

**VILLAGE OF RED HOOK  
BOARD OF TRUSTEES MEETING  
VILLAGE HALL  
JANUARY 9, 2023**

Present: Mayor Karen Smythe (via Zoom), Deputy Mayor Brent Kovalchik, Trustee Charlie Laing, Trustee Melkorka Kjarval, Trustee Declan Dwyer-McNulty, and Village Clerk Jen Cavanaugh

Absent: None

Deputy Mayor Kovalchik opened the Village Board meeting at 7:05pm and led the Pledge of Allegiance.

**Deputy Mayor Kovalchik made a motion to approve the minutes from the December 1, 2022 Village Board Regular Workshop Meeting and December 12, 2022 Village Board of Trustees Meeting, motion seconded by Trustee Dwyer McNulty.**

Mayor Smythe	VOTING <u>aye</u>
Deputy Mayor Kovalchik	VOTING <u>aye</u>
Trustee Laing	VOTING <u>aye</u>
Trustee Kjarval	VOTING <u>aye</u>
Trustee Dwyer McNulty	VOTING <u>abstain</u>

**Motion approved.**

**Deputy Mayor Kovalchik made a motion to go into executive session for personnel employment issue at 7:05pm. The motion was seconded by Trustee Laing. All in favor. Motion approved.**

**Deputy Mayor Kovalchik made a motion to reopen the Board of Trustees meeting at 7:19pm. The motion was seconded by Trustee Dwyer-McNulty. All in favor. Motion approved.**

RESOLUTION #1 – 2023  
RESOLUTION FOR PRIOR EMPLOYEE MATTER

WHEREAS, the Village of Red Hook wishes to resolve an employment matter that has arisen with a prior employee (“the Employee”)

WHEREAS, Employment Counsel for the Village of Red Hook has presented a proposed agreement and release of claims to resolve the matter in its entirety for the sum of Two Thousand and Ten Dollars and Zero Cents (\$2,010.00); and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the Village Board do hereby authorize the execution and payment of the proposed agreement and release of claims to resolve the matter upon acceptance of the proposed agreement as amended and release of claims by the Employee;

BE IT FURTHER RESOLVED, that the Mayor and the Village Board do hereby authorize the appropriate Village administrator, within the same period prescribed by law, to make the payment as set forth pursuant to the terms of the agreement and release.

BE IT FURTHER RESOLVED, that the Employee has provided or shall provide to Employment Council for the Village of Red Hook a satisfactory release and/or other appropriate documentation to effectuate the resolution of this matter.

Motion by: Deputy Mayor Kovalchik

Seconded by: Trustee Laing

Vote:

Mayor Smythe	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Deputy Mayor Kovalchik	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Laing	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Kjarval	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Dwyer-McNulty	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	5				
Result	Motion: Passed				

**Mayor Smythe made a motion to reappoint the Honorable Thomas Mansfield as the Associate Village Justice to the Village of Red Hook Court from September 2022 until the end of April 2023. The motion was seconded by Deputy Mayor Kovalchik. All in favor. Motion approved.**

**Mayor Smythe made a motion to renew the Police life insurance policy which is required by the Police Department Union Contract. The motion was second by Trustee Laing. All in favor. Motion approved.**

RESOLUTION #2 – 2023

RESOLUTION TO ESTABLISH A CALL-IN POLICY FOR NON-UNION VILLAGE EMPLOYEES

WHEREAS there are times when Village employees are called in to work outside of normal work hours as an exception, for an emergency, or for a small amount of work,

WHEREAS the non-union Village Employees are not covered by an employment agreement,

NOW THEREFORE BE IT RESOLVED, that when a non-union Village Employee is called into work as an exception, an emergency, or small amount of work, the employee will receive a minimum of 1 hour of pay at the employee’s standard pay rate.

Motion by: Deputy Mayor Kovalchik

Seconded by: Trustee Dwyer-McNulty

Vote:

Mayor Smythe	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Deputy Mayor Kovalchik	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Laing	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Kjarval	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Dwyer-McNulty	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	5				
Result	Motion: Passed				

Trustees discussed the 2022-2023 seasonal towing on-call services contract. The Village received 4 responses from companies related to the on-call contract – three companies were not interested in being considered. The fourth was H&N Towing which is the company that has been used by the Village for this purpose in the past.

**Deputy Mayor Kovalchik made a motion to approve H&N Towing Enterprises as the on-call towing company at a fee of \$175 per vehicle including 3 days of storage. Each day thereafter will have a charge of \$50/day/vehicle. Trustee Laing seconded the motion.**

Trustees discussion included the location of H&N Towing (7309 S Broadway) and that fees are paid by vehicle owner.

**All in favor. Motion approved.**

Trustees discussed progress on the recently received Dutchess County MIG grant focused on language access.

RESOLUTION #3 – 2023  
RESOLUTION FOR BUDGET ADJUSTMENTS TO VILLAGE GENERAL FUND

WHEREAS, the Village Board desires to amend the General Fund budget to reflect current information and expenses,  
WHEREAS, The Village Board the following budget adjustments are requested to be made:

For the GENERAL FUND:

GENERAL FUND					
Account No.	Account Name	Current Budget	Adjustment	Revised Budget	Notes
REVENUE:					
				\$ -	
A2706	Grants from Local Gov't	\$ -	\$ 21,700.00	\$ 21,700.00	This year's portion of \$42,755 MIG
				\$ -	
EXPENSE:					
				\$ -	
A1210.4	Mayor - Contr Exp	\$ 1,000.00	\$ 100.00	\$ 1,100.00	NYCOM Legislative Session Registr.
A5110.42	Street Maintenance	\$ 20,248.00	\$ 4,495.00	\$ 24,743.00	To cover Spring work
A5142.42	Snow - Equipment Repair/M	\$ 5,000.00	\$ 2,000.00	\$ 7,000.00	repairs needed
A86764	Prov. Of Public Serv - MIG	\$ -	\$ 21,700.00	\$ 21,700.00	MIG grant expenses this bud. year
	Language Access Grant			\$ -	
A9040.81	Workers Comp - Village	\$ 23,500.00	\$ (6,595.00)	\$ 16,905.00	reflects actual
	<b>TOTAL</b>		<b>\$ -</b>		

NOW THEREFORE BE IT RESOLVED, that the Village of Red Hook amends the General Fund budget as shown in the charts above.

