

## RED HOOK TOWN BOARD MEETING

January 14, 2014

A meeting of the Town Board of the Town of Red Hook, Dutchess County, New York was convened in public session at the Town Hall, 7340 South Broadway, Red Hook at 7:30 p.m.

Present: Supervisor Sue Crane  
Councilman James Ross  
Councilman Harry Colgan  
Councilman William O'Neill  
Councilwoman Brenda Cagle  
Town Clerk Sue McCann

Also Present: Attorney for the Town Christine Chale

Supervisor Crane welcomed everyone and opened with the Pledge of Allegiance. She acknowledged the swearing in for newly elected officials on January 1, 2014.

### SUPERVISORS REPORT

The Supervisor's statement for the month of December, 2013 was read as follows: Opening balance - \$2,882,892.73; Receipts - \$681,833.17; Disbursed - \$942,550.59; Balance - \$2,622,175.31. There were the following budget adjustments: General A Fund – reduce revenues - \$25,106; increase revenues - \$63,303; reduce appropriations - \$35,030; increase in appropriations - \$73,227; offset to the fund balance - \$98,333. General B Fund – reduce revenues - \$9,570; increase revenues - \$11,770; reduce appropriations - \$18,570; increase appropriations - \$20,770; offset to the fund balance - \$30,340. Highway DB Fund – reduce revenues - \$16,500; increase revenues - \$5,400; reduce appropriations - \$48,075; increase appropriations - \$36,975; offset to the fund balance - \$53,475. Water Works O & M Fund – reduce appropriations - \$630; increase appropriations - \$630; offset to the fund balance - \$630. Other Funds and Capital Projects – increase revenues - \$202,458; reduce appropriations - \$4,000; increase appropriations - \$5,000; offset to the fund balance – reduced appropriations \$201,458.

On a motion of Councilman Ross seconded by Councilman Colgan moved to approve the Supervisor's report with budget adjustments.

Adopted        Ayes    5        Crane, Ross, Colgan, O'Neill, Cagle  
                     Nays    0

### TOWN CLERK'S REPORT

The Town Clerk's report for the period December 1 – December 31, 2013 was read as follows: Total local shares remitted to Supervisor - \$1,543.04; amount remitted to NYS Ag. & Markets - \$92.00; amount remitted to NYS Dept. of Health for Marriage Licenses - \$67.50; amount remitted to NYS Dept. of Racing & Wagering - \$30.00; amount remitted to NYS DEC - \$51.96; total State, County & Local - \$1,784.50.

October 2013 Abstract – Vouchers 16761 – 16925 were approved for payment by the Board.  
Total - \$277,386.19

December 2013 Abstract – Vouchers 16926 – 17070 were approved for payment by the Board.  
Total - \$365,106.90

Town Clerk Sue McCann announced the following:

- Recycling stickers are now on sale. They can be purchased at the Town Clerk's office or Recycling Center.
- New York State law requires all dogs to be licensed. Proof of rabies is required.
- Tax rolls and tax bills have been accepted and information was posted in the newspapers.
- Hudson Valley Blue Star Mothers put a donation box at Town Hall. There is no longer Hugs From Home.

### ANNOUNCEMENTS

Councilwoman Cagle announced the free Electronic Waste Collection Day on January 18 from 10:00 a.m. to 1:00 p.m. It is sponsored by the Town, Village of Red Hook and Bard College. She thanked Bard College students and the Town Highway Superintendent who will pick up for anyone who needs help. Arrangements can be made through the Town Clerk's Office or Village Clerk's Office.

The United Methodist Church's Food Pantry thanked the Board for letting them come to the meeting to talk about their food pantry. As a result of that presentation they got about \$1,000 in donations. They thanked the Board.

Supervisor Crane commented on a press release called Love Heals, about local people helping each other. Health Alliance Oncology Support Memoir Group will meet at the Village Hall on February 15, snow day February 22 at 7 p.m. A collection of stories will be read that evening.

#### **PUBLIC COMMENT PERIOD**

Supervisor Crane opened for public comments.

Kari Feuer, Red Hook CAN (Community Arts Network) summarized their past events and what is planned for this year. They are in need of volunteers, and if interested they can be reached at redhookcan@gmail.com.

Supervisor Crane offered exhibition space in Town Hall.

