

**VILLAGE OF RED HOOK  
BOARD MEETING  
NOVEMBER 14, 2016**

**PRESENT:** Mayor Blundell, DM Kovalchik, Trustee Trapp, Trustee Zacharzuk, Trustee Norris and Clerk/Treasurer Chiarella

Mayor Blundell opened the meeting at 7:00 with the Pledge of Allegiance.

Mayor Blundell made a motion to approve minutes from October 10<sup>th</sup> and 20<sup>th</sup>. Trustee Norris seconded this motion. All were in favor.

**TREASURER'S REPORT**

Clerk-Treasurer Chiarella presented the following Treasurer's Report

**ACCOUNT BALANCES**

General	\$ 677,800.01
Water	\$ 143,381.26
Trust & Agency	\$ 30,908.18
Materials Mgt.	\$ 9,694.49
Petty Cash	\$ 32.20
Village Green	\$ 4,136.88
Hardscrabble	\$ 6,841.14
Health Ins.	\$ 11,135.38
Capital Fund	\$ 00.00

**MONTHLY EXPENSES**

General	\$ 149,373.38
Water	\$ 74,922.35
Trust & Agency	\$ 30,908.18
Material Mgt.	\$ 3,482.33

Clerk Chiarella sent \$ 66,734.10 in unpaid taxes the Dutchess County. This figure is higher than usual. However, Mayor Blundell indicated this includes one commercial property owner that is slightly over \$16,000.00 in unpaid taxes but on a combination of properties. The County covers the financial exposure of the Village and starts legal proceedings to get paid or foreclosed.

Mayor Blundell made a motion to approve the Treasurer's report as submitted, Trustee Norris seconded this motion. All were in favor.

Mayor Blundell made a motion to enter into executive session at 7:38 to discuss police employment review of applicants. Trustee Trapp seconded this motion. All were in favor.

Mayor Blundell made a motion to reconvene from executive session. Deputy Mayor Kovalchik seconded this motion. All were in favor.

Mayor Blundell made a motion to appoint Patrick Ferry as part time Police Officer – Patrick has completed all stages of the academy and has worked as a PO since 2013 in another jurisdiction. Appointment to follow union salary guides and our procedures for training.

Trustee Trapp seconded this motion. All were in favor.

Mayor Blundell made a motion to appoint David J Wright as part time Police Officer – David must complete phase II of the police academy. Trustee Norris seconded this motion. Appointment to follow union salary guides and our procedures for training.

All were in favor.

Justice Triebwasser was present and presented the oath of office to both new officers.

## **POLICE**

Mayor Blundell read the following Police report for October as submitted:

368 incidents, 110 UTT's, 24 arrests

## **PLANNING AND ZONING**

Trustee Trapp read the following Planning/Zoning report:

3 building permits, 4 certificates of occupancy, 4 certificates of compliance, 2 municipal searches, 1 complaint. \$ 1,350.00 was collected in fees.

## **EVENTS**

We had our Halloween festivities : Village Halloween was on October 29, and included a chili cookoff sponsored by Ulster Savings Bank. Dog Howl-o'ween was held the following day by Pause Dog Boutique. Both events were well attended and highly successful, thank you to the merchants that participated in trick or treating.

Red Hook & the Chocolate Festival, run by the Red Hook Chamber of Commerce, was held November 5, and included a fun run, chocolate Olympics, and a flash mob at the four corners. Congratulations on another wonderful event.

Winterfest: Our annual winterfest and tree lighting will be Sunday, December 4, from 4-5:30, with hay rides, arts and crafts and characters. Caroling and tree lighting in Memorial Park at 5:15. This will be held in conjunction with the Old Dutch Christmas at the Elmendorph Inn which will be from 1-4.

**MATERIALS MANAGEMENT:** For the month of October, we sold \$4142.50 in tags and paid out \$1236.43, We had 6.81 tons of single stream recycling and 11.74 tons of garbage.