Motion by: Trustee Dwyer-McNulty

Seconded by: Trustee Kjarval

Vote:

Mayor Smythe	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Deputy Mayor Kovalchik	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Laing	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Kjarval	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Dwyer-McNulty	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	5				
Result	Motion: Passed				

**COMMITTEE REPORTS:**

Ray Towle, Treasurer, read the Treasurer's report.

ACCOUNT BALANCES (12/31/2022)

GENERAL FUND	\$ 904,965.17
WATER FUND	\$ 225,179.87
PAYROLL CLEARING ACCOUNT	\$ 31,589.46
SEWER FUND	\$ 24,055.94
HARDSCRABBLE	\$ 9,455.60
VILLAGE GREEN	\$ 7,674.32
HEALTH INSURANCE	\$ 5,505.89
PETTY CASH	\$ 30.83

RESERVE CHECKING BALANCES

FIRE DEPARTMENT (M&T)	\$ 5,035.22
POLICE (M&T)	\$ 14,590.60
USDA (M&T)	\$ 134,083.29

HIGHWAY (M&T)	\$	29,126.86
SNOW RESERVE (M&T)	\$	3,280.53
TOWER RESERVE (M&T)	\$	17,717.00
UNEMPLOYMENT (M&T)	\$	4,545.57
COURT RESERVE (M&T)	\$	3,299.63
OFFICE RESERVE (M&T)	\$	972.83

MONTHLY EXPENSES (December)

GENERAL FUND	\$	272,129.59
WATER FUND	\$	22,899.96
PAYROLL CLEARING ACCOUNT	\$	4,283.32
SEWER	\$	722,320.99

**Deputy Mayor Kovalchik made a motion to accept the Treasurer’s Report. Motion seconded by Trustee Laing. All in favor. Motion approved.**

Deputy Mayor Kovalchik read the Police Report as follows:

	Total	Village of Red Hook	Town of Red Hook	Tivoli
<b>Incidents</b>	302	182	102	18
<b>Water Tower Security Checks</b>	108			
<b>Uniform Traffic Tickets</b>	88	43 (inc. 4 parking tickets)	31 (inc. 9 parking tickets)	14 (inc. 2 parking tickets)
<b>Arrests</b>	6	2	2	2

Deputy Mayor Kovalchik read the Fire Department Report for the month of November (on-file). There were 23 calls within the Village of Red Hook and 63 calls outside of the Village.

Mayor Smythe welcomed Lori Urbin, the new Village Bookkeeper.

Deputy Mayor Kovalchik read his reports (on-file) including Village Green Committee, Highway Department, Intermunicipal Task Force/Red Hook Infrastructure, Town of Red Hook Zoning Review Committee, Community Preservation Fund Advisory Board, Saw Kill Watershed Community, Town of Red Hook Local Waterfront Revitalization Program Working Group, Village of Red Hook Zoning Review Committee, Northern Dutchess Alliance Executive Committee, and Village of Red Hook Public Spaces Initiative.

Trustee Laing read the Materials Management and Water & Sewer Reports (on-file).

Trustee Kjarval read her reports (on-file) including Red Hook Together, Village of Red Hook Communications Committee, Village of Red Hook Hardscrabble / Events Committee, Village of Red Hook Human Relations Committee, and Red Hook Public Library.

Trustee Dwyer-McNulty read the Building, Planning & Zoning reports.

Building Permits Issued	6	Stop Work Orders	0
Certificates of Occupancy Issued	1	Court Appearances	0
Certificate of Compliance	1	Fire Inspections	0
Municipal Searches	0	Complaints	1
Orders of Remedy	0	Total Fees Collected	\$1,118.60

There was no general business or public comment.

**Deputy Mayor Kovalchik made a motion to pay all Village bills after audit. Motion seconded by Trustee Dwyer-McNulty. All in favor. Motion approved.**

**Deputy Mayor Kovalchik made a motion to adjourn the January 9, 2023 Village Board Meeting at 8:04pm. Motion seconded by Trustee Laing.**

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Jennifer Cavanaugh". The signature is written in a cursive style with a large initial "J".

Jennifer Cavanaugh, Clerk

# Committee Reports

(Not Part of the Official Meeting Minutes)

**VILLAGE OF RED HOOK  
VILLAGE GREEN COMMITTEE (VGC)  
MONTHLY REPORT  
DECEMBER, 2022**

1. The current balances of the Village Green Committee’s related budget accounts, as of December 31, 2022, are as follows:

- Community Beautification – Contractual Expenses (#8510.4)  
Balance . . . . . \$ (-995.40)\*
- Shade Tree – Contractual Expenses (#8560.4)  
Balance . . . . . \$ 700.00
- Village Green Committee Checking Account  
Balance . . . . . \$ 7,674.32

\* NYS Urban Forestry Council Grant Award of \$1,000.00 forthcoming.

