

**Village of Red Hook
Monthly Board Meeting
February 13, 2017
7:00 p.m.**

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

REGULAR MONTHLY MEETING

7:00 PM Mayor Blundell opened the regular monthly board meeting with the Pledge of Allegiance.

BARD UPDATE: Hasani Gunn of the Bard College provided the Board with an update on student government interaction with on-campus resident students.

RHFD: Robert Streib addressed the Board on behalf of the RHFD and asked to present plans for updates to the Fire Department building for Planning Board approval. Mayor Blundell suggested he return at the 2/16 Workshop meeting to discuss the fire contract and obtain Planning Board application permission from the Board.

Mayor Blundell made a motion to approve minutes from January 9th and 19th , 2017. Trustee Norris seconded this motion. All were in favor.

TREASURER'S REPORT

Mayor Blundell read the following Treasurer's Report in the absence of Clerk/Treasurer Chiarella:

ACCOUNT BALANCES:

General Fund	\$401,316.42
Water Fund	\$140,610.58
Trust & Agency	\$33,251.28
Materials Mgmt.	\$7,560.38
Petty Cash	\$32.20
Village Green	\$4,136.88
Hardscrabble	\$6,439.34
Health Insurance	\$4,601.98
Capital Projects	\$0.00

MONTHLY EXPENSES:

General Fund	\$129,595.79
Water Fund	\$59,438.37
Trust & Agency	\$33,251.28
Materials Management	\$4,029.99

SEWER UPDATE

DM Kovalchik read items 1. a.), b.) and c.) from the January meeting's ITF report. Mayor Blundell reviewed a power point on the Sewer. Robert Flores of CT Male briefly discussed security and monitoring plans. Mayor Blundell made a motion to discuss the following resolution, read by Trustee Trapp. DM Kovalchik seconded the motion.

Resolution #4, 2017

Municipal Sewer Project – Phase 1 – Engineering Contract & Related Costs

Whereas the Village of Red Hook has secured a Letter of Commitment from USDA-RD, dated 12/29/2017 that includes funding of \$4.9 million for the Sewer Project in the form of a \$3.7 million loan (38 years at 1.875% interest) and a \$1.2 million grant;

Whereas the Village of Red Hook has secured short-term financing commitment from New York State Environmental Facilities Corporation(NYS EFC) for \$4.9 million at 0% interest, dated January 19, 2017;

Whereas the Village now has to incur expenses to take the next required steps in the sewer project; namely preparing a Map and Plan Report, requisite legal/engineering analysis and related costs for the site plan work for a transfer of ownership of the Red Hook Commons Sewage Works Corporation and existing sewer plant to the Village of Red Hook and development of the Sewer Code for insertion into Village code;

Whereas the engineering firm of CT Male and Associates was selected by RFP process and the law firms of McCabe and Mack, LLC and Rodenhausen Chale, LLC have been selected;

Whereas, CT Male and Associates has submitted an engineering contract for the sewer project with phased billing increments and said contract has been reviewed by counsel to the Village of Red Hook;

Therefore, be it resolved that the Mayor of the Village of Red Hook is authorized to sign the contract with CT Male and Associates so that they can conclude the work on the Map and Plan Report, as well as continue other required tasks for this the project and that related costs will be submitted to NYS EFC for reimbursement.

Secondly, the project will involve legal work by McCabe & Mack LLC and Rodenhausen Chale LLC and their fees will be paid, upon review, from the short-term NYS EFC funds.

Be it further resolved that any other required documents related to the engineering and legal fields can be completed by the Mayor. Costs incurred and paid, under the funding mechanisms available to the village, require authorization by the Mayor and normal voucher approval procedures.

After brief discussion, Mayor Blundell put the resolution to a vote.

Mayor Blundell – Aye
DM Kovalchik – Aye
Trustee Norris – Aye
Trustee Trapp – Aye
Trustee Zacharzuk - Aye

POLICE

Mayor Blundell read the follow Police report as submitted:

321 incidents, 118 UTT's, 23 Arrests

PLANNING/ZONING

Trustee Trapp read the following Planning and Zoning report as submitted:

11 building permits, 5 certificates of occupancy, 2 certificates of compliance, 2 municipal searches. \$3,500.00 was collected in fees.

Trustee Trapp said there is still progress being made with the reviewed and updated fee schedule.