## **WATER**

Trustee Zacharzuk read the following water report:

- During the month of October, the water treatment plant treated 7,035,000 gallons of water at an average of 226,000 gallons per day.
- The plant used 55 gallons of 12.5% hypochlorite solution at an average of 1.77 gallons per day.
- In October of 2015 the plant treated 7,449,000 gallons of water at an average of 240,000 gallons per day
- On October 13<sup>th</sup>, the main on Benner Rd serving the St Christopher School was reconfigured to improve water quality and flow, with an eye to discontinuing use of the existing 4" cast iron pipe (ca. 1890's) on the east side of Benner, serving several homes on both sides of Benner Rd. A large section of 4" cast iron pipe was removed, and the remainder was capped, so as to prevent deposits from continuing on to the rest of the system. It appears that three or four homes are still served by the main, and 5 more are served by the 6" pipe laid directly south. In the spring of 2017, the homes on Benner Rd south of Garden St are scheduled to be switched over to the 6" ductile iron main on the east side of the road (ca. 1990's). The end result will be improved water quality and flow throughout the system.
- On October 27<sup>th</sup> the leaking 6" double disc valve (ca. 1890's) on Thompson @ E. Market was replaced with a 6" insertion valve. When service to Thompson St could be safely stopped, the existing valve was removed and replaced with a section of ductile iron pipe using a pair of Macro brand couplings.
- OPERATOR NOTES: During the annual hydrant flushing program, the condition and age of hydrants throughout the system was surveyed, so that the oldest hydrants could be replaced with modern units in the spring of 2017. The three oldest were found to be dated 1958, 1960 and 1966. They will be replaced with Mueller Centurion units with modern 5" Storz connections. These hydrants are faster and easier to maintain and are completely re-buildable, so the entire hydrant doesn't need to be dug up, but can be entirely retrofit with new parts from above ground, keeping legacy costs to a minimum.

Mayor Blundell reviewed two recent system wide pressure drops. Phase 2 Water Project includes insertion of new controls, which are needed, and is partially done. We are waiting for an electrician to receive more components and complete the electrical

work. Updated controls will help us keep a better eye on gauges during the evenings and weekends with automated contacts.

**HIGHWAY**

1. The Village Highway Department is currently picking up autumn leaves and brush. Residents are reminded to place leaves in row along the outside edge, and out of the streets. Place brush in separate piles and limit to 6'x6'x6'. This service will continue as weather and conditions permit.
2. The Village Board of Trustees approved the purchase of a new backhoe to replace the existing Terex 760 B on October 27, 2016. The Board of Trustees also declared the existing backhoe, bolt-on hydraulic grapple, a 12 foot snow pusher with steel curbing edge, and a mesh tarp with mounting brackets for a 14 foot dump truck as surplus equipment.

The backhoe will be replaced by a new JCB Backhoe (Model #3CX14MFG) with a Loader-Hydraulic Coupler and 94" grapple bucket to be purchased from A. Montano Co., Inc. The replacement vehicle and accessories is estimated to cost \$82,297.99. Funds used to purchase the new equipment will be deducted from the FY2015-2016 General Fund and Water Fund Balance, FY2016-2017 CHIPS Budget Line (#5110.3), FY2016-2017 PAVE NY Grant, re-sale of surplus equipment and a three-year term bond.

3. Three surplus highway equipment items were sold by Absolute Auctions and Realty on November 3, 2016. Receipts from Auction Sale #2026-10/21/2016 yielded the following amounts:

• Bolt on Hydraulic Grapple . . . . .	\$ 600.00
• 12 foot snow pusher with steel curbing edge. . . . .	\$ 475.00
• Mesh tarp with mounting brackets for a 14 foot dump trailer . . . . .	<u>\$ 225.00</u>
Total . . . . .	\$1,300.00

The Terex backhoe did not meet the reserve. A. Montano Co., Inc. will accept this equipment with a trade-in value of \$16,000.00. Total revenue generated from sale and/or trade-in is \$17,300.00. This revenue will be used to offset the purchase price of the new JCB Backhoe.

