

**VILLAGE OF RED HOOK
MONTHLY BOARD MEETING
APRIL 10, 2017**

Present: Mayor Blundell, Deputy Mayor Kovalchik, Trustee Norris was absent, Trustee Trapp, Trustee Laing, Clerk/Treasurer Chiarella.

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

7:00 PUBLIC HEARING – 2017-2018 BUDGET

Mayor Blundell started with welcoming Charlie Laing to the Board.

General Fund

With the tentative budget developed and submitted, per required deadlines, the Board remained under the tax cap of 1.15%. There is a \$ 13,600 increase in spending which reflects hard work and budget awareness by the Board and staff. With some economic improvement locally there was a slight increase in the assessed value of village properties. The net effect of both results in a tax rate of \$6.01 per thousand which is down from prior year which was \$6.09.

Water

The water rates will continue to increase 3% per quarter as scheduled and in effect. This is necessary to pay Water for Phase II which was the \$3.8 million project to replace storage tanks, upgrade water handling facilities and replace mains, hydrants and related work to help get our system renewed and current.

Materials Management

Our Pay As You Throw System (PAYT) is state of the art and enables residents to best control their costs by recycling, reusing and composting to reduce the amount of garbage they need to bag and tag for pick up. Our PAYT system helps defer labor costs and shares truck use so the program actually helps the general fund as well.

However, we were recently advised that we will be charged \$20/ton for recycling, a new cost. There is no viable alternative so we will need to increase tag costs. Mayor Blundell is recommending a \$.25 increase on small bag tag and \$.50 on large tag price. Projections show this will cover the new costs. With good recycling practices it still keeps our program competitive.

Residents in attendance reviewed various lines and had their questions answered.

Mayor Blundell made a motion to close the public hearing at 7:37. Trustee Trapp seconded. all were in favor.

RE-ORGANIZATIONAL AND APPOINTMENTS

- Mayor Blundell made a motion to appoint the Daily Freeman as legal newspaper. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell read the policy for meeting schedule and procurement policy.
- Mayor Blundell made a motion to appoint Key Bank and M & T Bank as the Village's Official Bank. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Cindi Chiarella as Clerk/Treasurer. Trustee Trapp seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Lara Hart as Deputy Village Clerk, Arie Drewes as Secretary/Admin Asst. McCabe and Mack as Village Attorney, Christopher Montalto as Special Prosecutor. Trustee Trapp seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Patrick Hildenbrand as Sergeant, Travis Sterritt as Full Time Police Officer, and all Part Time Officers. Mary Key Gianotta as School Crossing Guard, Dan Streib, Chris Coon and Jake Smith to Full time Highway, Cindi Chiarella to Registrar and Lara Hart as Deputy Registrar. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Bret Smith as Water Operator. Trustee Trapp seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Jeff Martin to Associate Village Justice, Kathy Fell to Court Clerk. And Elizabeth Young to Clerk to the Justice. Seconded and voted.
- Mayor Blundell made a motion to appoint to Robert Flores to Acting CEO-ZEO, Trustee Jay Trapp to ADA Coordinator, Robert Flores to Acting Building Inspector, Gary Beck and Clark Kimble as Deputy Building Inspector, Arie Drewes as Planning/Zoning Secretary. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint CT Male as Village Engineer. Trustee Trapp seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Caroline Rider to the Zoning Board. Trustee Trapp seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Don Hanson to the Planning Board. Trustee Trapp seconded. All were in favor.
- Mayor Blundell made a motion to appoint Frances Uku, Kathy Pearson, David Pearson, Julianna Pearson, Brenda Cagle, Jeffrey Urbin and Dave Javsicas to the Village Green Committee. Trustee Trapp seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Matt Donohue, Karen Sipperly, Sue McCann, Julie Silverstein, Doug Strawinski, Bobbi Jo Forte, Kathy Triebel, Emily Trapp and Kim McGrath to Hardscrabble Committee. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Ed Blundell as the rep to Spectrum Cable Co. Trustee Trapp seconded. All were in favor.
- Mayor Blundell made as motion to appoint Ed Blundell as Appeals Officer. Trustee Trapp seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint a Village Historian to Agent: Historic Red Hook, acting agent. Trustee Trapp seconded. All were in favor.

