

**VILLAGE OF RED HOOK
BOARD OF TRUSTEES WORKSHOP MEETING
VILLAGE HALL
MARCH 27, 2025**

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

Absent: Trustee Charlie Laing, one vacant Trustee position

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

Mayor Smythe asked for a motion to accept the minutes from the March 13, 2025 Board of Trustees Special Workshop. The motion was made by Trustee Bradley-Rickard and seconded by Deputy Mayor Kjarval. All in attendance in favor. Motion approved.

Mayor Smythe read proposed Local Law 'A' – Chapter 61, Standing committees of Village Board and summarized its purpose.

Mayor Smythe asked for a motion to open the public hearing for Local Law 'A' – Chapter 61, Standing Committees of Village Board. The motion was made by Deputy Mayor Kjarval and seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

Paulina Malikin (Fisk St) asked additional detail. Mayor Smythe elaborated on purpose and history of committees.

Trustee Bradley-Rickard asked about committee formation and how committees take actions. Mayor Smythe stated that she believed that each committee would need to be formed by the Board of Trustees with a purpose, the committee may then come to the Board with actions they would like to take, and the Board would then approve those actions.

Trustees acknowledged that there was a comment letter submitted.

Trustees decided to vote on passage of the local law when new members take office.

Mayor Smythe asked for a motion to close the public hearing for Local Law 'A' – Chapter 61, Standing Committees of Village Board. The motion was made by Deputy Mayor Kjarval and seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

Mayor Smythe asked for a motion to go into Executive Session to personnel (matters leading to possible promotion) and discuss information provided by the Village Attorney regarding possible legal action against the Village. The motion was made by Deputy Mayor Kjarval and seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

Public session paused at 7:23pm.

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 Bradley-Rickard. All in attendance in favor. Motion approved.

Public session restarted at 7:40pm.

Trustees discussed the Liquor License 30-day Advance Notice submitted by Red Hook Veterans of Foreign Wars Post 7765 (hereafter, "the VFW"). Mayor Smythe read a letter submitted by the VFW.

Mayor Smythe asked for a motion to allow her to sign the 30-day waiver. The motion was made by Trustee Bradley-Rickard and seconded by Deputy Mayor Kjarval. All in attendance in favor. Motion approved.

Mayor Smythe asked for a motion to accept a donation of seeds from Victory Seed to the PSI Committee with a value of \$93. The motion was made by Trustee Bradley-Rickard and seconded by Deputy Mayor Kjarval. All in attendance in favor. Motion approved.

Mayor Smythe read the results of the Village General Election held on March 18, 2025 – Melkorka Kjarval and Frances Uku have won the open seats for Trustee, 4-year terms.

- Melkorka Kjarval: 182 votes,
- Camille Norvell: 35 votes,
- Savannah Lucas Sanchez: 73 votes,
- Frances Uku: 149 votes,
- Jason Baker: 103 votes.
- Write-in votes: Mark Catuzzo 2 votes and Larry Hughes 1 votes.

Election expenses were \$667.47 (labor and supplies).

Mayor Smythe stated that there is a Town of Red Hook resident on 35 Blue Echo Road requesting Village water service. She stated that the Village already provides water to the properties to the east and west of this property.

Mayor Smythe asked for a motion to authorize her to sign the contract for water service contract with 35 Blue Echo Road. The motion was made by Deputy Mayor Kjarval. Trustee Bradley-Rickard asked for more time to review the contract. No vote taken.

RESOLUTION 4

RESOLUTION AUTHORIZE ADDITION OF ONE FULLTIME DPW LABORER TO SUPPORT DAILY WATER & SEWER OPERATIONS

WHEREAS, the Village has determined that the current Water/Sewer Operations contract is not satisfactory; and

WHEREAS, after discussion and review it has been determined that the best option for the Village will be to have an internal employee provide the day-to-day operations for the Water & Sewer systems with contracted oversight; and

WHEREAS, it has been determined that the cost of an additional FT DPW Laborer will be approximately \$56,000 (\$20/hr plus benefits) – or an additional \$36,000/yr vs a PT Laborer; and

WHEREAS, the Board has reviewed the budget, and this cost will be split between the Water & Sewer Fund and replace Acct EW8310.41 & ES1710.4 Admin – Contractual which each have a current budget of \$25,000 for a total of \$50,000; and

WHEREAS, our current Part Time laborer, Jerome Smith III, has shown the interest and capacity to do this work.

