

**VILLAGE OF RED HOOK
BOARD OF TRUSTEES MEETING
VILLAGE HALL
APRIL 10, 2023**

Present: Mayor Karen Smythe, Trustee Charlie Laing, Trustee Kym Bradley-Rickard, Trustee Steven Appenzeller, and Village Clerk Jen Cavanaugh

Absent: Trustee Melkorka Kjarval

Mayor Smythe opened the Village Board meeting at 7:03pm and led the Pledge of Allegiance.

Mayor Smythe tabled the approval of the draft minutes from the March 13, 2023 Board of Trustees and March 23, 2023 Board of Trustees Workshop Meetings until the next Board of Trustee meeting.

Mayor Smythe opened to the floor to public comment. Multiple business owners spoke regarding the recent notice received notifying them that as per Village Code, they were not allowed to have internally lit signs (e.g., neon signs) in windows. The business owners believe that these signs, specially 'open' signs, are important and would like the Board of Trustees to revise the code to allow them.

Mayor Smythe asked for a motion to open the public hearing for the 2023-2024 Village of Red Hook Budget. Trustee Laing made the motion and it was seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

Mayor Smythe provided an overview of the budgets (general, water, sewer).

Mayor Smythe asked for a motion to close the public hearing for the 2023-2024 Village of Red Hook Budget. Trustee Laing made the motion and it was seconded by Trustee Appenzeller. All in attendance in favor. Motion approved.

RESOLUTION #6 – 2023
RESOLUTION TO ADOPT 2023-2024 BUDGET

WHEREAS, the Board of Trustees (Board) has received and reviewed the tentative budget and held a public hearing on same; and

WHEREAS, funding lines and expense lines have been developed, reviewed and established in Board Workshop Meetings to reflect income projections and expenses from trending and history; and

WHEREAS, the Village's budget has three areas: General Fund; Water Fund, and Sewer Fund;

NOW, THEREFORE, BE IT RESOLVED THAT,

The resulting general fund budget will be within the NYS Comptroller Formula for the tax cap and be a reduction in the tax rate. The General Fund budget will be \$2,187,320; and

BE IT FURTHER RESOLVED, the water fund budget and the sewer fund budget will remain as listed in the tentative budgets, water at \$556,100, and sewer at \$340,965;

And, those general fund, water fund, and sewer fund budgets are hereby adopted with the Treasurer to be fully advised and authorized to proceed accordingly.

Motion by: Trustee Charlie Laing

Seconded by: Trustee Kym Bradley-Rickard

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
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 type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Trustee Bradley-Rickard	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Appenzeller	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

Mayor Smythe asked for a motion to open the public hearing on videoconferencing policy. Trustee Appenzeller made the motion and it was seconded by Trustee Laing. All in attendance in favor. Motion approved.

Mayor Smythe asked for a motion to close the public hearing on videoconferencing policy. Trustee Laing made the motion and it was seconded by Trustee Appenzeller. All in attendance in favor. Motion approved.

RESOLUTION #7 – 2023
RESOLUTION FOR USE OF VIDEOCONFERENCING

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a to the Open Meetings Law, permitting the Board of Trustees to authorize its members to attend meetings by videoconferencing under extraordinary circumstances, and

WHEREAS, Section 103-a(2)(a) requires the Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, care giving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by video conference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by video conference be recorded, posted to the Board of Trustees web page within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by video conference when a member attends by video conference.

BE IT RESOLVED, that the Board of Trustees authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by video conference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the Board of Trustees shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Motion by: Trustee Bradley-Rickard

Seconded by: Trustee Appenzeller

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
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 type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Trustee Bradley-Rickard	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Appenzeller	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

RESOLUTION #8 – 2023

RESOLUTION TO ADOPT MODEL VIDEOCONFERENCING PROCEDURES

WHEREAS, the Board of Trustees of the Village of Red Hook adopted a resolution authorizing the use of videoconferencing under extraordinary circumstances at its April 10, 2023 meeting, and,

WHEREAS, said resolution required the adoption of procedures consistent with the requirements of Public Officers Law 103-a, now therefore be it,

RESOLVED, that the Board of Trustees hereby adopts the Model Procedures for Member Videoconferencing, a copy of which is annexed hereto.

Motion by: Trustee Appenzeller

Seconded by: Trustee Bradley-Rickard

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
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 type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Trustee Bradley-Rickard	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Appenzeller	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

Clerk Cavanaugh presented the 2023 Election Expenses.

Mayor Smythe asked for a motion to accept the 2023 Election Expenses as presented. Trustee Laing made the motion and it was seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

Mayor Smythe made a motion to authorize her to sign the letter of engagement with Mackey Butts & Whalen LLP. The motion and it was seconded by Trustee Laing. All in attendance in favor. Motion approved.

Mayor Smythe asked for a motion to sign the Dutchess County Shared Services Procurement Assistance Program agreement. Trustee Laing made the motion and it was seconded by Trustee Appenzeller. Trustee Appenzeller asked if the Village had used this County service in the past and the opinion of the service rendered. Mayor Smythe stated that the County had not been used for this service during her tenure. All in attendance in favor. Motion approved.

