

**THE VILLAGE OF RED HOOK  
FEBRUARY 8, 2016  
MONTHLY BOARD MEETING**

PRESENT: Mayor Blundell, DM Kovalchik, Trustee Zacharzuk, Trustee Trapp, Trustee Norris was absent. Clerk/Treasurer Chiarella was also present.

Trustee Zacharzuk made a motion to approve minutes from January 11th, and January 21st. DM Kovalchik seconded this motion. All were in favor.

Mayor Blundell stated the Village Clerk has changed her name to Chiarella.

BARD COLLEGE STUDENT REPRESENTATIVES - Zev Fogelman are members of the community committee, a monthly newsletter will soon start up and a student government website will also soon be forthcoming.

**TREASURER'S REPORT**

GENERAL FUND	\$ 216,434.67
WATER FUND	\$ 249,347.75
TRUST AND AGENCY	\$ 23,883.51
MATERIALS MGT	\$ 9,379.74
PETTY CASH	\$ 90.01
VILLAGE GREEN	\$ 3,886.88
HARDSCRABBLE	\$ 2,604.78
HEALTH INS	\$ 13,991.96
CAPITAL FUND	\$ 00.00

**MONTHLY EXPENSES**

GENERAL FUND	\$ 107,042.70
WATER FUND	\$ 42,044.10
TRUST & AGENCY	\$ 23,883.51
MATERIAL MGT	\$ 2,873.61

Clerk Chiarella stated most large bills have been paid for the current budget year. The budget is looking good.

Mayor Blundell stated the department head budget requests are due February 8th.

**POLICE**

Mayor Blundell read the following police report

378 incidents, 148 UTT's, 23 arrests

## **PLANNING AND ZONING**

Trustee Trapp read the following planning and zoning report

6 building permits, 1 certificate of occupancy, 14 certificates of compliance, 4 municipal searches, 2 order to remedy and 1 complaint. \$ 1,724.50 was collected in fees. Trustee Trapp stated spring classes are coming soon.

## **MATERIAL MANAGEMENT**

For the month of January, we sold \$3487.50 in garbage tags, and paid out \$1091.57 in fees. We had 10.39 tons of garbage, and 5.67 tons of single stream recycling. We had over 7,000 pounds of electronic waste at our e-waste event, which was held in conjunction with the town, and done with volunteers from Bard Center for Civic Engagement.

## **EVENTS**

The Spring Roll will be held in March, the date should be finalized in the next week or two.

## **LIBRARY**

The Library continues with renovations and alternate hours, including hours on Sundays.

## **WATER**

Trustee Zacharzuk read the following:

During the month of January the water treatment plant treated 7,936,000 gallons of water, at an average of 256,000 gallons per day In January 2015, the plant treated 6,529,000 gallons at an average of 210,000 gallons per day.

During the month of January the plant used 50 gallons of liquid hypochlorite, at an average of 1.61 gallons per day.

Three samples were sent to the lab and all three returned a negative result On January 25th a power surge caused a time delay relay to fail within the control system for the water tower's fill pump. The failure occurred after working hours and low pressure was reported at 8:15 the following morning. By 8:25 the pump had been manually turned on, and pressure was immediately restored. Also discovered was a problem with the telephone dialer intended to notify the operator when the water in the tower dropped below normal levels. Both problems were resolved, and are scheduled for replacement with modern equipment during Phase II of the water project.

CONSERVATION TIP: use a filtration pitcher to catch water at the kitchen sink, while waiting for hot water. It can be stored in the fridge and used to re-fill water bottles rather than buying new ones at the store.

Mayor Blundell stated there was a pre-construction meeting for phase II. Project will start in March and should be completed in November - an informational video with FAQ's and general info will be posted on our website so residents can know details best.. Robert Flores will be available for questions,

Mayor Blundell updated the Cross Connection Backflow - letters went out in July 2015. The Assisntand Code Enforcement Officer has been assigned to remind owners and will get the Backflow Program up to date for anyone who is not in compliance.