4. The NYSDOT issued a memo of October 17, 2016 to the Village of Red Hook regarding the current balances and reimbursement rules. The current amount including SFY2016-2017 Extreme Winter Recovery (\$0.00); PAVE NY (\$9,195.77); SFY2016-2017 CHIPS apportionment balance (\$40,286.38); and the CHIPS capital cumulative rollover balance (\$7,742.32) totaled \$57,224.47. Of this balance the following projects and equipment will be deducted:

- Repairing Benner Road (from Fraleigh to West Market)    \$34,086.00
- Purchase of JCB Backhoe    \$ 9,195.77
- Remaining FY2016-2017 Balance    \$13,942.70

Budget Adjustments for CHIPS (#5110.3) Budget Line, reflecting new balances (referenced in the NYSDOT 10/17/16 memo) was approved by the Village Board of Trustees on October 27, 2016.

5. A new catch basin will be installed at 61 Fraleigh Street. Estimates are forthcoming.
6. Reimbursement from the sale of scrap metal (10/3/16) was received on October 13, 2016 for the amount of \$400.80. Total revenue generated for FY2016-2017 is \$1,366.45. Since inception of the Scrap Metal Recycling Program in September, 2007, \$20,614.37 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 business owners interested in donating scrap metal may 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.

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

### **Red Hook Sewer Project**

- a. Meetings were held on October 7, 14, 21 and 28, 2016 at the Red Hook Village Building. Robert Flores (C.T. Male), Bret Smith (C.T. Male), Doris Balacic-Scheuing, Ed Blundell and Brent Kovalchik attended. The following items were discussed:
  - Prepared and outline of the Sewer Project/Hillsdale, NY presentation with the Red Hook Economic Development Committee to be held on November 9, 2016 in the Red Hook Village Building.
  - Contact USDA-RD to recommend the Village be considered for an income survey for properties/residents in the proposed Service Area.
  - Discussed/reviewed securing easement on properties in the proposed Service Area.
  - Prepared design solutions to locate mains for easements, locations of tanks and laterals for optimum, cost effective use and possible future infill development and expansion of existing buildings in the proposed Service Area.
  - Responded to memo of 10/13/16 from NYS EFC regarding the CWSRF Short-Term Financing Program, submission of required documents and forwarded to Allene Endres, Kaitlin Penner, Rey Caban, Judith Blackwell and Robert Sammons of the NYS EFC on October 13, 21, 2016.

Response from NYS EFC forthcoming. Follow-up telephone calls were made by the Village to Allene Endres (10/13/16) and Judith Blackwell (10/21/16).

- Prepared responses to USDA-RD memos of 6/9/16, 9/19/16 and 10/27/16 regarding the Initial Application Package for Rural Development Loans/Grants and re-underwriting of the Preliminary Funding Estimate (PFE; originally issued by USDA-RD on 2/9/16).
  - Review the Transfer of Ownership status of the Red Hook Commons Sewage Corporation's property and existing treatment plant.
  - Reviewed draft Option Agreement to Purchase Real Property and Contract of Sale with Victoria Polidoro (Rodenhausen Chale LLP) on 10/28/16).
  - Conducted telephone conference call with Kaitlin Penner (NYS EFC) on 10/28/16 to the status of submitted document review to maintain CWSRF Short-Term Financing.
- b. The Red Hook Economic Development Committee toured the STEP System distribution and treatment project in Hillsdale, NY on October 5, 2016. The sewer system was installed in 2007. The Red Hook EDC listened to testimonials from Hillsdale's business owners, design engineers, product representatives and elected officials; toured the subsurface treatment plant; observed operating tanks and effluent pumps with the Hillsdale Sewer Operator and discussed public outreach initiatives, costs, pre-existing conditions and benefits (increased economic development opportunities, expanded property uses, safer drinking water supply, improved quality of businesses and recreational areas).

