

**VILLAGE OF RED HOOK
BOARD OF TRUSTEES WORKSHOP MEETING
VILLAGE HALL
JANUARY 25, 2024**

Present: Mayor Karen Smythe, Deputy Mayor Melkorka Kjarval (illness, attending via videoconferencing following extraordinary circumstances videoconferencing procedures), Trustee Charlie Laing, Trustee Kym Bradley-Rickard, Trustee Steven Appenzeller, and Village Clerk Jen Cavanaugh

Absent: None

Mayor Smythe opened the Village Board workshop meeting at 7:01PM

Mayor Smythe asked for a motion to approve the minutes from the January 8, 2024 Board of Trustees Meeting. The motion was made by Trustee Appenzeller and 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 Kjarval	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input checked="" 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 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				

The Trustees discussed an amendment to the consecutive water system agreement with Dutchess County Water & Wastewater Authority (DCWWA) for the Tradition Community (Town of Red Hook). This amendment would include a \$100/month fee to be paid by DCWWA for water sampling conducted by the Village of Red Hook on their behalf. Final details are being worked on by Counsels of both the Village and DCWWA. Trustees will vote on the amendment to the agreement at a future meeting.

Trustees discussed the Village’s fund balance and the need for a fund balance policy.

Trustees discussed refinancing the loan for the garbage/leaf truck.

**RESOLUTION 2 – 2024
RESOLUTION TO APPROVE REFINANCING FOR NEW GARBAGE/LEAF TRUCK USING FUND BALANCE
IN ADDITION TO OTHER FUNDING**

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.

WHEREAS, the Village Board of Trustees previously approved using the following funding:

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

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

- \$17,400 from the proceeds of the sale of the old garbage/leaf truck at auction
- \$2,500 from A9621 Highway Reserve Fund line item
- \$80,100 from the General Fund, Fund Balance

Therefore be it further resolved that the refinanced amount of \$50,000 will be refinanced for a 3-year term.

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 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	5				
Result	Motion: Passed				

RESOLUTION 3 – 2024

RESOLUTION TO MODIFY THE USDA FORM E BUDGET FOR THE SEWER PROJECT

WHEREAS, the Sewer Project construction is complete and the contract numbers are being finalized, and

WHEREAS, the total Project Cost does not exceed the approved amount however there are adjustments within the line items,

NOW THEREFORE BE IT RESOLVED, that the Village Board of Trustees approves the changes to the Project Budget as shown in the line “Modified Budget – Revised” on the attached Form E dated 1/25/24.

FORM E

RURAL DEVELOPMENT (RD) PROJECT BUDGET/COST CERTIFICATION

Project Name: Red Hook Sewer

Date: 01/25/24

Report No.:

Actual:

Estimate:

Funding Source(s)	Amount
RD Loan	\$3,700,000.00
RD Loan	
RD Grant	\$1,200,000.00
RD Grant	
SUB TOTAL:	\$4,900,000.00

Other Funding Source(s)	Amount
Other Source: <u>WIIA Grant</u>	\$925,000.00
Other Source: <u>EFC CWSRF LOAN</u>	\$2,622,118.00
Other Source:	
SUBTOTAL:	\$3,547,118.00
TOTAL:	\$8,447,118.00