Mayor Smythe asked for a motion to make a sewer use area EDU reassessment for 7472 South Broadway (parcel 433677, currently 3 EDUs). The parcel had a lot line adjustment after EDUs were assigned and there are now two parcels, 433677 & 435669. The motion is to split the EDUs: 2 EDUs to 433677 and 1 EDU to 435669. Trustee Laing made the motion and it was seconded by Trustee Bradley-Rickard. All in attendance in favor. Motion approved.

Mayor Smythe asked for a motion to allow her to sign the 2023-2024 Septic Tank & Grease Trap Pump Out & Hauling Contract with Superior Sanitation. Trustee Appenzeller made the motion and it was seconded by Trustee Laing. Trustee Bradley-Rickard asked if the contract will rollover at the end of the term or if the Village would go out to bid again. Mayor Smythe stated that Village will go out to bid. **All in attendance in favor. Motion approved.**

RESOLUTION #9 – 2023
RESOLUTION TO BROAD FORM – CONSOLIDATED REORGANIZATION

WHEREAS, the Board of Trustees (Board) has received and reviewed the various annual reorganization documents, including:

The Meetings Schedule, Official Newspaper, and the Mayor’s Appointees/Officers designations with any new appointments listed, and

WHEREAS, under Village Law §3-301(3) the Mayor must appoint, with Board approval the offices of Clerk, Treasurer, Deputy Clerk, Associate Justice, and members of boards; and

WHEREAS, the Board has determined that Village Law §4-412(3)(2) requires the designation of banks of trust companies for the deposit of all Village monies; and

WHEREAS, the Board has determined to pay a fixed rate for mileage as reimbursement to Village Officials and employees who use their personal automobiles while performing official duties; and

WHEREAS, the Board has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

WHEREAS, the Board of Trustees is meeting in person on April 10, 2023; and

WHEREAS, the Board is aware of the existing Ethics Code and Procurement Code as embodied in our Local Law and is reminded of same; and

WHEREAS, the Board intends to complete the annual reorganization with consolidated voting and move to other business.

NOW, THEREFORE, BE IT RESOLVED:

The Board approves the Mayor’s new appointments as listed below:

Village Treasurer (2-yr term): Lori Urbin, term ends April 7, 2025

Associate Justice (1-yr term): Thomas Mansfield, term ends April 8, 2024

Planning Board: (5-year term)

Beth Pagano, Chair, term ends April 3, 2028

Zoning Board of Appeals: (5 year term)

Kristin Luks , term ends April 6, 2026

Village Green Committee (1-year terms):

Kym Bradley-Rickard, Liaison

Brian Foran, term ends April 8, 2024

David Pearson, term ends April 8, 2024

Kathy Pearson, term ends April 8, 2024

Events Committee (1-year terms):

Melkorka Kjarval, Liaison

Karen Smythe

Amy Smith, term ends April 8, 2024

Gabrielle Melton, term ends April 8, 2024

Jeffrey Walsh, term ends April 8, 2024

Nora Feldhusen, term ends April 8, 2024

Public Spaces Initiative (1-year terms):

Steve Appenzeller, Liaison

Perry Allen, term ends April 8, 2024

Ash Bradley-Rickard, term ends April 8, 2024

Polina Malikin, term ends April 8, 2024

Nicole Rogers, term ends April 8, 2024

Betsy Brauer, term ends April 8, 2024

Linda DiGasper, term ends April 8, 2024

Human Relations Committee (1-year terms):

Melkorka Kjarval, Liaison

Amy Frost Boyd, term ends April 8, 2024

David Markusen-Weiss, term ends April 8, 2024

Renee Zhang, term ends April 8, 2024

Communications Committee (1-year terms):

Melkorka Kjarval, Liaison

Karen Smythe

Lauren Cunningham, term ends April 8, 2024

Main Street Committee (1-year terms):

Melkorka Kjarval, Liaison

Karen Smythe

Amy Smith, term ends April 8, 2024

Betsy Brauer, term ends April 8, 2024

Aynsley LaSalvia, term ends April 8, 2024

Thomas LaSalvia, term ends April 8, 2024

Kristin Larson, term ends April 8, 2024

The Board designates the following institutions as depositories of all monies received by the Village Treasurer, Clerk, and Receiver of Taxes. Key Bank and M&T Bank; and,

The Board will approve reimbursement to such officers and employees at the current federal IRS rate per mile in effect at the time of the trip; and,

The Board authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows; and,

The Board acknowledges review and familiarity with the Ethics Code and Procurement Code of the Village of Red Hook; and,

The Board appoints The Daily Freeman (aka Media News Group) as the official newspaper; and,

Renews the meeting schedule as follows. All meetings are held in Village Hall and are open to the public:

Village Board of Trustees	2nd Monday	7:00 pm
Village Board Workshops	4th Thursday	7:00 pm
Village of Red Hook Justice Court	1st Wednesday	6:00 pm
Village of Red Hook Criminal Court	3rd Wednesday	4:00 pm
Planning Board	2nd Thursday	7:00 pm
Zoning Board of Appeals	4th Thursday	7:00 pm

Motion by: Trustee Bradley-Rickard

Seconded by: Trustee Appenzeller

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
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 type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent/Excused
Trustee Bradley-Rickard	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Trustee Appenzeller	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent/Excused
Vote Total	4				1
Result	Motion: Passed				

There were no budget adjustments.