2. There were no Village Green Committee Meetings held during the month of December, 2022.
3. The Tree City USA Application was completed and submitted on December 16, 2022. This will be the Village of Red Hook’s twenty-first consecutive year as a Tree City USA recipient.
4. The Tree City Reward Grant documents, including receipts for expenses, a brief report detailing the event, and press releases, were forwarded to the NYS Urban Forestry Council on December 22, 2023. This grant award was for the planting of eight trees around the Abrahams Family Seating Area at Richard M. Abrahams Memorial Park.
5. Residents and businesses interested in having a tree(s) planted on their adjacent Village street or NYS highway right-of-ways, volunteering for planting days, or sponsoring a VGC beautification project, may contact David Pearson, Brent Kovalchik, or the Village Clerk.

**VILLAGE OF RED HOOK  
HIGHWAY DEPARTMENT  
MONTHLY REPORT  
DECEMBER, 2022**

1. The Village Highway Department is no longer picking up brush, leaves, or yard debris. Brush pickup services will resume in the Spring of 2023.
2. The Village Highway Department will pickup Christmas Trees beginning Tuesday, January 3, 2023, and continuing each following Monday until January 30, 2023. Residents are reminded to place trees curbside and not in streets or roads.
3. The Village's Seasonal All-Night Parking Law is currently in effect (as of November 1, 2022) through March 31, 2023. No parking is permitted on Village Streets from 11:00pm to 6:00am and on NYS Highways (Route 9 (Broadway) and Route 199 (Market Street)) from 2:00am to 6:00am (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 Police Department, or any responding law enforcement agency. Costs associated with vehicle towing and storage will be charged to the vehicle's owner(s).
4. The Highway Department requests that property owners remove street side athletic equipment (basketball hoops, etc.), garbage receptacles, and other temporary obstacles from the side of streets to prevent damage during snow removal operations.
5. 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: Local Law #1-199; Section 165-1). At the direction of the Mayor and/or Board of Trustees, the Village Highway Department may 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: Local Law #1-199; Section 48).
6. The Village Board of Trustees should consider replacing signs that post the Village's "Snow Ordinance" with a posting of the Village's "Seasonal All-Night Parking Law" as per Local Law #4 of 6/19/14; Section 190-28A, 190-28B.
7. Revenue from the sale of scrap metal was received on November 16, 2022 in the amount of \$430.80. Total revenue generated from the sale of scrap metal in FY2022-2023 is \$2,715.00. Since inception of the Scrap Metal Recycling Program in September, 2007, \$46,578.46 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 Village 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  
MONTHLY REPORT  
DECEMBER, 2022**

**1. Red Hook Sewer Project**

Meetings were held on December 2, 16, 23, and 30, 2022 in the Red Hook Village Building and via telephone conference call.

- a. December 2, 2022 – Progress Meeting #25: C.T. Male Associates (Kathryn Serra, Ron Smaka, Kevin Dufek), Carver Construction (A. G. Bourgeois, Eric Klefbeck), Sausto Contracting (Mario Sausto), and the Village of Red Hook (Karen Smythe, Brent Kovalchik) attended. Items discussed included:
  - A total of 74 tanks have been placed as of 12/2/22 (72 septic tanks, 2 grease traps). Associated risers, grade rings, service lateral runs, and conduit runs from individual property control panels to risers have been placed.
  - The odor control unit duct work at the WWTP is complete.
  - Sausto Contracting continues to wire existing service panels stubbing out to exterior STEP control panels.
  - Blower unit air-piping was redirected.
  - Some septic tanks have arrived with non-specified weep holes. C.T. Male Associates visited the pre-cast manufacturer and resolved methods to permanently plug these holes.
  - Installation of tanks, pumps, and control panel placement continue.
  - Final grading at the WWTP continues.
  - Electrical connections from individual property electrical control panels to the STEP control panels continue.
  - Carver Construction to provide a two-week look ahead schedule.
  - Sausto Contracting has been requested to provide a list of properties that have insufficient electric service to power pumps that need to be upgraded (to date, 52 East Market Street, 20 East Market Street, and 7555 North Broadway existing electric services need upgrading).
  - Carver Construction's Pay Applications #9 and #10 are being processed by NYSEFC.
  - Sausto Contracting's Pay Application #8 is being processed by NYSEFC. Pay Application #9 has been forwarded to the Village for processing.
  - Open Discussion:
    - Necessity for mobile generator to run septic tanks simplex pumps (requiring 3 prong receptacle) and duplex pumps (requiring 4 prong receptacle).
    - WWTP start-up: UV bulbs and permanent blower units are being shipped and are scheduled to be on site by 12/12/22.
    - Emergency protocol for power outages during the period when plant is running without generator transfer switches installed.

