

**VILLAGE OF RED HOOK
BOARD OF TRUSTEES WORKSHOP MEETING
VILLAGE HALL
JULY 28, 2025**

Present: Mayor Karen Smythe, Deputy Mayor Melkorka Kjarval, Trustee Amy Smith, and Village Clerk Jen Cavanaugh

Excused: Trustee Frances Uku (plus Vacant Trustee Seat)

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

Mayor Smythe asked for a motion to accept the minutes from the July 14, 2025 Board of Trustees Meeting. The motion was made by Trustee Smith and seconded by Deputy Mayor Kjarval. All in attendance in favor. Motion approved.

There was a presentation to the Trustees by the Red Hook Public Library (RHPL) Library Director (Alex Geller) and Board members (Anna Greig, Grace Kachigian, and Martha Tepepa) on the Library's Strategic Plan and budget. RHPL started a Community Relations Committee to increase public input. All discussed how RHPL and other community organizations including Village government could collaborate to bring people together.

Public Spaces Committee appointments was tabled to a future meeting.

Trustee discussed areas in need of paving and the NYSDOT funding available.

Mayor Smythe asked for a motion to contract Callanan Industries (NYSOGS Contract) using NYSDOT funding to repave portions of Cambridge Drive, and all of Margaret and Tower Streets – total cost \$152,015. The motion was made by Trustee Smith and seconded by Deputy Mayor Kjarval. All in attendance in favor. Motion approved.

Trustees discussed having a pilot program for speed bumps/humps on a couple Village roads. Trustees thought that Fisk and Church Street would be good for this pilot.

Discussion of events permit process and procedures was tabled to a future meeting.

Trustee Smith reviewed her meeting with organizers of a Day of the Dead event. She stated that they will be revising their plan and providing more information prior to coming to the Village Board for approval.

Mayor Smythe discussed the security and general alarm system at the Village's Wastewater Treatment Plants. She stated that the old plant has a system but the new plant does not. She reviewed a proposal to expand the current system to include both plants.

Mayor Smythe asked for a motion to authorize her to engage with Vector Security for security panel installation and a monthly monitoring service plan. The motion was made by Deputy Mayor Kjarval and seconded by Trustee Smith. All in attendance in favor. Motion approved.

Trustees discussed the CFA grant application for WQIP funding for WWTP Upgrades & STEP Sewer System- Phase II. Trustee Smith would like to revise the text of the application prepared by the Village's Engineer, Delaware Engineering. She also stated that the Village's project to complete an income survey of the residents in the sewer expansion area has failed due to a lower than required response rate.

RESOLUTION #30 – 2025
 RESOLUTION TO AUTHORIZE SUBMISSION OF CONSOLIDATED FUNDING APPLICATION (CFA) GRANT
 FOR SEWER PHASE II PROJECT

WHEREAS, the Village of Red Hook plans to expand the Sewer Use Area beyond the current area to support the protection of our water supply and to encourage appropriate development for the Village, especially housing, and

WHEREAS, the Village Engineer, Delaware Engineering, completed an Engineering Report for this project to expand the current Sewer Use Area to include an additional 170 properties adding an additional 175,000 gallons per day (gpd) capacity to the Village’s WWTP operations, and

WHEREAS, the Town of Red Hook has requested 50,000gpd dedicated capacity to service their Traditional Neighborhood District to the south of the Village for their proposed Sewer District, for which the Town would contribute the capital costs associated with that construction, and

WHEREAS, there are several potential housing projects in development in the Village which are made possible by being on the Village sewer system, and

WHEREAS, the probable cost of the total project including the Town of Red Hook’s 50,000gpd dedicated capacity is estimated at \$19.5MM, and

WHEREAS, to receive consideration for various grant funding opportunities for this infrastructure expansion through NYS’s Consolidated Funding Application (CFA), including the Water Quality Improvement Project (WQIP) program, an application needs to be submitted by July 31, and

WHEREAS, the Village continues to review the specifics of the project expansion including a more in-depth review of the current location and the wetland into which the current WWTPs discharge, this funding will allow us to continue that work, and

WHEREAS, this action does not commit the Village to proceed with the project or exactly as it is proposed in the Engineering report, but there is a benefit to proposing the largest option being considered because the funding is a percentage of the total project cost and will not be increased if the project size or project costs increase.

