

**VILLAGE OF RED HOOK  
MONTHLY BOARD MEETING  
SEPTEMBER 21, 2017**

Present: Mayor Blundell, DM Kovalchik, Trustee Trapp, Trustee Norris, Trustee Laing, Clerk/Treasurer Chiarella

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

Mayor Blundell made a motion to approve August 14, 2017 minutes as presented. DM Kovalchik seconded. All were in favor.

**TREASURER'S REPORT**

Treasurer Chiarella presented the following Treasurer's report:

**ACCOUNT BALANCES**

General Fund	\$ 813,488.74
Water Fund	\$ 152,126.07
Trust & Agency	\$ 31,615.35
Materials Mgt.	\$ 7,420.18
Petty Cash	\$ 75.00
Village Green	\$ 4,136.88
Hardscrabble	\$ 24,869.34
Health Ins.	\$ 7,790.80
Capital Projects	\$ 00.00

**MONTHLY EXPENSES**

General Fund	\$ 124,468.19
Water Fund	\$ 10,529.70
Trust & Agency	\$ 31,615.35
Materials Mgt.	\$ 3,286.97

Mayor Blundell made a motion to approve the Treasurer's report and correct an entry for tree work \$16,850.00 from 8510.4 to 8560.4. DM Kovalchik seconded this motion. All were in favor.

**POLICE**

Mayor Blundell read the following Police report:

Incidents - 326  
UTT's - 166  
Arrests - 33

## **PLANNING AND ZONING**

Trustee Trapp read the following planning and zoning report:

Building permits - 7  
Certificates of Occupancy - 2  
Certificate of Compliance - 2  
Municipal Searches - 4

\$ 2,000.00 was collected in fees.

Trustee Norris read the following:

## **EVENTS**

Our 40th annual Hardscrabble Day was held this past weekend. Mainstage entertainment was provided by the New Orleans Suspects and The Funky Meters. Every year, this event is done with a very small percentage coming from the Village, with the majority being from business sponsorship. Thank you to the Hardscrabble Committee for putting on another great day, thanks to Little Pickles for hosting the Kidscrabble Area.

Tivoli Street Painting will be September 23 and Rhinebeck Porch Fest September 24th. Looking ahead, Village Halloween will be Saturday, October 28th from 1-3 with a chili competition in the morning. Dog Howl-o-ween will be Sunday October 29th

## **MATERIALS MANAGEMENT**

For the month of August, we paid out \$ 1,293.00 and sold \$ 3,685.25 in tag sales. We had 11.34 tons of garbage and 4.66 tons of single stream recycling.

## **WATER**

Trustee Laing read the following report:

During the month of August the water treatment plant treated 5,952,000 gallons of water at an average rate of 198,000 gallons per day.

The Plant used 65 gallons of liquid 12.5% hypochlorite solution to disinfect the public water supply, at an average rate of 2.09 gallons per day.

August of 2016 the plant treated 7,943,000 gallons of water at an average rate of 256,000 gallons per day. Year over year, this represents a 25 % reduction in treated water volume.

Three samples were sent to Smith Environmental Laboratory in Hyde Park for bacteriological testing, and all three returned a negative result.

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

- a. There were no CPF Advisory Board Meetings held during the month of August, 2017.
- b. The current balance of the Community Preservation Fund, as of August 31, 2017, is \$872,526.06.

Town of Red Hook Zoning Review Committee (ZRC) – Monthly Report  
August, 2017 – Brent Kovalchik – RH Village Representative/Member

- a. There were no ZRC Meetings held during the month of August, 2017.

Bard College Center for Civic Engagement (CCE)/Red Hook Together

- a. Jen Norris, Ed Blundell and Brent Kovalchik attended the CCE First Year Welcome Picnic at the Bard College/Manor House on August 16, 2017. This was an even to introduce students to local officials and encourage participation of the Bard College students with the local Red Hook Community. Members from the Red Hook Public Library, Red Hook Community Center, the Red Hook Area Chamber of Commerce, and the Red Hook Merchants Group also attended.

**HIGHWAY DEPARTMENT**  
**AUGUST, 2017**

1. The Village Highway Department is currently picking up lawn debris and brush every first and third Monday of the month (as their schedule permits).

Residents are reminded to place lawn debris curbside, and place 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 of debris. Please limit the size of brush 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.

2. The Village is investigating the availability and financing options for a new and previously owned truck to replace the existing and quickly deteriorating large dump truck. Estimates from dealers and internet sites for Board of Trustees' review and municipal purchases are forthcoming.