### **Red Hook Village Water Project – Phase II**

- a. Meetings were held on October 7, 14, 21 and 28, 2016 at the Red Hook Village Building. Robert Flores (C.T. Male), Bret Smith (C.T. Male), Doris Balacic-Scheuing, Ed Blundell and Brent Kovalchik attended. The following items were discussed:
- Punch list items for the Prime General Contract, including curb repair, raise shut-off valves, grass re-seeding, etc. was reviewed (as items total).
  - Reviewed status and close-out procedures for the Prime General Contract.
- b. A Phase II Construction Meeting was held on October 26, 2016 at the Red Hook Village Building. Martin Clarke (USDA-RD), George Popp (USDA-RD), David Mineau (Jersen Construction Group), Robert Flores (C.T. Male), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
- Status of Phase II: Review outstanding punch list items of Prime General Contract; review status of Prime Electrical Contract.

- Form E (Rural Development (RD)) Project Budget/Cost Certification Report #8 for the application period, from 9/21/16 through 10/21/16, was signed by Robert Flores, David Mineau, Martin Clarke and Ed Blundell.
  - Original Contract Price . . . . . \$3,045,766.00
  - Current Contract Price . . . . . \$3,152,600.00
  - Net Change by Change Orders . . . . . \$ 106,834.60
  - Previous Payments . . . . . \$3,094,071.63
  - Amount Due this Application . . . . . \$ 48,528.77
  - Balance to Finish plus Retainage . . . . \$ 10,000.00
- EJCDG (Engineers Joint Contract Document Committee) of October 21, 2016 for Payment #8, including Change Order #2, was signed by Robert Flores, David Mineau and Ed Blundell on 10/26/16.
  - Total Contingency Balance . . . . . \$ 7,612.80
  - Approved Budget . . . . . \$3,600,000.00
  - Modified Budget . . . . . \$3,600,000.00
  - Previous Expenditures . . . . . \$3,533,098.82
  - Expenses this Period . . . . . \$ 54,125.95
  - Expenditures to Date . . . . . \$3,587,224.79
  - Remaining Balance . . . . . \$ 212,775.21
- Discuss project's one year warranty.
- Discussed requirements for Close-Out Documents and Village Board's requirement to pass a resolution accepting the project as complete and recommending Final Payment.

**Intermunicipal Task Force (ITF)**

(Brent Kovalchik – Red Hook Village Representative/Member)

- a. The ITF met on October 7, 14, 21 and 28, 2016 at the Red Hook Town Hall. The following items were discussed:
  - Presentation by Laurie Husted (Bard College; Chief Sustainability Officer) regarding the status of projects pending in connection with Bard's purchase of Montgomery Place. The presentation included the status of a NYSERDA Grant for renewable energy to investigate possibilities for a micro-hydroelectric system at two existing dams on the Saw Kill, their ecological impact, and the ongoing Lower Saw Kill Mitigation Study approved by the NYS DEC and Scenic Hudson.
  - Reviewed and discussed the current permitted and special permitted uses of properties in the Town's Waterfront Conservation District (WC) and the relationships with this zoning district and Bard's micro-hydro project studies.
  - Hamlet Business District: Reviewed uses allowed in the proposed zoning district. A subcommittee has been established to further review uses, bulk regulations, architectural standards, and district boundaries.
  - Reviewed draft Town of Red Hook Zoning Ordinance for Solar Photovoltaic Systems regarding: Purpose, Definitions, Applicability, Permitted Locations, Permitted Zoning Districts, Design and Installation

Standards, Height Restrictions, Impervious Property Coverage Restrictions, Non-Conformance Signage and/or Graphic Content, Inspection/Safety/Removal, and Permitted Requirements.