NOW THEREFORE BE IT RESOLVED that the Village Board of Trustees authorizes the Mayor to submit a WQIP Grant application for the Sewer Phase II Project, due on July 31, 2025.

Motion by: Mayor Smythe

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 Uku | <input type="checkbox"/> Aye | <input type="checkbox"/> Nay | <input type="checkbox"/> Abstain | <input type="checkbox"/> Recuse | <input checked="" 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 request from the Town of Red Hook for a letter of support for their grant application to obtain funding for a trail connector between Cookingham Farm Trails & Town Recreation Parks.

Mayor Smythe asked for a motion to authorize her to send a letter of support for the Town of Red Hook’s grant application to the Office of Parks, Recreation, and Historic Preservation’s Recreation Trails Program for a trail connector between Cookingham Farm Trails & Town Recreation Parks. The motion was made by Deputy Mayor Kjarval and seconded by Trustee Smith. All in attendance in favor. Motion approved.

Trustees discussed the Village’s new website address www.redhookvillage.gov and Village email addresses. Mayor Smythe stated a “NY” in the path is not necessary, as she cannot find another “Village of Red Hook” in any neighboring State. She conferred with NYCOM on this point. All agreed to keep the .gov address as is.

No budget adjustments.

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

In general business, Mayor Smythe read a letter sent by residents of Fisk Street thanking the Village for assistance with their recent block party.

Deputy Kjarval updated Trustees on her recent meeting with the Town of Red Hook Comp Plan Committee.

Trustees discussed commercial signage.

Mayor Smythe appointed Deputy Mayor Kjarval as the Board’s liaison to the Red Hook Chamber of Commerce.

RESOLUTION #26 REVISED – 2025
RESOLUTION TO RAISE NON-UNION VILLAGE EMPLOYEE WAGES

WHEREAS, certain Village employees are not under a Union contract,

WHEREAS, said Village employees have earned a raise in pay through dedication to their work and length of service,

NOW THEREFORE BE IT RESOLVED, that the following employees will receive the following increases effective 6/1/25:

Clerk to the Justice: Rebecca Kent – a 3% increase: from \$22.62/hr to \$23.30/hr

Police & Building Clerk/Typist: Lara Hart – a 3% increase: from \$28.20/hr to \$29.05/hr

Village Clerk: Jennifer Cavanaugh – a 3% increase from \$28.00/hr to \$28.84/hr

Deputy Clerk – Special Projects: Doris Balacic-Scheuing – a 3% increase: from \$19.11/hr to \$19.68/hr

Deputy Clerk: Diana Devens – a 3% increase: from \$17.51/hr to \$18.04/hr

Part-Time Laborers: Sean Morrissey & Peter Frisenda - a 3% increase from \$18.00/hr to \$18.54/hr

Robert Smith – a 3% increase from \$20.00/hr to \$20.60/hr

Account Clerk: Angela Dourdis – a 3% increase from \$26.50/hr to \$27.30/hr

Motion by: Trustee Smith

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 Uku | <input type="checkbox"/> Aye | <input type="checkbox"/> Nay | <input type="checkbox"/> Abstain | <input type="checkbox"/> Recuse | <input checked="" 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 | | | | |

Mayor Smythe announced that a candidate had accepted the Village’s offer to be the next Payroll/Human Resources administrator and will start in early August.

No public comment.

No executive session.

Mayor Smythe asked for a motion to adjourn the July 28, 2025 Village Board Workshop Meeting at 8:55pm. Deputy Mayor Kjarval made the motion and it was seconded by Trustee Smith. All in attendance in favor. Motion approved.

Respectfully Submitted,



Jennifer Cavanaugh, Clerk