

**VILLAGE OF RED HOOK
VILLAGE BOARD MEETING
AUGUST 10, 2015
7:00 PM**

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

DM Kovalchik opened the meeting at 7:00 pm with the Pledge of Allegiance.

DM Kovalchik made a motion to approve minutes from July 13th, 16th, and 30th. Trustee Trapp seconded. All were in favor.

TREASURER'S REPORT

Clerk/Treasurer Cole read the Treasurer's Report for the month of July.

ACCOUNT BALANCES

General Fund	\$ 755,876.76
Water Fund	\$ 160,824.32
Trust & Agency	\$ 17,326.62
Materials Mgt.	\$ 6,573.47
Petty Cash	\$ 30.55
Village Green	\$ 3,736.88
Hardscrabble	\$ 7,495.48
Health Insurance	\$ 2,454.56
Capital Fund	\$ 0.00

MONTHLY EXPENSES

General Fund	\$ 239,868.44
Water Fund	\$ 13,366.10
Trust & Agency	\$ 17,326.62
Materials Management	\$ 5,370.17

Clerk/Treasurer Cole stated General expenses are high due to a Bond payment on the Village Hall. Trustee Trapp made a motion to approve the Treasurer's report. Trustee Norris seconded. All were in favor.

POLICE

DM Kovalchik read the police report as follows:

84 incidents, 124 UTT'S, 23 Arrests

PLANNING AND ZONING

Trustee Trapp read the Planning and Zoning report for the month of July as follows: 10 building permits, 1 certificate of occupancy, 4 certificates of compliance, 1 municipal search and 18 inspections. \$ 3,970.00 was collected in fines. Trustee Trapp stated Robert Flores of CT Male submitted plans for the block grant sidewalk project and he reviewed the plans and will make minor changes and resubmit. Trustee Trapp stated Marie Welsh did a survey map of Rhinebeck Bank that may shed some information to this project.

EVENTS:

4th annual community concert and potluck will be Saturday, August 22 from 5-8pm at Abrahms Park. Please bring a dish to share. Music will be provided by local favorite GrassFed.

Hardscrabble Day will be Saturday, September 19 starting at 10am. Parade at 4, music and vendors all day. Our main stage entertainment will be Jackie Greene. For vendor information, please use the vendor application on hardscrableday.org, or for questions email info@hardscrableday.org.

Save the date: Red Hook Halloween will be October 31. The Red Hook Chocolate Festival will be November 7 from 11-5.

MATERIALS MANAGEMENT

For the month of July, we sold \$2962 in garbage tags, and paid out \$1179.39. We had 6.14 tons of single stream recycling and 11.01 tons of garbage.

WATER

Trustee Zacharzuk read the water report for the month of July as follows:

During the month of July the water treatment plant processed 7,281,000 gallons of water. The average daily plant flow for July was 235,000 gallons, the water treatment plant used 70 gallons of 12.5 % sodium hypochlorite solution during the month of July, and In July 2014 the water treatment plant processed 7,142,000 gallons of water for an average daily flow of 230,000 gallons. On Tuesday July 29th a 2" galvanized main on private property off of North Broadway was broken. The property owner made emergency repairs, which were inspected by the Village.

WATER CONSERVATION TIP: Turning the under-sink valves back to 50% flow limits the amount of water that can be used for handwashing and tooth brushing. When we wash our hands, most of us open the tap much wider than we need to and wind up using more water than necessary. This habit is easily changed when we begin to notice how little we actually need to accomplish the task at hand.

DM Kovalchik stated the fire alarm system has had a problem. An updated list of numbers for maintenance, servicing and inspections on the Village Hall should be done. DM Kovalchik and Trustee Zacharzuk will meet to update this list.

