AM may be ticketed and towed at the owner's expense.
3. **Please keep streets clean for seasonal plowing;** property owners are reminded to remove athletic equipment, garbage receptacles and/or any other temporary obstacles from the side of streets to prevent possible damage during snow & ice removal operations.
4. **Snow and ice on Sidewalks in the Village:** The property owner and/or occupant of every building with an adjoining sidewalk must remove all snow and ice within 24 hours after a snow/ice storm. If snow or ice is not cleared within that time period, the Village may remove it at the cost of \$2 per linear foot to the property owner. Charges will be assessed and collected with the next tax levy.
5. **Scrap Metal Program**

Revenue received since the last report was	\$674.50
Total revenue for this Fiscal Year (Jun 2023- May 2024) to date is	\$4,771.30
Since the Program's inception, in Sep 2007, donations have yielded a total of	\$52,649.44

Proceeds from the program go toward the purchase of tools & equipment for the Public Works Department. Residents and businesses interested in donating scrap metal may contact the Village Clerk's Office to schedule a pickup.

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VILLAGE OF RED HOOK RESOURCE RECOVERY DATA/REPORT

2021/2022	June*	July	August	September	October	November	December	January	February	March	April	May	Average	YTD
TONS														
Commingled	1.11	1.13	1.58	1.24	1.06	1.09	1.06	1.1	1.13	1.3	0.84	0.93	1.13	13.57
Cardboard	0.78	0.54	0.27	0.59	0.46	0.68	0.53	1.02	0.3	0.35	0.3	0.59	0.53	6.41
Paper	1.57	1.23	0.77	1.08	1.13	1.47	0.85	0.94	0.95	1.13	0.91	1.51	1.13	13.54
Total Recycling	3.46	2.9	2.73	2.91	2.65	3.27	2.44	3.06	2.38	2.78	2.07	3.03	2.81	33.68
Garbage	8.87	6.85	8.02	6.84	8.32	8.04	6.38	8.26	5.58	5.79	6.04	8.11	7.26	87.1
REVENUE														
Tags Sold	\$ 1,755.00	\$ 3,345.00	\$ 1,485.00	\$ 2,067.00	\$ 3,069.00	\$ 2,916.00	\$ 1,620.00	\$ 2,634.00	\$ 2,688.00	\$ 2,628.00	\$ 3,528.00	\$ 3,429.00	\$ 2,597.00	\$ 31,164.00
COSTS														
Garbage @ \$105/ton	\$931.35	\$719.25	\$842.10	\$715.85	\$663.60	\$844.20	\$669.90	\$774.30	\$585.90	\$607.95	\$634.20	\$851.55	\$736.68	\$8,840.15
Fuel	\$44.25	\$35.96	\$42.11	\$35.80	\$34.84	\$50.65	\$41.86	\$46.46	\$38.09	\$45.60	\$66.58	\$93.68	\$47.99	\$575.88
Contaminated Recycling	\$3.29	\$12.10	\$12.10	\$3.30	\$5.52	\$3.33					\$2.31		\$4.98	\$29.85
TOTAL COSTS	\$978.89	\$755.21	\$896.31	\$755.45	\$703.96	\$898.18	\$711.76	\$820.76	\$623.99	\$653.55	\$703.09	\$945.23	\$787.20	\$9,446.38
TOTAL REVENUE	\$1,755.00	\$3,345.00	\$1,485.00	\$2,067.00	\$3,069.00	\$2,916.00	\$1,620.00	\$2,634.00	\$2,688.00	\$2,628.00	\$3,528.00	\$3,429.00	\$2,597.00	\$31,164.00