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

- a. The EDC toured the Hillsdale, NY Sewer Project on October 5, 2016. Julie Baroun (Orenco), Erin Moore (Tighe and Bond Engineers), Robert Flores (C.T. Male) discussed the Hillsdale STEP system installed in 2007. Business property owners, sewer operator and elected officials from Hillsdale discussed needs, benefits, costs and procedures of installing the system in the hamlet's business district.
- b. EDC Meetings were held on October 12 and 26, 2016 at the Red Hook Village Building. The following items were discussed:
  - Reviewed/discussed the tour of the Hillsdale, NY Sewer Project.
  - Reviewed lists of business property owners for future Sewer Project stakeholders meetings.
  - Discussed proposed Formula Business Regulations proposed by the Intermunicipal Task Force. Comments from the EDC were requested or additional review by the ITF.
  - Discussed/reviewed letter from the EDC opposing Hudson River Anchorages.
  - Discussed tying-in marketing and promotion of Red Hook businesses with EDC educational marketing and business operation tips leading to a possible community workshop coordinated with Town and Village stakeholders.
  - Reviewed status of the Red Hook Sewer Project.
  - Discussed future planning for EDC presence at community events.

Red Hook Zoning Review Committee (ZRC) – Monthly Report  
October, 2016 – Brent Kovalchik – RH Village Representative/Member

- a. A ZRC Meeting was held on October 13, 2016 at the Red Hook Town Hall. The following items were discussed:
  - Food Truck Regulation, based on the Village of Saugerties, NY. Regulations discussed included purpose, definitions, permits, operations and exceptions.

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



- a. There were no CPF Advisory Board Meetings held during the month of October, 2016.
- b. The current balance of the Community Preservation Fund, as of October 31, 2016, is \$646,366.55.

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

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

- a. There were no Shared Highway Services Committee Meetings held during the month of October, 2016.

Saw Kill Watershed Community (SKWC) – Monthly Report

October, 2016 – Brent Kovalchik – RH Village Trustee Representative/Member

- a. A SKWC Meeting was held on October 4, 2016 at the Red Hook Town Hall. The following items were discussed:
  - Presentations of by Elisa Chae-Banaja (NYS DEC Hudson River Estuary) and Dan Shapley (Riverkeeper) on “Drinking Water Protection and Stream Classification”.
  - Project Updates and Announcements including:
    - Hardscrabble Day Report – back (9/17/16)
    - Streamwalk (9/23/16)
    - Day in the Life of the Hudson River (10/20/16)
    - State of the Saw Kill
    - Community Outreach programs
- b. A Saw Kill Source Water Protection Scorecard Subcommittee Meeting was held on October 19, 2016 in the Village of Red Hook. Dan Shapley (Riverkeeper), Karen Schneller-McDonald, Sheila Buff, Maryelisa Blundell and Brent Kovalchik attended. The following items were discussed:
  - Discussed goals and roles of the Scorecard Subcommittee.
  - Decided which areas of the watershed to consider.
  - Assembled teams to focus on different sections of the scorecard.
  - Review the draft NYS Source Water Protection Scorecard.
    - Source Water Assessment
    - Source Water Protection Program
    - Watershed Management Planning
    - Land Use
    - Streams
    - Wetlands
    - Forests and Open Space

- Reviewed Source Water Assessment Program Staff Contacts for City/County Health Departments and State District Offices.

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

- a. There were no Red Hook Together Meetings held during the month of October, 2016.

**VILLAGE GREEN COMMITTEE (VGC)**

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

	• Community Beautification – Contractual Expenses (#8510.4)
Balance .....	\$ 2726.02
	• Shade Tree – Contractual Expenses (#8560.4)
Balance .....	\$ 8300.00
	• Village Green Committee Checking Account
Balance .....	.\$ 4,136.88

The Village Green Committee met on the following dates: October 19, 2016. David Pearson, Kathy Pearson, Brenda Cagle and Brent Kovalchik attended. The following items were discussed:

- Review 2016 Spring Planting Tree List.
- Discussed projects that could include joint participation with the Town of Red Hook Tree Commission and the Village Green Committee:
  - Prepare and coordinate luncheon for Spring Planting Day for volunteers.
  - Shared planting responsibilities for trees at Firehouse Productions.
  - Re-mulch trees at Veterans’ Memorial Park.
  - Finalized plans for 2016 Spring Planting Day.
  - Locate trees on selected sites.
  - Contact NY Dig Safely prior to site preparation/hole digging.
  - Coordinate and assign volunteers to planting, gator collection, watering and luncheon teams.
  - Contact Village Highway Department for water tank, tree and mulch delivery prior to planting.
  - Contact Michele Decker for site preparation.

