

**VILLAGE OF RED HOOK
WORKSHOP MEETING
JUNE 20, 2013
7:00 PM**

Present: Mayor Blundell, Deputy Mayor Kovalchik, Trustee Norris, Trustee Zacharzuk, and Clerk Cole. Trustee Trapp was absent.

Mayor Blundell opened the meeting at 7:00 PM.

Notice of Claim – Mayor Blundell stated person has 90 days to file claim against municipality – new law – digital filing as per Section 50e of General Municipal Law – state wants municipality to designate person to receive claim – Red Hook Village will use Clerk in accordance with Village Counsel.

Resolution # 11-2013 read into record by Mayor Blundell:

WHEREAS, § 53 of the General Municipal Law has been amended to provide for services of a Notice of Claim against a municipality through the Secretary of State; and
WHEREAS, § 53 further provides for a sharing of the filing fee with the local municipality upon the filing of a Designation of Secretary of State for service; now therefore be it
RESOLVED, that the Village of Red Hook hereby designates the Secretary of State as its agent for service of notices of claim, designates the Village Clerk as the officer to which the Secretary of State will forward notices of claim in accordance with the timeline provided for in § 53-e of the General Municipal Law, and further directs the Village Clerk to file the appropriate notification electronically with the New York Department of State.

Mayor Blundell made a motion to approve Resolution # 11-2013, Deputy Mayor Kovalchik seconded. All were in favor.

Red Hook Area Merchants Meeting – Mayor Blundell announced for Thursday, June 27th at 5:00 pm at Bread and Bottle – discussion will be: advertising as a group, discussion on store front, designating common operating hours, WKZE will discuss radio advertising – Hudson Valley Mercantile – Hudson Valley Mobile Graphics, signs, graphics, banners. Business Improvement District: tax base, sharing cost of GBD sampling, shared parking, to foster discussion amongst RHV businesses.

Mayor Blundell announced the Linden Avenue bridge will be closed starting 6-21-13 for repairs.

WATER OPERATOR BIDS – Clerk Cole opened 4 bids and results are as follows:

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| a. | YAWS Environmental – Interlaken, NY | \$ 23,725.00 |
| b. | VRI Environmental – Millbrook, NY | \$ 30,000.00 |
| c. | All Water & Wastewater – Red Hook, NY | \$ 34,000.00 |
| d. | Environmental Consultants – Poughkeepsie, NY | \$ 44,400.00 |

Mayor Blundell and the Board will review the bids with Village Engineer present.

Trustee Traudt of the Village of Rhinebeck presented the Board with a Shared Service Agreement to purchase a skid steer loader with attachments. The base price is \$48,391.00 without attachments. Mayor Blundell stated that at this time we are not looking to purchase any new equipment.

PHASE I WATER – Update from Deputy Mayor Kovalchik – Currently Phase I is winding down – new meters are almost completed – 110 to go – a letter will be generated and sent to those remaining residents who have not yet had their meter replaced – Doris’ time will be calculated and taken from the water grant. Phase II will concentrate on the southwest quarter of the Village – replace water mains, which is important for fire protection, a higher demand at that end of the Village. Restoration of road is included – spreadsheet Form E is also included – the current water system was installed in 1937. Phase I must be completed before starting Phase II. Mayor Blundell made a motion to redevelop a formula for Phase II. ASDA unallocated funds to Phase I, Form E. Trustee Kovalchik seconded the motion. All were in favor.

Shared Services Grant Highway – Mayor Blundell presented the Board with a Shared Services grant for the Town of Red Hook and the Villages of Tivoli and Red Hook. The Town has paid staff (Paula Schoonmaker) that will write the grant. The cost of the study is \$92,000.00 – deadline for grant is the end of next week – Village equipment is old and costly to replace.

RESOLUTION # 12-2013 was read by Mayor Blundell:

Resolution authorizing the Village of Red Hook to participate in the Dutchess County Municipal Consolidation and Shared Services Grant Program for the analysis of highway shared services and/or consolidation of Highway Departments with the Town of Red Hook and Village of Tivoli. WHEREAS, the Village Board requires effective and modern operations and the Highway Department is a major provider of village services. It requires a well-functioning and well-managed department operating to handle the tasks and affairs of that department; and WHEREAS, the Village already has an MOU with the Town of Red Hook to share the new highway garage and has an interest in studying more shared service opportunities which would improve operations and effectiveness throughout the Village’s Highway Department; and WHEREAS, the County of Dutchess is promoting shared services among municipalities as a way of reducing costs and saving taxpayer dollars; and WHEREAS, the Town of Red Hook and Village of Tivoli along with the Village of Red Hook are initiating a joint application on behalf of all the municipalities who are intending to be part of the application for the analysis of shared services and/or consolidation of highway functions and public works functions; and WHEREAS, shared services will contribute to greater government efficiency; and WHEREAS, the collective efforts will likely result in a cost savings for all municipalities; and WHEREAS, such a possible sharing and/or consolidation requires analysis and planning; and WHEREAS, each Town or Village shall provide to the Town of Red Hook a resolution to declare intent to participate in said grant application. NOW, THEREFORE, BE IT RESOLVED, that the Village of Red Hook does hereby declare its intent to participate in said grant application with the lead applicant as Town of Red Hook and to join, with other municipalities, in an application to the Municipal Consolidation and Shared Services Grant Program for the study as noted above and to execute all related application documents. The narrative part of this grant can only be 1500 words.