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of the Village of Red Hook as follows:

1. The Mayor is authorized to hire an additional Full Time Laborer under the UPSEU contract agreement.
2. The Village will hire current PT laborer, Jerome Smith III, to fill this position, effective immediately.

Motion by: Trustee Bradley-Rickard

Seconded by: Deputy Mayor Kjarval

The foregoing resolution was duly put to a vote, which resulted as follows:

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
Vacant Seat	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	3				1
Result	Motion: Passed				

RESOLUTION 5

RESOLUTION TO APPOINT DELAWARE ENGINEERING AS WATER & SEWER OPERATORS

WHEREAS, the Village of Red Hook (“Village”) requires the services of properly licensed Water & Sewer Operators; and

WHEREAS, Delaware Engineering has properly licensed Water & Sewer Operators; and

WHEREAS, Delaware Engineering has proposed working for two to three months with a particular focus on the WWTP to do a full review of operations and procedures to get the WWTP operating as required.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Red Hook hereby appoints Delaware Engineering as Water & Sewer Operators, effective March 31, 2025; and be it further

RESOLVED, that the Mayor is hereby authorized to sign the attached Delaware Engineering proposal to Provide Engineering and Operational Assistance for the WWTP & WTP Operations dated March 26, 2025.

Motion by: Deputy Mayor Kjarval

Seconded by: Trustee Bradley-Rickard

The foregoing resolution was duly put to a vote, which resulted as follows:

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
Vacant Seat	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	3				1
Result	Motion: Passed				

Mayor Smythe announced that a part-time seasonal DPW laborer was hired.

RESOLUTION 6

RESOLUTION OF THE VILLAGE OF RED HOOK, NY, AUTHORIZING THE SETTLEMENT OF A DISPUTE BETWEEN THE VILLAGE OF RED HOOK AND CARVER CONSTRUCTION INC.

WHEREAS, on July 9, 2021 the Village of Red Hook (“Village”) entered in an agreement with Carver Construction Inc. (“Carver”) for, among other things, to act as General Contractor for the installation of the Waste Water Treatment Plan (“WWTP”); and

WHEREAS, a dispute arose between the Village and Carver regarding the proper installation of the odor control system; and

WHEREAS, the Village held back a final payment of \$19,212.86 to offset certain costs incurred to remedy the alleged defective installation; and

WHEREAS, the Village and Carver entered into a negotiation to resolve the dispute without the need for arbitration or litigation and Carver agreed to accept a final payment in the amount of \$9,600 in full satisfaction of any and all outstanding balance due on the contract.

NOW, THEREFORE, be it resolved, that The Board of Trustees of the Village of Red Hook authorizes Village Attorney Kyle W. Barnett, Esq., of the law firm of Van DeWater & Van DeWater, LLP, to finalize a settlement in the amount of \$9,600 in exchange for a general release of any and all outstanding balance due on the contract and Kyle W. Barnett, Esq is authorized to sign such documents as are necessary to effectuate the settlement.

Motion by: Trustee Bradley-Rickard

Seconded by: Deputy Mayor Kjarval

The foregoing resolution was duly put to a vote, which resulted as follows:

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
Vacant Seat	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	3				1
Result	Motion: Passed				

Mayor Smythe discussed hiring an auditor and the difference between a single versus a regular audit. Mayor Smythe would like to hire RBT to complete the necessary audits including an audit of LOSAP based on her interview of them and recommendation of Michelle Zagorski, Village Comptroller.

Mayor Smythe asked for a motion to allow her to sign the letter of engagement with RBT LLP. The motion was made by Deputy Mayor Kjarval and seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

Trustee Bradley-Richard introduced a draft communication policy for Communication Committee and Board review and comment.

In public comment, Brendan McCann (village resident) asked for a copy of the contract letter with Delaware Engineering.

Deena Fennell (Town resident), is concerned about the smell, water quality, and flooding. She wondered how things got to this point. She would like reports to be made public.

Paul LaBarbera (Village resident) concerned that Village did not communicate with those bringing up concerns.

Kelsa Shanley (Village resident) was relieved to hear there was progress made to correct the situation. She is concerned about the length of time it took for the Village to take action. She wanted to know the things that will be done to remedy the damage to the environment.