INTERMUNICIPAL TASK FORCE (ITF) AND INFRASTRUCTURE

1. Red Hook Sewer Project

- a. Meetings were held on July 10, 17, 24 and 31, 2015 at the Red Hook Village Building to review progress and status of the Red Hook Sewer Project. Robert Flores (C.T. Male), Bret Smith (C.T. Male), Ed Blundell and Brent Kovalchik attended.
- b. The Village is completing the final documents to receive reimbursement from the NYSEFC/NYSDEC Engineering Planning Grant (EPG). The \$30,000.00 grant, with a \$7,500.00 matching obligation (cash and/or in-kind services) was used to prepare the Engineering Report and Red Hook Wastewater Study of June, 2015. The Engineering Report was submitted for review, scoring and financial assistance to the NYSEFC for the 2015 CWSRF Intended Use Plan (IUP). Final documents are anticipated to be submitted during the week of August 3-7, 2015.
- c. The NYSEFC issued a letter, of July 20, 2015, informing the Village of Red Hook that the Village is eligible to apply for up to \$4.76 million in CWSRF interest-free financing for a term of 30 years for the proposed Village Sewer Project. The Village's eligibility continues for two years from the date of the letter (July 20, 2017). In order to pursue CWSRF financial assistance prior to the two-year deadline, the Village is required to submit a completed CWSRF funding application, including an approved bond resolution, by at least six months prior to the expiration date of the letter (January 20, 2017).
- d. The Village forwarded the following documents to USDA-RD on July 29, 2015 for financial assistance for the Red Hook Sewer Project:
 - Resolution 9-2015, approved by the Village Board of Trustees on July 13, 2015, authorizing Mayor Ed Blundell to complete and sign requisite documents as necessary to complete application paperwork.
 - Form SF-424: Application for Federal Assistance (signed by Ed Blundell on 7/24/15).
 - Form E; Rural Development Project Budget/Cost Certification (signed by Ed Blundell on 7/24/15).
 - Form 424D; Assurances – Construction Program.
 - Village of Red Hook Wastewater Study (June, 2015).
 - Cover letter from the Village of Red Hook to USDA-RD of July 28, 2015 (signed by Ed Blundell on 7/28/15).
- e. USDA-RD responded to the Village of Red Hook on July 24, 2015. Attached with the correspondence was an initial application package necessary for

USDA-RD to make eligibility for financial assistance determination (Preliminary Funding Estimate (PFE)). Complete documents for the application are currently being processed by the Village with assistance from C.T. Male.

- f. The NYSEFC notified the Village of Red Hook on July 14, 2015 that the Village is not eligible to receive grants from the 2015 Water Infrastructure Improvement Program (funds from bank settlement to NYS; \$30 million in available 2015 CWSRF money). The Village was found ineligible due to the Village's MHI (\$50,667 (based on 2009-2013 American Community Survey)) is between 80% - 100% of the State-wide 2013 MHI, so the Village's family poverty rate was considered. The Village's family poverty rate of 3.7% is too low to qualify for NY Water/Wastewater grant funds (family poverty rate needed to equal or be greater than the State-wide rate of 11.69%).
- g. The Village submitted a Consolidation Funding Application (CFA) for the Empire State Development Grant Program on July 31, 2015. The grant, if awarded, will provide 20% of the total capital cost for the Red Hook Sewer Project (\$4.8 million + \$1.5 million (RH Commons estimated donation value) = \$6.3 million; $(\$6.3 \text{ million}) \times (.20) = \1.26 million (possible grant award).
- h. The proposed Village of Red Hook Sewer District will be located in the General Business District (GBD) from the north end of Old Post Road/North Broadway extending south to Red Hook Commons/Emporium (Morgan's Way); and from the east at Tower Road/East Market extending west to Church Street/West Market Street. The proposed STEP system includes 328.6 Benefit Units* (BU or Equivalent Dwelling Units (EDU)) as per the Final Engineering Report of June, 2015. Treatment facilities will be located, and will incorporate the existing treatment plant at Red Hook Commons. This location contains enough land to expand the treatment plant on an "as-needed" basis. The estimated total capital cost, exclusive of the existing Red Hook Commons and treatment plant is \$4.6 million.