- Construction procedures and protocols were discussed with GBD property owners.
  - RH Commons management will be notified when existing WWTP treatment plant is switched over to the new WWTP.
  - Septic tank pumping service will be scheduled by Carver Construction to pump existing tank prior to the installation of new tanks.
- b. December 16, 2022 – Progress Meeting #26: C.T. Male Associates (Kathryn Serra, Ron Smaka), Carver Construction (A.G. Bourgeois, Eric Klefbeck), Sausto Contracting (Mario Sausto), C3ND (Fernando Dongo), USDA-RD (Jessica Devins), Village of Red Hook (Karen Smythe, Brent Kovalchik) attended. Items discussed included:
- Tasks Completed:
    - 83 tanks have been placed (79 septic tanks, 4 grease traps) as of 12/16/22; 64 tanks remain to be placed.
    - 10 tanks are filled with water (leak tested) and are ready to have pumps installed.
    - Tank fabricator has filled non-specified weep holes in 4 of 5 tanks.
    - Existing RH Commons WWTP could be shut down and serviced when new WWTP is certified (week of 12/26/22).
    - Orenco Representative (Julie Barown) to be on site 12/19/22 to test simplex pumps before activation. Start-up of STEP pumps anticipated to begin 12/21/22.
    - Once plant is certified and pumps are tested, it is anticipated that 2-4 connections/day can be made.
    - UV finishing/bulbs have been installed at new WWTP.
    - 70 properties have had their electrical services connected to STEP electrical panels.
  - Tasks Scheduled:
    - Continue placing tanks on North Broadway.
  - Items needed from Contractors:
    - Sausto Contracting to notify RHV if assistance is needed to contact property owners.
    - C3ND is to coordinate WWTP start-up and connections with Carver Construction.
    - Carver Construction to forward “Look Ahead” schedule to Sausto Contracting for hook-up schedules.
  - Application for Payment Status:
    - Carver Construction #9-10, Sausto Contracting #8, and C.T. Male Associates Payment Applications have been forwarded to RHV for processing.
    - Carver Construction #11, Sausto Contracting #9, and C.T. Male Associates C.O. #7 have been submitted by RHV to NYSEFC for reimbursement.
  - Erosion/Sediment Control:

- Winter conditions of stabilizing open grades continue: no other issues indicated.
- Open Discussion:
  - C.T. Male Associates is to provide a list of grease traps to be installed to RHV for preparation of a pumping schedule.
  - Carver Construction and Sausto Contracting to meet with representatives from Baright Realty to review existing site conditions and construction procedures of south/east corner of Broadway/Market Street.
- c. C.T. Male Associates certified operation of WWTP to the NYSDEC on December 14, 2022.
- d. December 16, 2022 – Meeting with C.T. Male Associates (Kathryn Serra, Ron Smaka) and Red Hook Village (RHV) (Karen Smythe, Brent Kovalchik) to review status of revised date of “Substantial Completion” of March 15, 2023.
  - C.T. Male Associates will issue C.O. #10 for additional work by C.T. Male Associates to provide inspections and administrative services for additional time of revised substantial completion date.
  - Discuss financing/maturity of NYSEFC and USDA-RD.
  - Discuss contractors’ retainage.
  - Discuss the possibility of entering Sewer Project as-built drawings as part of asset inventory program and mapping on Diamond Maps.
- e. December 23, 2022 – Meeting with C.T. Male Associates (Ron Smaka) and Village of Red Hook (Karen Smythe, Brent Kovalchik) in the Red Hook Village Building. Items discussed included:
  - Permanent blowers have arrived on site and are scheduled to be installed 12/23/22 at WWTP.
  - Orenco representative to be on site 12/23/22 to test duplex STEP pumps.
  - Review Carver Construction budget as of 12/23/22. The project is coming in around 6-7% under budget (potential savings between \$450,000 – 500,000), however, time to complete project has fallen behind schedule.
  - Discussed reasons for delay and original schedule.
- f. December 23, 2022 – Meeting with Jen Cavanaugh, Karen Smythe, and Brent Kovalchik to discuss Sewer Billings and review Sewer Service Area customers/property assessments.
- g. December 30, 2022 – Progress Meeting #27: C.T. Male Associates (Ron Smaka), Carver Construction (A.G. Bourgeois, Eric Klefbeck), Sausto Contracting (Mario Sausto), and the Village of Red Hook (Karen Smythe, Brent Kovalchik) attended. Items discussed included:
  - Tasks Completed since December 16, 2022:
    - 85 tanks have been placed (81 septic tanks, 4 grease traps).
    - Four tanks will be tied into the sewer system and will be operational as of 12/30/22.
    - Orenco reviewed and inspected simplex STEP pumps. Orenco will complete inspection of duplex pumps on 1/3/23.

- 15 tanks have been tested for leaks and approved.
- 3 directional bores have been completed to tie in 1 ½ diameter laterals to force mains.
- All permanent blowers have been installed at the WWTP.
- Transfer switch to tie in the emergency generator is on order and will be installed upon delivery for the WWTP.
- Weep holes found in septic tanks have been filled in by the tank manufacturer.
- Sausto Contracting continues to hook-up individual property electrical panels to the STEP panels.
- Items needed from Contractors:
  - Carver Construction to provide estimates to provide interior plumbing to separate sewage from grease for an individual property.
  - Carver Construction to provide as-built drawings of directional bores under NYS Highways for NYSDOT review and approval.
  - Sausto Contracting to provide estimates to upgrade individual property electrical services to provide required electrical supply to STEP panels.
  - Sausto Contracting to provide estimate to replace 10ga wiring to 8ga wiring at North Broadway property.
  - Sausto Contracting to complete hook-up of propane tank to WWTP generator while waiting for delivery of transfer switch.
  - C3ND to review electrical panels at WWTP for the addition of alarms.
- Payment Application Status:
  - Carver Construction Pay Application #11 and Sausto Contracting Pay Applications #8 and #9 have been processed by the Village and forwarded for reimbursement to NYSEFC.
  - Carver Construction Pay Application #12 has been submitted for review to C.T. Male Associates.
- Erosion/Sediment Control:
  - C.T. Male Associates to review site conditions during week of 1/2/23.
- Open Discussion:
  - Construction means and methods for properties located at the intersection of Market Street and Broadway will be reviewed by C.T. Male Associates, Carver Construction, and the property owner.
  - Carver Construction will bring in three crews to continue installing septic tanks and grease traps, hook-up tanks to sewer system and abandon existing tanks, and connect electrical panels to pumps, and connect laterals to force mains.
  - It is anticipated that 90-95% of properties in the Sewer Service Area will be operational by March 15, 2023.