3. No scrap metal was sold during the month of August, 2017. Total revenue generated to date, for FY2017-2018, is \$597.60. Since inception of the Scrap Metal Recycling Program in September, 2007, \$22,809.17 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)  
RED HOOK INFRASTRUCTURE  
AUGUST, 2017**

4. **Red Hook Sewer Project**

- a. Meetings were held on August 18 and 25, 2017 in the Red Hook Village Building. Edwin Vopelak (C.T. Male), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
  - Reviewed status of the Red Hook Sewer Project with Edwin Vopelak (Vice President, Technical Services, C.T. Male) who is replacing Robert Flores as Project Engineer. Robert Flores has stepped down from C.T. Male and is currently employed at another engineering firm.
  - Meeting with Daniel Birmingham (Hawkins, Delafield and Wood, LLP), Victoria Polidoro (Rodenhausen Chale LLP), Edwin Vopelak, Ed Blundell and Brent Kovalchik to review requirements for the Map, Plan and Report recognition and protocol and procedures for a public hearing on the apportionment of assessments as per NYS Village Law (Article 14: Section 1400).
  - Review documents, protocol and procedures to file the Map, Plan and Report with the Clerk of the Village of Red Hook and to confirm that filing/sign off of the Map, Plan and Report is recognized by the NYSDOT.
  - Reviewed content and terms of draft easements for each property within the Sewer Project Service Area including temporary (for construction/installation of sewer components) and permanent (availability and property access to repair, replace and maintain sewer system components).
  - Discuss requirements for C.T. Male to prepare an Environmental Site Assessment/Environment Diligence Report on the Red Hook Commons Sewage Works Corporation property before conveyance to the Village of Red Hook.
  - Discussed and reviewed memos from Dan Shapley (Water Quality Program Director; Riverkeeper) of 7/26/17; Coleen Murphy-Alexander (Vice President for Administration, Bard College) received by DCDOH 7/31/17; and Eli Ducker, Sheila Buff and Karen Schneller-McDonald (Saw Kill Watershed Interim Leadership Team) of 7/26/17 regarding

the Application for Reissuance of SPDES permit for Red Hook Commons. (Daniel Birmingham, Victoria Polidoro, Edwin Vopelak, Ed Blundell and Brent Kovalchik attended.)

- Reviewed status of the conveyance of the existing treatment plant and property of Red Hook Commons Sewage Works Corporation with Victoria Polidoro.
  - Discuss protocol and procedures for public information meeting with property owners in the Sewer Project Service Area regarding the requests for information (i.e. location of existing sewage system, underground utilities, electrical services, etc.) for preparation and collection of easements.
  - Review draft Sewer Use Law in preparation for September 11, 2017 public hearing.
  - Follow-up call was made to the NYS EFC to inquire on the announcement of the Water Infrastructure Improvement Act – Grant Program awards. Announcements will be made by the NYS Governor in the late summer, early fall of 2017. The Village has two applications pending (Red Hook Water Project Phase II (\$2.28 million); Red Hook Sewer Project (\$1.225 million)).
- b. Edwin Vopelak (C.T. Male), Ed Blundell and Brent Kovalchik presented the Red Hook Sewer Project – Phase I to the Saw Kill Watershed Community on August 23, 2017 at the Elmendorf Inn (Historic Red Hook). Members of the Town of Red Hook Economic Development Committee also attended.

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

- a. Meetings were held on August 18 and 25, 2017 in the Red Hook Village Building. Edwin Vopelak (C.T. Male), Ed Blundell and Brent Kovalchik attended. The following items were discussed:
- Review outstanding items required for closing of the Bond Issue with USDA-RD in accordance with USDA-RD memo of October 11, 2016.
  - Reviewed coordinated compliance with NYS EFC draw-downs and USDA-RD Form E submissions (NYS EFC #20; USDA-RD Form E #10).
  - Completed and amended USDA-RD Form E #10 (Rural Development (RD) Project Budget/Cost Certification).
  - C.T. Male followed up with Gross Electric (Prime Electrical Contractors) for submission of final close-out documents.
  - Conference call with USDA-RD on 8/18/17 to review status of compliance and completion of close-out documents (USDA-RD memo of 10/11/16), Form E #10 re-submission; compliance with GASB 34 and establish tentative closing date (mid-October, 2017).
  - Discussed the status and procedures for de-commissioning the Village's elevated water storage tank.

#### **6. Village-to-Village Trail (V2V)**

- a. A meeting was held on August 21, 2017 in the Red Hook Village Building to discuss proposed signage, and trail markings in the Village. Cet Viega (Town of Red Hook Trails Committee), Ed Blundell and Brent Kovalchik attended.

