

**Village of Red Hook
Monthly Board Meeting
January 9, 2017
7:00 PM**

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

PUBLIC HEARING – FAST GRANT

The grant is from NYS DOT but involves Federal monies. We are awarded \$ 88,000 for pedestrian crosswalk upgrades and ADA ramp upgrades. Mayor Blundell attended a preliminary meeting at DOT in Poughkeepsie. The initial proposal was submitted. An RFQ for Engineering Firms must go out to bid. Trustee Trapp will help in the application process.

George Beekman, meeting attendee, is not in favor of the grant.

The public hearing was duly advertised in our paper of record.

Mayor Blundell made a motion to close the public hearing. DM Kovalchik seconded this motion. All were in favor.

REGULAR MONTHLY MEETING

7:11 PM Mayor Blundell opened the regular monthly board meeting with the Pledge of Allegiance.

Mayor Blundell made a motion to approve minutes from December 12th and 15th, 2016. Trustee Trapp seconded this motion. All were in favor.

TREASURER’S REPORT

Clerk/Treasurer read the following Treasurer’s Report:

ACCOUNT BALANCES

General Fund	\$ 461,386.79
Water Fund	\$ 14,837.98
T & A	\$ 32,679.03
Material Mgt.	\$ 8,393.84
Petty Cash	\$ 32.20
Village Green	\$ 4,136.88
Hardscrabble	\$ 6,241.14
Health Ins.	\$ 7,994.86
Capital Projects	\$ 00.00

MONTHLY EXPENSES

General Fund	\$ 115,783.63
Water Fund	\$ 14,713.71
Trust & Agency	\$ 32,679.03
Material Mgt.	\$ 3,866.80

Trustee Trapp made a motion to accept the Treasurer's Report as submitted. Trustee Norris seconded this motion. All were in favor.

Mayor Blundell stated at this time in the fiscal year most line items are on target. The Hardscrabble fund is reported each month and he reminded all that this is funded by sponsorships along with and the Town of Red Hook for \$ 2000 and the Village of Red Hook for \$ 2000. It is a central event to promote the Village, provide free, world class entertainment for residents and visitors.

POLICE

Mayor Blundell read the following Police report as submitted:

362 incidents, 113 UTT's, 25 Arrests

Mayor Blundell stated there will be our annual Workplace Training at the Village Hall at 11:30 AM. This is for all staff.

PLANNING/ZONING

Trustee Trapp read the following planning and zoning report as submitted:

2 building permits, 3 certificates of occupancy, 1 certificate of compliance, 4 municipal searches. \$ 475.00 was collected in fees.

Trustee Trapp stated he submitted a building fee schedule to be reviewed and comments to be made in regards to increasing the fees at the next workshop.

WATER

Trustee Zacharzuk read the following water report as submitted:

- During the month of December the water treatment plant treated 7,151,000 gallons of water at an average rate of 230,000 gallons per day
- The plant used 55 gallons of liquid Hypochlorite solution at an average rate of 1.77 gallons per day
- In December 2015 the plant treated 7,738,000 at an average rate of 249,000 gallons per day
- Chemical feed pump A, which injects liquid hypochlorite into the raw water intake was switched out for regularly scheduled maintenance and cleaning on December 21st, and was replaced with Chemical Feed Pump B. chemical Feed Pump A was cleaned, serviced in house, and returned to rotation.

CONSERVATION TIP:

When running the hot water tap and waiting for the hot water to arrive, catch the water in a pitcher for drinking or watering house plants. Over the course of a quarter, it does add up to savings.

FACILITIES –

Mayor Blundell queried Zacharzuk about availability to attend an LED street light session webinars are available as well. Steve will take in the webinar and report back.

MATERIALS MANAGEMENT

For the month of December, we sold \$3107.50 in garbage tags and paid \$1030.01 in tipping fees. We had 9.78 tons of garbage and 5.65 tons of single stream recycling.

Our annual e-waste event will be Saturday, January 14 at the Red Hook Recycling Center. Allowable e-waste includes televisions, monitors, computers, keyboards, cables, power cords, telephones, fax machines, scanners, printers, cell phones, VCR/DVR/DVD players, digital music players, digital converter boxes, cable or satellite receivers, electronic or video game consoles. There will be a \$20 charge for old TVs. We have limited home pick-up available, call either the Village Hall or Town Hall for details. This event is held with the Town of Red Hook, Village of Red Hook, and the Bard Center for Civic Engagement, who provides volunteers for the day.

