

**RED HOOK TOWN BOARD MEETING
DRAFTED MINUTES
June 23, 2021**

A meeting of the Town Board of the Town of Red Hook, Dutchess County, New York was convened by Zoom Videoconference due to COVID-19 pandemic stay in place rules at the Town Hall, 7340 South Broadway, Red Hook at 7:30 p.m.

Present: Supervisor Robert McKeon
Councilmember William Hamel
Councilmember Christine Kane
Councilmember William O'Neill
Councilmember Jacob Testa
Town Clerk Deanna Cochran

Also Present: Attorney Christine Chale
Supervisor's Assistant Matt Fenaroli
Chair of Economic Development Committee Kristina Dusharm

Supervisor McKeon opened with the Pledge of Allegiance and reviewed the agenda.

Announcements-

The Town Hall will be open By Appointment Only starting Monday June 28, 2021. Masks will be required while inside the building.

Dutchess County Department of Health along with the Dutchess County SPCA will be holding a free Rabies Vaccination on Saturday June 26, 2021, from 8am to 12pm in Hyde Park. Proof of residence is required for a free vaccination. There will be a \$10 fee for non-residents.

The deadline is coming up for submitting applications for the Rec Park Summer Programs. Paperwork, along with your children's Health History and Vaccination Records, needs to be submitted before June 25, 2021. Summer Camp is starting July 5, 2021.

Resolution Accepting Audit Reports Dated June 21, 2021, for Year Ended December 31, 2020

Supervisor McKeon explained the Audit Reports prepared by Lori E. Doty, Certified Public Accountant.

**TOWN OF RED HOOK
RESOLUTION NO. 38
DATED JUNE 23, 2021**

**RESOLUTION ACCEPTING AUDIT REPORTS DATED JUNE 21, 2021 FOR
YEAR ENDED DECEMBER 31, 2020**

BE IT RESOLVED, that the Town Board of the Town of Red Hook does hereby accept the following audit reports dated June 21, 2021 for the year ended December 31, 2020, prepared by Lori E. Doty, Certified Public Accountant:

- Office of Town Clerk Financial Statements and Independent Auditor's Report
- Town Justice Courts Financial Statements and Independent Auditor's Report
- Report on Compliance for Federal Program and Report on Internal Controls over Compliance required by OMB Circular A-133
- Audit of General Fund Receipts and Disbursements

EXTRACT OF MINUTES

A regular meeting of the Town Board of the Town of Red Hook, Dutchess County, New York, was convened in public session via videoconference and/or teleconference pursuant to Executive Order 202.1, as amended, on June 23, 2021 at 7:30 p.m., local time. A live transmission was available to the public as described in the notice of meeting attached hereto. The meeting was recorded and a full transcript is required to be prepared to the extent required by such Executive Order.

The meeting was called to order by Supervisor Robert McKeon, and, upon roll being called, the following members were (Note: Where members are marked Present, specify whether In Person at the Town Hall, 7340 South Broadway, Red Hook, NY, via Videoconference, or via Teleconference):

	Present	Absent
Supervisor Robert McKeon	VIA videoconference	
Councilmember William Hamel	VIA videoconference	
Councilmember Christine Kane	VIA videoconference	
Councilmember William O’Neill	VIA videoconference	
Councilmember Jacob Testa	VIA videoconference	

The following persons were ALSO PRESENT:

Christine M. Chale, Esq., Attorney for the Town, VIA Videoconference

The following resolution was offered by Councilmember O’Neill, seconded by Councilmember Hamel, to wit;

**TOWN OF RED HOOK
RESOLUTION NO. 38
DATED JUNE 23, 2021**

**RESOLUTION ACCEPTING AUDIT REPORTS DATED JUNE 21, 2021 FOR
YEAR ENDED DECEMBER 31, 2020**

The question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

Supervisor Robert McKeon	VOTING <u>Aye</u>
Councilmember William Hamel	VOTING <u>Aye</u>
Councilmember Christine Kane	VOTING <u>Aye</u>
Councilmember William O’Neill	VOTING <u>Aye</u>
Councilmember Jacob Testa	VOTING <u>Aye</u>

The foregoing resolution was thereupon declared duly adopted.

