

**VILLAGE OF RED HOOK
MONTHLY BOARD MEETING
DECEMBER 12, 2016
7:00 PM**

Present: Mayor Blundell, Deputy Mayor Kovalchik, Trustee Trapp, Trustee Norris, Trustee Zacharzuk, Clerk/Treasurer Chiarella.

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

Mayor Blundell made a motion to approve minutes from November 14th and 17th. DM Kovalchik seconded this motion. All were in favor.

- Bard Student Update – Zev Fogelman and Harper Zarhious were present and represented student government. Students are attending meetings and meeting with both Town and Village Officials on current projects. This relationship will continue in the future.

TREASURER’S REPORT

Clerk/Treasurer Chiarella read the following Treasurer’s report:

ACCOUNT BALANCES

General	\$ 527,791.23
Water	\$ 86,738.27
Trust & Agency	\$ 19,213.37
Material Mgt.	\$ 9,077.63
Petty Cash	\$ 32.20
Village Green	\$ 4,136.88
Hardscrabble	\$ 6,141.14
Health Ins.	\$ 7,991.86
Capital Projects	\$ 00.00

MONTHLY EXPENSES

General	\$ 207,580.38
Water	\$ 70,172.38
Trust & Agency	\$ 19,213.37
Material Mgt.	\$ 3,439.83

Clerk Chiarella stated General expenses are high due to payments to the NYS Retirement for both employees and police.

Trustee Trapp made a motion to approve the Treasurer's report. Trustee Norris seconded this motion. All were in favor.

POLICE

Mayor Blundell read the following police report

393 Incidents
131 UTT's
19 Arrests

PLANNING AND ZONING

Trustee Trapp read the following planning and zoning report:

2 Building Permits
1 Certificate of Occupancy
6 Certificates of Compliance
4 Municipal Searches

\$ 600 was collected in fees.

Trustee Trapp submitted an updated fee schedule for building fees for review. The last time the fees were increased was back in 2010. Discussion to be continued after review of increase in fees.

MATERIALS MANAGEMENT

For the month of November, we sold \$2407.50 in garbage tags and paid out \$1061.60. We have 10.08 tons of garbage and 6.16 tons of single stream recycling. We have our electronic waste recycling event on Saturday, January 14 at the Red Hook Recycling Center. This event is held in conjunction with the Town of Red Hook and has a number of volunteers from the Bard Center for Civic Engagement.

We had our Winterfest on Sunday, December 4, the same day as the Elmendorph's Olde Dutch Christmas. Special thanks to Kathy Triebel for arts and crafts, for the hayrides, and Beth Anspach and family for leading the carols.

Save the dates:

Historic Elmendorph Soup Night will be Saturday, January 28, and Chili Night Saturday, February 25.

Mayor Blundell announced Red Hook Recycle – January 14th- 9-1, at the Town Recycle Center. E-waste – televisions, monitors, computers, etc. There is a \$ 20 fee for CRT tv/monitors. Volunteers from Village of Red Hook, Town of Red Hook, and Bard CCE.

WATER

Trustee Zacharzuk read the following Water report:

- During the month of November, the water treatment plant treated 7,757,000 gallons of water at an average rate of 258,000 gallons per day
- In November 2015 the plant treated 7,314,000 gallons at an average rate of 243,000 gallons per day
- During the month of November, the plant used 60 gallons of sodium hypochlorite solution at an average rate of 2 gallons per day.
- Three samples were sent to Smith Environmental Laboratory in Hyde Park for bacteriological testing. All 3 returned a negative result.
- CONSERVATION TIP- To avoid burst pipes, make sure all of your exterior hose bibs and yard hydrants have been turned off for the season, and that all pipes are in heated spaces as we head into the colder months of winter, Burst pipes result in very large and costly water bills, as they usually go unnoticed until the leak is seen from the living areas of the home.
- OPERATOR'S NOTE – If your water service has frozen in years past, laying straw on the ground above the line between the curb valve and where the pipe enters the house in a thick, fluffy window can keep the line from freezing. While straw on the front lawn is a bit unsightly, it's a world better than going through an entire winter without water... every year we see a few customers lose water for months on end, as their service lines are too shallow for a harsh winter freeze. In the winter of 2014, we saw a frost depth of 42" in Red Hook.