WATER

Trustee Zacharzuk read the following report as submitted:

Due to a minor IT issue with the SCADA computer, only 27 days' worth of flow data was recorded. The issue has been repaired, and the public health official has been kept informed.

From January 1 to January 27 the water treatment plant treated 6,276,000 gallons at an average rate of 232,000 gallons per day.

During the entire month of January, the water treatment plant used 55 gallons of liquid hypochlorite solution to disinfect the water supply at an average rate of 1.77 gallons per day.

On January 31, the original pump from Well 15 was put back into service after repair. It had been taken out of service on November 15, 2016.

Trustee Zacharzuk questioned the problem with the computer and would like more information. Mayor Blundell indicated the operator told him that the computer “froze” but not in the literal sense. It had locked up and stopped recording data.

Talk led to our work to get a Clean Energy Community designation and Blundell asked Zacharzuk to review an older energy audit we did since that will be helpful. Trustee Zacharzuk will look for his audit energy utilities. Will check back on the findings.

MATERIALS MANAGEMENT

Trustee Norris read the following report:

For the month of January, we sold \$3950 in garbage tags and paid out \$1367.40. We had 6.14 single stream and 11.76 tons of garbage. Of note, we are now being charged for single stream recycling at \$20 a ton. We had our annual electronic recycling event, which was held with the Town of Red Hook CAC and Bard Center for Civic Engagement. We do not have the numbers yet for the amount recycled.

EVENTS

We are working on the Spring Egg Scramble, which will be Saturday, April 8 at 11am, with a rain date April 15.

LIBRARY

The library is looking to start a home delivery service for those who need it.. Both volunteers and patrons will have a short form to fill out and there will be a brief orientation for new drivers. Deliveries will be every 3 weeks and patrons may borrow books, audio books, music, and most DVDs. Please refer all questions to Amy or Dawn at the library. 758-3241.

They have programming for children every weekday at 10:30 now.

Their annual Reptiles and Raptor show (Bill Robinson's Wild World of Animals) will be held at the Community Center at 6:30 pm on Friday February 17th.

HIGHWAY DEPARTMENT

DM Kovalchik read the following reports:

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 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).

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).

It is strongly recommended that residents and businesses who have had recent repairs (within the last 9 months) to sidewalks due to water repairs, or who reside in the southwest quadrant of the Village who received sidewalk improvements/repairs during Phase II of the Village Water System Improvement Project, that salt and/or calcium products not be used for de-icing. If used, these products can cause significant deterioration of the concrete. It is the responsibility of the property owner, or representative, to avoid this damage.

There were no sales of scrap metal during the month of January, 2017. 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 businesses 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.

INTERMUNICIPAL TASK FORCE (ITF)

1. Red Hook Sewer Project

- a. Meetings were held on January 4, 6, 13, 20, 23 and 27, 2017 in the Red Hook Village Building. Robert Flores (C.T. Male), Ed Blundell, Doris Balacic-Scheuing and Brent Kovalchik attended. The following items were discussed:
 - Review and calculate sewer-use rates including annual capital cost and first year operating/maintenance cost per Benefit User (BU)/Equivalent

Dwelling Unit (EDU) based on USDA-RD financing (re: USDA-RD Letter of Conditions – 12/29/16).