COMMITTEE REPORTS:

Lori Urbin, Treasurer, read the Treasurer’s report.

ACCOUNT BALANCES (03/31/2023)

GENERAL FUND	\$	729,675.73
WATER FUND	\$	304,637.72
PAYROLL CLEARING ACCOUNT	\$	31,701.25
SEWER FUND	\$	50,812.34
HARDSCRABBLE	\$	8,210.60
VILLAGE GREEN	\$	7,674.32
HEALTH INSURANCE	\$	5,674.24
PETTY CASH	\$	60.83

RESERVE CHECKING BALANCES

FIRE DEPARTMENT (M&T)	\$	5,047.60
POLICE (M&T)	\$	14,626.54
USDA (M&T)	\$	134,413.56
HIGHWAY (M&T)	\$	26,259.24
SNOW RESERVE (M&T)	\$	3,288.59
TOWER RESERVE (M&T)	\$	17,760.63
UNEMPLOYMENT (M&T)	\$	4,556.75
COURT RESERVE (M&T)	\$	3,307.76
OFFICE RESERVE (M&T)	\$	975.22

MONTHLY EXPENSES (March)

GENERAL FUND	\$	149,846.89
WATER FUND	\$	30,646.16
PAYROLL CLEARING ACCOUNT	\$	2,351.62
SEWER	\$	52,081.22

Mayor Smythe asked for a motion to accept the Treasurer’s Report. Trustee Appenzeller made the motion and it was seconded by Trustee Laing. All in attendance in favor. Motion approved.

Mayor Smythe read the Police Report as follows:

March 2023	Total	Village of Red Hook	Town of Red Hook	Tivoli
Incidents (i.e., lock outs, SRO, traffic control, drug take backs, finger printing)	315	209	87	19
Water Tower Security Checks		105 (included in above)		
Uniform Traffic Tickets	95	43 (inc. 12 parking tickets)	45 (inc. 0 parking tickets)	7 (inc. 48 parking ticket)
Arrests	4	2	1	1

Mayor Smythe discussed the new personnel structure for Police Department – add a lieutenant title.

Mayor Smythe asked for a motion to allow her to negotiate with the Police Union (UPSEU) to determine a potential pay level for a lieutenant position (this motion is not approving the position). Trustee Appenzeller made the motion and it was seconded by Trustee Laing. Trustee Appenzeller asked for a timeline for the discussions to which Mayor Smythe stated over the next several weeks. Trustee Bradley-Rickard asked if the contract would designate how the positions would be filled to which Mayor Smythe stated that she would clarify that within the contract. **All in attendance in favor. Motion approved.**

Mayor Smythe tabled the fire department report.

Mayor Smythe announced the start of a new employee, Angela Dourdis, Account Clerk, handling payroll and human resources.

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

Mayor Smythe read 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 Bradley-Rickard read the Village Green Committee Report (on-file).

Trustee Appenzeller read the Building, Planning & Zoning reports.

Building Permits Issued	8	Stop Work Orders	0
Certificates of Occupancy Issued	5	Court Appearances	0
Certificate of Compliance	5	Fire Inspections	0
Municipal Searches	1	Complaints	3
Orders of Remedy	18	Total Fees Collected	\$1,476

Mayor Smythe read Highway, Sewer Project, and Water Improvements Reports (on-file). Mayor Smythe announced that as of March 30, 2023 the Village of Red Hook Sewer Project is “substantially complete”.

In general business, Mayor Smythe and Trustee Appenzeller announced that there was going to be numerous environmentally themed community events on April 22, 2023, Earth Day.

Mayor Smythe announced that the Board of Trustees will be reviewing code related to animals other than indoor domestic pets.

Mayor Smythe asked for a motion to adjourn the April 10, 2023 Village Board Meeting at 8:19pm. Trustee Bradley-Rickard made the motion and it was seconded by Trustee Laing. All in attendance in favor. Motion approved.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jennifer Cavanaugh". The signature is written in a cursive, flowing style.