* A Benefit Unit (BU or Equivalent Dwelling Unit (EDU)) is equivalent to a single family dwelling unit using 151 gpd. This is based on actual 2014 averaged (four consecutive quarters) meter readings of Village water customers. The BU/EDU determinations were also based on the NYSEFC formulas for determining average daily water consumption for a single family residence.

2. Red Hook Water Projects

- a. Meetings were held on July 10, 17, 24 and 31, 2015 at the Red Hook Village Building to review the status of the USDA-RD funded Village Water Supply, Storage and Distribution System Improvement Project. The following items were discussed:

- Reviewed progress prints regarding markings at intersections, curbing, swales (catch basins and culverts), shut-off/curbstop locations and water pipe materials (PVC or ductile iron).
 - Reviewed preliminary construction schedule and public outreach/information initiatives.
 - Reviewed USDA-RD (John HelgRin-USDA-RD-7/24/15) comments regarding additional fire-flow, new pump location for new storage tank and controls, effects on SEQRA (no additional effects), required letter to USDA-RD addressing NYSDOH comments. (Re: ITF/Infrastructure June, 2015 Monthly Report).
- b. Advertisements for bids were sent to local newspapers on July 31, 2015 for Water System Improvements Phase II. Separate bids will be received for Contract #4G (General Construction) and Contract #4E (Electrical Construction). Bidding Documents may also be examined through the Eastern Contractors Association Website; McGraw-Hill Construction Website; Reed Construction Data Website; C.T. Male Associates (Latham, NY) and the Red Hook Village Building. The following is the anticipated schedule:
- July 31, 2015 – Advertise for Bids.
 - October 2, 2015 – Deadline to receive bids at Village Building no later than 2:00 pm.
 - October 2, 2015 – Bids publicly opened and read at the Red Hook Village Building (after 2:00 pm).
 - October 19, 2015 – Red Hook Village Board to award successful bidder.
 - October 21, 2015 – Issue “Notice of Award” to successful bidder.
 - November 4, 2015 – Issue “Notice to Proceed” (upon signed contract and insurance bond).
 - November 5, 2015 – Earliest starting date.
 - May, 2017 – Anticipated completion date. (565 calendar days after date when contract time commences.)

3. 2015 CDBG

- a. C.T. Male is currently preparing Bid Documents for the 2015 CDBG Project. The project will provide new ADA compliant sidewalks in front and on the east side of the RH Firehouse and sidewalk reconstruction on the west side of South Broadway in front of the laundry and dance center. Of the \$52,000.00 grant award, \$10,400.00 will be used for predevelopment (engineering fees for design services) and \$41,600.00 for construction costs.

4. Red Hook Trails Plan

- a. A “Draft” Red Hook Trails Plan was issued for review and comment on July 21, 2015. The Plan was prepared by Alta Planning and Design through a grant awarded to the Town of Red Hook with support from Bard College, Village of Tivoli and the Village of Red Hook. The Plan was on display at the Hudson Valley Farmers Market on August 1, 2015 to listen to comments and suggestions from the public. The Plan aims to connect residents and visitors

of the Town of Red Hook to town-wide destinations (Village of Tivoli, Village of Red Hook, Bard College, Parks and Historic Sites) through a connected trail system for bicyclists and pedestrians.

5. Intermunicipal Task Force (ITF)

- a. The ITF met on July 10, 24 and 31, 2015 at the Red Hook Town Hall. The following items were discussed:
 - Flag Lots – reviewed and discussed 2006 proposed amendments and justification to amend existing regulations.
 - Historic Structures and Districts: reviewed/revision “draft” amendments/regulations of May 22, 2015, proposed fees schedules and adoption process. The proposed “draft” Historic Structures and Districts Zoning Amendments/Regulations will be presented to the Red Hook Town Board on September 27, 2015. Stakeholders’ meetings may also be conducted to listen to residents who may be included in the proposed districts and affected by the proposed zoning amendments.