- Review scenarios/planning for sewer main locations.
 - Review/revise Exhibit C – Estimated Project Cost, completed “Recipients” Account Information (Attachment #5) and Exhibit B as requested by NYS EFC (re: NYS EFC memo of 1/10/17). Revised copies sent to NYS EFC on 1/12/17.
 - Responded to NYS EFC request (re: NYS EFC memo of 1/5/17) regarding Lead Agency Solicitation Letters on 1/6/17.
 - Determine Benefit Unit Zones for the Red Hook Sewer Project and calculate annual revenue projections for users in the Sewer Service Area.
 - Review/revise Draft Map, Plan and Report.
 - Review/revise Draft Water Consumption Rate (based on 2016 water meter readings/property) of users in the Sewer Service Area.
 - Review/revise the MWBE Utilization Plan as per NYS EFC request (re: NYS EFC memo of 1/30/17), Proof of Estoppel (re: NYS EFC memo of 12/5/16).
- b. January 13, 2017 – A meeting was held in the Red Hook Village Building to review documents and procedures for conveyance of land and existing treatment plant of the Red Hook Commons Sewage Works Corporation and to review Red Hook Commons Phase III future subdivision. Victoria Polidoro (Rodenhausen Chale LLP), Robert Flores (C.T. Male), Ed Blundell and Brent Kovalchik attended.
- c. January 13, 2017 – A meeting was held in the Red Hook Village Building to discuss the proposed “Local Law Regulating Use of Public and Private Sewers and Maintenance of Said Sewers” Law of the Village of Red Hook (a/k/a Sewer Use Law). Rich Olsen (McCabe and Mack LLP), Robert Flores, Ed Blundell and Brent Kovalchik attended.
- d. January 20, 2017 – A meeting was held in the Red Hook Village Building to review the agenda and format of an informational/stakeholders meeting to be sponsored by the RHACoC at the Black Star Social on February 1, 2017. Kevin Mowrey (President, RHACoC), Robert Flores, Ed Blundell and Brent Kovalchik attended.
- e. January 20, 2017 – The Village of Red Hook received notification that the NYS EFC Loan Committee met on January 19, 2017 and awarded the Village of Red Hook a \$3.7 million dollar, 0% interest, short term loan for the Red Hook Sewer Project (re: NYS EFC email of 1/20/17).
- f. January 23, 2017 – A conference call was held in the Red Hook Village Building. Brenda Smith (Acting Director, USDA-RD/Syracuse), Robert Flores, Ed Blundell and Brent Kovalchik participated. The following items were discussed:

- Adjustments to O&M anticipated (re: Form A of 3/4/16).
 - Review of cost per EDU (Map, Plan and Report – draft).
 - Comparative costs to determine USDA-RD target cost per EDU.
 - Fees and rates necessary to cover USDA-RD debt obligation, operating/maintenance costs, and short-lived asset reserve accounts.
- g. January 23, 2017 – U.S. Senators Chuck Schumer and Kirsten Gillibrand announce that the Village of Red Hook received a \$1.2 million grant and a \$3.7 million federal low interest loan (1.875% of 38 year term).
- h. Articles appeared in the following newspapers regarding the USDA-RD financing package for the Red Hook Sewer Project.
- January 23, 2017. “Village of Red Hook to receive federal assistance for sewer system, wastewater treatment plant” – Daily Freeman.
 - January 24, 2017. “Red Hook Sewer System? Maybe, but state grants still sought” by John Ferro – Poughkeepsie Journal.
 - January 25-31, 2017. “Village of Red Hook secures \$1.2M grant for wastewater treatment project” by Stacey van den Thoom – Northern Dutchess News.
- i. January 27, 2017 – A conference call was held in the Red Hook Village Building. George Popp (USDA-RD), Robert Flores, Ed Blundell and Brent Kovalchik participated. The following items were discussed:
- Review Letter of Conditions (12/29/16).
 - Reasonable Comparative Costs of Similar Systems.
 - Terms to complete project in 5 years from 12/29/16.
 - Review “Positive Program to Encourage Connections”.
 - Provisions for cost coverage contingencies.

2. Red Hook Village Water Project – Phase II

- a. January 6, 2017 – A conference call was held in the Red Hook Village Building. George Popp (USDA-RD), Robert Flores, Ed Blundell and Brent Kovalchik participated. The following items were discussed:
- Principal and interest payments for Short-Term NYS EFC loan.
 - Status of Payment Applications for Gross Electric (Prime Electrical Contractor), Preparation and adjustment to USDA-RD Form E (#9), EFC Draw (#17), USDA-RD Form E (#14) and EFC Draw (#18).
- b. January 20, 2017 – A conference call was held in the Red Hook Village Building. George Popp (USDA-RD), Robert Flores, Bret Smith (C.T. Male), Ed Blundell and Brent Kovalchik participated. The following items were discussed:
- Response to USDA-RD emails regarding Form E #3 and 4 and NYS EFC Draws #12 and #13 (re: USDA-RD emails of 12/16/16 and 1/20/17).