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

- a. The EDC hosted a stakeholders meeting for the proposed Red Hook Village Sewer Project on November 9, 2016 in the Red Hook Village Building. Amanda Bodian (Emporium), Dan Budd (Taste Budds), Chris Klose (Elmendorph Inn), Marty Reilingh, Jessica Stingo (Black Star Social/Flatiron), George Verrilli (Red Hook Community Center), Ken Giek (KDK Realty), Elenor Troy (Burnett and White Funeral Home), Dick Wambach (Wambach Communications), and Erin Moore (Tighe and Bond Engineering) attended.

Julie Baroun (Orenco), Robert Flores (C.T. Male), and Brent Kovalchik presented and conducted a discussion regarding the proposed Red Hook Sewer Project.

- b. The EDC met on November 30, 2016 in the Red Hook Village Building. The following items were discussed:
 - Proposed Red Hook Sewer Project.
 - Recommendations for new EDC members.
 - Marketing and promotion of Red Hook businesses with EDC educational marketing, business operation tips and ideas in Hi-Notes Newsletter.

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

- a. A ZRC Subcommittee Meeting was held on November 10, 2016 in the Red Hook Town Hall. The following items were discussed:
 - Review/revise draft zoning amendments for Food Trucks.

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

- a. A CPF Advisory Board Meeting was held on November 28, 2016 in the Red Hook Town Hall. The following items were discussed:
 - Reviewed/revise draft maps of the CPF Target Areas as outlined, and to be included, in the Community Preservation Plan Update of June 9, 2016.
These include:
 - All Parcels
 - Agricultural Lands and Water Protection Areas
 - Ecologically Significant Areas
 - Scenic Features, Trails, and Gateways
 - Historic Values
 - Unique Village or Village Enhancing Areas
 - Significant Biodiversity Areas
 - Hudson Riverfront Lands
- b. The current balance of the Community Preservation Fund, as of November 30, 2016, is \$692,365.37.

Saw Kill Watershed Community (SKWC) – Monthly Report
November, 2016 – Brent Kovalchik – RH Village Trustee Representative/Member

- a. A SKWC Meeting was held on November 1, 2016 in the Red Hook Town Hall. The following items were discussed:
 - Presentation by Erin Sommerville (Dutchess County Soil and Water Conservation District) on the Saw Kill Watershed Culvert Inventory Project.
 - Presentation by Megan Lung (NYS DEC HREP) on Connecting the Streams – Aquatic Connectivity and Culvert Prioritization Program.
 - Project Updates including an update on the Astrakhan State University's (Russia) Eco Squad and the SKWC Exchange.

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

- a. A Red Hook Together Meeting was held on November 10, 2016 at the Red Hook Village Building.
 - Members/representatives from Historic Red Hook, Village of Tivoli, Village of Red Hook, and Bard College presented upcoming events and collaborative projects.

INTERMUNICIPAL TASK FORCE (ITF)

1. Red Hook Sewer Project

- a. Meetings were held on November 4, 9, 16 and 18, 2016 in the Red Hook Village Building. Robert Flores (C.T. Male), Doris Balacic-Scheuing, Ed Blundell and Brent Kovalchik attended. The following items were discussed:
 - Completed USDA-RD Funding Application for re-underwriting considerations (response to USDA-RD memo of November 3, 2016). Documents submitted include:
 1. Public Notice of Intent to File an Application (Affidavit of Publication; Poughkeepsie Journal of 11/18/16 and RHV Abstract of Minutes authorizing Village to file an application to USDA-RD of 11/14/16).
 2. Evidence of Public Support (EDC minutes of 11/9/16; Letters of Support from 21 local businesses, property owners in the proposed Sewer Service Area).
 3. Certification of Non Lobbying Activities – Form G (signed by Ed Blundell on 11/11/16).
 4. Identifying and Addressing Conflicts of Interest (signed by Ed Blundell on 11/11/16).
 5. Rate Schedule (Letter of no established schedule-to-date, signed by Ed Blundell on 11/11/16).
 6. Operating Budget – Form 442-7 (signed by Ed Blundell on 11/11/16 and Cindi Chiarella on 11/15/16).
 7. Evidence of Funding Commitments from other sources (NYS EFC Letter of 7/20/15).
 8. Fact Sheet – Form I (11/11/16).
 9. Equal Opportunity Agreement – RD Form ADD-1 (signed by Ed Blundell and Cindi Chiarella on 11/11/16).
 10. Assurance Agreement – Form ADD-4 (signed by Ed Blundell and Cindi Chiarella on 11/11/16).
 11. Certification Regarding Debarment, Suspension and Other Responsibility Matters – Form AD-1047 (signed by Ed Blundell on 11/11/16).
 12. Certification Regarding Drug-Free Workplace Requirements – Form AD-1049 (signed by Ed Blundell on 11/11/16).
 13. Applicant Certification, Federal Collection Policies (signed by Ed Blundell and Cindi Chiarella on 11/11/16).

