

**RED HOOK TOWN BOARD SPECIAL MEETING
December 29, 2020**

A special meeting of the Town Board of the Town of Red Hook, Dutchess County, New York was convened by Zoom Videoconference due to COVID-19 pandemic stay in place rules at the Town Hall, 7340 South Broadway, Red Hook at 7:30 p.m.

Present: Supervisor Robert McKeon
Councilmember William Hamel
Councilmember Christine Kane
Councilmember William O'Neill
Councilmember Jacob Testa
Town Clerk Deanna Cochran
Also Present: Attorney Christine Chale

Supervisor McKeon called the meeting to order and opened with the Pledge of Allegiance.

Supervisor McKeon gave an update on the COVID numbers in Dutchess County.

AUTHORIZING COLLECTION OF REAL PROPERTY TAX AND WATER UTILITY PAYMENTS VIA THE INTERNET

Town Clerk Cochran explained the resolution. Below are the Convenience Fees for Online Payment:

ITEM	FEE	FREQUENCY
<u>Utility Payments</u>		
Visa, MasterCard, Discover & Amex (Credit/Debit)	3.00%	Per Transaction
Electronic Check/ACH (Optional)	\$3.95	Per Transaction
Minimum Credit/Debit Card Fee	\$4.95	Per Transaction
<u>Tax Payments</u>		
Visa, MasterCard, Discover & Amex (Credit/Debit)	2.65%	Per Transaction
Service Fee	\$3.50	Per Transaction
Electronic Check/ACH (Optional)	\$2.00	Per Transaction
Minimum Credit/Debit Card Fee	\$3.00	Per Transaction

**TOWN OF RED HOOK
RESOLUTION NO. 63
DATED DECEMBER 29, 2020**

AUTHORIZING COLLECTION OF REAL PROPERTY TAX AND WATER UTILITY PAYMENTS VIA THE INTERNET

WHEREAS, pursuant to General Municipal Law Sections 5-b, the Town Board may determine that it is in the public interest and to provide for the acceptance of certain amounts including real property taxes, assessments, and water charges, including penalties and interest, and water charges via a municipal internet website or the website of a third-party vendor that has contracted with the local government to receive such payments on its behalf, provided that submission via the internet may not be the sole method of collection; and

WHEREAS, pursuant to General Municipal Law Section 5, the Town Board may determine that it is in the public interest and to provide for the acceptance of credit cards, (including debit cards as defined in said Section 5, for the payment of real property taxes, assessments, and water charges, including interest and penalties; and

WHEREAS, pursuant to such statutes, any payments received via the internet shall be considered received by the appropriate officer and paid by the taxpayer at the time the internet transaction is completed and sent by the taxpayer. The underling debt, lien, obligation, bill, account or other amount owed to the local government for which payment by internet is accepted by the local government shall not be expunged, cancelled, released, discharged or satisfied, and

any receipt or other evidence of payment shall be deemed conditional, until the local government has received final and unconditional payment of the full amount due; and

WHEREAS, the Town Board has determined that the proposed action is best described as a local legislative decision concerning routine administration and management under the State Environmental Quality Review Act ("SEQRA") which is a Type II action which will not have a significant impact on the environment; and

WHEREAS, the Town Board of the Town of Red Hook, after due deliberation, finds it in the best interest of the Town to authorize such procedures;

NOW THEREFORE BE IT RESOLVED, by the Town Board of the Town of Red Hook, Dutchess County, New York (the "Town") (by the favorable vote of not less than a majority of all of the members of the Board) as follows:

1. Town Board hereby determines that it is in the public interest to provide for the acceptance of real property tax payments, assessments and water charges, including interest and penalties, via a website in the manner described herein and, in order to facilitate such payment, to enter into agreements with one or more financing agencies and/or card issuers to provide for the acceptance by the officers designated herein of certain credit cards, debt cards, and ACH payments as a means of payment of real property taxes, assessments, and water charges, including interest and penalties.

2. The Town Board hereby authorizes the Receiver of Taxes, and any duly appointed deputy thereof, to collect real property taxes and assessments and any penalties and interest via the internet. Such amounts shall also continue to be collected in at least one other manner provided by the Receiver of Taxes, and as of the date hereof such payments may be made (a) by delivery through the mail slot designated for that purpose by the Town Clerk; (b) by mail at the address directed by the Receiver of Taxes; or (c) by cash payment directly to the Receiver of Taxes or her deputy, provided that during the continuation of the Town Hall closure, cash payments may be made only by appointment and in accordance with the procedures established for such purpose.

