

**VILLAGE OF RED HOOK
BOARD OF TRUSTEES WORKSHOP MEETING
VILLAGE HALL
FEBRUARY 22, 2024**

Present: Mayor Karen Smythe, Deputy Mayor Melkorka Kjarval, 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 7:00PM

Mayor Smythe asked for a motion to approve the minutes from the February 12, 2024 Board of Trustees Meeting. The motion was made by Trustee Bradley-Rickard and seconded by Trustee Appenzeller. All in favor.

Mayor Smythe asked for a motion to authorize her to sign the letter of engagement with Youngwirth Law for labor and employment legal services (2024) as amended to remove reference to the Town of Red Hook. The motion was made by Trustee Appenzeller and seconded by Trustee Laing. All in favor.

Mayor Smythe asked for a motion to authorize her to sign the update to the Red Hook Fire Company Length of Service Award Plan (LOSAP) Document, provided by Penflex, restated January 1, 2024. The motion was made by Trustee Bradley-Rickard and seconded by Deputy Mayor Kjarval. All in favor.

Trustees reviewed the Sewer Capacity Expansion – Engineering Request for Qualifications (RFQ) and legal notice. Trustee Appenzeller asked about the evaluation criteria. Trustee Bradley-Rickard asked the duration of time required to allow firms to submit proposals.

Mayor Smythe asked for a motion to move forward with the Request for Qualifications (RFQ) for Sewer Capacity Expansion – Engineering Services. The motion was made by Trustee Laing and seconded by Trustee Bradley-Rickard. All in favor.

RESOLUTION 6 – 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 2/21/24.

Motion by: Trustee Appenzeller

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 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 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				

FORM E

RURAL DEVELOPMENT (RD) PROJECT BUDGET/COST CERTIFICATION

Project Name: Red Hook Sewer

Date: 02/21/24

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>WIA Grant</u>	<u>\$925,000.00</u>
Other Source: <u>EFC CWSRF LOAN</u>	<u>\$2,622,118.00</u>
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	BALANCE REMAINING
A. ADMINISTRATIVE							
1A. Legal - McCabe & Mass LLP	\$10,000.00	\$10,000.00	\$25,000.00			\$0.00	\$10,000.00
1B. Legal - Rodenhausen Chase & Paridoro LLP	\$70,000.00	\$98,475.00	\$95,000.00			\$0.00	\$98,475.00
2. Bonding - Hawkins Datafile & Wood LLP	\$15,000.00	\$15,000.00	\$15,000.00			\$0.00	\$15,000.00
3. Net Interest	\$20,000.00	\$0.00	\$0.00			\$0.00	\$0.00
4. Fiscal Coordination-Zagoraki	\$12,000.00	\$12,000.00	\$22,000.00			\$0.00	\$12,000.00
5. B & R - Balacic-Scheuing	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
6. Lands & Rights of Way	\$100,000.00	\$21,255.00	\$23,730.00			\$0.00	\$21,255.00
7. State Audits	\$23,000.00	\$23,000.00	\$30,000.00			\$0.00	\$23,000.00
8. Miscellaneous -	\$90,000.00	\$5,000.00	\$5,000.00			\$0.00	\$5,000.00
Total A. Administrative	\$340,000.00	\$184,730.00	\$215,730.00	\$0.00	\$0.00	\$0.00	\$184,730.00
B. TECHNICAL SVCS.							
1. Engineering							
a. Bidding and Negotiating Phase	\$10,000.00	\$10,000.00	\$10,000.00			\$0.00	\$10,000.00
b. Construction Phase (incl. CO#6)	\$90,000.00	\$148,439.00	\$127,875.00			\$0.00	\$148,439.00
c. Final Design Phase	\$370,000.00	\$370,000.00	\$370,000.00			\$0.00	\$370,000.00
d. Post Construction Phase	\$10,000.00	\$10,000.00	\$10,000.00			\$0.00	\$10,000.00
e. Preliminary Design Phase (incl COs #1-4)	\$60,000.00	\$138,025.00	\$138,025.00			\$0.00	\$138,025.00
f. Resident Project Representative (incl COs #5&7)	\$200,000.00	\$425,040.00	\$417,677.50			\$0.00	\$425,040.00
g. Planning and Eng. Report	\$30,000.00	\$30,000.00	\$30,000.00			\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$1,131,504.00
C. CONSTRUCTION							
1. Construction Contracts							
a. Contract 1- General Contract	\$4,000,000.00	\$6,670,785.26	\$6,644,237.50			\$0.00	\$6,670,785.26
b. Contract 2- Electrical Contracts		\$441,947.00	\$439,747.00			\$0.00	\$441,947.00
** Prior Form E did not have general and electrical contracts broken out.**						\$0.00	\$0.00
						\$0.00	\$0.00
Total C. Construction	\$4,000,000.00	\$7,112,732.26	\$7,083,984.50	\$0.00	\$0.00	\$0.00	\$7,112,732.26
D. CONTINGENCY							
1. Contingency	\$3,337,118.00	\$18,151.74	\$43,826.00				
Total D. Contingency	\$3,337,118.00	\$18,151.74	\$43,826.00				\$18,151.74
TOTAL PROJECT COST	\$8,447,118.00	\$8,447,118.00	\$8,447,118.00	\$0.00	\$0.00	\$0.00	\$8,447,118.00

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 Sarra, P.E., CT Male
 Project Manager

Reviewed By _____ Date Reviewed _____

(revised 8/21/2006)

No budget adjustments.

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

Mayor Smythe introduced a brochure developed by the Communications Committee discussing the roles and services offered by Village Departments and Committees. The brochure will be available in Spanish and English.

Deputy Mayor Kjarval shared a comment she received from a resident wondering if there was anything the Village could do to help Village residents afford access to the Red Hook Pool (a private, not-for-profit). Trustees discussed that Red Hook Library has had a pass available for loan in the past.

No public comment.

Mayor Smythe asked for a motion to adjourn the February 22, 2024 Village Board Workshop Meeting at 7:33pm. Trustee Bradley-Rickard made the motion and it was seconded by Trustee Appenzeller. All in favor. Motion approved.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jennifer Cavanaugh". The signature is written in a cursive, flowing style.

Jennifer Cavanaugh, Clerk