14. Annual Update Document submitted to NYS Department of Audit (N/A).
 15. Legal Service Agreement (N/A).
 16. Bond Counsel Agreement (N/A).
 17. Fiscal Advisor, Grant Writer or Project Manager Agreement (N/A).
 18. Bond Resolution (approved by RHV Board of Trustees on 6/13/16).
 19. Method of Proceeding from Bond Counsel not requiring Permissive Referendum (email from Hawkin, Delafield and Wood, LLP of 6/2/16).
 20. Estoppel Notice and Affidavit of Publication (Daily Freeman of 6/16/16).
 21. Area of Assessment (from Engineering Report of 6/15).
 22. Resolution authorizing the Mayor to execute USDA-RD Documents (Resolution 9-2015 of 6/13/15).
 23. Estimated Project Budget – Form E (signed by Ed Blundell and Robert Flores on 11/11/16).
 24. Agreement for Engineering Services – Form AD-1048 (signed by Ed Blundell and Robert Flores on 11/16/16).
- Requested permission from Brenda Smith (USDA-RD) to conduct an income survey of residents in the proposed Sewer Project Service Area (11/4/16 – approved by USDA-RD on 11/16/16).
 - Prepare presentation to Sewer Project Service Area/commercial property owners (scheduled for 11/9/16).
 - Submitted Funding Application to George Popp (USDA-RD) on 11/16/16.
- b. The Red Hook Economic Development Committee hosted a stakeholders meeting/public information session on November 9, 2016 in the Red Hook Village Building (see EDC Monthly Report of November, 2016).

The proposed Village of Red Hook Service Area (Phase I) will include the General Business District (GBD) and portions of the R10,000, R20,000 and Neighborhood Mixed – Use (NMU) Districts. The Service Area for Phase I will extend from the north end of Old Post Road/North Broadway to Red Hook Commons and the Emporium on South Broadway. The Service Area will also extend from Linden Avenue/West Market Street to Baxter Road and Tower Road/East Market Street.

2. Red Hook Village Water Project – Phase II

- a. Meetings were held on November 4, 11, 16 and 18, 2016 in 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:
- Status of Prime Electrical Contractor's (Gross Electric) work.
 - Respond to USDA-RD memo of 10/28/16 regarding 2016 AUD – Short Lived Assets.
 - Discussed renewing BAN before 1/8/17 expiration date.

- Respond to USDA-RD memo of 10/27/16 regarding NYS EFC Short-Term Financing draw-downs.
- b. A Phase II Construction Meeting was held on November 16, 2016 in the Red Hook Village Building. Martin Clarke (USDA-RD), George Popp (USDA-RD), Robert Flores (C.T. Male), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
- Status of Prime Electrical Contractor's Work (Gross Electric).
 - AUD sent to USDA-RD on 11/10/16 showing process of complying with GASB-34.
 - Principal and interest payment for Short-Term Financing payable to NYS EFC in January, 2017.
 - Responded to USDA-RD memo of 11/4/16 and 11/10/16 regarding Water Reserve Fund for short-lived assets.
 - Reviewed/coordinated NYS EFC draw-downs (#11 – 17).

3. Intermunicipal Task Force (ITF)

(Brent Kovalchik – Red Hook Village Representative/Member)

- a. The ITF met on November 4 and 18, 2016 in the Red Hook Town Hall. The following items were discussed:
- Proposed Hamlet Business District (Upper Red Hook) uses, bulk regulations and district maps.
 - Water Conservation (WC) District: Reviewed the current permitted and special permitted uses for possible additional uses and consistency with the Town's Comprehensive Plan, Open Space Plan, Historic Landmarks Overlay District, Environmental Protection Overlay District, Local Waterfront Revitalization Program and the Hudson River Historic Landmarks District.
 - Discussed the status of St. Margaret's, Montgomery Place, Red Church (Tivoli) and the Unification Theological Seminary with Town Historian Wint Aldrich.
 - Reviewed and finalized the proposed Town of Red Hook Zoning Ordinance for Solar Photovoltaic Systems.
4. The Village of Red Hook is currently picking up autumn leaves and brush. Village residents are reminded to place leaves in a row along the outside edge of the street. Place brush in separate piles and limit size to 6'x6'x6'.