2022/2023	June*	July	August	September	October	November	December	January	February	March	April	May	Average	YTD
TONS														
Commingled	1.03	1.03	1.27	0.99	0.85	0.92	0.97	1.63	0.93	1.03	0.99	1.05	1.06	12.69
Cardboard	0.39	0.32	0.35	0.52	0.54	0.43	0.55	0.56	0.49	0.34	0.43	0.83	0.48	5.75
Paper	0.88	0.95	0.67	1.04	1.25	0.81	0.89	1.06	0.95	0.92	0.92	1.3	0.97	11.64
Total Recycling	2.8	2.3	2.29	2.55	2.64	2.16	2.41	3.25	2.37	2.29	2.34	3.18	2.55	30.58
Garbage	6.88	5.97	6.95	8.71	9.97	7.28	3.05	9.72	7.36	4.44	7.92	7.02	7.11	85.27
REVENUE														
Tags Sold	\$1,206.00	\$2,775.00	\$3,147.00	\$2,346.00	\$2,803.00	\$2,793.00	\$2,454.00	\$3,520.00	\$1,743.00	\$2,745.00	\$3,493.00	\$2,625.00	\$2,637.50	\$31,650.00
COSTS														
Garbage @ \$105/ton	\$722.40	\$626.85	\$729.75	\$704.55	\$1,046.85	\$669.40	\$325.25	\$1,069.20	\$809.60	\$488.40	\$876.20	\$772.20	\$736.72	\$8,840.65
Fuel	\$95.72	\$81.48	\$83.92	\$73.98	\$104.70	\$80.32	\$39.84	\$114.94	\$80.96	\$43.96	\$74.49	\$61.78	\$78.01	\$936.09
Contaminated Recycling				\$2.30				\$2.42	\$2.40			\$7.08	\$3.55	\$14.20
TOTAL COSTS	\$818.12	\$708.33	\$813.67	\$778.53	\$1,153.85	\$749.72	\$365.09	\$1,186.56	\$892.96	\$532.36	\$950.69	\$841.06	\$815.91	\$9,790.94
TOTAL REVENUE	\$1,206.00	\$2,775.00	\$3,147.00	\$2,346.00	\$2,803.00	\$2,793.00	\$2,454.00	\$3,520.00	\$1,743.00	\$2,745.00	\$3,493.00	\$2,625.00	\$2,637.50	\$31,650.00

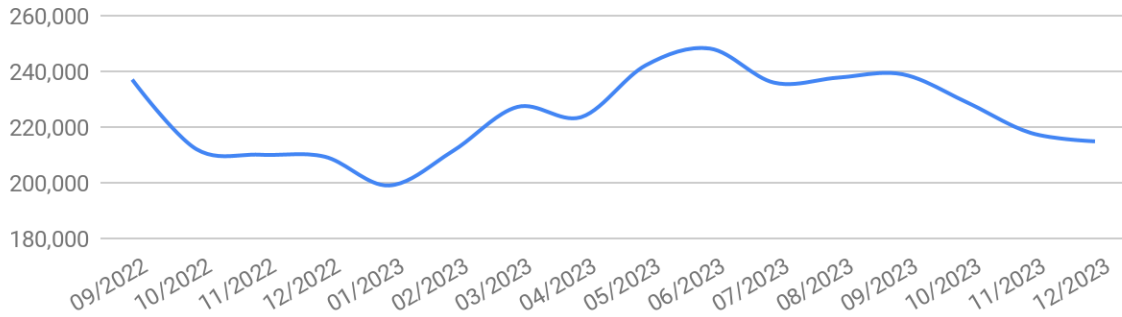
2023/2024	June*	July	August	September	October	November	December	January	February	March	April	May	Average	YTD
TONS														
Commingled	0.84	1.5	0.96	1	0.88	0.92	0.95						1.01	7.05
Cardboard	0.45	0.44	0.6	0.48	0.66	0.52	0.55						0.53	3.7
Paper	0.68	0.73	0.84	1.06	1.21	1.07	0.91						0.93	6.5
Total Recycling	1.97	2.67	2.4	2.54	2.75	2.51	2.41						2.46	17.25
Garbage	4.88	3.98	2.43	1.44	2.7	1.8	3.79						3.00	21.02
REVENUE														
Tags Sold	\$3,560.00	\$2,469.00	\$1,939.00	\$2,610.00	\$3,156.00	\$2,718.00	\$2,973.00						\$2,775.00	\$19,425.00
COSTS														
Garbage @ \$105/ton	\$536.80	\$437.80	\$267.30	\$158.40	\$302.00	\$203.00	\$416.90						\$331.74	\$2,322.20
Fuel	\$38.93	\$30.65	\$20.05	\$13.07	\$26.73	\$17.77	\$34.40						\$25.94	\$181.60
Contaminated Recycling			\$3.53										\$3.53	\$3.53
Welsh Roll-off							\$246.63							
TOTAL COSTS	\$575.73	\$468.45	\$290.88	\$171.47	\$328.73	\$220.77	\$697.93						\$393.42	\$2,753.96
TOTAL REVENUE	\$3,560.00	\$2,469.00	\$1,939.00	\$2,610.00	\$3,156.00	\$2,718.00	\$2,973.00						\$2,775.00	\$19,425.00