- Review and signatures of Payment Application for USDA-RD pick-up on 1/26/17 by USDA-RD from the Red Hook Village Building.
 - EJCDC Contractor’s Application for Payment #1 signed by Robert Flores and Ed Blundell on 1/20/17 (application date 11/30/16).
 - Original Contract Price \$111,787.00
 - Current \$111,787.00
 - Amount Due to Date \$ 96,171.25
 - Balance to Finish
Plus Retainage \$ 15,615.75
 - AIA Document G702-1992: Application and Certificate for Payment signed by Gross Electric on 1/6/17 and Robert Flores on 1/20/17 for the following work under the Prime Electric Contract.
 - Mobilization
 - Demo, and temp. power
 - Booster pump control panels #1 and #2
 - Site conduit/wire
 - Control conduit/wire
 - SCADA Termination and Coordination
 - Electric for Tank Pump
- c. January 27, 2017 – A conference call was held in the Red Hook Village Building. George Popp (USDA-RD), Robert Flores, Ed Blundell and Brent Kovalchik participated. The following items were discussed:
- NYS EFC Principal/interest payments.
 - USDA-RD inspection of Red Hook Village Well Field – Prime Electrical Contractor’s Work.
 - Lien releases, bond resolutions, and other documents necessary for Final Payments (G706, G707, etc).

3. Intermunicipal Task Force (ITF)

(Brent Kovalchik – Red Hook Village Representative/Member)

- a. Meetings were held on January 6, 13, 20 and 27, 2017 in the Red Hook Town Hall. The following items were discussed:
- Review the status of the Village of Red Hook Sewer Project.
 - Review of the proposed Town of Red Hook Zoning Ordinance for Photovoltaic Systems regarding commercial solar farms (location, maximum size, screening, viewshed and prime state-wide important soils, NY Ag/Markets’ provisions).
 - Review proposed Upper Red Hook Hamlet Business District regarding district boundaries, architectural standards, bulk regulations and uses.
 - Review proposed Red Hook Town Food Truck Regulations with Zoning Review Committee members Susan Simon, Steve Cole and Brent Kovalchik.

The current balances of the Village Green Committee's related budget accounts, as of January 31, 2017, are as follows:

- Community Beautification – Contractual Expenses (#8510.4)

Balance\$ 2,704.73

- Shade Tree – Contractual Expenses (#8560.4)

Balance\$

- Village Green Committee Checking Account

Balance\$ 4,136.88

4. A Village Green Committee Meeting was held on January 17, 2017. David Pearson, Brenda Cagle and Brent Kovalchik attended.
 - The 2016 Tree City USA Application was reviewed and completed. The application was forwarded to the NYS Urban Forestry Council/NYS DEC on January 27, 2017.
5. The NYS Urban Forestry Council/NYS DEC will hold the Annual Tree City/Tree Line/Tree Campus USA Recognition Ceremony on Thursday March 30, 2017 at the Albany Hilton Hotel. VGC Members interested in attending, should contact David Pearson or Brent Kovalchik.
6. A tentative date for the 2017 Arbor Day Celebration and Spring Planting is set for Saturday April 29, 2017 (pending tree delivery). The VGC will begin to review possible planting sites and appropriate tree species selection.

Red Hook Economic Development Committee (EDC) – Monthly Report
January, 2017 – Ed Blundell and Brent Kovalchik – RH Village Liaisons

- a. EDC Meetings were held on January 11 and 25, 2017 at the Red Hook Village Building. The following items were discussed:
 - New members of the EDC were recommended for approval to the Red Hook Town Board. Erin Moore, Kevin Mowrey and Kristine Ducharme have agreed to serve as EDC members.
 - Review the status of the Red Hook Sewer Project.

- Outline contents for the January, 2017 “Hi-Notes” E-Bulletin and assist with promoting/marketing the proposed Red Hook Sewer Project.
- Discuss providing a statement regarding regulations for Air B n B to the Red Hook Town Board.
- Discuss refugee re-settlements in Dutchess County and Red Hook.

Community Preservation Fund (CPF) Advisory Board – Monthly Report
January, 2017 – Brent Kovalchik – RH Village Representative/Member

- a. There were no CPF Advisory Board Meetings held during the month of January, 2017.
- b. The current balance of the Community Preservation Fund, as of January 31, 2017, is \$739,985,43.

Saw Kill Watershed Community (SKWC) – Monthly Report
January, 2017 – Brent Kovalchik – RH Village Trustee Representative/Member

- There were no SKWC Meetings held during the month of January, 2017.

Red Hook Together – Monthly Report
January, 2017 – Ed Blundell and Brent Kovalchik – RH Village Board of Trustees
Representatives/Members

- a. There were no Red Hook Together Meetings held during the month of January, 2017.