VILLAGE GREEN COMMITTEE (VGC)

- 6. The current balances of the Village Green Committee’s related budget accounts, as of July 31, 2015, are as follows:

- Community Beautification – Contractual Expenses (#8510.4)
Balance \$ 3,893.53
- Shade Tree – Contractual Expenses (#8560.4)
Balance \$10,494.02
- Village Green Committee Checking Account
Balance \$ 3,736.88

- 7. There were no Village Green Committee Meetings held during the month of July, 2015.

- 8. Two benches remain without dedication plaques (Trustco Bank and the Emporium on South Broadway). Village residents may purchase a plaque for \$125.00. Proceeds from the sale will be used to purchase and install the plaques. Remaining funds will be used for future Village enhancement projects. Please contact the Village Clerk’s Office (845-758-1081) for more information.

Red Hook Economic Development Committee (EDC) – Monthly Report
July, 2015 – Ed Blundell and Brent Kovalchik – RH Village Liaisons

- a. An EDC Meeting was held on July 8, 2015 at the Red Hook Village Building. The following items were discussed:

- Michele Greig, Program Director for the Northern Dutchess Alliance, presented an update of the proposed Dutchess County Driving Tours. The Northern Dutchess Alliance with Dutchess Tourism and the Rhinebeck Area Chamber of Commerce, are preparing three driving tours through northern Dutchess County. These include Farm-to-Farm, Farm-to-Table and Wineries/Breweries/Distillery Tours. The tours are anticipated to be organized before the Sheep and Wool Festival.
- Discussed methods/means of attracting tour bus groups into the Town and Villages of Red Hook.

Community Preservation Fund/Farmland Protection Advisory Committee (CPF/FPAC) – Monthly Report

July, 2015 – Brent Kovalchik – RH Village Representative/Member

- a. There were no CPF/FPAC Meetings held during the month of July, 2015.
- b. The current balance of the CPF as of July 31, 2015 is \$175,464.71.

Town of Red Hook Zoning Review Committee (ZRC) – Monthly Report

July, 2015 – Brent Kovalchik – RH Village Representative/Member

- a. There were no ZRC Meetings held during the month of July, 2015.

Town of Red Hook, Villages of Red Hook and Tivoli Shared Services Committee – Monthly Report

July, 2015 – Ed Blundell and Brent Kovalchik – RH Village Representatives/Members

- a. There were no Shared Highway Services Committee Meetings held during the month of July, 2015.
- b. The Red Hook Town Board resolved to extend Rondout Consulting’s proposed Contract Extension Agreement, co-extensive of the Dutchess County Department of Planning and Development Highway Shared Services Grant until August 31, 2015. The grant extension will provide:
 - Implementation and training support for the implementation of a Consolidated Highway Management System (including assistance with system set-up/configuration, initial data entry and user support provided by Rondout Consulting.
 - Asset inventory support of an initial highway asset inventory, inclusive of vehicles, buildings, equipment and tools used for highway services owned by the Town of Red Hook and Villages of Red Hook and Tivoli, including physical

tagging and creation of an electronic database of highway assets to be provided by Rondout Consulting.

- c. Asset inventory work began on Monday, August 3, 2015.

Red Hook Together – Monthly Report

July, 2015 – Ed Blundell and Brent Kovalchik – RH Village Representatives/Members

- a. A Red Hook Together Meeting was held on July 9, 2015 at the Red Hook Public Library. The following items were discussed:

- RHCAN – “Dog Dayz” will be hosted by RHCAN at the historic St. Margaret’s Building on South Broadway. From early August through mid-September, art exhibits and workshops will be presented, including a full weekend of live performances on August 22-23, 2015 featuring music, dance and author reading. An open reception will be held on the grand porch of St. Margaret’s from 5:00 – 7:00 pm on Friday, August 21, 2015. “Dog Dayz” embodies the collaborative nature of RHCAN by joining forces with the Town of Red Hook, Historic Red Hook, local businesses and the local artist community.
- SE15 – Panel discussions were held at the Historic Elmdorph Inn. “Art in Public Places” was held on July 9, 2015 and “Intersection of Art and History; Ice Harvesting in the Hudson Valley” was held on July 30, 2015.