- Mayor Blundell made a motion to appoint Mark Durand as Panda Rep. DM Kovalchik seconded this motion. All were in favor.
- Mayor Blundell made a motion to appoint Michele Zagorski as Consulting Controller. Trustee Trapp seconded this motion. All were in favor.

Mayor Blundell advised the Board on required ethics requirements as listed and written in village law.

REGULAR BUSINESS

Mayor Blundell made a motion to approve to minutes from March 13th and 16th. Trustee Trapp seconded. Trustee Laing abstained. All were in favor.

TREASURER’S REPORT

Treasurer Chiarella read the following Treasurer’s report

ACCOUNT BALANCES

General Fund	\$ 387,297.50
Water Fund	\$ 96,308.16
Trust & Agency	\$ 24,268.83
Materials Mgt,	\$ 6,887.38
Petty Cash	\$ 32.20
Village Green	\$ 4,136.88
Hardscrabble	\$ 6,439.34
Health Ins.	\$ 9,407.24

MONTHLY EXPENSES

General Fund	\$ 202,913.07
Water Fund	\$ 63,134.87
Trust & Agency	\$ 24,268.83
Materials Mgt.	\$ 4,826.30

Trustee Trapp made a motion to approve the Treasurer’s report as submitted. DM Kovalchik seconded this motion. All were in favor.

POLICE

Mayor Blundell read the Police report as submitted:

401 Incidents, 146 UTT’s, 23 Arrests

PLANNING/ZONING

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

7 building permits, 3 municipal searches, 1 fire inspection \$ 950.00 was collected in fees.

Trustee Trapp stated spring classes will soon be starting.

WATER

Trustee Laing read the following water report as submitted:

- During the month of March the Water Treatment Plant treated 6,543,000 gallons of water at an average of 211,000 gallons per day.
- The plant used 55 gallons of liquid hypochlorite solution at an average of 1.77 gallons per day
- Three samples of water were taken to the lab for bacteriological testing and all three returned a negative result
- In March of 2016 the plant treated 8,327,999 gallons of water at an average of 269,000 gallons. This represents a decrease in treatment water volume of 58,000 gallons per day or 1,784,000 gallons for the month

EVENTS:

Our annual Eggs(s)crable was Saturday, April 8 at 11am at Linden Avenue Middle School Lawn. Thank you to the Red Hook Police Department and the Red Hook Library for all their hard work.

The Red Hook Community Center will hold their grand opening on Earth Day, April 22, from 12-4. Come tour the center, become a member, become a volunteer, and experience many of our local organization's Earth Day themed activities for all ages. We are hoping to do a film screening at the Community Center in May, stay tuned for details on that.

Our Annual Bike Rodeo and Tour de Red Hook will be Saturday, May 6, 2017 from 1-4 at the Red Hook High School Parking lot. Come for free bike tune ups and helmet checks, test your skills on our obstacle course, and hit the streets of Red Hook for a family friendly and safe ride. This done in conjunction with the Red Hook Village Police Department, especially Officer Wilson, the Town of Red Hook, and Kingston Cyclery. Please note there is no rain date for this event.

Apple Blossom Day will be Saturday, May 13, which is organized by the Red Hook Rotary. For more information, please contact David Wright at 845-750-2254 or at redhookrotaryclub.org

MATERIALS MANAGEMENT

For the month of March, we paid out \$1034.05 and sold \$4662.50 in garbage tags. We had 5.13 tons of single stream recycling, and 9.78 tons of garbage. Reminder, we are now being charged \$20 a ton for recycling.

DM Kovalchik made a motion to approve Custom Street Services LLC to sweep Village streets for \$ 3630.00. Mayor Blundell seconded this motion. All were in favor.