Village of Red Hook Water Treatment Facilities Monthly Report

January 1, 2024

System Flow

During the month of December, the water treatment facility treated 6,662,400 total gallons, which is an average of 214,900 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:

<i>Location</i>	<i>Total Coliform</i>	<i>E. Coli</i>
2 W. Market	Absent	Absent
29 E. Market	Absent	Absent
Traditions Mail Room	Absent	Absent

Chemical Usage

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

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

Sincerely,
Fernando Dongo
Principal Consultant
C3ND Environmental Consulting



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

01/01/2024

Water System

Water System Notes:

<i>Monthly Total Coliform</i>	<i>All results absent for the month</i>

Deficiencies

<i>Well Control Issues</i>	<i>Waiting for SCADA update</i>
<i>Town/Village Interconnect</i>	<i>2020 test indicated this was not a viable option for Village flow in case of emergency. Engineering review currently in place.</i>
<i>Well Level/Flow</i>	<i>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</i>
<i>Well 14 & 15 Project</i>	<i>Waiting for well pump data to finalize VFD startup. Installation work complete.</i>

For Future Notes:

Public Water System Name		Reporting Month/Year	Date Report Submitted		Source Water Type(s)	
Village of Red Hook		Dec-23	1/1/24		<input type="checkbox"/> Surface <input checked="" type="checkbox"/> Ground <input type="checkbox"/> GWUDI	
Public Water System ID		County	Town, Village, or City		<input type="checkbox"/> Purchase with subsequent chlorination	
NY1302775		Dutchess	Red Hook		<input type="checkbox"/> Purchase w/out subsequent chlorination	
DATE	Source(s) in Use	Treated water volume (1,000/day)	Chlorination			Comments/Observations
				Liquid	Free chlorine residual at entry point (mg/l)	
				Hypochlorite added to crock (quarts)		
1	Well 1,3,4,9,12,13,14,1	234.8		20.00	1.1	
2	Well 1,3,4,9,12,13,14,1	187.5			1.0	
3	Well 1,3,4,9,12,13,14,1	217.5			1.2	
4	Well 1,3,4,9,12,13,14,1	223.7		20.00	1.1	
5	Well 1,3,4,9,12,13,14,1	215.1			1.2	
6	Well 1,3,4,9,12,13,14,1	204.3		20.00	1.2	
7	Well 1,3,4,9,12,13,14,1	212.4			1.1	
8	Well 1,3,4,9,12,13,14,1	168.8		40.00	1.2	
9	Well 1,3,4,9,12,13,14,1	198.8			1.4	
10	Well 1,3,4,9,12,13,14,1	214.6			1.2	
11	Well 1,3,4,9,12,13,14,1	215.0			1.2	
12	Well 1,3,4,9,12,13,14,1	213.2		20.00	1.1	
13	Well 1,3,4,9,12,13,14,1	271.5			1.1	
14	Well 1,3,4,9,12,13,14,1	244.8		40.00	1.1	
15	Well 1,3,4,9,12,13,14,1	159.6		12.00	1.0	
16	Well 1,3,4,9,12,13,14,1	215.5			1.0	
17	Well 1,3,4,9,12,13,14,1	215.8			1.0	
18	Well 1,3,4,9,12,13,14,1	216.0			1.1	
19	Well 1,3,4,9,12,13,14,1	219.0		24.00	1.1	
20	Well 1,3,4,9,12,13,14,1	218.8			1.0	
21	Well 1,3,4,9,12,13,14,1	218.0		20.00	1.1	
22	Well 1,3,4,9,12,13,14,1	218.0		20.00	1.0	
23	Well 1,3,4,9,12,13,14,1	218.1			1.0	
24	Well 1,3,4,9,12,13,14,1	217.9			1.0	
25	Well 1,3,4,9,12,13,14,1	217.6			1.0	
26	Well 1,3,4,9,12,13,14,1	218.0		20.00	1.1	
27	Well 1,3,4,9,12,13,14,1	217.7			1.2	
28	Well 1,3,4,9,12,13,14,1	217.7		40.00	1.0	
29	Well 1,3,4,9,12,13,14,1	217.7			1.0	
30	Well 1,3,4,9,12,13,14,1	217.5			1.0	
31	Well 1,3,4,9,12,13,14,1	217.4			1.0	
Total		6,662.4		300		
AVG.		214.9		9.6	1.1	