LIBRARY

The Library has a new director, Dawn Jardine, who is taking over for Erica Freudenberger, who has moved on to the Southern Adirondack Library System, handling outreach and adult literacy.

The new Community Room on the 3rd level for quiet study will be open several hours each day. The times will vary depending on programming needs and staffing. Food and drink are welcome in this room. Feel free to call and ask if the room is open before heading over. 758-3241.

Starting this week they have two additional kids' programs each week. Kidology, a science based program for preschoolers at 10:30 am on Tuesdays, and Homeschool Library for ages 6+ at 10:30 on Thursdays.

The 15th Annual RHPL Trivia Contest is at 1 pm on Sunday the 29th at Cancun. Teams are \$75 for 5 people and \$90 for 6. Register with Karen Sipperley at sippinredhook@aol.com or 758-0277. She can help you find a team if you need one. Doors will open at 12:15

Bard College- Zev Fogelman President of Student Government – students are more involved with volunteer groups and will help the Village with the electronic waste disposal.

Election Day is March 21st from 12 noon to 9PM at the Village Hall. Voting will done by paper ballot.

RESOLUTION 1-2017

Whereas the Village of Red Hook Board of the Village of Red Hook, is declaring there will be no registration day for the March 21, 2017 Village Board Elections as per Election Law 15-118-(3)

Mayor Blundell made a motion to approve resolution 1-2017 as submitted. Trustee Trapp seconded this motion. Discussion by Blundell pointed out that the Village utilizes the County registration process and voter rolls. All were in favor.

RESOLUTION 2-2017

Whereas, as per Election Law 15-104(3) the Board of Trustees of the Village of Red Hook will hold a Village Election on March 21, 2017 at the Village Hall, 7467 South Broadway, Red Hook NY between the hours of 12:00 noon and 9PM – Also to appoint Arie Drewes and Claire Mc Arthur as election inspectors.

Mayor Blundell made a motion to approve resolution 2-2017 as submitted. Trustee Trapp seconded this motion. All were in favor.

Mayor Blundell stated the Clerk runs the elections and all voters must be a US Citizen and live in the Village. Mayor Blundell authorizes Clerk Chiarella to call upon the Village Counsel with any questions in regards to the March elections.

Clerk Chiarella stated petitions should be submitted between February 7-14, 2017.

Mayor Blundell stated budget meetings will start soon. Department heads have been asked to submit needs/requests by early February. Village Fund balance is improving but still the tax cap range is a factor in our planning. Fund balance should be 15% above operating budget.

RESOLUTION 3-2017

JCB BACKHOE PURCHASE –
FUNDING STATEMENT WITH RESOLUTION – Line of Credit and Loan

Whereas the Village of Red Hook Board has researched and reviewed options, and has previously agreed to replace the old Terex backhoe with a new JCB backhoe at a cost of \$86,297.99, rounded to \$86,300;

Whereas the trade-in value and unreserved fund balances will be applied to the purchase cost as follows;

\$ 86,300 Purchase Cost
-\$16,000 - Trade In Allowance
-\$25,000 – Unreserved Fund Balance – General Fund
-\$ 5,000 - Unreserved Fund Balance – Water Fund
-\$ 9,000 - CHIPS/PAVE NY Fund 2016-17 FY, A5110.3;

Leaving a balance of \$31,300 that will be borrowed from Salisbury Bank at:

Five year (5) option of \$31,300 at 2.45% interest = Annual payment of \$6,734.67.

First payment will be due January 31. 2018, in the next fiscal year.

Whereas the Village also has a line of credit with Salisbury at 1.88% interest;

Therefore, be it resolved the Village Treasurer is authorized to move the above listed amounts from the unreserved fund balances to fund the purchase along with the \$9,000 allocated from budget line 5110.3 to fund the purchase. And, the \$31,300 balance will be borrowed from Salisbury Bank. And further resolved, the Mayor and/or Treasurer are authorized to exercise the line of credit up to the amount of the purchase contract, \$86,297.99, less the trade in for

ease of conveyance. If the line of credit option is utilized, then the Village will transmit the amounts of the fund transfer to pay down the line of credit accordingly and borrow the \$31,300 from Salisbury Bank for the five year loan.

Mayor Blundell made a motion to approve resolution 3-2017 with a 5 year option. DM Kovalchik seconded this motion. All were in favor.