Village-to-Village Trails (V2V) Committee – Monthly Report
January, 2017 – Brent Kovalchik – RH Village Board of Trustees
Representative/Member

- a. A V2V Committee Meeting was held on January 30, 2017 at the Red Hook Town Hall. Representatives from the Tivoli Board of Trustees, Red Hook Town Council, Red Hook Trails Committee, Bard College, NYS DEC, and the U.S. National Parks Service attended. The following items were discussed:
 - Branding and design of maps, signage and information.
 - Location, design and contents of kiosks.
 - Possible traffic calming measures on Route 9G at the Kelly Road intersection.
 - Parking facilities at Tivoli Village Hall, Red Hook Town Recreation Park and Village of Red Hook.

- Website and flyer design.

Police Cars – Mayor Blundell briefly reviewed the lease agreement for a new police vehicle.

Mayor Blundell made a motion to introduce the following resolution. DM Kovalchik seconded the motion.

Resolution #5, 2017

Police Vehicle – Authorizing Lease Agreement with Ford Motor Credit Company

Whereas, the Village of Red Hook needs to replace a police fleet vehicle and the Village Board has decided to lease a vehicle for a five (5) year term with a concurrent 5 year vehicle warranty from Ford Motor Credit Company;

Whereas, the vehicle selected is a 2016 Ford Police Interceptor Sedan with options and equipment as listed separately and approved by the Sergeant of Police;

Whereas, the gross cost is \$42,444.99 with 5 annual payments of \$9,497.49;

Whereas, funds to pay the first year payment will be taken from existing police capital account and police donation lines, then from similar lines in the future and/or general funds as budgeted;

Therefore be it resolved, that the Village Board authorizes the Mayor and/or Treasurer to complete the Municipal Finance Application along with any other lease related or warranty related documents and transmit funds to secure possession of the vehicle.

Mayor Blundell – Aye
DM Kovalchik – Aye
Trustee Norris – Aye
Trustee Trapp – Aye
Trustee Zacharzuk – Aye

Mayor Blundell made a motion to introduce the following resolution about the purchase of a new police vehicle from insurance funds. DM Kovalchik seconded this motion.

Resolution #6, 2017

Police Vehicle – Authorizing Purchase with Insurance Proceeds

Whereas, the Village of Red Hook needs to replace the 2010 Crown Vic police fleet vehicle damaged in a road accident and the Village has replacement cost coverage on police fleet vehicles;

Whereas, the vehicle selected as an equivalent replacement by NYMIR is a 2016 Ford Police Interceptor Sedan with options and equipment as listed separately and approved by the Sergeant of Police;

Whereas, the gross insurance claim will be \$41,327.00; then deductions for all wheel drive upgrade, policy deductible (\$500) and salvage allowances are applied plus additions are made for equipment transfer; net recovery is \$39,185.09.

Whereas, funds required from the Village to pay the replacement will be primarily from the insurance proceeds but approximately \$2,052 will be needed from budget lines;

Therefore be it resolved, payment will be taken from existing police capital account and police donation lines, then from police vehicle repair lines in the general fund as budgeted;

Therefore be it resolved, that the Village Board authorizes the Mayor and/or Treasurer to complete related documents and transmit funds to secure possession of the vehicle.

Mayor Blundell – Aye
DM Kovalchik – Aye
Trustee Norris – Aye
Trustee Trapp – Aye
Trustee Norris – Aye

Mayor Blundell made a motion to set a public hearing for the Local Law – Tax Cap Override at 7 pm on March 13th. Trustee Trapp seconded the motion. All were in favor.

Mayor Blundell stated that Budget Workshop meetings will begin at 7 pm Thursday, February 23 in the Village Hall and continue weekly through March 16.

DM Kovalchik stated that as reminder, the Village elections will take place on March 21st, 12 pm – 9 pm at the Village Hall.

PUBLIC COMMENT

George Beekman inquired about the sewer power point presentation. Who will pay in the event that the system doesn't work – will it be bonded? DM Kovalchik and Mayor Blundell broke down information about USDA funding, performance bonds and insurance, as well as offering reassurance about engineering skill.

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 8:42 pm. Mayor Blundell seconded this motion. All were in favor.

Submitted by,

Arie Drewes
Assistant Clerk