HIGHWAY

The Village Highway Department removed snow and ice from the General Business District on March 16 – 17, 2017 (6:00 pm – 7:00 am). Assisting the Village by providing labor and/or equipment included: Frank Vosburgh Excavating and Paving Contractor, Dave Vosburgh, Landworks, Anagnos Excavating Contractor, Fastracs, Inc., Thomas LeGrand Excavating, the Town of Red Hook Highway Department and the Red Hook Village Police Department. Over 200 loads, at 20 yards per load, were removed. The Village Board of Trustees thanks these contractors and municipal departments for their assistance.

The Village Highway Department will begin its monthly lawn debris and brush pick-up in April, 2017 and will continue every first and third Mondays of the month.

Residents are reminded to place lawn debris curbside and separate brush, lawn debris and grass clippings in separate piles. Please store debris out-of-sight until the scheduled pick-up dates to prevent conflicts with other Village services and to keep streets clean and free from wind-borne debris. Please limit the size of piles to 6' x 6' x 6' with tree limbs and branches no larger than 8" in diameter. Please do not include tree trunks and debris from tree maintenance performed by private contractors and/or professional tree maintenance companies.

Street sweeping will begin in early May, 2017. Residents are reminded to sweep sand and gravel from their lawn edge into the street. Please do not push sand and gravel into piles, but in a line. The street sweeper is not designed to clean up mounds of debris.

- The Highway/Water Department has assembled a list of water infrastructure repair projects for the Board of Trustees' consideration. Preliminary estimates are being prepared by the Village Engineer. These projects include:
 - Knollwood Commons (2 new valve boxes)
 - Cookingham tenant house (new water service)
 - Colburn's Laundry (2 new services)
 - Cherry/Graves Street (valve box)
 - Amherst/South Broadway (valve box)
 - Village Diner (new shut-off box)
 - Benner Road – East of Fraleigh Street (8 new services; 2 new fire hydrants)

There were no sales of scrap metal during the month of March, 2017. Total revenue generated for FY2016-2017 is \$2,410.65. Since inception of the Scrap Metal Recycling Program in September, 2007, \$21,658.67 has been generated.

Red Hook Sewer Project

Meetings were held on March 3, 10, 17, 24 and 31, 2017 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:

- Review process and procedures to qualify for the Dutchess County Partnership for Manageable Growth Grant Program based on conversations with the Dutchess County Department of Behavioral and Community Health (DC DOH) and the Dutchess County Assistant County Executive on February 24, 2017. The process to involve the DCWWA was deemed infeasible with regards to where the Village is currently in the process and the benefits associated with the program.
- Reviewed status of the Option Agreement and Fee Purchase Contract for the conveyance of the existing treatment plant and land from the Red Hook Commons Sewerage Works Corporation to the Village of Red Hook.
- March 3, 2017. A meeting was held with Thomas Field and Douglas Clark (Ryan, Biggs, Clark, Davis Engineering and Surveying) to review the Red Hook Sewer Project. Ryan, Biggs, Clark, Davis were the design engineers for the Town of Hillsdale and Village of Kinderhook Sewer Projects and will serve as associate engineers of the Red Hook Sewer Project.
- Two copies of Form 1940-1 were sent to USDA-RD on 3/3/17.
- Reviewed NYS CWSRF Short-Term Financing Execution of Closing Documents.
- Review necessary and surplus capacity of the existing and proposed wastewater treatment plant (WWTP) based on projected budget and costs as outlined in the Map, Plan and Report.
- Reviewed Benefit Use Zones for Red Hook Commons (Phases I-III), properties (developed and undeveloped) in the proposed Sewer Service Area – Phase I, and properties outside the Sewer Service Area of the Village.
- March 17, 2017. Resolution #7-2017 (RUS Bulletin 1780-27; Loan Resolution; approved by the Village Board of Trustees on 3/13/17), Resolution #8-2017 (Authority granted to the Mayor to sign USDA-RD Loan/Grant Documents; approved by the Village Board of Trustees on 3/13/17), and the Water and Wastewater Agreement (USDA-RD; RUS Bulletin 1780-2 signed on 12/29/16) were emailed to USDA-RD.
- The Map, Plan and Report of February 15, 2017 was sent, by C.T. Male, to the NYS DEC and NYS EFC for review. NYS DOH contacts were also requested.
- March 31, 2017. A meeting was held with David Martine (D.W. Martine and Associate, LLC) to discuss and review the preliminary proposals and plans for the expanded wastewater treatment plant.