Red Hook Economic Development Committee (EDC) – Monthly Report  
January, 2016 – Ed Blundell and Brent Kovalchik – RH Village Liaisons

- a. EDC Meetings were held on January 6 and 27, 2016 at the Red Hook Village Building. The following items were discussed:
  - Updates on the Red Hook Community Center.
  - Status of the updates/revisions of the Red Hook Business List.
  - Review proposed uses for the former CVS Building on North Broadway.
  - Updates/status report on the proposed Red Hook Sewer Project.
  - The EDC welcomed Richard Wambach as new chairperson.
  - Update/organization of “Hi-Notes” EDC Newsletter.
  - Update/status of new CVS lighting concerns.

Community Preservation Fund (CPF) Advisory Committee – Monthly Report  
January, 2016 – Brent Kovalchik – RH Village Representative/Member

- a. The CPF Advisory Committee met on January 12, 19 and 26, 2016 at the Red Hook Town Hall. The following items were discussed:
  - The CPF Project Plan is being updated/revised to include the additional categories: Biodiversity, Connectivity, Trails, Well Field Protection Areas, Aquifer Re-Charge Areas, Saw Kill Stream and Wetlands.
  - Laura Heady (Cornell) of the Red Hook Biodiversity Connectivity Study offered assistance with mapping.
  - Properties along the head waters of the Stony Brook have been identified.
  - Properties adjacent, and including the Red Hook Village well fields (Firehouse Lane, Richard Abrahams Memorial Park, East 199) have been identified.
  - Resources for assistance with GIS Mapping have been identified.
  - Tom O’Dowd, Bard College EUS Administrator/Saw Kill Watershed Community, has offered the assistance of interns to identify/catalogue properties included in the Saw Kill Watershed.

- Discussed grant funding through the Greenway Grant Programs to assist with costs for consultants (GreenPlan, Inc.).
  - Assistance from Scenic Hudson will identify properties held in conservation easements within the Town of Red Hook.
  - Discuss scope of work to amend the CPF Project Plan by May, 2017 as required by the NYS Enabling Legislation and Town of Red Hook Local Law.
- b. The current balance of the CPF as of January 31, 2016 is \$303,719.48.

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

January, 2016 – Ed Blundell and Brent Kovalchik – RH Village Representatives/Members

- a. Highway Shared Services Steering Committee Meetings were held on January 5, 20 and 27, 2016 at the RHV/RHT Highway Garage. The following items were discussed:
- Will LeBossier of Software Consulting Associates reviewed hardware/software for the implementation of the Highway Asset and Inventory Management Plan (Municipity).
  - Reviewed/revised Request for Proposals (RFP) for Professional Consultant – Shared Services for the following scope of work: “Highway Shared Services for the Town of Red Hook and the Villages of Red Hook and Tivoli; Program implementation will include continued capital asset identification and bookkeeping/software work with vendor program and municipal staff with an intention to move toward GASB-34 accounting, work toward shared administration options, realignment of purchase of materials, the optimal sharing of staff, vehicles, equipment, maintenance and storage, capital planning from asset data for the purchase of new equipment that can be used singularly or by all municipalities and other cost effective strategies..”

The RFP can be viewed on municipal websites and are available at the Red Hook Village Building as of January 29, 2016. The deadline for RFP submission and delivery to the Red Hook Village Building is 3:00pm on Tuesday, February 16, 2016.

- b. A Northern Dutchess Highway Shared Services Meeting was held on January 13, 2016 at the Milan Town Hall. Dan Streib and Brent Kovalchik attended. Representatives from the Town of Northeast, Village of Millerton, Town of Red Hook, Town of Clinton, Town of Milan, Town of Rhinebeck and the Town of Pine Plains also attended. The Committee reviewed equipment that could be shared

by municipalities for a Dutchess County Shared Services Grant Application. The next meeting is scheduled for Wednesday, February 17, 2016 at the Milan Town Hall.