## **2. Village of Red Hook Water Distribution System Maintenance and Improvement Project/Sewer Service Area Operating/Maintenance Procedures and Protocol**

Meetings were held on December 2 and 30, 2022 in the Red Hook Village Building.

- a. December 2, 2022 – Meeting with C3ND (Fernando Dongo) and the Village of Red Hook (Karen Smythe and Brent Kovalchik). Items discussed included:
  - Status of new SCADA computer. Prices received from Delaware Engineering and C3ND to provide an estimate from Teamworks for upgrade software. Approximate cost is \$25,000.00. The Board of Trustees will vote on approval to purchase new computer and software for the SCADA system at December, 2022 Workshop.
  - Discussed financing for the Village’s 4% obligation of the \$1.8 million WIIA Grant for Water System Improvements (SCADA), elevated water storage tank repainting, upgrades to Cherry Street and Graves Street water mains, curb stops, valves, and restoration.
  - Discussed locating well pumps 5, 12, 13, 19 Variable Frequency Drives (VFDs) in a separate, pre-fabricated structure at the Firehouse Lane well field site.
- b. December 30, 2022 – Meeting with Delaware Engineering (Robert Flores), C3ND (Fernando Dongo), and the Village of Red Hook (Karen Smythe, Jen Cavanaugh, Brent Kovalchik) took place in the Red Hook Village Building. Items discussed included:
  - Proposal to develop wastewater distribution system utilizing STEP system at the proposed Anderson Commons Development of Baxter Street/Elizabeth Street.
  - Reviewed and discussed the occurrence of “cloudy water” from individual property water services. Review and inspection of water quality from the treated source at the WTP will be conducted to determine cause and propose remedy.
  - Reviewed status of WIIA Grant for Water Distribution System, WTP SCADA system, RHT/RHV Interconnect upgrades, and Tower Street Elevated Water Storage Tank repainting.
    - Documents have been submitted for review from Delaware Engineering to NYSDOH. Delaware Engineering is responding to comments.
    - Documents have been submitted to DCDOH. C3ND and Delaware Engineering are responding to comments.
    - Financing to provide funds for the Village’s obligation is being addressed by Delaware Engineering and the Village of Red Hook.
  - Reviewed and discussed issues and proper functioning of water meters.
    - Jen Cavanaugh is reviewing no-use and low-use readings from existing water meters. Tests to gauge water consumption at these meters and proper functioning of meters will be tested by C3ND and the Village Highway Department.

- Reviewed proposed agreements and conditions to provide RHV water to properties south of the Village located within the Town of Red Hook.
- C3ND, the Village Highway Department, and Red Hook Village Officials will review and recommend maintenance, repair, and service protocol for the Red Hook Sewer System during the month of January, 2023.

Town of Red Hook Zoning Review Committee (RHT – ZRC) – Monthly Report  
December, 2022 – Brent Kovalchik – RH Village Representative/Member

- a. There were no RHT – ZRC Meetings held during the month of December, 2022.

Community Preservation Fund (CPF) Advisory Board – Monthly Report  
December, 2022 – Brent Kovalchik – RH Village Representative/Member

- a. There were no CPF Advisory Board Meetings held during the month of December, 2022.
- b. The current balance of the Community Preservation Fund, as of December 31, 2022, is \$\_\_\_\_\_.

Saw Kill Watershed Community (SKWC) – Monthly Report  
December, 2022 – Brent Kovalchik – RH Village Board of Trustees Representative

- a. There were no SKWC Meetings held during the month of December, 2022.

Town of Red Hook Local Waterfront Revitalization Plan (LWRP) Working Group – Monthly Report  
December, 2022 – Brent Kovalchik – RH Village Representative/Member

- a. There were no LWRP Working Group Meetings held during the month of December, 2022.

Northern Dutchess Alliance (NDA) Executive Committee – Monthly Report  
December, 2022 – Brent Kovalchik – Local Government Representative/Member

- a. There were no NDA Executive Committee Meetings held during the month of December, 2022.

Village of Red Hook Zoning Review Committee (RHV – ZRC) – Monthly Report  
December, 2022 – Karen Smythe and Brent Kovalchik – Members

- a. A RHV – ZRC Meeting was held on December 23, 2022 in the Red Hook Village Building. Proposed Traditional Neighborhood District (Draft 2007), Purchase of Development Rights, Transfer of Development Rights, and highest/best land uses for a property in the northern section of the Village was reviewed and discussed.



Village of Red Hook Public Spaces Initiative (RHV – PSI) – Monthly Report  
December, 2022 – Declan Dwyer-McNulty and Brent Kovalchik – Co-Liaisons

- a. A RHV – PSI Meeting was held on December 10, 2022 at the Red Hook Community Center. Items discussed included:
- Community Center Garden: PSI volunteers planted 150 bulbs expecting to bloom from early spring through June, 2023.
  - The PSI Committee reviewed the Seed Commons Space at the Community Center. The seed information will be updated and additional advertising through Instagram and Community Center flyers will help community be more aware of this area in the Community Center.
  - Richard M. Abrahams Memorial Park: A professional to assist in developing a Master Plan of the park with possible assistance from the Bard College Architecture Department and the Bard College Horticulture Guild was discussed.
  - Discussed improving the Village’s walkability, lighting, public spaces, and pedestrian-friendly atmosphere.
  - Discussed a possible collaboration with the RHT Trails Committee for connections between RHV/RHT parks, sidewalks, and multi-modal transportation.
  - Discussed Art Box walk/tour and continuing expansion of future art projects.
  - Discussed a potential collaboration with RH High School, the RHV – PSI, Bard College, and the Community Center to consider a “seed ball’ workshop and/or project.