Village of Red Hook Sewer Conversations/Informational Meetings were held on 3/15/17 (RH Library), 3/22/17 (Elmendorph Inn), and 3/29/17 (RH Library) to discuss the proposed Sewer

Project with property owners of the Sewer Service Area. Robert Flores, Ed Blundell and Brent Kovalchik presented anticipated costs, historical context, service area boundaries, sewer system components and anticipated processes and construction schedules for the project. Discussions followed with the participants.

The Preliminary Funding Agreement for a \$3.7 million, 0% interest short-term loan was executed on 3/23/17 (re: email from Jeffrey M. Lanigan, NYS EFC Deputy Counsel).

Red Hook Village Water Project – Phase II

Red Hook Village responded to requests from USDA-RD (re: email from George Popp, USDA-RD Area Specialist, of 3/16/17) regarding NYS EFC draw-downs #18 (12/29/16) and #19 (1/26/17). An update of Workers Compensation Coverage was updated as per request from USDA-RD of 3/16/17 on 3/16/17.

No additional construction meetings with USDA-RD were held during the month of March, 2017.

Mid-Block Crosswalk Signals (Prince Street/South Broadway, Fraleigh Street/South Broadway, Morgans Way/South Broadway, Phillips Street/West Market) March 10 and 17, 2017. Meetings were held with Eileen O’Neil (Tighe and Bond, Senior Environmental Scientist) to review initial forms to the NYS FHWA FAST Program.

The Village received a memo (re: email from Martin Evans, P.E., NYS DOT Regional Local Projects Liaison) to possibly transfer the FAST funding to a NYS Contract to have the NYS DOT construct the work and possibly absorb the Design and Construction Costs due to the limited size of the project. Discussions with Martin Evans and Dania Anziani (NYS DOT) continue.

The Village of Red Hook submitted an application for “Zero Emission Vehicle (ZEV) Clean Vehicle Infrastructure rebate funding” (EV Charging Station for the Village Municipal Parking Lot). The estimated cost of \$23,382.00 will require a 20% matching contribution (\$7,382.00) from the Village of Red Hook. The application was submitted on March 31, 2017 by Olya Prevo-White (C.T. Male, Solar Energy Project Manager).

Intermunicipal Task Force (ITF)

(Brent Kovalchik – Red Hook Village Representative/Member)

The ITF met on March 3, 10, 17 and 24, 2017 in the Red Hook Town Hall. The following items were discussed:

- Proposed zoning amendments to regulate solar energy (photo-voltaic) projects in the Town of Red Hook. Locations, size, screening and costs were discussed.
- Proposed Upper Red Hook Hamlet Business District. Bulk regulations, uses, parking and architectural guidelines were discussed.
- Proposed zoning amendments to regulate size, location, materials of signs in the Town of Red Hook.

VILLAGE GREEN

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

Community Beautification – Contractual Expenses (#8510.4)	
▪ Balance	\$ 2,534.82
Shade Tree – Contractual Expenses (#8560.4)	
▪ Balance	\$ 6,700.00
Village Green Committee Checking Account	
▪ Balance	\$ 4,136.88

A Village Green Committee Meeting was held on March 4, 2017 in the Red Hook Village Building. Dave Javscas, Kathy Pearson, David Pearson, Andy Ohrin, Lauren Meath and Brent Kovalchik attended. The following items were discussed:

- Review possible tree planting sites for 2017 Spring Planting.
- Review Tree City Awards Ceremony and possible attendees.
- Review new logos for the Village Green Committee as designed by Julianna Pearson.

Julianna has volunteered to create a new Village Green Committee Website. Design is forthcoming.