Saw Kill Watershed Community (SKWC) – Monthly Report  
January, 2016 – Ed Blundell and Brent Kovalchik – RH Village  
Representatives/Members

- a. A Municipal Subcommittee Meeting was held on January 25, 2016 at the Red Hook Village Building. Carolyn Klocker Nolan (DC Cornell Cooperative Extension), Erin Sommerville, Robert McKeon and Brent Kovalchik attended. The following items were discussed:
  - Existing activities to support/continue; property identification for the CPF Project Plan amendments.
  - New activities; promote science-based evidence based on local decision-making, policies and plans; Liaison between SKWC and Town/Villages; and initiate projects to improve water resource protection.

Red Hook Together – Monthly Report  
January, 2016 – Ed Blundell and Brent Kovalchik – RH Village  
Representatives/Members

- a. A Red Hook Together Meeting was held on January 21, 2016 at the Red Hook Village Building. Items discussed included:
  - RHV Farmers Market.
  - Events/Schedules at the Red Hook Public Library.
  - Updates on Red Hook Town and Red Hook Village's projects and initiatives.

## **INTERMUNICIPAL TASK FORCE (ITF)**

### **1. Red Hook Sewer Project**

- a. Meetings were held on January 8, 14, 15, 22 and 29, 2016 at the Red Hook Village Building. Robert Flores (C.T. Male), Bret Smith (C.T. Male), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
  - Review/revise draft SEQRA Part II of the Environmental Assessment Form (EAF) with responses from:
    - NYS OPRHP of January 12, 2016: "It is SHPO's opinion that No Effect upon cultural resources in or eligible for inclusion in the National Register of Historic Places."
    - NYS DEC – Division of Fish and Wildlife and Marine Resources/NY Natural Heritage Program of January 22, 2016: "No data was found regarding rare or state-listed animals/plants,

- o or significant natural communities at the site of the [RHV Sewer Project] or its immediate vicinity.”
  - o NYS DEC – Wetlands Mapping: “The existing Wetlands Map was reviewed. The location of the existing and proposed expansion of the treatment plant at RH Commons is currently located outside the wetland’s boundaries. Upon acquisition of the property by the Village of Red Hook, and updated boundary map will be completed. Responses were submitted to NYS DEC (re: memo of 2/11/15).
    - Protection of Water Stream Disturbances.
    - Freshwater Wetlands (to be resolved once RHV acquires property).
    - State-listed species.
  - o Environmental Remediation – no disturbances found.
  - o State Pollutant Discharge Elimination System (SPDES) Sanitary Permit – permit will be updated upon acquisition of property.
  - o SPDES Stormwater Permit.
  - o Cultural Resources (re: OPRHP memo of 1/12/16).
- b. Reviewed RHV Sewer Project with Ellen Driscoll, Bard College Director of Studio Arts (1/15/16).
- c. Reviewed NYS DEC Intermittent Stream Standards that requires RHV to meet limits for discharge from the treatment plant into the Saw Kill Tributary with RHV Attorney and Engineers.
- d. Bond Counsel (Daniel Birmingham of Hawkins, Delafield and Wood, LLP) responded to USDA-RD questions regarding the Bond Resolution on January 14, 2016. USDA-RD confirmed that the submitted response satisfied their requirements (January 21, 2016).
- e. The proposed Village of Red Hook Sewer District will include the entire Village. The proposed sewer system service area will include the General Business District and parts of the Neighborhood Mixed-Use District. The proposed service area will be from the north end of Old Post Road/North Broadway extending south to Red Hook Commons/Emporium (Old Soap Factory); and from Tower Road/East Market Street extending west to Linden Avenue. The proposed Septic Tank Effluent Pump (STEP) System includes 328.6 Benefit Units (as per the Final Engineering Report of June, 2017). Treatment facilities will be located, and will incorporate, the existing treatment plant at Red Hook Commons. The estimated total capital cost, exclusive of the existing RH Commons land and treatment plant, is \$4.9 million.