#### **ASSOCIATION OF TOWNS TRAINING ANNOUNCEMENTS**

Supervisor Crane explained the training school and annual meeting for public officials and volunteers. It is taking place at the Hilton Hotel, February 16 through 19, 2014 in New York City. The annual meeting is on the Wednesday after the training period, at which point a delegate from every attending municipality gets to vote on some of the resolutions the Association of Towns proposed. She reviewed the resolutions. Supervisor Crane asked the Board to designate the voting members.

On a motion of Councilman Ross seconded by Councilman Colgan moved to designate Supervisor Crane serve as Delegate and Councilwoman Cagle serve as Alternate.

Adopted	Ayes	5	Crane, Ross, Colgan, O'Neill, Cagle
	Nays	0	

#### **PUBLIC HEARING: PROPOSED MODIFICATION OF WATER RATES & CHARGES FOR WATER DISTRICT NO. 1 – 8:00 p.m.**

Town Clerk McCann read the public hearing notice.

Supervisor Crane opened the public hearing. There were no comments. She asked Water Department Chair Henry VanParys if he had comments.

Water Department Chair VanParys said they are trying to be prudent in accumulating reserves to offset a good portion of the next major expense.

On a motion of Councilman Colgan seconded by Councilman O'Neill moved to close the public hearing.

Adopted	Ayes	5	Crane, Ross, Colgan, O'Neill, Cagle
	Nays	0	

Supervisor Crane read the resolution.

#### **RESOLUTION 2014 #1**

RE: APPROVING WATER RATES AND CHARGES FOR WATER DISTRICT NO. 1

On a motion of Supervisor Sue Crane seconded by Councilwoman Brenda Cagle moved to approve the resolution.

Adopted	Ayes	5	Crane, Ross, Colgan, O'Neill, Cagle
	Nays	0	

Copy attached

#### **ANNUAL TOWN REORGANIZATION – 2014**

Supervisor Crane began the 2014 reorganization. She read the resolution which named meeting dates, official papers, depositories, petty cash, salaries, mileage reimbursement rate, undertaking, check signing and annual financial report.

The Board discussed wording of portions of the resolution before voting.

Attorney Chale made suggestions to modify.

The Board accepted and voted on the resolution.

**RESOLUTION 2014 #2**

RE: RELATING TO ANNUAL REORGANIZATION

On a motion of Councilman Harry Colgan seconded by Councilwoman Brenda Cagle moved to approve the resolution.

Adopted      Ayes    5      Crane, Ross, Colgan, O’Neill, Cagle  
                  Nays    0

Copy attached

**Town Board Appointments**

Safety Officer	Highway Superintendent
Disaster Preparedness & Civil Defense	Supervisor
Emergency Interim Successors	Sue Crane, Theresa Burke, James Ross, Harry Colgan
Receiver of Taxes	Sue McCann
Registrar of Vital Statistics	Sue McCann
Water Rents Collector	Sue McCann
Issuing Agent – Handicapped pk. permits	Sue McCann
Assessor (6 year appointment)	Scott Hobson
Building Inspector II	Stephen Cole
ZEO/Building Inspector-PT	Robert D. Fennell
Director of Purchasing	Theodore Kudzy
Animal Control Officer	Stephanie Fitzpatrick
PANDA Representative from Town	Mary Anne Harvey
PANDA Alternate	Mark Durand
Buildings & Grounds	Supervisor Highway Superintendent
Justice Court Clerks PT	Nancy Roberts & Katherine Fell

On a motion of Councilman Ross seconded by Councilman Colgan moved to approve the appointments listed above.

Adopted      Ayes    5      Crane, Ross, Colgan, O’Neill, Cagle  
                  Nays    0

Supervisor Crane asked the Board to postpone a vote for Attorney for the Town and Town Engineers. For now they will be holdovers.