Select 2017 Village Green Committee Officers:

- David Pearson
- Kathy Pearson
- Julianna Pearson
- Jeffrey Urbin
- Dave Javscas
- Frances Uku
- Brenda Cagle (ex-officio)
- Brent Kovalchik (RHV Board of Trustees Liaison)

Review 2017-2018 Tree Pruning and Removal List as submitted by the Red Hook Village Highway Department. The listed trees will be reviewed by the VGC (see attachment).

David Pearson and Brent Kovalchik selected sites and sought permission/approval from property owners for trees to be planted during the 2017 Planting Day on March 26, 2017 (see attachment).

Julianna Pearson, representing the Red Hook Village Green Committee, attended the Eleventh Annual Ceremony at the Albany Hilton Hotel on March 30, 2017. The NYS Department of

Environmental Conservation; Division of Lands and Forests, and the NYS Urban Forestry Council recognizes Tree City USA, Tree Line USA, and Tree Campus USA qualified members.

The 2017 Annual Spring Planting Day will be held on Saturday April 22, 2017. Volunteers will assemble at the Red Hook Village Municipal Parking Lot at 9:00 am for team assignments and photo ops. Anyone interested in volunteering for Spring Planting may contact David Pearson or Brent Kovalchik.

The 2017 Arbor Day Celebration will be held on Saturday April 29, 2017 at the Red Hook Town Hall. The Red Hook Village Green Committee and the Red Hook Town Tree Commission will also host a luncheon for officers and volunteers at 11:30 am at the Red Hook Town Hall.

GENERAL BUSINESS

- Mayor Blundell is in contact with Officials for the FAST grant \$ 88,000 – funds can roll into NYSDOT and install crosswalks.
- Mayor Blundell stated DEC Charging stations deadline is March 31st.
- DM Kovalchik: 2015 Block Grant funds shall become available soon
- Mayor Blundell stated budget adjustments will be done at the 4-20-17 workshop. Red Hook clean-up day is April 22, Village of Red Hook tree planting will be 4-20-17

RESOLUTION 10-2017

Authorization for Village Justice Court to utilize GovPayNet (Government Payment Services Inc.)
Whereas, in the course of adjudication of vehicle and traffic cases the Village of Red Hook Justice Court levies find on defendants;

Whereas, the defendants have a duty to pay these fines based at the direction of the judge, either on the night of the court session (cash or credit card) or in an installment plan approach, as assigned by the court;

Whereas, the justice, his staff and the Mayor have reviewed a third party payment option offered by GovPayNet that enables defendants to pay the fine on line and this system comports with NYS rules and regulations; and the review, approval and processing of payments resides within the court staff, not general Village staff,

Whereas, the govpaynet system is web based, does not tie in to any village software, is secure and does not create any costs or liability to the Village and fees are only incurred by the defendant;

Therefore be it resolved, the Village Board will authorize the village justice to set up and utilize the services of GovPayNet, upon approval by counsel after a review of the participation agreement

Mayor Blundell stated there is no cost to the Village – the fee is paid by the violator. Resolution will be sent to counsel for review.

Mayor Blundell made a motion to declare surplus on 2 police cars, Crown Vic and Dodge Charger. Trustee Trapp seconded this motion. All were in favor.

Mayor Blundell stated starting that April 14th “Friday Night Lights” will begin – when most stores will keep open hours until 9 p.m.

DM Kovalchik stated the Village of Red Hook received a Standard and Poor’s A rating from a BBB.

PUBLIC COMMENTS

Gary Coon questioned when the streets and lawns would be repaired from the water upgrades. Mayor Blundell pointed out that we are aware of some issues and are holding back some payment to the contractor. As stated in the quarterly newsletter we are working on this as the snow melts. We have a plan and it is underway. This will address settling soil and lawns that did not adequately take seed. Coon also complained of car tracks due to turn radius being too narrow. Blundell stated the radius was deliberately selected to reflect a residential neighborhood pattern and slow traffic.

Coon also stated the Village Police Department responds to the Town on the first poll. Gary is requesting patrols on side streets. Blundell indicated we will work on both.

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 9:21. Mayor Blundell seconded this motion. All were in favor.

Submitted by,

Cynthia Chiarella
Clerk/Treasurer