Jennifer Cavanaugh, Clerk

Committee Reports

(Not Part of the Official Meeting Minutes)

VILLAGE OF RED HOOK RESOURCE RECOVERY DATA/REPORT

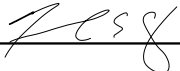
2021/2022	June*	July	August	September	October	November	December	January	February	March	April	May	Average	YTD
TONS														
Commingled	1.11	1.13	1.58	1.24	1.06	1.09	1.06	1.1	1.13	1.3	0.84	0.93	1.13	13.57
Cardboard	0.78	0.54	0.27	0.59	0.46	0.68	0.53	1.02	0.3	0.35	0.3	0.59	0.53	6.41
Paper	1.57	1.23	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
REVENUE														
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	\$ 2,597.00	\$ 31,164.00
COSTS														
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
TOTAL COSTS	\$978.89	\$755.21	\$896.31	\$755.45	\$703.96	\$898.18	\$711.76	\$820.76	\$623.99	\$653.55	\$703.09	\$945.23	\$787.20	\$9,446.38
TOTAL REVENUE	\$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	\$2,597.00	\$31,164.00

2022/2023	June*	July	August	September	October	November	December	January	February	March	April	May	Average	YTD
TONS														
Commingled	1.03	1.03	1.27	0.99	0.85	0.92	0.97	1.63	0.93	1.03			1.07	10.65
Cardboard	0.39	0.32	0.35	0.52	0.54	0.43	0.55	0.56	0.49	0.34			0.45	4.49
Paper	0.88	0.95	0.67	1.04	1.25	0.81	0.89	1.06	0.95	0.92			0.94	9.42
Total Recycling	2.8	2.3	2.29	2.55	2.64	2.16	2.41	3.25	2.37	2.29			2.51	25.06
Garbage	6.88	5.97	6.95	8.71	9.97	7.28	3.05	9.72	7.36	4.44			7.03	70.33
REVENUE														
Tags Sold	\$1,206.00	\$2,775.00	\$ 3,147.00	\$2,346.00	\$2,803.00	\$2,703.00	\$2,454.00	\$3,520.00	\$1,743.00	\$2,745.00			\$2,544.20	\$25,442.00
COSTS														
Garbage @ \$105/ton	\$722.40	\$626.85	\$729.75	\$704.55	\$1,046.85	\$669.40	\$325.25	\$1,069.20	\$809.60	\$488.40			\$719.23	\$7,192.25
Fuel	\$95.72	\$81.48	\$83.92	\$73.98	\$104.70	\$80.32	\$39.84	\$114.94	\$80.96	\$43.96			\$79.98	\$799.82
Contaminated Recycling					\$2.30			\$2.42	\$2.40				\$2.37	\$7.12
TOTAL COSTS	\$818.12	\$708.33	\$813.67	\$778.53	\$1,153.85	\$749.72	\$365.09	\$1,186.56	\$892.96	\$532.36			\$799.92	\$7,999.19
TOTAL REVENUE	\$1,206.00	\$2,775.00	\$3,147.00	\$2,346.00	\$2,803.00	\$2,793.00	\$2,454.00	\$3,520.00	\$1,743.00	\$2,745.00			\$2,553.20	\$25,532.00

Public Water System Name		Reporting Month/Year		Date Report Submitted		Source Water Type(s)	
Village of Red Hook		Mar-23		4/1/23		<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			Free chlorine residual at entry point (mg/l)	Comments/Observations
				Liquid			
			Hypochlorite added to crock (quarts)				
1	Well 1,3,4,9,12,13,14,15	227.0			1.1		
2	Well 1,3,4,9,12,13,14,15	209.5	20.00		1.1		
3	Well 1,3,4,9,12,13,14,15	230.3	20.00		1.2		
4	Well 1,3,4,9,12,13,14,15	191.2			1.2		
5	Well 1,3,4,9,12,13,14,15	189.1			1.2		
6	Well 1,3,4,9,12,13,14,15	258.8	20.00		1.1		
7	Well 1,3,4,9,12,13,14,15	282.8			1.3		
8	Well 1,3,4,9,12,13,14,15	150.4	20.00		1.2		
9	Well 1,3,4,9,12,13,14,15	234.7			1.2		
10	Well 1,3,4,9,12,13,14,15	233.3	40.00		1.0		
11	Well 1,3,4,9,12,13,14,15	233.7			1.1		
12	Well 1,3,4,9,12,13,14,15	228.9			1.1		
13	Well 1,3,4,9,12,13,14,15	228.2			1.2		
14	Well 1,3,4,9,12,13,14,15	194.6	20.00		1.1		
15	Well 1,3,4,9,12,13,14,15	261.3			1.1		
16	Well 1,3,4,9,12,13,14,15	211.9	20.00		1.0		
17	Well 1,3,4,9,12,13,14,15	289.1	20.00		1.1		
18	Well 1,3,4,9,12,13,14,15	217.4			1.0		
19	Well 1,3,4,9,12,13,14,15	239.4			1.0		
20	Well 1,3,4,9,12,13,14,15	228.1	20.00		1.0		
21	Well 1,3,4,9,12,13,14,15	235.8			1.0		
22	Well 1,3,4,9,12,13,14,15	247.7			0.9		
23	Well 1,3,4,9,12,13,14,15	219.4	20.00		0.9		
24	Well 1,3,4,9,12,13,14,15	232.0	30.00		0.9		
25	Well 1,3,4,9,12,13,14,15	236.5			0.9		
26	Well 1,3,4,9,12,13,14,15	250.0			1.0		
27	Well 1,3,4,9,12,13,14,15	248.7			1.0		
28	Well 1,3,4,9,12,13,14,15	194.1	28.00		0.9		
29	Well 1,3,4,9,12,13,14,15	208.2			1.0		
30	Well 1,3,4,9,12,13,14,15	212.7			0.9		
31	Well 1,3,4,9,12,13,14,15	218.8	40.00		0.8		
Total		7,043.7	300				
AVG.		227.2	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