## **2. Red Hook Water Project – Phase II**

- a. Meetings were held on January 8, 14, 15, 20, 23 and 29, 2016 at the Red Hook Village Building. Robert Flores (C.T. Male), Bret Smith (C.T. Male), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
- C.T. Male responds to USDA-RD (John Helgren) of 12/31/15 regarding contracts #4G and 4E.
  - Reviewed Water Project Phases I and II with Michael Yonchenko (Cogent Communications) regarding informational video (from Phase II USDA-RD funding).
- b. Phase II Pre-Construction Meeting was held on January 20, 2016 at the Red Hook Village Building. Robert Flores (C.T. Male), Bret Smith (C.T. Male), Martin Clarke (USDA-RD), John Helgren (USDA-RD), George Popp (USDA-RD), Gabriela Garcia (NYS EFC MWBE), Felipe Giraldo (Jersen Construction Group), Jerry Jones (Gross Electric, Inc.), Cindi Chiarella (RHV), Dan Streib (RHV), Ed Blundell (RHV) and Brent Kovalchik attended. The following items were discussed:
- Pre-Construction Agenda:
    - Jersen Construction Group – Bid Price \$3,045,766.81 (Felipo Giraldo, Project Manager; Andrew Swedick, Site Superintendent); Prime General Contractor.
    - Gross Electric, Inc. – Bid Price \$111,787.00 (Jerry Jones, Project Manager; Robert Waring, Site Superintendent); Prime Electric Contractor.
  - Notice to Proceed – forthcoming.
  - Contract Times.
  - Liquidated Damages.
  - Project Responsibilities.
  - NYS EFC: MWBE Utilization Plan.
  - Communications between Contractors, Village Officials and public.
  - Community Awareness Summary Meeting.
  - Owners (RHV) responsibilities.
  - Notice to Proceed.
  - Payment Applications.
  - Weekly, Bi-weekly, monthly meeting schedules.
  - USDA-RD Compliance Review (from RHV: submitted).
    - Substantial Completion Dates.
    - RHV Submission of Water Billing Samples, Mandatory Hook-up Requirements (from NYS Residential Building Code: Section RP2602.1.
    - Ethnicity and Race Information for RHV Employees and Board Members.
    - Completed Board Member questionnaires.
    - Completed Employee questionnaires.
  - C.T. Male – Project Engineers (Robert Flores, Project Manager; Bret Smith, Resident Construction Observer).

- USDA-RD: forms for Partial Payments, Change Orders.
  - Timelines for payments.
  - Procedures for Change Orders.
  - Safety.
  - Construction Schedule.
  - Project Signs.
  - Environmental Permits.
  - Project Acceptance/Substantial Completion.
  - Coordination with services of RHV Highway Department.
  - Bond date corrections.
- c. A meeting was held on January 27, 2016 at the Red Hook Village Building. Robert Flores (C.T. Male), Dan Streib (RHV Highway Department), Ed Blundell and Brent Kovalchik attended. Staging areas for equipment and supplies during construction were discussed.

### **3. 2015 CDBG**

- a. The Dutchess County Department of Planning and Development has reviewed and approved the bid results for the Sidewalk Project. DCDoP&D have also verified that the contractor is eligible to be awarded a contract funded by the Community Development Block Grant Program (email of 1/28/16).
- Upon execution of the contracts between the Village of Red Hook and Upstate Concrete and Masonry, a pre-construction meeting will be scheduled prior to the start of construction.
- b. The 2015 CDBG award will be used to install ADA compliant sidewalks in front of and on the east side of the Red Hook Firehouse; and to re-construct sidewalks on the west side of South Broadway (Colburn's Laundry and the Dance Center).

### **4. 2016 CDBG**

- a. The CDBG Reviewing Committee has not completed their review and selection process for project recommendations to the Dutchess County Executive (re: Audra Murray, DCDoP&D 1/28/16).