NOTICE OF TOWN BOARD MEETINGS – Wednesday, June 23, 2021 at 7:30 pm Town of Red Hook NOTICE OF TOWN BOARD MEETINGS A public meeting will be held by the Town Board of the Town of Red Hook on Wednesday, June 23, 2021 at 7:30 pm. Due to the ongoing COVID pandemic, the Town Hall is closed to the general public until further notice. Pursuant to Executive Order No. 202.1, issued by Governor Cuomo, and advisories issued by Federal, State and Local officials related to the COVID-19 virus, the public will not be permitted to attend in person. Some or all of the Board members are expected to participate in the meeting via teleconference or video conference. Please refer to the meeting agenda to be posted on the Town website at <https://www.redhook.org>. The public may view and listen to the proceedings live on www.pandav23.org. To the extent permitted by law, and until further notice, future Town Board meetings including the regularly scheduled meetings on the second Tuesday and fourth Wednesday of each month, will be available to the public via PANDA’s website listed above. Interested persons may comment on agenda matters by submitting an email or telephone by submitting comments to the Supervisor at rmckeon@redhook.org. All reasonable accommodations will be made for persons with disabilities. In such a case, please notify the Town Clerk’s office at 845-758-4606 so that arrangements can be made.

Deanna Cochran Town Clerk, Town of Red Hook.

Resolution Authorizing Intermunicipal Agreement for the Fast-Charging Stations –

Supervisor McKeon began discussion on the Intermunicipal Agreement for the Fast-Charging Stations. Attorney Christine Chale further explained the format of the IMA. The base format of the contract provides for the basic terms of the shared services and other items that will protect both parties. The project is described to include the Town’s responsibility for preparing the Grant

Application and Administration Procurement. Once the units are in, the Village would own its own units and the Town would own its own units. In the agreement, there is an obligation from the Town to provide match funding which is not to exceed \$10,000. Supervisor McKeon mentioned that there is an expectation that there will not be a need for match funding. However, this funding is included in the Resolution to accommodate the project should it run over budget.

**TOWN OF RED HOOK
RESOLUTION NO. 39
DATED JUNE 23, 2021**

RESOLUTION AUTHORIZING INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF RED HOOK IN CONNECTION WITH APPLICATION FOR GRANTS FOR FAST ELECTRICAL VEHICLE CHARGING STATIONS IN THE TOWN OF RED HOOK

WHEREAS, the Town has determined to submit an application pursuant to the 2021 Zero-Emission Vehicle Infrastructure Grants for Municipalities program of the New York State Department of Environmental Conservation for acquisition and installation of fast electrical vehicle charging stations (“ZEV Grant Project”); and

WHEREAS, it is in the best interests of the Town to enter into an intermunicipal agreement to apply for and, if awarded, administer a grant or grants for a pair of fast electrical vehicle charging stations to be located at each of the Town Hall and Village Hall parking lots in the Town and Village of Red Hook; and

NOW, THEREFORE BE IT RESOLVED by the Town Board of the Town of Red Hook, as follows:

1. The Town Board hereby authorizes the Supervisor or, in his absence or unavailability, the Deputy Supervisor, to execute and submit an intermunicipal agreement with the Village of Red Hook regarding the proposed ZEV Grant Project in substantially the form on file with the Town Clerk.
2. The officers, employees and agents of the Town are hereby authorized and directed for an in the name and on behalf of the Town to do all acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolution.
3. This resolution shall take effect immediately.

EXTRACT OF MINUTES

A special meeting of the Town Board of the Town of Red Hook, Dutchess County, New York, was convened in public session via videoconference and/or teleconference pursuant to Executive Order 202.1, as amended, on June 23, 2021 at 7:30 p.m., local time. A live transmission was available to the public as described in the notice of meeting attached hereto. The meeting was recorded, and a full transcript is required to be prepared to the extent required by such Executive Order.

The meeting was called to order by Supervisor Robert McKeon, and, upon roll being called, the following members were (Note: Where members are marked Present, specify whether In Person at the Town Hall, 7340 South Broadway, Red Hook, NY, via Videoconference, or via Teleconference):

	Present	Absent
Supervisor Robert McKeon	VIA videoconference	
Councilmember William Hamel	VIA videoconference	
Councilmember Christine Kane	VIA videoconference	
Councilmember William O’Neill	VIA videoconference	

Councilmember Jacob Testa	VIA videoconference	
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The following persons were ALSO PRESENT:

Christine M. Chale, Esq., Attorney for the Town, VIA Videoconference

The following resolution was offered by Supervisor McKeon, seconded by Councilmember O’Neill, to wit.

