

**VILLAGE OF RED HOOK  
BOARD OF TRUSTEES WORKSHOP MEETING  
VILLAGE HALL  
JUNE 23, 2025**

Present: Mayor Karen Smythe, Trustee Frances Uku, Trustee Amy Smith, and Village Clerk Jen Cavanaugh

Absent: Deputy Mayor Melkorka Kjarval (Vacant Trustee Seat)

Mayor Smythe opened the Village Board workshop meeting at 7:04PM.

**Mayor Smythe asked for a motion to accept the minutes from the June 9, 2025 Board of Trustees Meeting. The motion was made by Trustee Smith and seconded by Trustee Uku. All in attendance in favor. Motion approved.**

RESOLUTION #25 REVISED – 2025  
RESOLUTION TO APPOINT COMMITTEE MEMBERS

WHEREAS, the Village of Red Hook (the Village) has established the Village Green Committee and the Events Committee by Resolution; and

WHEREAS, the Village wishes to appoint members and officers to these committees; and

NOW, THEREFORE, BE IT RESOLVED THAT,

The Board approves the Mayor’s appointments as listed below:

Village Green Committee (all terms ending 12/31/25)

As Liaison: Trustee Frances Uku

As officers:

Tara Barrett

Kevin Joseph McGinnis

Joy Glass

As members:

David Pearson

Jim Cashen

Events Committee (terms ending 4/5/27)

As members:

Karen Smythe

Amy Smith – and as liaison

Motion by: Trustee Uku

Seconded by: Trustee Smith

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 type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Trustee Uku	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Smith	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
<i>Vacant Trustee Seat</i>	<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				

Trustees discussed the Red Hook Public Library and its relationship with the Village’s Board of Trustees including the approval by the Village Board of members to the Red Hook Library Board of Trustees.

**Trustee Smith made a motion to approve the appointment of Grace Kachigian to a 5-year term (expires April 2030) to the Red Hook Public Library Board of Trustees. The motion was seconded by Trustee Uku. All in attendance in favor. Motion approved.**

Trustees discussed the Red Hook Fire Company Length of Service Award Program (LOSAP) and reviewed the 2024 Firefighter Records listing.

**Mayor Smythe asked for a motion to authorize her to sign the 2024 Length of Service Award Program (LOSAP) Sponsor Authorization Form. Trustee Smith made the motion and it was seconded by Trustee Uku. All in attendance in favor. Motion approved.**

All Trustees in attendance signed the 2024 LOSAP Sponsor Approval Form.

Trustees discussed the Food Scrap Collection program (e.g., Compost Program) in planning. Guest Michelle Gluck, Village resident, is interested in helping Trustee Uku with the project.

Trustees discussed Delaware Engineering’s proposal to complete a wetland delineation at the Wastewater Treatment Plant property (off Morgan’s Way). Mayor Smythe stated it was needed as part of the process for the potential sewer system expansion and to determine the status of the wetland.

**Mayor Smythe asked for a motion to authorize her to sign the proposal from Delaware Engineering to delineate the wetland at the Wastewater Treatment Plant property (off Morgan’s Way). Trustee Smith made the motion and it was seconded by Trustee Uku. All in attendance in favor. Motion approved.**

Mayor Smythe explained the need for a Business Associate Agreement with Marshall & Sterling (Village’s insurance broker including health insurance). The agreement explains how Marshall & Sterling will handle and protect private health information.

**Mayor Smythe asked for a motion to authorize her to sign the Business Associate Agreement with Marshall & Sterling. Trustee Uku made the motion and it was seconded by Trustee Smith. All in attendance in favor. Motion approved.**

Mayor Smythe updated the Trustees on the \$2 Million NYS Empire State Development grant that was won by the Village a year ago to be used for the sewer system expansion (Phase II). She explained that the grant is actually less than \$2 Million, as NYS Empire State Development requires that the recipient give back 1% of grant value (\$20,000). The funding is not guaranteed and, if provided, would be given after the project is complete. Mayor Smythe went on to say that in order to accept the possible future funding from NYS Empire State Development, the Village must send them a \$250 application fee (voucher pending review).

**Mayor Smythe asked for a motion to authorize her to sign the NYS Empire State Development grant agreement. Trustee Smith made the motion and it was seconded by Trustee Uku. All in attendance in favor. Motion approved.**

Mayor Smythe discussed the current extreme heat warning.

No budget adjustments.

In general business, Trustees discussed the process to fill the vacant trustee seat and hold a future special election. They also discussed how the Village might improve communications and soliciting input from residents. Trustees discussed open meeting rules including rules around Trustee communications outside of public meetings.

Trustees also discussed block parties and the pending Events law and associated permit process.


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

No public comment.

No executive session.

**Mayor Smythe asked for a motion to adjourn the June 23, 2025 Village Board Workshop Meeting at 8:57pm. Trustee Uku made the motion and it was seconded by Trustee Smith. All in favor. Motion approved.**

Respectfully Submitted,



Jennifer Cavanaugh, Clerk