

VILLAGE OF RED HOOK
WORKSHOP MEETING
May 25, 2022

PRESENT: MAYOR SMYTHE (via phone), DEPUTY MAYOR KOVALCHIK, TRUSTEE LAING, TRUSTEE KJARVEL, TRUSTEE DWYER-MCNULTY

Lara Hart filled in for Clerk Jen Cavanaugh

Meeting opened at 7:00PM

Deputy Mayor Kovalchik made a motion to accept and approve the May 9, 2022 Village Board Meeting minutes. Motion seconded by Trustee Dwyer-McNulty. Deputy Mayor Kovalchik asked if there were any revisions, alterations or additions. None noted. All in favor. Motion approved.

Deputy Mayor Kovalchik said next item on the agenda was to discuss the Building/Planning & Zoning fees. Deputy Mayor Kovalchik asked if this should be tabled to the June 13th Village Board meeting so Building Inspector Clark Kimble, could be present. Mayor Smythe indicated that Building Clerk Lara Hart was present, and that Trustee Dwyer-McNulty met with Lara and Clark today so it could be the start of a conversation.

Lara handed out a memo from Clark and herself outlining the reason for the change and a copy of the proposed amended fee schedule. Trustee Dwyer-McNulty advised it was his understanding that the last time these were raised was back in 2018 and does not reflect the cost of marketing and people are submitting applications via email which is a higher expense on our part and that the general cost of everything since 2018 has increased.

Deputy Mayor Kovalchik indicated this is not a revenue producing thing, but we should break even with costs. Deputy Mayor asked in reviewing with other municipalities how did we compare. Trustee Dwyer-McNulty said it was his understanding that we were lower. Lara advised that in comparison to other municipalities we were lower in fees.

Roof fee schedule was discussed, and Lara advised that the chart would be for commercial only with residential having a \$100.00 application fee.

Deputy Mayor Kovalchik asked about escrow accounts. Lara said escrow is not a part of the fee schedule. Deputy Mayor Kovalchik asked if we were looking to increase any of the zoning or planning fees. Lara said no and that those were not changed.

Deputy Mayor Kovalchik asked if anyone had any questions for Lara. Trustee Kjarval asked how much of a difference there was with printing costs. Lara indicated a lot because she was printing from a desktop printer which takes a lot of ink since receiving a lot more email submissions printing costs are much higher.

Trustee Kjarval asked if Clark had to review printed copies and why not digitally. Lara indicated the file should have a printed copy. Trustee Kjarval said if the cost is taking digital files and making them into paper does it make sense to have a digital file. Lara advised that there was an office iPad for on-site pictures which can be sent directly to Muncity, but no previous building inspector used it. Training for the option was discussed.

Deputy Mayor Kovalchik asked if you could take picture with your cell phone and have that downloaded to Muncity. Lara said currently Clark uses his cell phone and sends pictures to her to be printed out for files. Deputy Mayor Kovalchik asked if we could contact Muncity to train Clark. Mayor Smythe feels it would be good to have training with Muncity and can have Village Clerk Jen Cavanaugh look into this. Mayor Smythe said that it looks like Muncity 5 is the latest version and it includes Muncity mobile which means probably your cell is allowed to take a photo while on site and automatically save to inspection record for later review which will probably require any upgrade but worth looking into. Deputy Mayor Kovalchik asked if that was a matter up uploading data from your phone into the Muncity Program. Mayor Smythe said she thinks it means there is an app for your phone which includes a software program.

Deputy Mayor Kovalchik asked Lara to send a clean copy of the proposed amended fee schedule to everyone.

Deputy Mayor Kovalchik asked if we need a public hearing for this. Mayor Smythe said she will check with counsel. Deputy Mayor Kovalchik advised in the past we chose to separate the fee schedule out from the law so-as to bypass and make amendments.