01/03/2023

**Water System**

**Wastewater System**

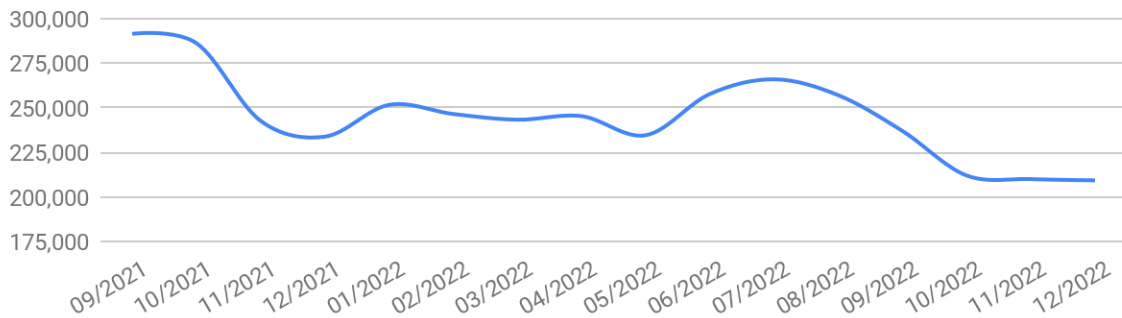
<b>Water System Notes:</b>		<b>Wastewater System Notes: Sample results for November 2022, with reporting submitted on or before December 28th 2022.</b>			
Monthly Total Coliform	All monthly coliform tests were completed with no presence of coliform or e. coli	November 2022	<b>Required Samples</b>	<b>Result</b>	<b>Compliance</b>
			BOD	<4.0	
			TSS	4	10 mg/L
			NH3	<0.5	1.81 mg/L
			Fecal Coliform	<1.0	200/100 mL
<b>Deficiencies</b>		<b>Deficiencies</b>			
Well Control Issues	Well controls need to be evaluated as communication issues have occurred. Delaware Engineering is presenting to new 2020 test indicated this was not a viable option for Village flow in case of emergency. Engineering review currently in progress.	Anoxic Mixers	Currently a Medora mixer in place to keep Anoxic tank solids moving. May need to consider this in future updates.		
Town/Village Interconnect					
Well Level/Flow	Well level monitors have been reviewed with a variety of repairs that were required. Currently looking at options for communication to wells 14 & 15 as there is a short in wiring between the plant and the wells	Sand Filter Rebuild	Sand Filters have never been rebuilt or media replaced. Should price and schedule for the near future.		
Storage Tank Inspections	All storage tanks have been inspected and are awaiting report.	Train Down for Review	One process train is down for review of deficiencies. Review to be completed this week and sent for review.		
		Blower System Maintenance	Parts have been ordered. Waiting for oil & belts.		
		Pump Station	Pump Station pumps clogging issues have been an issue for some time. Pump Station mixing should be implemented to help with pump failure and pump station pump outs.		
		Backflow Prev. Replacement	Facilities backflow Preventor in need of replacement.		
<b>For Future Notes:</b>					

# Village of Red Hook Water Treatment Facilities Monthly Report

January 3, 2023

## ***System Flow***

During the month of December, the water treatment facility treated 6,492,500 total gallons, which is an average of 209,400 gallons per day. See below for the Annual Daily Average Flow Chart:



All bacteriological samples for the month were collected and transported to Pace Analytical Services, Newburgh, New York. Please see below for sample locations and results:

<b><u>Location</u></b>	<b><u>Total Coliform</u></b>	<b><u>E. Coli</u></b>
Traditions ( Mail Room)	Absent	Absent
2 W. Market	Absent	Absent
19 Firehouse	Absent	Absent

## ***Chemical Usage***

During the month of December, the water treatment plant used 75 gallons of sodium hypochlorite. The average daily use was 2.4 gallons per day.

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If you should have any questions in regards to this report, please feel free to reach out to me at our main office at (845) 244-0129 or by email at [Fernando@C3NDEnviro.com](mailto:Fernando@C3NDEnviro.com)

Sincerely,

A handwritten signature in black ink, appearing to read 'F. Dongo', with a stylized flourish at the end.

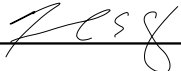
**Fernando Dongo**  
**Principal Consultant**  
**C3ND Environmental Consulting**