VILLAGE OF RED HOOK
VILLAGE GREEN COMMITTEE (VGC)

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

- Community Beautification – Contractual Expenses (#8510.4)
Balance \$ 2,704.73

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

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

2. There were no Village Green Committee Meetings held during the month of December, 2016.

3. The Tree City USA 2016 Application for Certification is currently being prepared by the Village Green Committee. Applications are due by December 30, 2016.

4. Applications for the NYS DEC Environmental Protection Fund Grants are currently being accepted for urban and community forestry projects throughout neighborhoods and parks to provide environmental, economic, social benefits, and improved quality of life for New York urban residents. Communities may request from \$11,000.00 to \$75,000.00, depending on municipal population.

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

- a. There were no EDC Meetings held during the month of December, 2016.

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

- a. The ZRC Meeting was held on December 8, 2016 in the Red Hook Town Hall. The following items were discussed:
 - A draft of the Red Hook (Town) Food Truck Zoning Regulations were submitted to the Red Hook Town Board.

- The Red Hook Town Board reviewed the draft zoning regulations and offered comments, from both the Board and public, for further consideration by the ZRC on December 13, 2016.

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

- a. There were no CPF Advisory Board Meetings held during the month of December, 2016.
- b. The current balance of the Community Preservation Fund, as of December 31, 2016, is \$717,695.00.

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

- a. A SKWC Meeting was held on December 6, 2016 at the Red Hook Town Hall. The following items were discussed:
 - Presentation by Nathaniel Nardi-Cyrus (Scenic Hudson Land Stewardship Coordinator) entitled: “Growing Healthy Stream Buffers”. Review of the “Trees for Tribs” program that assists volunteers to plant trees along the banks of streams to protect them from pollution and to enhance wildlife habitat. To date, the program has accomplished:
 - McKeon Farm – 100 trees along the Saw Kill
 - Saw Kill Farm – 76 trees along the Saw Kill
 - RH Town Rec. Park – 54 trees along the Saw Kill
 - Rose Hill Farm – 120 trees/shrubs along the Saw Kill
 - Education/Outreach/Citizen Science updates including events, stream walks, and exchange programs.
 - State of the Saw Kill presented by Gabriel Perrone, Karen Schneller-McDonald and Eli Dueker. The presentation included studies for salt, bacteria, nitrates and pharmaceuticals in the Saw Kill and tributaries; process to re-classify (DEC) the Saw Kill; and status of the Source Water Assessment Program.

Northern Dutchess Alliance (NDA) – Monthly Report
December, 2016 – Ed Blundell and Brent Kovalchik – RH Village Board of Trustees Representatives

- a. A Meeting was held on December 23, 2016 at the Red Hook Village Building with Michele Greig (NDA Project Director). Ed Blundell and Brent Kovalchik attended. The following items were discussed:
 - Review of projects, including Historic/Scenic Resources, Farm-to-Table, and Breweries/Distilleries driving tours.
 - Discussed what the Village of Red Hook would like the NDA to consider in future projects (i.e. economic development, pooled resources/data for CFA Applications, tourism/group promotion, etc.).

- a. A holiday party and meeting was held on December 1, 2016.

HIGHWAY DEPARTMENT

1. 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 6/19/14; 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).
2. 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).
3. It is strongly recommended that residents and businesses who have had recent repairs (within the last 12 months) 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 it is the responsibility of the property owner, or their representative, to avoid this damage.

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

4. Scrap metal was sold (payment received) on December 13, 2016, for \$328.00 and on December 23, 2016 for \$716.18. The combined amount received during the month of December, 2016 is \$1,044.18. Total revenue generated for FY2016-2017 is \$2,410.63. Since inception of the Scrap Metal Recycling Program in September, 2007, \$21,658.65 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). Highway Department personnel will assist property owners by picking up scrap metal upon request.