Zoe Evans (Town resident) relieved to hear the updates. Village has stated that wastewater treatment plants have not functioned for a couple months but the stream has not met regulatory standards for a

long time. Coalition would like transparency in the process. The Coalition would like a formal response. Coalition is looking to work with the Village on this solution.

Bob Fennell (Town resident) asked when they would get information from the Village.

Bailey Williams (Village resident) concerned about traffic/safety in the area neighboring the VFW.

Mayor Smythe addressed some of the public comments. She stated that the Village owes the Coalition an answer. She stated that the equalization tank is now connected to odor control system. She is looking forward to collaborating with the Coalition.

Mayor Smythe reintroduced the CDPHP Medicare Advantage plan 201 for Village retirees on Medicare.

Mayor Smythe asked for a motion approve the shift to CDPHP Medicare Advantage Plan 201 for Village retirees on Medicare. Trustee Bradley-Rickard made the motion and it was seconded by Deputy Mayor Kjarval. All in attendance in favor. Motion approved

Mayor Smythe introduced draft 2025-2026 general budget. She stated that it is within the tax cap.

Mayor Smythe introduced draft 2025-2026 water budget.

Mayor Smythe introduced draft 2025-2026 sewer budget.

Mayor Smythe asked for a motion to set a public hearing for the 2025-2026 general, water, and sewer budgets on April 14, 2025 at 7pm. Deputy Mayor Kjarval made the motion and it was seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

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

Village Treasurer provided Trustees with year to date, income received and expenses incurred as related to approved 2024-2025 budgets (general, water, sewer)(on file).

No general business

Mayor Smythe asked for a motion to adjourn the March 27, 2025 Village Board Workshop Meeting at 8:46pm. 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

Attachment



Delaware Engineering, D.P.C.

28 Madison Avenue Extension
Albany, New York 12203

Tel: 518.452.1290
Fax: 518.452.1335

March 26, 2025

Mayor Karen Smythe
Village of Red Hook
7467 South Broadway
Red Hook, NY 12571

RE: Provide Engineering and Operational Assistance for the WWTP Operations
+ WTP

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Dear Mayor Smythe:

Thank you for requesting this proposal for engineering services. We understand that the Village's wastewater treatment plant (WWTP) is having serious operational difficulties and has not been able to treat the wastewater as needed to meet the requirements of its discharge limits for several months. Our approach is to re-start the plant's biological process and we are prepared to provide direct day-to-day assistance in operating the WWTP to determine what is needed to achieve compliance with the discharge permit and address the odors at the site.

Our scope includes assisting the Village as follows:

- Provide on-site hands-on operation of the plant to establish the existing conditions
- Provide a 4A chief wastewater operator and a 3A assistant wastewater operator
- Prepare the monthly DMR reports and any violation notices that are necessary
- Meet or correspond with any DEC or DOH representative that is necessary
- Field check all the flows, influent and effluent wastewater parameters
- Take additional samples as need to identify if any unusual inhibitory chemical are influencing the plant
- We know that the plant receives septic waste and we will identify, purchase and try the typical chemicals used to address these wastes in wastewater treatment plants
- The WWTP is an extended air activated sludge plant but it appears unable to grow and sustain sufficient activated sludge to provide treatment. We will re-seed the plant and operate the plant to identify why this is happening.
- We will "figure out" how to operate this plant and train the Village staff to continue operations
- We will use our own TSS meter, DO meter, alkalizing and ammonia test kits and other equipment as needed to trouble shoot and operate the plant.
- Provide weekly updates to the Mayor on the progress of the work
- Provide oversight of water operations

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We propose to conduct the work outlined herein for a monthly fixed fee of \$4,000.00 per month and we expect these services to last for 2 to 3 months. After this period, it is expected that the plant will operate "normally" and the Village will be responsible for operating the plant and we will be stop our "hands-on" role for operations.

We are prepared to start within 24 hours of being authorized to perform this work.

It is expected that the DPW Forman and his staff will be available and will provide assistance to operate the plant. This assistance will include taking wastewater samples, checking the WWTP on the weekend and on holidays, if



Delaware Engineering, D.P.C.

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Albany, New York 12203

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need. Additionally, equipment repairs will be performed by DPW or others. Note that the two UV units are currently not working and the Red Hook Commons plant is off line due to needed repairs.

Please call me at 518-469-8189 with any questions.

Sincerely,

Robert Flores

Robert Flores, P.E.
Senior Project Manager

If this Proposal is acceptable sign below:

Karen Smythe