Chlorine Mix Ratio = 5 quarts/gallons of 12.5 % chlorine added to - gallons of water in crock

Reported by Fernando Dongo Title: Operator NYS DOH Operator Certification Number NY0038297

Signature:  Date: 1/1/2024 Operator Grade Level IIA, IIB, C, D

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: <u>2830</u>
						Number of microbiological monitoring samples required: <u>3</u>
2 W. Market	12/11/2023	1	Absent	Absent	1.0	Number of microbiological monitoring samples taken: <u>3</u>
29 E. Market	12/11/2023	1	Absent	Absent	0.8	Did an M&R violation occur? If "Yes," check reason (s) below: Actual number of samples is fewer than required. Did not collect/analyze repeat sample. Did not collect/analyze for E. coli for positive total coliform from routine/repeat sample.
Traditions Mail Room	12/11/2023	1	Absent	Absent	0.8	Did an MCL violation occur? If "Yes," check reason(s) below (see also Part 5, Table 6 for additional information). 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). 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). The original sample was E.coli positive and at least 1 repeat sample was positive for total coliform (= <u>E.coli MCL</u> violation).
						Reminder: System must collect a minimum of five (5) routine microbiological monitoring samples during the month following a repeat sample collection.
						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.

Sample Collector(s): Bryan Smith

Name of NYSDOH Certified Laboratory: Pace Analytical

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
Village Green Committee
Monthly Report
December 2023

The Current balances of the Village Green Committee's related budget accounts, at the end of **December** are as follows:

1. Community Beautification - contractual expenses (#8510.4) -
---- **\$440.03**. \$168 - to Kesicke Farms, \$212.13 to Agway and
\$59.90 to Williams Ace Hardware
2. Shade Tree - contractual expenses (#8560.4) -----
--- **-\$11,592**. \$1642 for Schichtel's Nursery & \$9,950 to
Dave's Tree Service
3. Village Green Committee Checking Account Balance -----
-----**\$8,532.88** —after checks paid out for the plaques
on the VFW benches and for tree planting reimbursements.

There were no formal Village Green Committee Meetings held during the month of December, 2023 due to illness the December meeting was pushed back to January. We will discuss a formal change to our meeting schedule to better accommodate end of year schedules and the annual crunch time

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, myself, Kym Bradley-Rickard, or the Jen Cavanaugh- Village Clerk.

The Village Green will start to plan the Spring Arbor Day Celebration and Tree planting at the upcoming meeting. The planting will be held in early spring, usually April.

Meetings are open to the public and we are actively seeking members of our community to join the committee. Our next scheduled meeting is the second Sunday of January (14 Jan. 2024).

Village of Red Hook
Sewer Department
Monthly Report
December 2023

We continue to meet regularly to discuss bigger plants and addressing requests for future connections to the sewer system.