Public Water System Name		Reporting Month/Year		Date Report Submitted		Source Water Type(s)	
Village of Red Hook		Dec-22		1/1/23		<input type="checkbox"/> Surface <input checked="" type="checkbox"/> Ground <input type="checkbox"/> GWUDI <input type="checkbox"/> Purchase with subsequent chlorination <input type="checkbox"/> Purchase w/out subsequent chlorination	
Public Water System ID		County		Town, Village, or City			
NY1302775		Dutchess		Red Hook			
DATE	Source(s) in Use	Treated water volume (1,000 /day)	Chlorination			Comments/Observations	
				Liquid	Free chlorine residual at entry point (mg/l)		
			Hypochlorite added to crock (quarts)				
1	Well 1,3,4,9,12,13,14,15	201.8		20.00	1.1		
2	Well 1,3,4,9,12,13,14,15	228.2		32.00	1.1		
3	Well 1,3,4,9,12,13,14,15	141.0			1.0		
4	Well 1,3,4,9,12,13,14,15	224.3			1.0		
5	Well 1,3,4,9,12,13,14,15	206.6			1.1		
6	Well 1,3,4,9,12,13,14,15	196.8		28.00	1.0		
7	Well 1,3,4,9,12,13,14,15	194.3			1.0		
8	Well 1,3,4,9,12,13,14,15	192.6		20.00	1.0		
9	Well 1,3,4,9,12,13,14,15	186.8		20.00	1.0		
10	Well 1,3,4,9,12,13,14,15	203.5			1.0		
11	Well 1,3,4,9,12,13,14,15	202.1			0.9		
12	Well 1,3,4,9,12,13,14,15	180.5			1.0		
13	Well 1,3,4,9,12,13,14,15	190.7		20.00	1.0		
14	Well 1,3,4,9,12,13,14,15	194.6			1.0		
15	Well 1,3,4,9,12,13,14,15	216.4		40.00	1.0		
16	Well 1,3,4,9,12,13,14,15	188.4			0.9		
17	Well 1,3,4,9,12,13,14,15	180.3			1.0		
18	Well 1,3,4,9,12,13,14,15	206.4			1.0		
19	Well 1,3,4,9,12,13,14,15	254.6		20.00	0.9		
20	Well 1,3,4,9,12,13,14,15	166.7			0.9		
21	Well 1,3,4,9,12,13,14,15	233.4		20.00	0.9		
22	Well 1,3,4,9,12,13,14,15	194.3			0.9		
23	Well 1,3,4,9,12,13,14,15	394.9		40.00	0.9		
24	Well 1,3,4,9,12,13,14,15	249.5			0.9		
25	Well 1,3,4,9,12,13,14,15	148.4			0.9		
26	Well 1,3,4,9,12,13,14,15	201.1			0.9		
27	Well 1,3,4,9,12,13,14,15	228.4			0.9		
28	Well 1,3,4,9,12,13,14,15	222.8		20.00	0.8		
29	Well 1,3,4,9,12,13,14,15	216.4			0.8		
30	Well 1,3,4,9,12,13,14,15	163.1		40.00	0.8		
31	Well 1,3,4,9,12,13,14,15	284.0			0.8		
<b>Total</b>		6,492.5		300			
<b>AVG.</b>		209.4		9.6	1.0		

Chlorine Mix Ratio = 5 quarts/gallons of 12.5 % chlorine added to - gallons of water in crock

Reported by: Fernando Dongo Title: Operator NYS DOH Operator Certification Number: NY0038297

Signature:  Date: 1/1/2023 Operator Grade Level IIA, IIB, C, D

### Microbiological Samples and Free Chlorine Residual

Sample Location	Date of Sample	Sample Type 1.Routine 2. Repeat	Total Coliform Positive	E.coli Positive	Free Chlorine Residual (mg/l)	Population Served: <span style="border: 1px solid black; padding: 2px;">2830</span>
2 W. Market	12/14/2022	1	Absent	Absent	0.9	<b>Number of microbiological monitoring samples required:</b> <span style="border: 1px solid black; padding: 2px;">3</span>  <b>Number of microbiological monitoring samples taken:</b> <span style="border: 1px solid black; padding: 2px;">3</span> <b>Did an M&amp;R violation</b>  If "Yes," check reason (s) below: <input type="checkbox"/> Actual number of samples is fewer than required. <input type="checkbox"/> Did not collect/analyze repeat sample. <input type="checkbox"/> Did not collect/analyze for E. coli for positive total coliform from routine/repeat sample.  Did an MCL violation occur?  If "Yes," check reason(s) below (see also Part 5, Table 6 for additional information). <input type="checkbox"/> For systems collecting less than 40 samples per month: two or more of the samples (routine and /or repeat) are positive for total coliform (= total coliform <u>MCL</u> violation).  <input type="checkbox"/> For systems collecting 40 or more samples per month: more than 5% of the samples (routine and/or repeat) are positive for total coliform (= total coliform <u>MCL</u> violation).  <input type="checkbox"/> The original sample was E.coli positive and at least 1 repeat sample was positive for total coliform (= <u>E.coli MCL</u> violation).  <b>Reminder: System must collect a minimum of five (5) routine microbiological monitoring samples during the month following a repeat sample collection.</b>  <b>As required by 5-1.72, "Operation of a Public Water System," a copy of this form shall be sent to your local health department by the 10th calendar day of the next reporting period.</b>
19 Firehouse	12/14/2022	1	Absent	Absent	0.9	
Traditions Mail Room	12/14/2022	1	Absent	Absent	0.7	

Sample Collector(s): Bryan Smith/DOH

Name of NYSDOH Certified Laboratory: EnviroTest Laboratories

Did any MCL violation occur? If so, please describe: No

**Did an emergency or low pressure problem occur? Did source water bypass an existing treatment process in the system? If so, please explain.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VILLAGE OF RED HOOK RESOURCE RECOVERY DATA/REPORT**