3. The collection of internet payments shall comply with article three of the NY State Technology Law and any rules and regulations promulgated and guidelines developed thereunder and, at a minimum must (a) authenticate the identity of the sender; and (b) ensure the security of the information transmitted. The vendor shall be required to provide a confirmation page to the taxpayer following the completion of the internet transaction. Such confirmation page shall include, at least, the following: (a) the date the internet transaction was completed and sent by the taxpayer; (b) the amount paid; (c) a unique confirmation number; and (d) a notice advising the taxpayer to print out and retain the confirmation page as his or her receipt. The vendor shall not be permitted to charge fees in excess of the amounts authorized by agreement with the Town.

4. In order to facilitate the payment of such amounts via the internet, the Supervisor is authorized and directed to execute the following professional services agreements:

- a. Agreement between Software Consulting Associates (SCA) and the Town, to provide for a web portal integrated with the Town's existing tax and water rent systems managed by SCA and to provide for integration with the electronic payment processing system to be provided by Value Payment Systems, LLC (VPS), at an increased annual service charge of \$300, for a term of three years; and
- b. Convenience Fee Payment Processing Service Agreement between Value Payment Systems, LLC, and the Town, to provide for processing of electronic payments from taxpayers, with the fees identified on the attached fee schedule unless otherwise approved by the Town Board; and
- c. Payment Processing Agreement between Worldpay US, Inc. for itself and on behalf of Citizen Bank, N. A., and the Town, to provide for the procedures for acceptance of credit cards and debit cards through VPS with payments to be made to the Town's designated account at M&T Bank or such other bank account as may be authorized by the Town Board; and
- d. Service Agreement between T TECH, LLC and the Town to provide for the processing of ACH payments accepted by VPS with payments to be made to the Town's designated account at M&T Bank or such other bank account as may be authorized by the Town Board.

5. The Town Clerk is authorized and directed to post notice of this resolution on the Town Clerk’s signboard and on the Town’s website and the officers of the Town are authorized to take all other actions as may be required by law to implement this resolution.

EXTRACT OF MINUTES

A special meeting of the Town Board of the Town of Red Hook, Dutchess County, New York, was convened in public session via videoconference and/or teleconference pursuant to Executive Order 202.1, as amended, on December 29, 2020 at 6:30 p.m., local time. A live transmission was available to the public as described in the notice of meeting attached hereto. The meeting was recorded and a full transcript is required to be prepared to the extent required by such Executive Order.

The meeting was called to order by Supervisor Robert McKeon, and, upon roll being called, the following members were (Note: Where members are marked Present, specify whether In Person at the Town Hall, 7340 South Broadway, Red Hook, NY, via Videoconference, or via Teleconference):

	Present	Absent
Supervisor Robert McKeon	VIA videoconference	
Councilmember William Hamel	VIA videoconference	
Councilmember Christine Kane	VIA videoconference	
Councilmember William O’Neill	VIA videoconference	
Councilmember Jacob Testa	VIA videoconference	

The following persons were ALSO PRESENT:

Christine M. Chale, Esq., Attorney for the Town, VIA Videoconference

The following resolution was offered by Supervisor McKeon, seconded by Councilmember O’Neill, to wit;

**TOWN OF RED HOOK
RESOLUTION NO. 63
DATED DECEMBER 29, 2020**

**AUTHORIZING COLLECTION OF REAL PROPERTY TAX AND WATER UTILITY
PAYMENTS VIA THE INTERNET**

The question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

Supervisor Robert McKeon	VOTING Aye
Councilmember William Hamel	VOTING Aye
Councilmember Christine Kane	VOTING Aye
Councilmember William O’Neill	VOTING Aye
Councilmember Jacob Testa	VOTING Aye

The foregoing resolution was thereupon declared duly adopted.

NOTICE OF TOWN BOARD MEETINGS – Tuesday, December 29, 2020 at 6:30 pm Town of Red Hook NOTICE OF TOWN BOARD MEETINGS A public meeting will be held by the Town Board of the Town of Red Hook on Tuesday, December 29, 2020 at 6:30 pm. Due to the ongoing COVID pandemic, the Town Hall is closed to the general public until further notice. Pursuant to Executive Order No. 202.1, issued by Governor Cuomo, and advisories issued by Federal, State and Local officials related to the COVID-19 virus, the public will not be permitted to attend in person. Some or all of the Board members are expected to participate in the meeting via teleconference or video conference. Please refer to the meeting agenda to be posted on the Town website at <https://www.redhook.org>. The public may view and listen to the proceedings live on www.pandativ23.org. To the extent permitted by law, and until further notice, future Town Board meetings including the regularly scheduled meetings on the second Tuesday and

fourth Wednesday of each month, will be available to the public via PANDA's website listed above. Interested persons may comment on agenda matters by submitting an email or telephone by submitting comments to the Supervisor at rmckeon@redhook.org. All reasonable accommodations will be made for persons with disabilities. In such a case, please notify the Town Clerk's office at 845-758-4606 so that arrangements can be made.
Deanna Cochran Town Clerk, Town of Red Hook

Councilmember Kane thanked Town Clerk Cochran for her hard work in setting up the Real Property Tax and Water Utility payments online.