We should have our report from the engineers about the total expansion capacity in March or April which will line us up for upcoming Grant Cycle.

During the month of November we averaged 14,000 GPD in the Red Hook Plant and 38,000 GPD in the BK Plant. There were **five (5)** samples sent out for testing and all came back within the normal range for compliance. For the old plant one process train is down for review of deficiencies, and clogging has been an issue for some time at the pump station it is recommended that Pump Station mixing should be implemented to help with pump failure and pump station pump outs.

As a reminder to all residents whether you are in the Sewer Use Area or not be kind to your pipes! Please put only 3 P's in the toilet: Pee, Poop and (Toilet) Paper and while in the kitchen (or near other drains) no Fats, Oils, or Grease "FOG" - they clog up the pipes and make the system stressed. What goes down the drain matters!

If you are in the sewer use area and the emergency alarm goes off, call the Village Sewer Operator (845) 758-1081, option 8. Press the "Silence Alarm" button ONLY AFTER notifying the Sewer Operator. Please do not open the box or tamper with Village owned equipment.

Village of Red Hook
Speed Limit Initiative
Monthly Report
December 2023

Creighton Manning is moving forward on an all-encompassing Traffic study that will take into consideration a school zone, village roads and the main throughways. We have connected the firm with the RHCSD to coordinate appropriate timings to conduct studies to impact school zone findings. They will compile a report based on their study (based on their findings) to aid in the documentation to lower the Area Village Speed Limit to 25 mph. The lower speed limit will help residents, businesses, and the overall safety of our village streets.

Village of Red Hook
Town of Red Hook Greenway and Trails Committee
Monthly Report
December 2023

Due to the holiday season this meeting did not meet during the month of December. The next scheduled meeting is scheduled for the second Thursday of the month.

Village of Red Hook
Climate Smart Communities
Monthly Report
December 2023

With the end of the year and holidays there has been no movement with this committee.



Village of Red Hook Wastewater System

		Red Hook Commons			Village of Red Hook	
<i>Average Daily Flow :</i>		<i>0.014 MGD (Million Gallons per Day)</i>			<i>0.038 MGD (Million Gallons per Day)</i>	
		<u>Required Samples</u>	<u>Result</u>			<u>Compliance</u>
<i>November 2023</i>		<i>BOD (June 1 - Oct 31)</i>	<i><4.0 mg/L</i>			<i>5 mg/L</i>
		<i>TSS</i>	<i><10 mg/L</i>			<i>10 mg/L</i>
		<i>NH3</i>	<i>0.74 mg/L</i>			<i>0.98 mg/L (June 1 - Oct 31) 1.81 mg/L (Nov 1 - May 31)</i>
		<i>Fecal Coliform</i>	<i><1.0/100 mL</i>			<i>200/100 mL</i>
		<i>Dissolved Oxygen</i>	<i>8.0 mg/L</i>			<i>7.0 mg/L Minimum</i>
<u>Deficiencies</u>						
<i>Anoxic Mixers</i>	<i>Currently a Medora mixer in place to keep Anoxic tank solids moving. May need to consider this in future updates.</i>					
<i>Sand Filter Rebuild</i>	<i>Sand Filters have never been rebuilt or media replaced. Should price and schedule for the near future.</i>					
<i>Train Down for Review</i>	<i>Reviewed Train and found air getting into the aeration tank. Currently working on pricing for replacement parts. Train scheduled to go back online on 1/8/2024</i>					
<i>Pump Station</i>	<i>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.</i>					
<i>Backflow Prev.</i>	<i>Facilities backflow Preventor in need of replacement.</i>					
<u>Additional Notes:</u>						