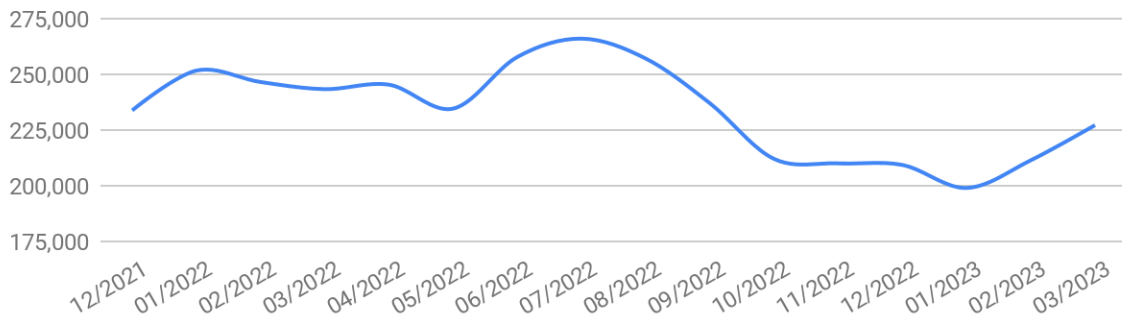
Signature:  Date: 4/1/2023 Operator Grade Level IIA, IIB, C, D

Village of Red Hook Water Treatment Facilities Monthly Report

April 4, 2023

System Flow

During the month of March, the water treatment facility treated 7,043,700 total gallons, which is an average of 227,200 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:

<u>Location</u>	<u>Total Coliform</u>	<u>E. Coli</u>
80 Glen Ridge	Absent	Absent
2 W Market	Absent	Absent
Traditions Mail Room	Absent	Absent

Chemical Usage

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

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

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





Village of Red Hook Water & Wastewater Treatment
7467 South Broadway, Red Hook, New York 12571

04/04/2023

Water System

Wastewater System

Water System Notes:		Wastewater System Notes: Sample results for February 2023, with reporting submitted on or before March 28, 2023.																	
Monthly Total Coliform	All monthly coliform tests were completed with no presence of coliform or e. coli	February 2023	<table border="1"> <thead> <tr> <th><u>Required Samples</u></th> <th><u>Result</u></th> <th><u>Compliance</u></th> </tr> </thead> <tbody> <tr> <td>BOD</td> <td><4.0</td> <td></td> </tr> <tr> <td>TSS</td> <td>4.4</td> <td>10 mg/L</td> </tr> <tr> <td>NH3</td> <td><0.5</td> <td>1.81 mg/L</td> </tr> <tr> <td>Fecal Coliform</td> <td><1.0</td> <td>200/100 mL</td> </tr> </tbody> </table>	<u>Required Samples</u>	<u>Result</u>	<u>Compliance</u>	BOD	<4.0		TSS	4.4	10 mg/L	NH3	<0.5	1.81 mg/L	Fecal Coliform	<1.0	200/100 mL	
<u>Required Samples</u>	<u>Result</u>	<u>Compliance</u>																	
BOD	<4.0																		
TSS	4.4	10 mg/L																	
NH3	<0.5	1.81 mg/L																	
Fecal Coliform	<1.0	200/100 mL																	
<p>Deficiencies</p> <p>Well Control Issues Waiting for SCADA update</p> <p>Town/Village Interconnect 2020 test indicated this was not a viable option for Village flow in case of emergency. Engineering review currently in place.</p> <p>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</p>		<p>Deficiencies</p> <p>Anoxic Mixers Currently a Medora mixer in place to keep Anoxic tank solids moving. May need to consider this in future updates.</p> <p>Sand Filter Rebuild Sand Filters have never been rebuilt or media replaced. Should price and schedule for the near future.</p> <p>Train Down for Review One process train is down for review of deficiencies. Review to be completed this week and sent for review.</p> <p>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.</p> <p>Backflow Prev. Replacement Facilities backflow Preventor in need of replacement.</p>																	
For Future Notes:																			

April 10th, 2023 - Trustee Melkorka Kjarval's Agenda Reports

Red Hook Together: The Red Hook Together met at 5:30 pm on April 6th at the VFW. There was no themed discussion set, and the dozen or so attendees were encouraged to share updates of their organizations in a round table forum.

Red Hook Town Economic Development Committee: Bi-weekly meetings have been taking place at Village Hall on alternating Wednesdays at 8:40 am. March 22nd's meeting hosted Melaine Rottkamp, President of Dutchess County Tourism who presented an update on the state of dutchess county tourism and new programs and initiatives they have been working on.

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. This month's meeting was not held due to travel of some of the members.