Two (2) short public service announcements intended to promote the SE15 are currently being produced. Film maker Michael Yonchenko has donated his equipment and services to produce these PSAs intended to be aired on PANDA, YouTube and other appropriate Websites.

SE15 is a collaborative effort involving the RHCAN, Village of Red Hook, RH Library, Historic Red Hook and local businesses.

- Northern Dutchess Community Coalition (NDCC) – The NDCC meets every third Wednesday at the new community center (former Northern Dutchess Bible School). Meetings continue with NARCAN (heroin overdose training) and Narcotics Anonymous.
- Historic Red Hook – Historic Red Hook is currently reviewing and improving their museum and continues to collaborate with other community organizations for events (Chocolate Festival, Hardscrabble Day, Dutch Christmas, etc).
- Red Hook Public Library – The Library is organizing “Grupo Folklorico.” A Latin dance group that performs in the area will be performing at the Village Farmers Market on September 26, 2015 (rain date: October 3, 2015) to open celebrations for Hispanic Heritage Month programs at the library.

Bard College Student Government/Village of Red Hook Relations

- a. Zev Fogelman (President) and Hasani Gunn (Vice President) of Bard College Student Government met with Ed Blundell and Brent Kovalchik to discuss information/relations-building strategy between the two communities on July 24, 2015. The Bard Student Government Officials are also meeting with government representatives from the Village of Tivoli to help build stronger, more collaborative and inclusive relationships.

HIGHWAY DEPARTMENT

- 9. The Village of Red Hook received notice from Dutchess County Department of Public Works – Engineering Division on July 31, 2015 that the Linden Avenue Bridge is closed, effective immediately. The Linden Avenue Bridge over the Saw Kill Creek was closed to all traffic following a NYSDOT inspection on July 30, 2015. The inspection found severe deterioration of the bridge’s steel girders and a Prompt Interim Action (PIA) was issued. Vehicles will be detoured to Rockefeller Lane, Route 9 or Route 199. The bridge will be open for bicycle and pedestrian use. Project bids will be issued immediately to start the bridge replacement, allowing the project to begin as soon as possible in 2015.
- 10. The NYSDOT will be making final repairs on the Route 9/Route 199 traffic light. Replacement of the loop coil on North Broadway and a new control box will be added. Work will begin on August 10 and conclude no later than August 11, 2015.
- 11. Dave’s Tree Service has been awarded the contract to prune and remove trees located on Village street right-of-ways. The estimated cost of \$2,900.00 on July 11, 2015 will be deducted from the Shade Tree – Contractual Expenses General Fund Budget Line (#8560.4). The Village Highway Department will assist by providing traffic control, remove debris and stump grinding. Work is anticipated to begin in early August, 2015. (Refer to Tree Pruning/Removal List of June, 2015 (revised July 6, 2015) for tree locations.)

- 12. The Village Board of Trustees resolved to purchase two (2) new vehicles to replace older existing vehicles on July 30, 2015.

• 2015 6’x16” CAM Utility Trailer (Dump Trailer) (Hudson River Truck and Trailer)	\$8,253.00
• Metal steps welded to each side, pressure-treated sides, Village identification markings and lights	<u>\$ 500.00</u>
• Total	\$8,753.00
• 2016 Dodge Ram 5500 (Robert Green Truck Division – State Contract)	\$71,765.30
• Village identification markings and wiring for sander	<u>\$ 150.00</u>
• Total	\$71,915.30

Funds will be deducted from CHIPS (#5110.3), Maintenance of Streets – Capital Outlay (#5110.2), Highway Reserve Fund (A962). Balance of Insurance Settlement (FY2014-2015), Source Supply Power and Pump – Vehicle Repairs/Maintenance (F820-49); and re-sale of existing vehicles (through Dutchess County Auction). (Refer to Meeting Minutes of July 30, 2015.)

No more than \$27,000.00 will be bonded to pay for the remaining balance.

13. Jack DePietro of JD Garden Pro assisted the Village Highway Department to remove invasive plantings and weeds from the Municipal Parking Lot on July 24, 2015. Mr. DePietro volunteered and donated his services. Additional plantings, tree re-locations and maintenance may be considered once the purchase of the Municipal Parking Lot from Key Bank is finalized.