### **5. Intermunicipal Task Force**

- a. The Intermunicipal Task Force met on January 8, 15, 22 and 29, 2016 at the Red Hook Town Hall. The following items were discussed:
- New agenda items including assisting the Village of Red Hook and Tivoli with zoning revisions/amendments; and workforce housing.
  - Maps are being prepared by DCDoP&D for the Town of Red Hook Zoning Amendments for the RD-3, Historic Structures and Districts, TND Zoning and a Historic Resources Map.



- Discuss Nursery Schools, Family Day Care, Child Day Care, Alternate-Care, Congregate Care, Group Home uses in the Hamlets (Historic Structures and Districts).
- RHT Board anticipates initiating SEQRA and setting a Public Hearing for the proposed Historic Structures and Districts zoning revisions/amendments.

**VILLAGE GREEN COMMITTEE (VGC)**

1. The current balances of the Village Green Committee’s related budget accounts, as of January 31, 2016, are as follows:

- Community Beautification – Contractual Expenses (#8510.4)  
Balance .....\$
- Shade Tree – Contractual Expenses (#8560.4)  
Balance .....\$
- Village Green Committee Checking Account  
Balance .....\$ 3,886.88

2. A Village Green Committee/Subcommittee Meeting was held on January 13, 2016 at the Red Hook Village Building. Brenda Cagle and Brent Kovalchik attended. The 2015 Tree City USA Application was completed and submitted to the Arbor Day Foundation. Confirmation of the successful submission was received on January 13, 2016, from the Arbor Day Foundation and forwarded to the New York Regional Coordinator – Region 2 on January 13, 2016.

3. Two bench locations currently remain without dedication plaques. Village residents can purchase a plaque for \$125.00. Proceeds from the sale will be used for the purchase and installation of the plaques. The remaining funds will be used for future Village enhancement projects. Please contact the Village Clerk’s office (845-758-1081) for more information.

**HIGHWAY DEPARTMENT**

1. The Village’s Snow Ordinance is currently in effect until March 31, 2016. No parking is permitted on Village streets from 11:00pm to 6:00am; and on NYS Highways (Route 199 (Market Street) and Route 9 (Broadway)) from 2:00am to 6:00am (re: Local Law #4 (6/9/14); Section 190-28A, 190-28B). When snow and/or ice removal operations are underway, any vehicle parked or abandoned on any street, may be removed by, or under the direction of, the Red Hook Village Police Department or any responding law enforcement agency. Costs

associated with vehicle towing and storage will be charged to the vehicle's owner(s).

Vehicles found in violation of the Snow Ordinance will be towed and stored by H&N Towing Enterprises, LLC (7309 South Broadway, Red Hook, NY). A \$110.00 towing fee plus a \$25.00/day storage fee (for vehicles not claimed within the first three days) will be charged to the vehicle's owner(s). Owners can contact the RHV Police Department (845-758-0060) or the Village Clerk's Office (845-758-1081) for more information.

2. The owner or occupant of every building/lot in the Village, with an adjoining sidewalk, shall remove snow and ice within 24 hours of a snow storm (re: RHV Local Law #1-199; Section 165-1). At the discretion of the Village Board of Trustees, the Village Highway Department will remove snow/ice, left uncleared, at a cost of \$2.00 per linear foot. This cost will be assessed and collected with the next tax levy (re: RHV Local Law Section 165-4B).
3. Preliminary budgets and proposals of replacement vehicles and equipment have been submitted for Village Board of Trustees' consideration by the Highway Department Foreman. Street repair projects utilizing CHIPS funding are currently being prepared for Board of Trustees' consideration. These will be reviewed during the preparation of the Red Hook Village FY2016-2017 Budget.
4. No scrap metal was sold during the month of January, 2016. Total revenue generated for FY2015-2016 is \$506.61. Since inception of the Scrap Metal Recycling Program in September, 2007, \$18,984.35 has been generated. Proceeds from this program go toward 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.