5. Red Hook Sewer Project

- a. December 1, 2016 – An application for the Dutchess County Partnership for Manageable Growth Program was submitted to Dutchess County Water and Wastewater Authority. The Village of Red Hook requested \$500,000.00 for the construction of the Red Hook Sewer Project.
- b. December 2, 2016 – A meeting was held with George Beekman to review and discuss the proposed Red Hook Sewer Project. Ed Blundell, Robert Flores and Brent Kovalchik attended.
- c. December 2, 2016 – Red Hook Commons transfer of ownership of the Red Hook Commons Sewage Works Corporation and future development status of Red Hook Commons – Phase III. Victoria Polidoro (Rodenhause Chale LLP), Pete Setaro (Morris Associates), Robert Flores (C.T. Male), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
 - Reviewed proposed subdivisions.
 - Discussed additional escrow requirements.
 - Discussed possible future sewer connections, sewer district formation for Anderson Commons.
- d. December 9, 2016 – A conference call was conducted at the Red Hook Village Building with Victoria Polidoro to discuss the transfer of ownership and land/treatment plant conveyance of the Red Hook Commons Sewage Works Corporation to the Village of Red Hook. Ed Blundell and Brent Kovalchik participated.
- e. December 14, 2016 – A conference call was conducted at the Red Hook Village Building. Victoria Polidoro, Ken Kearney (Kearney Realty Group), Pete Setaro (Morris Associates), Robert Flores, Ed Blundell and Brent Kovalchik participated. The following items were discussed:
 - The process and time lines for the conveyance of land and the existing WWTP of the Red Hook Commons Sewage Works Corporation to the Village of Red Hook (Sewer Project).
 - Capital and O&M costs for Red Hook Commons Phase I and Phase II.
 - Status and scope of Red Hook Commons – Phase III.
 - Possible future subdivision of Red Hook Commons property, not conveyed to the Village of Red Hook (Sewer Project).
 - Possible future Part-County Sewer District formation and connections to the Village of Red Hook Sewer Project.
- f. December 16, 2016 – A meeting was held at the Red Hook Village Building to discuss a request for funding for the Red Hook Sewer Project from the New York State Municipal Utilities Grant Program. A request of \$200,000.00 will be submitted to NYS Senator Sue Serino to connect the Red Hook Firehouse to the Village of Red Hook Sewer Project.
- g. December 21, 2016 – A conference call at the Red Hook Village Building with John Helgrin (State Engineer, USDA-RD) was conducted to address comments of the

March 3, 2016 memo from USDA-RD regarding the Preliminary Engineering Report. Robert Flores, Ed Blundell and Brent Kovalchik participated.

- h. December 21, 2016 – A conference call at the Red Hook Village Building with George Popp (Area Specialist, USDA-RD) was conducted to discuss the status of the Village’s funding application and re-underwriting of the Preliminary Funding Estimate. Robert Flores, Ed Blundell and Brent Kovalchik participated.
- i. December 23, 2016 – A conference call at the Red Hook Village Building with Brenda Smith (Acting Director, USDA-RD Syracuse State Office) and George Popp. Robert Flores, Ed Blundell and Brent Kovalchik participated. The following items were discussed:
 - Response to John Helgrin (State Engineer, USDA-RD) of 12/21/16 regarding reconciliation of EDUs.
 - Resolve discrepancies in original and revised USDA-RD Form A.
 - Review current 2016 fourth quarter interest rates for USDA-RD Intermediate Rate Loans.
- j. December 29, 2016 – The Village of Red Hook received a USDA-RD Letter of Conditions Wastewater Application for the Village of Red Hook Wastewater Treatment Plant and Collection Project (CFDA Number – 10, 760).
 - Form RD 1942-46, “Letter of Intent to Meet Conditions” (signed by Ed Blundell; emailed to USDA-RD on 12/29/16).
 - Form RD 1940-1, “Request for Obligation of Funds” (signed by Ed Blundell; emailed to USDA-RD on 12/29/16).

The Letter of Conditions establishes conditions which must be understood and agreed to by the Village of Red Hook. These include:

- Section I – Project Detail (items 1-3)
 - USDA-RD Agency Loan: \$3.7 million at a rate of 1.875% interest for a 38 year term.
 - USDA-RD Agency Grant: \$1.2 million.
 - Section II – Loan and Grant Terms (items 4-9)
 - Section III – Requirements Prior to Advertising for Bids (items 10-24)
 - Section IV – Requirements Prior to Start of Construction (items 25-30)
 - Section V – Requirements Prior to Loan Closing (items 31-32)
 - Section VI – Requirements During Construction and Post Construction (items 33-40)
 - Section VII – Servicing Requirements During the Term of the Loan (items 41-49)
 - Section VIII – Remedies for Non-Compliance
- k. December 30, 2016 – A letter from NYS Senator Sue Serino was sent to New York State Officials supporting the Village of Red Hook’s application for \$1.19 million from the New York State Water Infrastructure Improvement Act: Water Grant Funding – Round III (CWSRF Project #C3-5387-01-00: WWTP and Collection System Improvements).