**TOWN OF RED HOOK
RESOLUTION NO. 39
DATED JUNE 23, 2021**

RESOLUTION AUTHORIZING INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF RED HOOK IN CONNECTION WITH APPLICATION FOR GRANTS FOR FAST ELECTRICAL VEHICLE CHARGING STATIONS IN THE TOWN OF RED HOOK

The question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

Supervisor Robert McKeon	VOTING <u>Aye</u>
Councilmember William Hamel	VOTING <u>Aye</u>
Councilmember Christine Kane	VOTING <u>Aye</u>
Councilmember William O’Neill	VOTING <u>Aye</u>
Councilmember Jacob Testa	VOTING <u>Aye</u>

The foregoing resolution was thereupon declared duly adopted.

NOTICE OF TOWN BOARD MEETINGS – Wednesday, June 23, 2021 at 7:30 pm Town of Red Hook NOTICE OF TOWN BOARD MEETINGS A public meeting will be held by the Town Board of the Town of Red Hook on Wednesday, June 23, 2021 at 7:30 pm. Due to the ongoing COVID pandemic, the Town Hall is closed to the general public until further notice. Pursuant to Executive Order No. 202.1, issued by Governor Cuomo, and advisories issued by Federal, State and Local officials related to the COVID-19 virus, the public will not be permitted to attend in person. Some or all of the Board members are expected to participate in the meeting via teleconference or video conference. Please refer to the meeting agenda to be posted on the Town website at <https://www.redhook.org>. The public may view and listen to the proceedings live on www.pandatv23.org. To the extent permitted by law, and until further notice, future Town Board meetings including the regularly scheduled meetings on the second Tuesday and fourth Wednesday of each month, will be available to the public via PANDA’s website listed above. Interested persons may comment on agenda matters by submitting an email or telephone by submitting comments to the Supervisor at rmckeon@redhook.org. All reasonable accommodations will be made for persons with disabilities. In such a case, please notify the Town Clerk’s office at 845-758-4606 so that arrangements can be made.

Deanna Cochran Town Clerk, Town of Red Hook.

Resolution Approving Standard Work Day and Reporting

The board moved and voted resolution #40 entitled “Standard Workday and Reporting Resolution for Elected and Appointed Officials”, Form RS2417A, in the form on file with the Town Clerk and attached to these minutes.

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Received Date

Employer Location Code
 3 0 4 8 5

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A
(Rev. 11/19)

BE IT RESOLVED, that the TOWN OF RED HOOK (Name of Employer) / 2021 (Location Code) hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYS LRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Robert Mckeeon	XXXX	R12159880	Supervisor	01/01/20-12/31/23	6	6	<input type="checkbox"/>	monthly	<input type="checkbox"/>
Jacob Testa	XXXX	R12979031	Councilperson	01/01/20-12/31/23	6	2.39	<input type="checkbox"/>	monthly	<input type="checkbox"/>
Deanna Cochran	XXXX	R13008706	Town Clerk	01/01/18-12/31/21	6	6	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Appointed Officials:									
Cheryl Kaszluga	XXXX	R11891533	Assessor	01/01/20-12/31/2025	6	2.67	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>

I, Deanna Cochran (Name of Secretary or Clerk), secretary/clerk of the governing board of the Town of Red Hook (Name of Employer) of the State of New York,

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 23rd day of June, 2021 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Red Hook (Name of Employer) on this 23rd day of June, 2021

Affidavit of Posting: I, Deanna Cochran (Name of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on 6/23/2021 (Date) and continued for at least 30 days. That the Resolution was available to the public on the:

- Employer's website at: www.redhook.org
- Official sign board at: 7340 S. Broadway
- Main entrance Secretary or Clerk's office at: 7340 S. Broadway

(seal)



NOTICE OF TOWN BOARD MEETINGS – Wednesday, June 23, 2021 at 7:30 pm Town of Red Hook NOTICE OF TOWN BOARD MEETINGS A public meeting will be held by the Town Board of the Town of Red Hook on Wednesday, June 23, 2021 at 7:30 pm. Due to the ongoing COVID pandemic, the Town Hall is closed to the general public until further notice. Pursuant to Executive Order No. 202.1, issued by Governor Cuomo, and advisories issued by Federal, State and Local officials related to the COVID-19 virus, the public will not be permitted to attend in person. Some or all of the Board members are expected to participate in the meeting via teleconference or video conference. Please refer to the meeting agenda to be posted on the Town website at <https://www.redhook.org>. The public may view and listen to the proceedings live on www.pandav23.org. To the extent permitted by law, and until further notice, future Town Board meetings including the regularly scheduled meetings on the second Tuesday and fourth Wednesday of each month, will be available to the public via PANDA's website listed above. Interested persons may comment on agenda matters by submitting an email or telephone by submitting comments to the Supervisor at rmckeon@redhook.org. All reasonable accommodations will be made for persons with disabilities. In such a case, please notify the Town Clerk's office at 845-758-4606 so that arrangements can be made.
Deanna Cochran Town Clerk, Town of Red Hook.

