

**VILLAGE OF RED HOOK
WORKSHOP MEETING
10/18/2018
7 PM**

Present: Mayor Blundell, DM Kovalchik, Trustee Laing, Trustee Norris, Trustee Trapp
Assistant Clerk Drewes. Absent: Clerk Chiarella

Mayor Blundell made a motion to open the meeting at 7:00 p.m.

CELLULAR BUSINESS: David Groth entered the meeting. Mayor Blundell introduced him as the Village cell tower/communications consultant. David Groth explained that there is a need for generator backup at the water tower site where cell phone companies host their equipment. He explained that if the Village purchased one generator, the companies that host tower equipment (Verizon, AT&T, Sprint and T-Mobile) would have to buy shares to offset most of the cost. The Village would be responsible for the cost of the generator itself and the concrete pad it sits on, but that the companies would contribute equally financially, and that the Village could recover maintenance fees through new leases. He stated that one unit could support all the companies. Trustee Laing asked if the generator is larger than standard size, and David Groth described the dimensions. He suggested doing an RFP, or our required bidding process.

Mayor Blundell introduced a motion to authorize the Village communications consultant, David Groth, to compile an estimate to establish one single Village owned generator and concrete slab at the Village of Red Hook water tower site, and to negotiate with cellular service providers for rent and lease options. DM Kovalchik seconded the motion. All were in favor.

David Groth updated the board on his negotiations with T-Mobile regarding a new lease for service. He feels their boilerplate lease was unbalanced in their favor, and has negotiated changes. Trustee Trapp asked if the water tower would require additional ballast once it is decommissioned if more equipment is added. David Groth said this was possible. Mayor Blundell stated this was addressed in Phase 2 water with the Village engineering firm and all is fine. David Groth said the board can review and rule on future actions to limit access. He would like counsel to review the contract. Mayor Blundell said he will consult with counsel to continue reviewing the negotiations, and that he will review the documents himself once they are revised and submitted.

At 8:00 p.m., David Groth left the meeting.

SEWER PROJECT / EMINENT DOMAIN: Mayor Blundell listed property owners who have still not signed sewer easements. Trustee Trapp asked if it would be beneficial for the board to set a final date for easement submittal. Mayor Blundell stated that the board should push for submittal, and will continue to talk with the few hold outs.

Mayor Blundell motioned to hold a special meeting on Thursday, October 25th at 7:30 p.m. to review Sewer Easements and Eminent Domain proceedings. DM Kovalchik seconded the motion, all were in favor.

COURT AUDIT: Mayor Blundell stated that the court is audited every year for bank reconciliations and finances, but that he feels the board should also audit the court's docket. He

has asked Judge Triebwasser and Clerk Fell for a copy of the full docket, and is waiting for a response to his request.

Mayor Blundell reviewed the resolution previously introduced at the Village Board meeting. He stated that a minor enhancement had been made.

RESOLUTION 24-2018 TO ADOPT A SEXUAL HARASSMENT POLICY

WHEREAS, New York State has enacted changes to New York State Labor Law §201-g mandating rules for the prevention of sexual harassment in the workplace for all New York State employers, including all municipalities; and

WHEREAS, the New York State Department of Labor in consultation with the New York State Division of Human Rights has created a model sexual harassment policy which the Village of Red Hook has had labor counsel review and modify for adoption by the Board of Trustees; now therefore be it

RESOLVED, by the Village of Red Hook Board of Trustees that the attached Sexual Harassment Policy hereby is adopted and will be disseminated to all Village employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the Village of Red Hook as outlined in said policy.

Dated: October 18th, 2018

MOVED	Mayor Blundell	
SECOND	DM Kovalchik	
AYES	5	NAYS 0

Mayor Blundell made a motion to amend and enhance Resolution 24-2018 passed on October 15, 2018 with a new, typed resolution dated October 18th, 2018. DM Kovalchik seconded the motion, all were in favor.

IT SERVICES RESOLUTION: Mayor Blundell explained the role of Rick Heinlein to the board as the Village IT consultant. He mentioned that the Village is under a state audit, including IT practices. Since the Village does not currently hold a contract with Heinlein, Mayor Blundell would like the board to pass a resolution on his services.

RESOLUTION 27 - 2018
October 18, 2018
Information Technology Services
Consultant Rick Heinlein d/b/a R.I.S.C.

Whereas, the Village of Red Hook has a need for professional services to review, repair, install hardware, software and related virus/malware protections in regard to our information technology (IT) components; plus provide secure back up to daily work products, all in a confidential fashion;

Whereas, the Village of Red Hook has been utilizing and paying Rick Heinlein, who holds an ISC (2) CISSP credential – (Certified Information Systems Security Professional) as an outside consultant since 2012;

Whereas, Heinlein is called in as needed for certain tasks by Department Head and also comes in periodically to update and check equipment and software along with back up systems;

Whereas, there is no monthly retainer fee paid to him for services. He is paid based on submitted monthly invoices for work that aligns with the above paragraph and was requested by the Village;

Whereas, his bills are reviewed internally by the Mayor, Controller, Treasurer and Department head, as well as by the Board of Trustees before payment;

Whereas, the current hourly rate is \$50 per hour for IT services.

Be it resolved that the Village of Red Hook used, and still utilizes, Rick Heinlein/R.I.S.C. for this IT work without a monthly retainer or long-term contract but under an understanding that work must be authorized by the Village and monthly bills submitted prior to payment.

Motion by: Mayor Blundell

Seconded by: Trustee Trapp

Vote: All in favor.

Blundell – Aye
Kovalchik – Aye
Laing – Aye
Norris – Aye
Trapp - Aye

At 8:52 p.m., Mayor Blundell made a motion to enter into executive session for personnel. DM Kovalchik seconded the motion.

At 8:52 p.m., Assistant Clerk Drewes left the meeting.

At 9:00 p.m., Mayor Blundell motioned to enter back into regular session. DM Kovalchik seconded the motion.

At 9:00, DM Kovalchik made a motion to adjourn the meeting. Trustee Norris seconded the motion. Meeting was adjourned.

Submitted by,

Arie Drewes

Assistant Clerk