6. Red Hook Village Water Project – Phase II

- a. December 7, 2016 – A meeting was held at the Red Hook Village Building to discuss and review the American Iron and Steel (AIS) requirements for the Red Hook Water

Storage Tank Replacement and Distribution Upgrades project (Water Project – Phase II). Druanne Cote (Cadmius Group), Jorge Medrano (Environmental Engineer, US EPA Headquarters), Brock Rogers (Public Health Engineer, NYS DOH), Dave Bradley (Deputy Director – Engineering, NYS EFC), Ron Miller (Engineer, DC DOH), David Mineau (Jersen Construction Group), Robert Flores (C.T. Male), Ed Blundell and Brent Kovalchik attended. The following items were discussed:

- Review construction permits, project scope, estimated budget and time lines.
- American Iron and Steel (AIS) products used in the project (pipes, valve boxes/covers/risers, hydrants, tanks, drainage grates, castings (metal mesh in concrete), etc.).
- Specific waivers to AIS requirement.
- Confirm any national waivers (Plans and Specification Waiver, DeMinimis Waiver) are in project files if used.
- Review contractor agreements from bid documents where AIS provisions are mentioned.
- Toured the project site and photos taken of visible iron and steel products.

Projects funded by CWSRF and DWSRF using products made primarily of iron or steel that are permanently incorporated into the public water system or treatment works must comply with AIS requirements.

The EPA will provide a summary, based on components subject to AIS requirements. Red Hook Village/Jersen Construction Group submissions and photos of the construction site.

b. December 7, 2016 – A Phase II Construction Meeting was held at the Red Hook Village Building. David Mineau (Jersen Construction Group), Robert Flores, Ed Blundell and Brent Kovalchik attended. The following items were submitted:

- EJCDC (Engineers Joint Contract Document Committee) Contractor’s Application for Payment #9 (12/6/16).
 - Original contract price \$3,045,766.00
 - Net change by Change Orders \$ 106,834.60
 - Current contract price \$3,152,600.60
 - Amount due this application \$ 10,000.00
(retainage balance)
- AIA Document G706-1994: Contractor’s Affidavit of Payment of Debts and Claims for Contract 4G General Contractor.
- AIA Document G706A – 1994: Contractor’s Affidavit of Release of Liens (Subcontractors).

7. 2015 CDBG

a. A meeting was held on December 16, 2016 at the Red Hook Village Building. Anne Sailor (DCDoP&D), Robert Flores (C.T. Male), Bret Smith (C.T. Male) and Brent Kovalchik attended. The following items were discussed:

- Review comments from the DC Comptroller’s Office regarding Change Order #1 from Upstate Concrete and Masonry.
- Review work schedules for work at the Red Hook Firehouse from 5/16/16 – 5/20/16.

- Review RHCS D testing schedule and correspondences.
- Review pay stubs and Labor Certificates from Upstate Concrete and Masonry.
- Review procedures and documentation for review by DC Comptroller.

8. Intermunicipal Task Force (ITF)

(Brent Kovalchik – Red Hook Village Representative/Member)

- a. The ITF met on December 2, 9, 16 and 30, 2016 at the Red Hook Town Hall. The following items were discussed:
 - Review historical background of the ITF.
 - Discuss the status of the Red Church (Tivoli) and St. Margarets (Town of Red Hook).
 - Reviewed the status of the RHT WC District, Incentive Zoning provisions, Formula Business Regulations, proposed Red Hook Food Truck Zoning Regulations and proposed Zoning Ordinance for Solar Photovoltaic Systems.
 - Review and discuss the proposed Hamlet Business District to replace the current B-1 District in Upper Red Hook. Discussions include uses, possible form-based zoning, architectural standards and split zoning.
 - Reviewed the status of the Village of Red Hook Sewer Project.

Red Hook Fire Department – contract talks continue – the Town has finalized their contract with a 4% increase on Year 1 and no change in year 2..

Mayor Blundell made a motion to enter into executive session for personnel at 8:20. Trustee Zacharzuk seconded this motion. All were in favor.

Mayor Blundell made a motion to reconvene from executive session at 8:55 pm. DM Kovalchik seconded this motion. All were in favor.

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 9:00 pm. Trustee Norris seconded this motion. All were in favor.

Submitted by

Cynthia Chiarella
Clerk/Treasurer