**Supervisor’s Appointments**

Deputy Supervisor	James Ross
Budget Officer	Rose Rider
Confidential Secretary to the Supervisor	Linda Stoddard
Town Historian	Winthrop Aldrich
Assistant to the Town Historian	Patsy Vogel

**Town Clerk Appointments**

Deputy Town Clerk	Claire Horst
Deputy Registrar of Vital Statistics	Claire Horst
Deputy Receiver of Taxes	Claire Horst

**Highway Superintendent Appointments**

Deputy Superintendent of Highways	Richard Schloemer
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**Other Town Employees/Officers**

Highway Secretary PT	VACANT
Assistant Budget Officer	Deborah Coon
Business Manager/Human Resources	Deborah Coon
Bookkeeping Clerk PT	Katherine Fell
Deputy Assessor PT	Diana Picciano
Transfer Station Operator	T.J. Hackett
Solid Waste Attendants	William Szigethny and
Recreation Park & Program Director	John Kuhn
Water District Meter Readers PT	Cynthia Fildes, John Wintenburg and Chris Gifford

Maintenance and Groundskeeper appointments will be made after Supervisor Crane speaks to Recreation Director John Kuhn.

**Contracts/Consultants**

Town Physician	Northern Dutchess Hospital
Attorney for Planning Board	Keane & Beane
Water District Operator	VRI Environmental Services, Inc.
Computer Software	Software Consulting Associates
Planner	Greenplan, Inc.
Town Accountant	VACANT
Town CPA	Lori Doty
Custodial Services	Pollard's Cleaning Services
Police & Court Attendants	Village of Red Hook Police Department Dutchess County Sheriff's Deputies

On a motion of Supervisor Crane seconded by Councilwoman Cagle moved to approve the above appointments.

Adopted	Ayes	5	Crane, Ross, Colgan, O'Neill, Cagle
	Nays	0	

Supervisor Crane said that on June 8, 2010 the Town Board voted unanimously that any and all committee appointees must be residents of the Town of Red Hook. She asked if that should be changed to include residents or business owners within the Town.

Councilwoman Cagle said that the EDC is the only exception.

Councilman Ross feels it should be property owners in the Town since they pay taxes.

The Board discussed the issue.

On a motion of Councilman Ross seconded by Councilman Colgan moved to allow residents and/or property owners of the Town to serve on committees provided it does not conflict with State law or Town code.

Adopted	Ayes	5	Crane, Ross, Colgan, O'Neill, Cagle
	Nays	0	

**Miscellaneous**

Meetings – Town Board regular meetings – 7:30 p.m. Second Tuesday – regular business meeting; fourth Wednesday- committee report workshop/regular meeting.

Monthly and Annual Reports to Town Board – Department Heads and Committee Chairs minutes or reports due monthly by noon on the Friday before the second Board meeting of the month. Annual committee and departmental reports shall be submitted by noon on the Friday before the second Board meeting of February. The CAC is required to present an annual report by April 1<sup>st</sup>; the Recreation Commission is required to present an annual report by April 1<sup>st</sup>.

**Town Board Organizational Responsibility**

Chain of responsibility:

- Supervisor
- Deputy Supervisor
- Town Board members in alphabetical order – Brenda Cagle, Harry Colgan, William O'Neill, James Ross

**Mileage** - \$0.56 per mile

**Town Departments**

Chain of Command:

- Department Head
- Deputy Department Head (if one exists)
- Supervisor
- Town Board Liaison

**TOWN BOARD LIAISONS TO TOWN DEPARTMENTS:**

FUNCTION:

LIAISON:

Assessor	Sue Crane, William O'Neill
Attorney	Sue Crane
Bard College	Sue Crane
Bookkeeper	Sue Crane
Building Inspector	James Ross, William O'Neill
Animal Control	Brenda Cagle

Fire Companies	James Ross, William O'Neill
Highway Department	Sue Crane, Harry Colgan
Purchasing	Harry Colgan
Recycling	Brenda Cagle
Red Hook CSD	Brenda Cagle, William O'Neill
Special Projects-IM Task Force	Harry Colgan, William O'Neill
Town Clerk	James Ross, Sue Crane
Village – Red Hook	James Ross, Brenda Cagle
Village – Tivoli	Harry Colgan, William O'Neill

On a motion of Supervisor Crane seconded by Councilman Ross moved to approve the Town Board liaisons to Town Departments.