2021/2022	June*	July	August	September	October	November	December	January	February	March	April	May	Average	YTD
<b>TONS</b>														
Commingled	1.11	1.13	1.58	1.24	1.06	1.09	1.06	1.1	1.13	1.3	0.84	0.93	1.13	13.57
Cardboard	0.78	0.54	0.27	0.59	0.46	0.68	0.53	1.02	0.3	0.35	0.3	0.59	0.53	6.41
Paper	1.57	1.23	0.77	1.08	1.13	1.47	0.85	0.94	0.95	1.13	0.91	1.51	1.13	13.54
Total Recycling	3.46	2.9	2.73	2.91	2.65	3.27	2.44	3.06	2.38	2.78	2.07	3.03	2.81	33.68
Garbage	8.87	6.85	8.02	6.84	8.32	8.04	6.38	8.26	5.58	5.79	6.04	8.11	7.26	87.1
<b>REVENUE</b>														
Tags Sold	\$ 1,755.00	\$ 3,345.00	\$ 1,485.00	\$ 2,067.00	\$ 3,069.00	\$ 2,916.00	\$ 1,620.00	\$ 2,634.00	\$ 2,688.00	\$ 2,628.00	\$ 3,528.00	\$ 3,429.00	2597.00	\$ 31,164.00
<b>COSTS</b>														
Garbage @ \$105/ton	\$931.35	\$719.25	\$842.10	\$715.85	\$663.60	\$844.20	\$669.90	\$774.30	\$585.90	\$607.95	\$634.20	\$851.55	736.68	\$8,840.15
Fuel	\$44.25	\$35.96	\$42.11	\$35.80	\$34.84	\$50.65	\$41.86	\$46.46	\$38.09	\$45.60	\$66.58	\$93.68	47.99	\$575.88
Contaminated Recycli	\$3.29		\$12.10	\$3.30	\$5.52	\$3.33				\$2.31			4.98	\$29.85
<b>TOTAL COSTS</b>	<b>\$978.89</b>	<b>\$755.21</b>	<b>\$896.31</b>	<b>\$755.45</b>	<b>\$703.96</b>	<b>\$898.18</b>	<b>\$711.76</b>	<b>\$820.76</b>	<b>\$623.99</b>	<b>\$653.55</b>	<b>\$703.09</b>	<b>\$945.23</b>	<b>787.20</b>	<b>\$9,446.38</b>
<b>TOTAL REVENUE</b>	<b>\$1,755.00</b>	<b>\$3,345.00</b>	<b>\$1,485.00</b>	<b>\$2,067.00</b>	<b>\$3,069.00</b>	<b>\$2,916.00</b>	<b>\$1,620.00</b>	<b>\$2,634.00</b>	<b>\$2,688.00</b>	<b>\$2,628.00</b>	<b>\$3,528.00</b>	<b>\$3,429.00</b>	<b>2597.00</b>	<b>\$31,164.00</b>

2022/2023	June*	July	August	September	October	November	December	January	February	March	April	May	Average	YTD
<b>TONS</b>														
Commingled	1.03	1.03	1.27	0.99	0.85	0.92	0.97							
Cardboard	0.39	0.32	0.35	0.52	0.54	0.43	0.55							
Paper	0.88	0.95	0.67	1.04	1.25	0.81	0.89							
Total Recycling	2.8	2.3	2.29	2.55	2.64	2.16	2.41							
Garbage	6.88	5.97	6.95	8.71	9.97	7.28	3.05							
<b>REVENUE</b>														
Tags Sold	\$1,206.00	\$2,775.00	\$ 3,147.00	\$2,346.00	\$2,803.00	\$2,703.00	\$2,454.00							
<b>COSTS</b>														
Garbage @ \$105/ton	\$722.40	\$626.85	\$729.75	\$704.55	\$1,046.85	\$669.40	\$325.25							
Fuel	\$95.72	\$81.48	\$83.92	\$73.98	\$104.70	\$80.32	\$39.84							
Contaminated Recycling					\$2.30									
<b>TOTAL COSTS</b>	<b>\$818.12</b>	<b>\$708.33</b>	<b>\$813.67</b>	<b>\$778.53</b>	<b>\$1,153.85</b>	<b>\$749.72</b>	<b>\$365.09</b>							
<b>TOTAL REVENUE</b>	<b>\$1,206.00</b>	<b>\$2,775.00</b>	<b>\$3,147.00</b>	<b>\$2,346.00</b>	<b>\$2,803.00</b>	<b>\$2,793.00</b>	<b>\$2,454.00</b>							

## **January 9th, 2023 - Trustee Melkorka Kjarval's Agenda Reports**

### **Red Hook Together**

The Red Hook Together monthly meeting was not held for the month of January.

### **Red Hook Town Economic Development Committee**

The bi-weekly meetings were postponed for the month of December and will resume this week, on Wednesday January 11th at 8:40 am at Village Hall.

### **Village of Red Hook Communications Committee**

The Communications committee meets every first Wednesday of the month at 1:30 pm in the Village Hall conference room. Our meeting this month was a working session where we reviewed progress on goals set at an earlier meeting.

### **Village of Red Hook Hardscrabble / Events Committee**

The events committee would like to congratulate the Village of Red Hook's Highway Department for winning the tree competition at the Episcopal church with their clever tree design modeled after an orange traffic cone. The monthly meeting was canceled for the month of December and since the third Monday of this month, January 16th, falls on Martin Luther King Day our monthly January meeting will be moved to the fourth Monday of the month, January 23rd.

### **Village of Red Hook Human Relations Committee**

The committee meets every first Thursday of the month at 7:00 pm in the Village Hall conference room. This month's meeting focused on details around the **Inside Out: We are Neighbors** public art project. There was also a discussion on how bias and harassment incidents in the community could and should be reported and logged in order to track trends and allocate resources appropriately. Further research is underway in the goal of creating an 'educational guide' for community members that may experience or witness bias or harassment incidents.

### **Red Hook Public Library Report**

The Library is pleased to announce that they launched their new fine-free policy. The Library will no longer collect late fees for most items borrowed from the library. Late fines will only apply to physical items that require pre-bookings (empire passes, canopies and portable batteries) as well as items that are owned by other libraries that still collect late fines.

Additionally, Dawn Jardine, the director of the Red Hook Public Library for the past 6 plus years, is leaving her position as of February 28th, 2023 - and the Board of the Library has officially begun a search for the new director.