**7. Amherst Drive/Firehouse Lane Intersection**

- a. A memo from Mark Debald (Transportation Program Administrator, Dutchess County Transportation Council (DCTC)) of August 11, 2017 notifying Ed Blundell and Brent Kovalchik that a meeting with NYS DOT is being scheduled. The DCTC will also schedule traffic counts for Amherst Drive (between Cambridge Drive and South Broadway) and Firehouse Lane (between the Rhinebeck Bank entrance and South Broadway). Plans to improve traffic control at this intersection are being considered by the Village, DCTC and the NYS DOT.

**8. Intermunicipal Task Force (ITF)**

(Brent Kovalchik – Red Hook Village Representative/Member)

- a. The ITF met on August 4, 11 and 25, 2017 in the Red Hook Town Hall. The following items were discussed:
  - First review of the proposed Food Truck, Push Cart and Stands zoning amendments and the amendment permitting small, medium and large sized solar energy systems in the Town of Red Hook were completed. The draft recommendations will be considered for approval and adoption by the Red Hook Town Board.
  - Brent Kovalchik presented the Village of Red Hook Zoning Map and synopsis of the Village Zoning Code. Possible assistance with amending/revising the code may be considered by the ITF and the Village Board of Trustees. An update of the Red Hook Sewer Project – Phase I was also presented.

**VILLAGE GREEN COMMITTEE (VGC)  
AUGUST, 2017**

- 9. The current balances of the Village Green Committee’s related budget accounts, as of August 31, 2017, are as follows:

• Community Beautification – Contractual Expenses (#8510.4)	
Balance .....	\$ 4,000.00
• Shade Tree – Contractual Expenses (#8560.4)	
Balance .....	\$
• Village Green Committee Checking Account	
Balance .....	\$ 4,136.88

10. At the Red Hook Village Board of Trustees Meeting held on August 14, 2017, in the Red Hook Village Building, the Board of Trustees accepted the resignation of VGC Officer Julianna Pearson. The Board of Trustees confirmed the appointment, as made by Mayor Blundell, of Michael Johnson as Officer of the Red Hook Village Green Committee.

11. There were no Village Green Committee Meetings held during the month of August, 2017.

Mayor Blundell made a motion to move the October Monthly Board meeting to October 16th. DM Kovalchik seconded this motion. All were in favor.

The May 2017 AUD draft was submitted.

Mayor Blundell stated the Draft - Sewer Use Law was submitted for final review. There will be a Public Hearing before final approval.

Red Hook Commons Phase I transfer - Environmental Study was sent to the Village Attorney for review. Trustee Laing will review this process.

LED Street Lights - Mayor Blundell and Trustee Laing both attended a meeting at the Town Hall. There are 18 municipalities in the consortium. Courtney Strong is a professional consultant for lighting technology and savings to switch to LED lighting. Best Value Local Law - must adopt services but not obligated to go to the lowest bidder. Mayor Blundell read a letter from Courtney Strong.

Trustee Laing will represent the Village at meetings and be the Village contact. Mayor Blundell made a motion to continue to explore LED lighting and line up with the consortium.

Best Value Local Law - doesn't affect capital projects. Council will draft a LL for review.

Mayor Blundell gave an update on the new large highway truck for \$ 185,000. Dan Streib is going to look at the truck tomorrow.

## **RESOLUTION 22-2017**

2017 Annual Court Audit - Mayor Blundell made a motion to approve resolution 22-2017 as submitted:

Whereas, Section 2019a of the State of New York Uniform Justice Court Act requires Village Justices provided their court records and dockets to the Village Auditing Board to be examined by an auditor and entered into the minutes of the Boards proceedings  
Whereas, the members of the governing body have received the December 31, 2016 Justice Courts Financial Statement and Independent Auditor's reports and have

reviewed the annual audit report in accordance with the Uniform Justice Court Act Section 2019a. Now, therefore be it resolved, the governing body of the Village of Red Hook hereby certifies that they have reviewed the annual audit for the Red Hook Justice Court for the year ending December 31, 2016.

Be It Further Resolved, the Treasurer of the authority is hereby directed to promptly submit to the State of New York Unified Court System a copy of said audit and a copy of this resolution.

Trustee Trapp seconded this motion. All were in favor.

## **PUBLIC COMMENT**

George Beekman asked the Board “Who was the new Building Inspector” Mayor Blundell explained it was Clark Kimble and the new Building Department hours are on Thursday from 2-6 PM with outside inspections done by appointment.

Mayor Blundell made a motion to enter into executive session to discuss personnel at 8:00. Trustee Trapp seconded this motion. All were in favor.

Mayor Blundell made a motion to convene into the regular board meeting at 8:30 PM. Trustee Trapp seconded All were in favor.

DM Kovalchik made a motion to adjourn the meeting at 8:30. Trustee Norris seconded. All were in favor.

Submitted by

Cynthia Chiarella  
Clerk/Treasurer