Village of Red Hook Hardscrabble / Events Committee: The events committee meets on the 3rd monday of each month at 6pm at Village Hall. We had a productive meeting on March 20th where we discussed the upcoming Friday Neighbors Nights (on May 19th, July 14th and September 22nd) as well as timelines for this year's Hardscrabble (September 23, 2023).

If you would like to sponsor a picnic table, volunteer for an event, or sign up for a booth on Hardscrabble day please contact us by email at events@redhooknyvillage.org

Village of Red Hook Human Relations Committee: The Human Relations Committee meets every first Thursday of the month at 7:00 pm in the Village Hall conference room. This month's meeting took place March 15th, 2023. We are happy to announce that Renee Zhang has been accepted the position as the chair of the committee. We currently are working on three projects, a pamphlet on tools available when you witness a bias incident, the InsideOut "We are Neighbors" portrait project and the Village of Red Hook Indigenous History project. Look for our portrait sessions at various local public events this spring.

Red Hook Public Library Report: The RHPL board has public meetings on the third Thursday of each month; the next meeting is Thursday April 20th, 2023 at 6:30 pm in the library's third-floor community room.

Prompted by the public comments at the last Village Board meeting, I attended RHPL Board of Trustees' general meeting on March 16.

Over two dozen public commenters talked about their experiences as users of Red Hook Public Library, explaining how their active use of the library is what motivated them to come speak to the Board. The main themes expressed were the following:

- Concern about the lack of transparency in the library board's decisions on hiring new leadership and their choice for Interim Director;
- Requests for minutes and budget documents that are missing from the library's website and public binder;

- And, worries over the future of programs and community partnerships that were most meaningful to library users.

There are three main outcomes to report from that general meeting.

One was greater awareness on the part of Board members and the public that the 2023 budget adopted in November had not been made public. Concerned by the library board's inability to produce the approved budget, I placed a FOIA request for it. The Interim Director then shared a document he said he believes is the budget approved in November. Additionally, his email indicated that the library's newly hired bookkeeper (Rose Woodowrth, CPA) is still working to make necessary changes to the 2023 budget; thus a "final budget" cannot yet be shared with the public.

Though the library board gave no specific explanation about the nature of the necessary changes, the minutes from the Finance Committee's January 17th meeting cite several issues regarding the Library's accounting methods, formatting of financial statements and use of depreciation. Presumably the changes needed for the 2023 budget relate to the past errors in how the library's finances were managed and reported.

Another outcome from the March 16 general meeting was a suggestion by Town resident and local farmer, Sam Rose that the library board have a third party review their hiring process. Trustee Josh Bardfield proposed a motion to put the idea past legal council. Thus far, no subsequent committee meeting minutes indicate whether this has been done.

The third outcome relates to the continued pattern of library board documents missing from the public record. The Board vice president attended the March 16 meeting via Zoom, and the Interim Manager told the assembled attendees that he was recording the meeting. However, the recording was not shared. The Interim Manager's response to a FOIA request for it was that the recording does not exist. Minutes from the meeting that were subsequently posted omit how extensive the public comment was as well as the questions about the 2023 budget.

Finally, the library board's search for new leadership continues. On March 22, at what is described in the minutes as the inaugural meeting of the personnel committee, the six board members present voted to offer a part time position for 15-20 weeks to the former director. At a supplementary meeting of the board on April 4, I requested an update on the search for this report. The Board secretary informed me it was an "emergency meeting" regarding staffing issues and the search for a new director. Board President O'Shea added that they had no updates for the public at the time. The Board went directly into executive session with the assurance that they did not plan any public votes as a result of their discussions in executive session.

Following the meeting, I requested confirmation that no decisions were made after the executive session. The Interim Manager and Board declined to answer, citing their right to withhold the information until April 18. Per NYS law, 14 days is the maximum wait until draft minutes must be shared publicly.

**VILLAGE OF RED HOOK
VILLAGE GREEN COMMITTEE (VGC)
MONTHLY REPORT
MARCH, 2023**

1. The current balances of the Village Green Committee’s related budget accounts, as of March 31, 2023, are as follows:

- Community Beautification – Contractual Expenses (#8510.4)
Balance \$ (-103.22)*
*\$1,000.00 Grant Reward from the NYS Urban Forestry Council
forthcoming

- Shade Tree – Contractual Expenses (#8560.4)
Balance \$ (-800.00)

- Village Green Committee Checking Account
Balance \$ 7,674.32

2. A Village Green Committee Meeting was held on March 7, 2023 in the Red Hook Village Building. David Pearson, Kathy Pearson, Brian Foran, and Brent Kovalchik attended. Items discussed included:

- Tree planting sites for the 2023 Annual Spring Planting/Arbor Day Celebrations. Tree sites are being finalized. A minimum of ten trees are required to be ordered from the nursery. VGC members are contacting residences to seek permission to plant trees on their adjacent Village street right-of-ways prior to the March 19, 2023 order placement deadline.

The Annual Spring Planting Day and Arbor Day Celebrations are tentatively scheduled for April 22, 2023. The actual date is to be confirmed pending delivery date of the trees.