Mayor Blundell made a motion to approve Resolution # 12-2013 with some discussion. Deputy Mayor Kovalchik seconded. DM Kovalchik is not clear on the matching obligation and specifically what will be studied that will be beneficial to the Town and both Villages. Trustee Norris is not in favor of a study to merge the Town and Village together. DM Kovalchik is concerned the Village’s needs will take a back seat to the Town. All are in favor of this motion.

PATTERN BOOK/COMPREHENSIVE PLAN – Deputy Mayor Kovalchik stated that the Pattern Book and Architectural Guidelines is finished. The preparation of the project performed by the architectural firm of Stephen Tilly, Architect took two years to complete and was funded by grant awards from the NYSCA, Hudson River Valley Greenway and Furthermore.

The Pattern Book and Architectural Design Guidelines has been reviewed by Village Zoning counsel George Rodenhausen (Rapport and Meyers) and John Clarke (DC Department of Planning and Development), who both suggested the Village Board of Trustees consider amending the current Comprehensive Plan to include this document. DM Kovalchik further suggests including into the amendment, three Illustrative Sketch Plans (Exhibit “A”: Village of Red Hook Illustrative Plan, Exhibit “B”: Red Hook Village Center Illustrative Sketch Plan, Exhibit “C”: Red Hook Traditional Neighborhood Extension Illustrative Sketch Plan).

DM Kovalchik explains to the Board that the Comprehensive Plan: establishes the vision for current and future land-use in the Village and can be used as a guide for future zoning revisions/amendments; used during the SEQR procedure to permit the Planning Board to propose alterations to a project application that does not conform to the Comprehensive Plan and; authorizes discretionary decisions by the Planning Board to require a proposed project to comply with the vision and guiding principles set forth in the Comprehensive Plan.

The Village received a proposal from George Rodenhausen on June 20, 2013 to amend the Comprehensive Plan to include the Pattern Book and Architectural Design Guidelines and the three Illustrative Sketch Plans. The estimated cost of \$2,145.00 for legal services provides for the following work:

- Preparation of the Comprehensive Plan Amendments;
- Preparation of Notices for Public Hearings;
- Seek referrals from DC Department of Planning and Development and the Red Hook Village Planning Board;
- Preparation of resolutions for a SEQR determination; and
- Attendance at Public Hearings.

DM Kovalchik states that the current Comprehensive Plan, prepared in the 1970s, includes the Town of Red Hook and the Village of Tivoli. Both the Town and Tivoli have drafted and implemented new Comprehensive Plans and that only the Village of Red Hook uses the original document. DM Kovalchik further states that the current Comprehensive Plan has been amended in the recent past to include the Light Industry Business (Chocolate Factory) and Neighborhood Mixed Use Districts.

Mayor Blundell and DM Kovalchik review the total costs of the project with the Board. The total project cost, including preliminary draft printing, twenty (20) copies of the final draft, legal review, proposed Comprehensive Plan amendments and architectural fees is \$25,575.00. Total grant awards from Furthermore, Hudson River Valley Greenway and NYSCA is \$24,071.30. The remaining financial obligation to the Village to complete the project is approximately \$1,500.00.

DM Kovalchik made a motion to amend the Comprehensive Plan to include the Pattern Book and Architectural Design Guidelines and Illustrative Maps (Exhibits A, B, C) with work to be performed by Rapport and Meyers, at an estimated cost of \$2,145.00. Mayor Blundell is in favor and seconded the motion. All were in favor.

8:37 PM – Mayor Blundell made a motion to enter into Executive Session to discuss collective bargaining. Trustee Norris seconded. All were in favor.

8:48 PM – Trustee Zacharzuk made a motion to reconvene from Executive Session. Mayor Blundell seconded. All were in favor.

Mayor Blundell stated the Village has surplus items to spec out for sale – line tapping machine, an old water storage tank, and an old diesel generator.

Mayor Blundell made a motion to approve surplus items to spec out for sale. Trustee Zacharzuk seconded. All were in favor.

DM Kovalchik made a motion to adjourn the meeting. Trustee Zacharzuk seconded. All were in favor.

Submitted by,

Cynthia Cole
Clerk/Treasurer