14. The Village Board of Trustees undertook due diligence reviews of Phase I and completed Part 1 and Part 2 of the short environmental assessment form. The Village of Red Hook, as Lead Agency under the State Environmental Quality Review Act and in accordance with the short environmental assessment form, determined that there were no significant environmental impacts associated with the purchase of the Municipal Parking Lot, that no environmental impact statement needed to be prepared, and adopted a Negative Declaration on July 30, 2015.

Required resolutions and documents were forwarded to the Dormitory Authority of State of New York (DASNY) on July 31, 2015 for review and possible release of funds.

Grants were secured by Assembly member Kevin Cahill in 2014 for the purchase and improvements to the Village of Red Hook Municipal Parking Lot.

15. Proposed Village street improvement projects were proposed on July 30, 2015. Projects, including the repairing of Fisk Street; and catch basin installations/repair on Thompson Street, Kent Road, West Market Street (at Linden Avenue Middle School) and Church Street Extension, will be reimbursed from the FY2015-2016 NYSDOT Consolidated Local Street and Highway Improvement Program (#5110.3 CHIPS).

16. No scrap metal was sold during the month of July, 2015. \$0.00 has been generated for FY2015-2016. Since inception of the Scrap Metal Recycling Program in September, 2007, \$18,477.74 has been generated. Proceeds from this program go towards the purchase of tools and equipment for the Village Highway, Water and Materials Management Departments. Residents and businesses interested in donating scrap metal can contact the Highway Department (845-758-8600) or the Village Clerk's Office (845-758-1081). The

Highway Department personnel will assist property owners by picking up scrap metal upon request.

Salisbury Bank line of Credit - DM Kovalchik made a motion as follows:

As a means to reduce the impact to the Village's General Fund and Water Fund, the Village Board of Trustees shall exercise, as needed, a bridge loan in the form of a commercial line of credit from Salisbury Bank at a rate of 1.35 % for the time gap between payment by the Village for new vehicles (Dump trailer and Dump Truck) and reimbursements from the NYSDOT SYF2015-2016 CHIPS Allocation. The Village shall issue this line of credit not to exceed the not-to-exceed aggregate amount of \$ 72,000. Trustee Zacharzuk seconded this motion. All were in favor.

Budget Adjustment – DM Kovalchik submitted the following budget adjustment:

Adjustment to reconcile Village of Red Hook 2015-2016 budget to reflect actual CHIPS appropriation.

Approved Budget	Budget Adjustment
\$ 40,230 – A3005 (Income)	\$66,014.99 –A3005 (Adjusted Income)
\$ 40,235 – A5110.3 (Expense)	\$ 66,014.99 A-5110.3 (Adjusted Exp.)

Trustee Trapp seconded the motion. All were in favor.

CHIPS- Review- DM Kovalchik submitted proposals to re-pave Fisk Street, and Thompson Street with 2 options, & replace catch basin/site restoration on Kent Road/Red Hook Estates, Linden Ave Middle School and Church Street Extension. DM Kovalchik stated he prefers option 1 which totals \$ 30,000.00 for Fisk Street and will proceed with estimates. Refer to FY 2015-2016 CHIPS proposed projects of August 10, 2015.

PUBLIC COMMENTS

George Beekman inquired about the status on the Bard bus on Village Street. DM Kovalchik stated Mayor Blundell is looking into alternate routes and discussing with Bard College.

DM Kovalchik also stated the 2016 Dutchess County Block Grant is due October 16th. The Board must decide what the funds will be used for.

August 20th the Village Board will hold a workshop meeting at 7:00 PM.

DM Kovalchik made a motion to pay bills after audit. Trustee Zacharzuk seconded this motion. All were in favor.

DM Kovalchik made a motion to adjourn the meeting at 8:00 PM. Trustee Trapp seconded this motion. All were in favor.

Submitted by,

Cynthia Cole
Clerk/Treasurer