

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

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

Present via Videoconference (Zoom) due to extraordinary circumstances (illness): Trustee Steven Appenzeller

Absent: Trustee Charlie Laing

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

Mayor Smythe asked for a motion to approve the minutes from the April 8, 2024 Board of Trustees Meeting and Public Hearing. The motion was made by Trustee Bradley-Rickard and seconded by Deputy Mayor Kjarval. All present in favor. Motion approved.

Mayor Smythe asked for a motion to allow her to sign a Customer Service Agreement with Unifirst for high traffic area rugs/mats. The motion was made by Deputy Mayor Kjarval and seconded by Trustee Appenzeller. All present in favor. Motion approved.

Mayor Smythe discussed Sprint's notice of termination for the lease with the Village to mount cellular equipment on the water tower. She stated that David Grohl, Village consultant, has negotiated a termination deal in which the Village will gain ownership of Sprint's concrete equipment building, the mounts used to attach antennae to the water tower, and a lump sum payment to the Village.

7:05pm Trustee Charles Laing joined the meeting in progress

The Trustees discussed a change to page 2, 'C. Cooperation and Access', which will state that Sprint only has access to the site until their equipment has been removed.

Mayor Smythe asked for a motion to allow her to sign the modified Equipment Transfer Agreement with Sprint. The motion was made by Trustee Bradley-Rickard and seconded by Trustee Laing.

Trustee Appenzeller asked about the reference in the agreement to hazardous materials. He wanted to ensure there was no contamination as the sale is 'as-is.' Mayor Smythe stated that she would get clarification.

All in favor. Motion approved.

Mayor Smythe announced the results of the Request for Qualifications for an Engineering Firm for Engineering Services related to the Wastewater Expansion Project (RFQ#2024-01). She stated that three engineering firms submitted qualifications – C.T. Male, Delaware Engineering, and Hayduk Engineering. A review committee of Mayor Smythe, Trustee Bradley-Rickard, and Clerk Cavanaugh, reviewed and evaluated the submittals based on the published evaluation criteria. Delaware Engineering scored the highest of all submittals.

Mayor Smythe asked for a motion to award the Engineering Services Wastewater Expansion Project (RFQ#2024-01) to Delaware Engineering. The motion was made by Trustee Lang and seconded by Trustee Bradley-Rickard. All in favor. Motion approved.

Mayor Smythe announced the results of the Request for Proposals for the 2024-2027 Septic Tank & Grease Trap Pump Out & Hauling (RFP#2024-02) contract. She stated there were two bidders.

| | Non-Emergency | | | Emergency | | | Contract Year Increase |
|---------------------|----------------------------|--|---|----------------------------|--|---|------------------------|
| | Grease Traps Cost/1,000gal | Individual Septic Tanks Cost/1,000 gal | Wastewater Treatment Plant Sludge Cost/1,000gal | Grease Traps Cost/1,000gal | Individual Septic Tanks Cost/1,000 gal | Wastewater Treatment Plant Sludge Cost/1,000gal | % |
| ProSeptic | \$275.00 | \$255.00 | \$230.00 | \$275.00 | \$255.00 | \$230.00 | 0 |
| Superior Sanitation | \$194.00 | \$194.00 | \$194.00 | \$294.00 | \$294.00 | \$294.00 | 10 |

The proposals were evaluated based on estimated annual volumes of 80,000 gal, 50,000 gal, 8,000 gal of non-emergency grease trap, individual septic tanks, and wastewater treatment plant sludge, respectively, and 6,000 gal, 4,000 gal, and 8,000 gal emergency grease trap, individual septic tanks, and wastewater treatment plant sludge, respectively. Superior Sanitation was the low bid for the three-year contract at \$106,131.84, ProSeptic's bid was \$123,300.00.

Mayor Smythe asked for a motion to award the 2024-2027 Septic Tank & Grease Trap Pump Out & Hauling (RFP#2024-02) contract to Superior Sanitation. The motion was made by Trustee Lang and seconded by Trustee Bradley-Rickard. All in favor. Motion approved.

The Trustees had a discussion regarding the use of 'sandwich boards', temporary signs, flagged banners, and 'open' signs by businesses and not-for-profits.

The Trustees also discussed businesses having merchandise and displays on the sidewalk in front of their storefronts.

No budget adjustments.

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

In general business, Mayor Smythe asked if the Village wanted to start offering life insurance to non-Police Department fulltime employees at the employees cost as a payroll deduction. There would be no cost to the Village.

Mayor Smythe asked for a motion to offer the existing life insurance plan to fulltime employees at the employees cost. Trustee Bradley-Rickard made the motion and it was seconded by Deputy Mayor Kjarval. All in favor. Motion approved.

Mayor Smythe asked for a motion to hire a part-time laborer in the Highway Department for the summer months. Trustee Laing made the motion and it was seconded by Trustee Bradley-Rickard. All in favor. Motion approved.

Mayor Smythe updated the Trustees on the activities at the pond located to the north of Fisk Street. She stated that she declared an emergency situation and authorized the Highway Department to pump water out of the pond to protect Village infrastructure from flooding (Fisk Street). The Fire Department has also conducted pump-training exercises at the pond, which has provided additional relief. The pond is private property, owned by multiple owners. Reportedly, there is a drain in the pond that was installed with private funds and is no longer functional. The pond may be included on the Town's Community Preservation Fund list and, if so, is

eligible for purchase using those funds. Mayor Smythe stressed that the Village needs to understand the liability associated with the pond prior to entertaining ownership.

Trustee Bradley-Rickard stated that the Village's traffic engineers delivered a draft of phase 1 of the Village Speed Study report. She stated that it recommends that the Village reduce the speed limit on all Village roads. The next report will include study of the school zone.

Trustee Laing stated that the Sawkill Watershed Community had their monthly meeting in Village Hall the night prior and they will continue to do so moving forward.

Trustees discussed the iron bacteria that is naturally in the environment, specifically near the wastewater treatment plant. The bacteria is harmless to humans but may be causing foul odors in that area. The groundwater discharging to the surface in this area was tested by C3ND and found to be high in iron.

No public comment.

Mayor Smythe made a motion to close the public meeting to go into Executive Session to discuss union contract negotiations. Trustee Bradley-Rickard seconded the motion. All in favor. Motion approved.

Public meeting paused at 8:15pm

No actions taken in Executive Session.

Mayor Smythe asked for a motion to return to public session. The motion was made by Deputy Mayor Kjarval and seconded by Trustee Laing. All in favor. Motion approved.

Public session restarted at 8:40pm

Mayor Smythe asked for a motion to adjourn the April 25, 2024 Village Board Workshop Meeting at 8:41pm. Trustee Bradley-Rickard made the motion and it was seconded by Trustee Laing. All in favor. Motion approved.

Respectfully Submitted,



Jennifer Cavanaugh, Clerk