Mayor Blundell reported that he had met with representatives of Hoffman Farms and staff from DCWWA to discuss the potential sale of water to them and pricing.- February 11th will be a workshop for discussion where they will present to the entire board.

Mayor Blundell reminded the public that with Phase II beginning construction we will have to further prepare to pay the bonding costs. The initial water rate increase is already in place. Spreadsheet models with a time line found the best alternative is a 3% increase over 8 quarters. We will monitor this and adjust the increase if we reduce costs and/or get more customers. Clerk Chiarella suggested putting the water rate increase in a reserve fund.

Mayor Blundell made a motion to increase the water rates 3 % per quarter over 8 quarters. Trustee Trapp seconded this motion. All were in favor. Increase will start in March 2016.

Mayor Blundell laid out some major concepts for the Board and the Public to consider:

2016 Solar Farm Concept – We are in preliminary talks with the Town of RH to work within the framework of NYS rules change that allows Community Generated Distribution. This sets up a possibility to work with Central Hudson and get a solar developer to build a solar farm. One option is to put more solar panels in our well field. The project is complex but could result in net metering for Village that would reduce our costs. Right now we pay about \$24,000 per year for energy, not including streetlights. We have a similar use where we gave Red Hook Fire Company an easement with the Village for solar panels in order to reduce their costs (and our's). One option, Town wants to lease land from Village for panels. We will pursue this idea and the logistics.

Old Village garage - the Village currently shares a new highway garage with the Town. We need to decide on our intentions with the old garage. We now use our newer building for the leaf/garbage truck and welding/repairs. Staff is working there so we are keeping minimal heat in the old garage for bathroom and eye wash station. Future discussion will be made in regards to painting and fixing up the old highway garage.

Rt. 9 / Firehouse Lane traffic light - busy intersection - Mayor Blundell reminded the Board that back in or about 2002 there was some activity on this intersection that included NYS DOT and the Village. That old file shows a plan that required the Village to buy land to square up the intersection and do the engineering. The State then would consider whether the traffic warranted more NYS costs for a traffic light. Apparently an offer was made to the affected property owner on Firehouse Lane corner but the negotiations collapsed and the project never went further. Any shift of the ownership would place the new right of way right up near the existing building. The design and placement of Firehouse Lane in its current configuration is the problem. It was built along on old railroad bed but not designed to meet Rt 9 across from Amherst Street. Blundell requested that a Trustee take a direct role in looking at options since it is still an unresolved problem that needs attention. Trustee Trapp offered to make a review and look at the issue again for the Village.

LED Lights - Mayor Blundell stated we have been seeking LED options for years. Now that Central Hudson has a tariff that includes LED, we have 4 LED lights have been installed in the Village, as a pilot. We have sampled them and had no issues or complaints. As current lights fail they will all be replaced with the LED lights. The Village has 248 street lights in all. Mayor Blundell made a motion to authorize the LED Street Lighting Authority Order. Trustee Trapp seconded this motion. All were in favor.

Mayor Blundell stated budget workshops will begin every Thursday Starting February 18th through March 17th. Trustee Zacharzuk seconded this motion. All were in favor.

## **PUBLIC COMMENT**

George Beekman likes the LED lights. Also, George is not in favor of Hoffman Farms paying anything less than 2x the village price since the project is in the Town. He will bring the public in if the Board votes otherwise. Mayor Blundell stated the Board also acts as rate setting entity and we are having detailed discussions on the matter. Sale of water would be to one meter and serve 102 customers. We would have no responsibility for maintenance, billing or construction costs for the system. This is different than the costs incurred for current town customers.

Mayor Blundell made a motion to pay bills after audit. Trustee Trapp seconded this motion. All were in favor.

DM Kovalchik made a motion to adjourn the meeting at 8:40. Mayor Blundell seconded this motion. All were in favor.

Submitted by

Cynthia Chiarella