Adopted      Ayes    5      Crane, Ross, O'Neill, Colgan, Cagle  
                   Nays    0

**BOARD AND COMMITTEE LIAISONS:**

Agricultural & Open Space Advisory Board	William O'Neill
Board of Assessment Review	Sue Crane
Conservation Advisory Council	Brenda Cagle, William O'Neill
Design Review/Hamlet	Harry Colgan
Disaster Preparedness Committee	Sue Crane
Economic Development Committee	Harry Colgan
Board of Ethics	Harry Colgan, Sue Crane
Planning Board	Brenda Cagle, James Ross
Recreation Commission	Harry Colgan, William O'Neill
Senior Services Committee	Brenda Cagle, Sue Crane
Greenway and Trails Committee	Brenda Cagle
Tree Preservation Commission	Brenda Cagle
Water District #1 Advisory Board	James Ross
Zoning Board of Appeals	James Ross, William O'Neill
IT Committee	Sue Crane
St. Margaret's Committee	James Ross
Zoning Review Committee	William O'Neill
CPF/PDR Advisory Committee	Harry Colgan
Sister Cities Working Group	Sue Crane

On a motion of Councilman Colgan seconded by Councilman Ross moved to approve the Board and Committee liaisons.

Adopted      Ayes    5      Crane, Ross, O'Neill, Colgan, Cagle  
                   Nays    0

**TOWN BOARD COMMITTEE APPOINTMENTS-2014**

Disaster Preparedness Committee – Supervisor Crane said that Vincent Coluccio offered to Chair the committee.

On a motion of Supervisor Crane seconded by Councilman Colgan moved to appoint Vincent Coluccio as Chair of the Disaster Preparedness Committee.

Adopted      Ayes    5      Crane, Ross, O'Neill, Colgan, Cagle  
                   Nays    0

The Board reviewed the committees with vacancies. Liaisons will check with those committees. The Intermunicipal Shared Services Task Force is reconstituted to the Shared Services Highway Working Group since the focus is on the Dutchess County Shared Services grant. The members are Mayor Ed Blundell, Brent Kovalchik, from the Village of Red Hook, Jean Ann Schnieder and Bryan Cranna from the Village of Tivoli, Sue Crane, Harry Colgan and Theresa Burke. Intermunicipal Task Force – The Board discussed changing Tivoli Planning rep. to resident.

On a motion of Supervisor Crane seconded by Councilman Colgan moved to reconstitute the Intermunicipal Shared Services Task Force to the Shared Services Highway Working Group and to change the Tivoli Planning representative to Tivoli resident.

Adopted      Ayes    5      Crane, Ross, O'Neill, Colgan, Cagle  
                   Nays    0

The Board continued their review of vacancies.

Recreation Commission - 2 Year Appointments

Chair – Doug Strawinski 2014  
Doug Strawinski 2014  
Hollis Cochran 2015  
Charlie Nugent 2015  
Tom Gilbert 2015  
Shannon Miller 2014  
Yvonne Turchetti 2015  
Melissa Germano 2014  
Tivoli Liaison Robin Bruno  
Secretary Fran Gruccio  
Haley Miller - student member (non-voting)  
Nick Carlson – student member (non-voting)

On a motion of Councilman Colgan seconded by Councilman Ross moved to make the above appointments to the Recreation Commission.

Adopted Ayes 5 Crane, Ross, Colgan, O’Neill, Cagle  
Nays 0

The Board continued the review of committee memberships. Liaisons will contact Chairs.

Water District #1 Water Board

Chair – Henry Van Parys 2014  
Vice Chair – Jerry Gilnack 2014  
Henry Van Parys 2014  
Nick Annas 2014  
Laurence Carr 2015  
Richard Franklin 2014  
Greg Fildes 2015  
John Wintenburg 2015  
Secretary PT – Carole Little

On a motion of Councilman Ross seconded by Councilman Colgan moved to make the above appointments to the Water Board.

Adopted Ayes 5 Crane, Ross, Colgan, O’Neill, Cagle  
Nays 0

The Board will continue their review of committees at the next meeting.

**ATTORNEY/CLIENT**

On a motion of Supervisor Crane seconded by Councilman Colgan moved to go into Attorney/Client session for the purpose of discussing contracts at 9:05 p.m.

Adopted Ayes 5 Crane, Ross, Colgan, O’Neill, Cagle  
Nays 0

On a motion of Councilwoman Cagle seconded by Councilman Colgan moved to close Attorney/Client session at 10:30 p.m.

Adopted Ayes 5 Crane, Ross, Colgan, O’Neill, Cagle  
Nays 0

On a motion of Councilwoman Cagle seconded by Councilman Colgan moved to adjourn the meeting at 10:30 p.m.

Respectfully submitted,  
Sue McCann, Town Clerk