WASTEWATER FACILITY OPERATION REPORT FOR THE MON November 2023

SPDES PERMIT NO. NY-- 0271420		FACILITY NAME Village of Red Hook Sewer			FACILITY OWNER Village of Red Hook				FACILITY LOCATION 7467 S Broadway Red Hook, NY12571														
Day	Date	Daily Precip in/day	VOLUME OF SEWAGE TREATED			TEMPERATURE (°F.)		pH (S.U)				SETTLEABLE SOLIDS		B.O.D. ₅		SUSPENDED SOLIDS							
			Inst.Max. MGD	Daily Average MGD	Inst. Min MGD	Influent (2)	Effluent (2)	Influent Minimum	Influent Maximum	Effluent Minimum	Effluent Maximum	Influent Maximum	Effluent Maximum	Influent Type	Effluent Type	Influent Type	Effluent Type						
Wed	01	0.03		0.056		65	66		7.7		8.2	12.0	<0.1										
Thu	02	0.02		0.057		65	66		7.6		8.0	37.0	<0.1										
Fri	03	0.00		0.065		64	65		7.8		8.1	29.0	<0.1										
Sat	04	0.00		0.040		64	65		7.7		7.8	17.0	<0.1										
Sun	05	0.01		0.053		64	65		7.9		7.7	35.0	<0.1										
Mon	06	0.00		0.046		64	64		7.6		8.0	24.0	<0.1										
Tue	07	0.06		0.048		64	65		7.8		7.8	33.0	<0.1										
Wed	08	0.00		0.048		64	65		7.5		7.9	20.0	<0.1										
Thu	09	0.00		0.053		65	66		7.7		8.2	33.0	<0.1										
Fri	10	0.00		0.058		65	65		7.5		8.0	22.0	<0.1										
Sat	11	0.00		0.057		65	62		7.6		7.5	12.0	<0.1										
Sun	12	0.00		0.051		62	61		7.5		7.8	5.0	<0.1										
Mon	13	0.00		0.050		60	61		7.7		7.7	17.0	<0.1										
Tue	14	0.00		0.050		60	61		7.7		7.5	31.0	<0.1										
Wed	15	0.00		0.049		61	60		7.8		7.3	23.0	<0.1										
Thu	16	0.00		0.057		60	60		7.6		7.5	35.0	<0.1										
Fri	17	0.00		0.064		60	60		7.7		7.4	27.0	<0.1										
Sat	18	0.07		0.057		60	62		7.5		7.5	6.0	<0.1										
Sun	19	0.00		0.055		60	60		7.7		7.2	15.0	<0.1										
Mon	20	0.00		0.057		60	59		7.7		7.5	3.0	<0.1										
Tue	21	0.00		0.054		60	59		7.5		7.4	5.0	<0.1										
Wed	22	0.67		0.052		60	59		7.5		7.6	23.0	<0.1										
Thu	23	0.01		0.041		60	59		7.6		7.4	17.0	<0.1										
Fri	24	0.00		0.044		59	59		7.6		7.5	26.0	<0.1										
Sat	25	0.00		0.045		59	59		7.7		7.7	15.0	<0.1										
Sun	26	0.00		0.052		52	59		7.4		7.7	31.0	<0.1										
Mon	27	0.94		0.046		54	59		7.6		7.4	44.0	<0.1										
Tue	28	0.00		0.050		58	59		7.6		7.6	12.0	<0.1										
Wed	29	0.00		0.051		55	59		7.6		7.5	17.0	<0.1		4		3						
Thu	30	0.00		0.054		55	59		7.8		7.3	25.0	<0.1										
		Total Precip. 1.81				Monthly Average 0.052		Average Influent Effluent 61 62		Minimum Maximum Minimum Maximum 7.4 7.9 7.2 8.2				Monthly Maximum 44.0		Monthly Maximum <0.1		30 day flow-weighted avg (1) Inf.(mg/l) Eff.(mg/l) Rem.% 4 ####			30 day flow-weighted avg (1) Inf.(mg/l) Eff.(mg/l) Rem.% 3 ####		
												30 Day Quantity		1.73 lbs/day		1.08 lbs/day							