3. A letter, of March, 2023, was received from the Arbor Day Foundation, notifying the Village of Red Hook earned recognition as a 2022 Tree City USA. This is the twenty-first year that the Village of Red Hook, and the Village Green Committee earned this recognition. As stated in the letter, “Residents of the Village of Red Hook should be proud to live in a community that makes the planting and care of trees a priority.”

Thanks to David Pearson for preparing and submitting this year’s Tree City USA application.

4. 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, Kathy Pearson, Brian Foran, or the Village Clerk.

**VILLAGE OF RED HOOK
HIGHWAY DEPARTMENT
MONTHLY REPORT
MARCH, 2023**

1. Restrictions and prohibitions regarding the Village's Seasonal All-Night Parking Law expired for the 2022-2023 season on March 31, 2023.
2. The Village Highway Department will resume brush pickup during the month of April. Pickup of brush, leaves, and yard debris will be scheduled for the first Monday of every month pending weather conditions and scheduling. The Village Board of Trustees will confirm the actual dates and announce the dates at future meetings and will be posted on the Red Hook Village Website.
3. There was no revenue generated from the sale of scrap metal during the month of March, 2023. Total revenue generated from the sale of scrap metal in FY2022-2023 is \$3,291.00. Since the inception of the Scrap Metal Recycling Program in September, 2007, \$47,154.46 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
MARCH, 2023**

1. Red Hook Sewer Project

Meetings were held on March 10 and 24, 2023 in the Red Hook Village Building and via telephone conference call.

a. March 10, 2023 – Progress Meeting #32: C.T. Male Associates (Ron Smaka, Kathryn Serra), Carver Construction (A. G. Bourgeois), USDA-RD (Jessica DiDomineck), and the Village of Red Hook (Karen Smythe, Brent Kovalchik) attended. Items discussed included:

- Tasks completed since February 24, 2023:
 - A total of 145 tanks are placed (128 septic and 17 grease traps) with associated electrical and plumbing connections. 7 tanks (6 septic and 1 grease trap) remain to be installed.
 - The abandoned fuel tank at 17 East Market Street (former CVS) was removed by US Ecology.
 - 10 of the 13 connections have been made at Knollwood Commons on Firehouse Lane.
 - Carver Construction is reviewing the site, and discussing with the property owners, the best location and simplest installation procedures for a septic tank and grease trap at the Red Hook Inn.
 - A second discharge pipe was discovered at 16 East Market Street. The new tank, previously installed, was removed and re-used at another property. A new tank has been ordered to accommodate the second discharge and extra weight of soil needed to relocate tank an additional 2'-0" in depth.
 - 3 properties have been identified requiring upgraded electrical services to accommodate electric services needed to adequately operate the septic tank pumps.
- Tasks Scheduled:
 - Tank installations at Burnett and White Funeral Home, the Historic Village Diner, and Red Hook Inn, 20 East Market Street, 52 East Market Street, 7555 North Broadway, including tie-ins of the Village Building and Knollwood Commons are anticipated to be complete by March 24, 2023.
- Items needed from Contractors:
 - The abandoned fuel tank at 17 East Market Street require forms to be completed by C.T. Male Associates to satisfy the regulatory (NYSDEC) requirements.
 - The installation of the transfer switch at the WWTP to enable the plant to operate off of a generator in emergency situations is being scheduled. The transfer switch installation will require the WWTP

to be shut down to enable installation. Coordination between C3ND and Carver Construction is required.

- Items needed from C.T. Male Associates:
 - Review of the special duty tank design for 16 East Market Street.
- Application for Payment Status:
 - Resubmission of Carver Construction Pay Application #14 (2/23) with corrections is required before submission to NYSEFC for reimbursement.
 - Sausto Contracting has not submitted any new Pay Applications.
- Erosion/Sediment Control:
 - No erosion is being observed.
- Site Safety:
 - Worker personal protection equipment (PPE) is being used by the Carver Construction crew.
- Open Discussion:
 - Interior plumbing to separate the grease trap and septic lines will be performed by Red Hook Plumbing on March 20, 2023.
 - Transfer switch for the WWTP generator has been received. Plant shut-down is being scheduled and prepared by Sausto Contracting and C3ND.
 - Substantial Completion is pending installation of the replacement tank at 16 East Market Street.
 - A 1,000 gallon septic tank at 12 East Market Street has been removed from the Project Scope of Work.
- b. The Village of Red Hook awarded Superior Sanitation the 2023/2024 Contract for Septic Tank and Grease Trap Pump Out and Hauling (Sewer Service Area WWTP, Grease Traps, Septic Tanks) on March 23, 2023. The one year pumping and hauling service contract was estimated, by Superior Sanitation, in the amount of \$24,900.00. This amount will be paid with funds from the FY2022-2023 Village of Red Hook Sewer Fund.
- c. March 24, 2023 – Progress Meeting #33: Representatives from C.T. Male Associates, Carver Construction, Sausto Contracting, and the Village of Red Hook (Karen Smythe) attended. Items discussed included:
 - Refer to comments by Mayor Karen Smythe of the April 10, 2023 Village Board of Trustees Meeting.
 - Substantial Completion is anticipated to be declared on March 31, 2023 pending installation of the new tank at 16 East Market Street, and the installation of the transfer switch at the WWTP.