The last scheduled day for brush and leaf pick-up is Friday, December 16, 2016.

5. The Village's Snow Ordinance is currently in effect from November 1, 2016 through March 31, 2017. No parking is permitted on Village streets from 11:00 pm to 6:00 am and on NYS Highways (Route 199 and Route 9) from 2:00 am to 6:00 am during the same period (re: Local Law #4 of 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).

6. The owner and/or occupant of every building/lot in the Village, with an adjoining sidewalk, shall remove snow and ice within 24 hours of a snowstorm (re: RHV Local Law #1-199, Section 165-1). At the direction 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 165-48).
7. Dutchess County Department of Planning and Development notified the municipalities (Town of North East, Town of Milan, Town of Rhinebeck, Town of Red Hook, Town of Pine Plains, Village of Millerton, Village of Rhinebeck, Village of Tivoli, and Village of Red Hook) that 2016 Municipal Consolidation and Shared Services Grant requests were not awarded for shared highway equipment (skid steer and trailer, self contained sweeper truck, crack sealing machine and a jet vac truck) on November 15, 2016.

The 2016 Municipal Consolidation and Shared Services Grant requests from PANDA TV23 (expansion and delivery of shared services for the Town of Rhinebeck, Town of Red Hook, Village of Rhinebeck, Village of Tivoli, and the Village of Red Hook) and the Grant request from the Town of Red Hook (Challenger Field and Infrastructure-shared recreation expansion) were also not awarded (re: letter from DCDoP&D of 11/15/16).

8. The Village of Red Hook received a letter, of December 2, 2016, from Annandale Construction Corp. strongly recommending that residents and businesses who have had recent repairs to sidewalks due to water repairs, that salt and/or calcium products not be used for de-icing. If used, these products can cause significant deterioration of the concrete and that the responsibility for avoiding this damage remains that of the property owner or their representatives.

This recommendation is applicable to residents in the southwest quadrant of the Village who received sidewalk improvements during Phase II of the Village's Water System Improvement Project.

9. There was no sale of scrap metal during the month of November, 2016. 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.

VILLAGE GREEN

10. The current balances of the Village Green Committee’s related budget accounts, as of November 30, 2016, are as follows:

- Community Beautification – Contractual Expenses (#8510.4)
Balance \$ 1,104.73

- Shade Tree – Contractual Expenses (#8560.4)
Balance \$ 8,300.00

- Village Green Committee Checking Account
Balance \$ 4,136.88

11. There were no Village Green Committee Meetings held during the month of November, 2016.

Clerk Chiarella stated she will submit resolution for the March 21, 2017 elections in January. There are two trustee positions up for election both of which are 4 year terms. Independent nominating petitions can start to be signed January 3rd and must be submitted to the Clerk between February 7th – 9th.

Mayor Blundell stated the Village budget is at the 6 month mark and is on target as projected. Also, the State Comptrollers submitted a budget increase of 0.93 % which will increase our funds by approximately \$10,000.

Red Hook Fire Department – Mayor Blundell has been in contact with the FD and has received requested information in regards to break down of calls. This will be reviewed at the workshop. The Town of Red Hook has finalized their contract with the Fire Department.

Mayor Blundell stated he met with NYS DOT in regards to the Federal Consolidated Appropriations Act (CCA) of 2016 to improve ADA access to pedestrian facilities. \$ 88,000 has been allocated to the Village of Red Hook. Mayor Blundell made a motion to schedule a public hearing for January 9, 2017 in regards to the funding grant. Trustee Trapp seconded this motion. All were in favor.

Mayor Blundell met with DWWA in regards to the sale of water to Hoffman Projects. These discussions will continue until an agreement has been fully executed.

Mayor Blundell 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 8 PM. Mayor Blundell seconded this motion. All were in favor.

Submitted by

Cynthia Chiarella
Clerk/Treasurer