Deputy Mayor Kovalchik said next agenda item for discussion is office hours and asked if we are changing permanently to 11am-4pm. Board members discussed staffing and that the change was due to COVID. Mayor Smythe spoke on options to purchase garbage tags at other locations and when paying a water or tax bill there was a drop box and emailing. Lara advised that foot traffic is much less. Both Mayor Smythe and Deputy Mayor Kovalchik said that have received no complaint with current office hours. Deputy Mayor Kovalchik asked about Court and after discussions it was determined it would not affect the Court, Building Department or Police Department. Mayor Smythe mentioned putting a drop box at the side main door entrance. Board agreed to change office hours to 11am-4pm and change the hours on the entrance door.

Deputy Mayor Kovalchik made a motion to approve Village of Red Hook Office Building hours to be set at 11am-4pm Monday through Friday. Motion seconded by Trustee Dwyer-McNulty. All in favor. Motion approved.

Deputy Mayor Kovalchik said the next item on agenda was the garbage program discussion. Mayor Smythe said this was to discuss the possibility of annual garbage tags and having a specific garbage bin included with that program.

Trustee Laing said his main concern would be the cost and asked how you figure that out.

Mayor Smythe said another question is would we be able to capture a larger portion of the market if we offered this. Trustee Laing said he feels that would come down to if it was competitive or cheaper than Welch. Deputy Mayor Kovalchik said the number of Welch containers on the streets far exceeds the number of containers out on Monday morning.

Recycling was discussed.

Mayor Smythe asked if this was worth trying to come with an annual program and exploring. Deputy Mayor Kovalchik felt it was worth exploring due to us losing more and more customers.

Trustee Dwyer-McNulty asked if should interview people or do a pilot. Mayor Smythe said first we need to come up with pricing and had received a proposed bin from Highway Foreman Jake Smith, and will talk to him on his perspective of how we can do this, and we should look at the cost and do a couple of scenarios and make an estimate and invest in the bins and do a pilot.

Mayor Smythe said she can also call Welch and ask what they do with their recycling.

Trustee Kjarval asked about having a red bin.

Deputy Mayor Kovalchik asked about a possibility of partnering with Ulster Resource Recovery. Mayor Smythe said she can talk to Jake. Deputy Mayor Kovalchik said he felt a tour at UCRRA would be great.

Mayor Smythe said if we accept to go with an annual tag, we will have to invest in the bins but there is a lot to look into. Mayor Smythe asked are we looking at it to entice people who use indivual bags or are we looking at it to be something less than Welch.

Deputy Mayor Kovalchik asked about doing an individual poll. Mayor Smythe said she will talk to Jake and asked if someone could think about the poll. Trustee Dwyer-McNulty said he would like a poll and would be interested in knocking on doors. Mayor Smythe said we should have a proposal prior, to include what pricing we would be looking at. Pricing/costs were discussed.

Trustee Kjarval asked if we felt people would be interested in a Village composting program. Deputy Mayor Kovalchik said we tried this before but worth trying again. Trustee Kjarval said she will look into a compost program. Trustee Dwyer-McNulty mentioned if there was a Village compost program there was a compost pick-up by bicycle program in Albany.

Deputy Mayor Kovalchik said there were 2 folders of vouchers for signing.

Deputy Mayor Kovalchik made a motion to pay bills after audit. Motion seconded by Trustee Laing. All in favor. Motion approved.

Trustee Kjarval said there was one more item to the agenda – Police Department Body Cameras Policy.

Trustee Kjarval advised that Mayor Smythe did get the body camera policy and she will email to everyone for their review.

Trustee Laing said he will not be present at the June 13th Village Board meeting.

Upcoming events, i.e., Pollinator Day, Memorial Day Parade, were discussed.

Deputy Mayor Kovalchik made a motion to adjourn the meeting at 8:05PM. Motion seconded by Trustee Laing. All in favor. Meeting adjourned.

Submitted by,

Lara Hart (filled in for Clerk, Jen Cavanaugh)