October 23, 2016 – David Pearson and Brent Kovalchik located trees at selected planting sites.

October 25, 2016 – Kathy Pearson, Brenda Cagle and Brent Kovalchik unloaded trees from Schichtel's Nursery at the Red Hook Village Highway Garage/Firehouse Lane Wellfield.

October 28, 2016 – David Pearson and Michele Decker dug holes and prepared tree planting sites.

The 2016 Spring Planting Day took place on Saturday, October 29, 2016. Eleven volunteers planted thirteen trees, collected and stored gators, erected Village Green Committee signs, watered newly planted trees and prepared the volunteers' luncheon. The Village Green Committee extends its thank you to all participating volunteers, the Town of Red Hook for hosting the volunteers' luncheon with the Red Hook Town Tree Commission, Decker Construction and the Red Hook Village Highway Department.

The electronic waste will be January 14, 2017.

Clerk Chiarella stated Village elections will be March 17, 2017, at the Village Hall. There are two (2) trustee positions up for elections.

Red Hook Fire Department – Mayor Blundell has met with the Fire Department to negotiate a new contract. A cost project projection was requested, and has not been received. Mayor Blundell also stated both the Town and Village should negotiate contracts at the same time, at the same rate and stay within the 2 % tax cap.

Mayor Blundell stated the Board should appoint a Village Historian, which must be a Village resident. Anyone who has any options please contact the Mayor.

## **INTENT TO FILE USDA**

Mayor Blundell made a motion to authorize the intent to file an application with the USDA, Rural Development, Rural Utilities Services. DM Kovalchik seconded this motion. All were in favor.

- The Village of Red Hook intends to file an application for funding consideration with the USDA, Rural Development. Funding is needed for the establishment of a municipal sewer system, including the acquisition of an existing privately owned water waste treatment plant, expansion of the wastewater treatment plant, construction of approximately 7,000 liner feet of collection pipes, 7500 linear feet of lateral pipes, acquisition of easements and other interests with respect to holding tanks, laterals, property access, approval by the Village of multiple Village assessment areas, adoption of a sewer use ordinance, and the issuance

of obligations and acceptance of grants to fund the improvements. The project cost of the project is \$ 4.9 million for Phase I of the Village of Red Hook Municipal Sewer. It will serve approximately 280 equivalent dwelling units in the center of the Village. The Village is also pursuing various other funding opportunities.

#### OTHER BUSINESS:

Mayor Blundell stated we continue to receive resident complaints from some folks on Prince Street in regards to the Bard bus on that one Village street for the segment from Village Hall to Church Street. Buses run about once an hour. Blundell has again been looking at options and been in touch with various Bard Admin folks. There are 300 off campus students and many live in the village. The bus holds 35 students. Our parking lot is the safest and most convenient location for drop/pick operations and is close to the business and apartments used by the students. Mayor Blundell will continue with Bard to discuss re-routing stops.

Mayor Blundell made a motion to enter into executive session to discuss personnel at 8:50 pm. Trustee Trapp seconded this motion. All were in favor.

Trustee Trapp made a motion to reconvene from executive session. DM Kovalchik seconded this motion. All were in favor.

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

DM Kovalchik made a motion to adjourn the meeting at 9:05. Mayor Blundell seconded this motion. All were in favor.

Submitted by

Cynthia Chiarella  
Clerk/Treasurer