AUTHORIZING REAL PROPERTY TAX RENEWAL PROCEDURES FOR SENIORS AND PERSONS WITH DISABILITIES AND LIMITED INCOME PERMITTED BY EXECUTIVE ORDER 202.83

Supervisor McKeon explained the resolution.

**TOWN OF RED HOOK
RESOLUTION NO. 64
DATED DECEMBER 29, 2020**

AUTHORIZING REAL PROPERTY TAX RENEWAL PROCEDURES FOR SENIORS AND PERSONS WITH DISABILITIES AND LIMITED INCOME PERMITTED BY EXECUTIVE ORDER 202.83

WHEREAS, Executive Order No. 202.83 issued December 18, 2020 authorizes the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to Section 459-c of the Real Property Tax Law (persons with disabilities and limited income) and Section 467 of the Real Property Tax Law (persons 65 years of age or over) on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons; provided however, that the governing body may, at its option, include in such resolution procedures by which the assessor may require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died; and

WHEREAS, the Town Board has determined that the proposed action is best described as a local legislative decision concerning routine administration and management under the State Environmental Quality Review Act ("SEQRA") which is a Type II action which will not have a significant impact on the environment; and

WHEREAS, the Town Board of the Town of Red Hook, after due deliberation, finds it in the best interest of the Town to authorize such procedures in the interests of health and safety during the period of the COVID pandemic;

NOW THEREFORE BE IT RESOLVED, by the Town Board of the Town of Red Hook, Dutchess County, New York (the "Town") (by the favorable vote of not less than a majority of all of the members of the Board) as follows:

1. The assessor may require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died. In such a case the assessor shall document the reason for requiring the renewal application.

2. The Town Clerk is authorized and directed to post notice of this resolution on the Town Clerk's signboard and on the Town's website and the officers of the Town are authorized to take all other actions as may be required by law to implement this resolution.

EXTRACT OF MINUTES

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The meeting was called to order by Supervisor Robert McKeon, and, upon roll being called, the following members were (Note: Where members are marked Present, specify whether In Person at the Town Hall, 7340 South Broadway, Red Hook, NY, via Videoconference, or via Teleconference):

	Present	Absent
Supervisor Robert McKeon	VIA videoconference	
Councilmember William Hamel	VIA videoconference	
Councilmember Christine Kane	VIA videoconference	
Councilmember William O’Neill	VIA videoconference	
Councilmember Jacob Testa	VIA videoconference	

The following persons were ALSO PRESENT:

Christine M. Chale, Esq., Attorney for the Town, VIA Videoconference

The following resolution was offered by Supervisor McKeon, seconded by Councilmember Hamel, to wit;

**TOWN OF RED HOOK
RESOLUTION NO. 64
DATED DECEMBER 29, 2020**

**AUTHORIZING REAL PROPERTY TAX RENEWAL PROCEDURES FOR SENIORS
AND PERSONS WITH DISABILITIES AND LIMITED INCOME PERMITTED
BY EXECUTIVE ORDER 202.83**

The question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

Supervisor Robert McKeon	VOTING Aye
Councilmember William Hamel	VOTING Aye
Councilmember Christine Kane	VOTING Aye
Councilmember William O’Neill	VOTING Aye
Councilmember Jacob Testa	VOTING Aye

The foregoing resolution was thereupon declared duly adopted.

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accommodations will be made for persons with disabilities. In such a case, please notify the Town Clerk’s office at 845-758-4606 so that arrangements can be made.
Deanna Cochran Town Clerk, Town of Red Hook

DRAFT EASEMENTS – PRESERVE AT LAKES KILL

Supervisor McKeon stated that the documents regarding Preserve at Lakes Kill will be reviewed at a later meeting.

The next regularly scheduled will be on Tuesday, January 12, 2021 at 7:30 p.m.

On a motion of Supervisor McKeon seconded by Councilmember Kane moved to adjourn the meeting.

Adopted	Ayes	5	McKeon, Hamel, Kane, O’Neill, Testa
	Nays	0	

Respectfully submitted,

Deanna Cochran, Town Clerk