FACILITY MAILING ADDRESS (Street, City, State, Zip code)				TELEPHONE NUMBER		CHIEF OPERATOR'S NAME		CERTIFICATION GRADE	
14 Old Route 199 Red Hook, NY 12571				845-244-0129		C3ND ENVIRONMENTAL		2A	
Day	Date	TOTAL PHOSPHORUS(mg/l)		Ultra Violet		FECAL COLIFORM Effluent MF or MPN/100ml	REMARKS Enter any other comments, observations, operating problems, equipment failure, etc		
		Influent Type	Effluent Type	MW/CM2					
				#1	#2				
Wed	01			100%	100%				
Thu	02			100%	100%				
Fri	03			100%	100%				
Sat	04			100%	100%				
Sun	05			100%	100%				
Mon	06			100%	100%				
Tue	07			100%	100%				
Wed	08			100%	100%				
Thu	09			100%	100%				
Fri	10			100%	100%				
Sat	11			100%	100%				
Sun	12			100%	100%				
Mon	13			100%	100%				
Tue	14			100%	100%				
Wed	15			100%	100%				
Thu	16			100%	100%				
Fri	17			100%	100%				
Sat	18			100%	100%				
Sun	19			100%	100%				
Mon	20			100%	100%				
Tue	21			100%	100%				
Wed	22			100%	100%				
Thu	23			100%	100%				
Fri	24			100%	100%				
Sat	25			100%	100%				
Sun	26			100%	100%				
Mon	27			100%	100%				
Tue	28			100%	100%				
Wed	29			100%	100%	1			
Thu	30			100%	100%				
Sat									
		30 day flow-weighted avg.(1)		Monthly		30 day Geometric Mean			
		Influent(mg/l	Effluent(mg/l	Minimum(1), Maximum					
				1	1	1			
		lbs/day							

(1) Refer to current edition of "Notice to SPDES Permittees Regarding Use of the National Pollutant Discharge Elimination System (NPDES) Discharge Monitoring Report Form" for procedures to calculate loadings, flow-weighted average, geometric mean, maximum minimum, percent removal, etc.

Note: Refer to current SPDES permit for specific monitoring requirements. Sample type for chlorine residual and fecal coliforms is grab.

**VILLAGE OF RED HOOK BUILDING DEPARTMENT
MONTHLY TRUSTEE REPORT
ZONING & PLANNING
DECEMBER, 2023**

Building Permits Issued: 5

Certificates of Occupancy Issued: 1

Certificate of Compliance: 9

Municipal Searches: 0

Orders to Remedy: 0

Stop Work Orders: 0

Do Not Occupy Notice: 0

Court Appearances: 0

Complaints: 0

Fire Inspections: 1

Planning Board Actions:

December 14, 2023 Planning Board Meeting:

1. Site plan application for 59 Fisk Street tabled to January 11, 2024
2. Site plan application for 60 East Market Street tabled to January 11, 2024
3. Lot Line alteration application for 49 W. Market Street/St. John Street tabled to January 11, 2024. Public hearing set for January 11, 2024.

Zoning Board of Appeals:

No December, 2023 meeting due to no Agenda

VILLAGE OF RED HOOK BUILDING DEPARTMENT MONTHLY TRUSTEE'S REPORT MONTH OF: DECEMBER, 2023

DATE	PROPERTY OWNER	ADDRESS	TYPE OF APPLICATION	CHECK AMOUNT
12/1/23	Andazola	35 Benner Road	Building Permit	\$802.00
12/4/23	Cheng	7477-7479 South Broadway	Fire Inspection	\$100.00
12/4/23	26 Elizabeth Street	26 Elizabeth Street	Building Permit	\$295.75
12/8/23	Mocha Enterprises	68 Firehouse Lane	Fire Inspection	\$150.00
12/14/23	Red Hook Business Park	7578 North Broadway	Fire Inspection	\$1,100.00
12/14/23	Bradway	2 Kent Road	Building Permit	\$200.00
12/27/23	Coon (paid by JSP)	59 Garden Street	Building Permit	\$100.00
12/27/23	Jameison	7361 South Broadway	Building Permit	\$200.00
TOTALS				\$2,947.75