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

Meetings were held on March 10 and 24, 2023 in the Red Hook Village Building.

- March 10, 2023 – Delaware Engineering (Robert Flores) and the Village of Red Hook attended. Items discussed included:

- Status of WIIA (NYSEFC Drinking Water State Revolving Fund (DWSRF) Water Infrastructure Improvement Act (WIIA)) Grant.
 - The Financing Report was sent to NYSEFC by the Village of Red Hook on 3/10/23. This includes a \$1,080,000.00 grant from NYSEFC with a debt obligation to the Village of \$720,000.00. This grant will finance improvements to the WTP SCADA System (controls for well pumps and storage tanks); painting of the interior of the Tower Street Elevated Storage Tank including upgrades to the tank's overflow discharge pipe; improvements to the water distribution system (valves, mains, curb stops, lead inventory, restoration (possibly new flush curbing and a section of raised curbing on Cherry Street at Historic Red Hook property); and upgrades (new booster pump, and updated Intermunicipal Agreement between the Town and Village of Red Hook) to the RHV and RHT water distribution system interconnect on Willowbrook Lane.
 - The SCADA system improvements and Tower Street elevated storage tank interior repainting projects, under separate bids, can be executed concurrently.
 - Schedule (total 4-5 months)
 - 60 Day Bid Advertising Period.
 - 45 days to review submitted bids, including verification/confirmation of bonds and insurance, to award contracts to successful bidders and issue a Notice to Proceed.
- 40 water meters (mostly meter heads) have been replaced in 2023. The possibility of creating a new project to replace all existing radio-read meter heads with cell-read meter heads, and an inventory of lead service lines/connections (as required by the USEPA) was discussed.
- Sewer Project Phase II (22 properties north of WWTP and various Village locations (Red Hook Electric) was discussed.
- Water Project Phase III (USDA-RD Long Term Finance including a \$500,000.00 grant with all regulatory requirements (SEQR, NEPA, Fish and Wildlife, SHPO, etc., already approved along with Water Projects Phase I and Phase II) was discussed.
- Annexation of the proposed Anderson Commons, and the southern Town of Red Hook TND (Traditional Neighborhood District) regarding tie-ins to Village of Red Hook Infrastructure (streets, water, sewer) was discussed.
- March 24, 2023 – Representatives from Delaware Engineering and the Village of Red Hook (Karen Smythe) attended. Items discussed included:
 - Refer to comments from Mayor Karen Smythe of the April 10, 2023 Village Board of Trustees Meeting.

3. Intermunicipal Task Force (ITF) – Monthly Report

March, 2023 – Charlie Laing and Brent Kovalchik – RH Village
Representatives/Members

- a. There were no ITF Meetings held during the month of March, 2023.

Town of Red Hook Zoning Review Committee (RHT – ZRC) – Monthly Report
March, 2023 – Brent Kovalchik – RH Village Representative/Member

- a. There were no RHT – ZRC Meetings held during the month of March, 2023.

Community Preservation Fund (CPF) Advisory Board – Monthly Report
March, 2023 – Brent Kovalchik – RH Village Representative/Member

- a. There were no CPF Advisory Board Meetings held during the month of March, 2023.
- b. The current balance of the Community Preservation Fund, as of March 31, 2023, is \$3,565,827.44.

Saw Kill Watershed Community (SKWC) – Monthly Report
March, 2023 – Brent Kovalchik – RH Village Board of Trustees Representative

- a. There were no SKWC Meetings held during the month of March, 2023.
- b. The SKWC Winter Newsletter, of March 6, 2023, featured the following articles:
 - Saw Kill Monitoring Program Update
 - Next Steps for the Saw Kill Tributary Naming Project
 - Town of Milan Natural Resources Inventory Update
 - Amphibian Migration

Northern Dutchess Alliance (NDA) Executive Committee – Monthly Report
March, 2023 – Brent Kovalchik – Local Government Representative/Member

- a. There were no NDA Executive Committee Meetings held during the month of March, 2023.

Village of Red Hook Zoning Review Committee (RHV – ZRC) – Monthly Report
March, 2023 – Karen Smythe and Brent Kovalchik – Members

- a. A RHV – ZRC Meeting was held on March 24, 2023 in the Red Hook Village Building. Mayor Smythe met with a planner to review proposed zoning regulations for the northern General Business District including portions of the Cookingham Farm.

Village of Red Hook Public Spaces Initiative (PSI) – Monthly Report
March, 2023 – Declan Dwyer-McNulty and Brent Kovalchik – Co-Liaisons

- a. A PSI Meeting was held on March 25, 2023 at Historic Red Hook’s Elmendorf Inn. Discussions including future projects, including pollinator gardens, sidewalks and curbing on Cherry Street, and collaborations with the PSI and Historic Red Hook on future events and projects.