ITEM	APPROVED BUDGET	MODIFIED BUDGET	Modified Budget - Revised	PREVIOUS EXPENDITURES	EXPENDITURES THIS PERIOD	EXPENDITURES TO DATE
A. ADMINISTRATIVE						
1A. Legal - McCabe & Mack LLP	\$10,000.00	\$10,000.00	\$25,000.00	\$11,574.50		\$11,574.50
1B. Legal - Rodenhausen Chata & Polidoro LLP	\$70,000.00	\$98,475.00	\$95,000.00	\$82,669.22		\$82,669.22
2. Bonding - Hawkins Datafield & Wood LLP	\$15,000.00	\$15,000.00	\$25,000.00	\$9,838.25		\$9,838.25
3. Nat Interest	\$20,000.00	\$0.00	\$0.00	\$0.00		\$0.00
4. Fiscal Coordination-Zagoraki (Ferguson)	\$12,000.00	\$12,000.00	\$18,000.00	\$5,930.50		\$5,930.50
5. B & R-Batacic-Scheuing	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
6. Land & Rights of Way	\$100,000.00	\$21,255.00	\$23,730.00	\$23,730.00		\$23,730.00
7. Single Audits	\$23,000.00	\$23,000.00	\$30,000.00	\$21,000.00		\$21,000.00
8. Miscellaneous -	\$90,000.00	\$5,000.00	\$5,000.00	\$901.22		\$901.22
Total A. Administrative	\$340,000.00	\$184,730.00	\$221,730.00	\$155,643.69	\$0.00	\$155,643.69
B. TECHNICAL SVCS.						
1. Engineering						
a. Bidding and Negotiating Phase	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00		\$10,000.00
b. Construction Phase (incl. CO#6,8,9,10,11,12)	\$90,000.00	\$148,439.00	\$127,875.00	\$127,875.00		\$127,875.00
c. Final Design Phase	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00		\$370,000.00
d. Post Construction Phase	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00		\$0.00
e. Preliminary Design Phase (incl CO# 1-4)	\$60,000.00	\$138,025.00	\$138,025.00	\$138,025.00		\$138,025.00
f. Resident Project Rep. (incl CO5,7,8,10,11,12)	\$200,000.00	\$425,040.00	\$417,677.50	\$417,677.50		\$417,677.50
g. Planning and Eng. Report	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00		\$30,000.00
h. Technical Change Orders		\$0.00		\$0.00		\$0.00
Total B. Technical Svcs.	\$770,000.00	\$1,131,504.00	\$1,103,577.50	\$1,093,577.50	\$0.00	\$1,093,577.50
C. CONSTRUCTION						
1. Construction Contracts						
a. Contract 1- General Contract	\$4,000,000.00	\$6,670,785.26	\$6,644,237.50	\$6,253,886.16		\$6,253,886.16
b. Contract 2- Electrical Contract		\$441,947.00	\$439,747.00	\$439,747.00		\$439,747.00
** Prior form E did not have general and electrical contracts broken out.**						\$0.00
						\$0.00
Total C. Construction	\$4,000,000.00	\$7,112,732.26	\$7,083,984.50	\$6,693,633.16	\$0.00	\$6,693,633.16
D. CONTINGENCY						
1. Contingency	\$3,337,118.00	\$18,151.74	\$37,826.00			
Total D. Contingency	\$3,337,118.00	\$18,151.74	\$37,826.00			
TOTAL PROJECT COST	\$8,447,118.00	\$8,447,118.00	\$8,447,118.00	\$7,942,854.35	\$0.00	\$7,942,854.35

I certify to the best of my knowledge and belief that the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due, which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.

Karen Smythe Mayor
Applicant

Title

Kathryn Serra, P.E., CT MAE
Project Manager

Reviewed By _____

Date Reviewed _____

Motion by: Trustee Laing

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
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Vote Total	5				
Result	Motion: Passed				

Trustees discussed if the Village of Red Hook should have a policy and application form for reserving space within Village Hall (i.e., courtroom, conference room). They discussed what that reserving policy should be. Mayor Smythe will create a policy and application form for Trustee approval at a future meeting.

No budget adjustments.

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.

No general business.

In public comment, Trustee Appenzeller announced the upcoming Soup Night at the Elmendorph (Historic Red Hook).

Trustees discussed the final change orders to the sewer construction project.

Mayor Smythe asked for a motion to adjourn the January 25, 2024 Village Board Workshop Meeting at 8:09pm. Trustee Bradley-Rickard made the motion and it was seconded by Trustee Appenzeller. All in attendance in favor. Motion approved.

Respectfully Submitted,



Jennifer Cavanaugh, Clerk