Discussion – CFA Grant Opportunities

Supervisor McKeon began an explanation of grant opportunities that are now accepting applications. Discussions for which applications would be pursued will be held at the next Town Board Meeting on July 13, 2021 in order to give enough time to prepare the grants before the July 30, 2021 deadlines.

Discussion – Short Term Rentals

Supervisor McKeon opened the discussion of Short Term Rentals. Councilmember O'Neill explained what the Intermunicipal Task Force has recommended to the Town Board. Currently Short Term Rentals, defined as a structure where overnight accommodation is provided for transient occupants for compensation for fewer than 30 days, are not allowed in the Town of Red Hook. The ITF has recommended allowing STR's in the Town, after adopting a local law to regulate them. The proposed legislation will change the current Bed & Breakfast law and would allow STR's as an accessory use to a single family dwelling, which must be the primary residence of the property owner. STR's would require an annual operating permit from the building department. There would be two types of STR's; hosted and un-hosted. Hosted STR's would be classified under three different classifications and only allowed under certain districts. Un-hosted STR's would only be allowed in the Ag. & Business Districts. The ITF also recommends that there be a limited exception for homeowners to rent an un-hosted STR for less than 30 days as an annual one time exception. The proposal is based on the principal to maintain a balance between preserving the rural character of the Town of Red Hook as outlined in our comprehensive plan and still allowing STR's to promote economic development and tourism. Supervisor McKeon explained that currently our existing zoning laws removed lodging from the R3 districts and enabled the construction of an inn on certain parcels. More information can be found on the Town's website.

The Chair of the Economic Development Committee, Kristina Dousharm gave a presentation. The EDC agrees with the ITF to allow STR's in Red Hook. They state STR's should be acknowledged and regulated within our zoning codes, however the EDC feels the proposal from the ITF can be simplified. There is a need for moderating STR's for safety and respect to the Town as there are benefits to having STR's. There are four points on which they support: The EDC agrees with the ITF for STR operators to register via an annual operating permit. They proposed to allow hosted STR's as a permitted use within all residential zoning districts. They proposed to allow un-hosted STR's by special permits in all residential zoning districts. Also, they want to allow both hosted and un-hosted STR's to operate by special permits in all business districts.

The EDC collected data from research they have conducted since 2018. They found there are currently 29 STR's in the Town of Red Hook which is a 50% decrease from when the topic was first discussed by the ITF in 2018. There has only been one complaint to the Town regarding STR's. They found our businesses and farms heavily rely on tourism. The lodging in our Town

relies heavily on STR's as there are no operating hotels in the Town of Red Hook. Also, due to the pandemic, businesses do need and deserve support and allowing STR's will help the Town of Red Hook's businesses recover. STR's appeal to the modern traveler, and by not allowing them, we will lose those travelers to other places. Permitting STR's can offset the cost of home ownership. Through a census conducted in March 2021 and again in June 2021, the EDC created a list of the existing STR's and mapped the locations to determine in which zoning district they lie. They found that of the 29 STR's, only nine are un-hosted, and the 29 active listings offer a total of 51 bedrooms. The EDC conducted surveys with the Town's businesses and found tourism is extremely important to them and the lack of lodging is impeding their businesses. Kristina submitted legislation from a Marblatown, comparable to Red Hook's demographic and scale, to give an example of a plan that regulates and permits STR's in a simple way.

Supervisor McKeon explained that any zoning the Town adopts does not apply to the Villages. He also questioned if the number of STR's decreased due to the pandemic and if it was possible for the numbers to fluctuate. Kristina explained that it is possible for the numbers to fluctuate, but that during the timeframe of the EDC's research, the number of STR's were stable. Supervisor McKeon inquired if the survey for the businesses was given post pandemic. Kristina answered that the surveys were given recently but due to scheduling, they were submitted over a period of two to three months from approximately March to May 2021. Supervisor McKeon confirmed that these documents and findings of the EDC would be available on the Town's website and encouraged the public to continue giving their input.

Councilmember Kane questioned if the definition of STR's being fewer than 30 days was in a row and not cumulative over a period. Councilmember O'Neill confirmed that was correct. Councilmember Kane asked if there would be a maximum number of STR's allowed in a zoning district. Councilmember O'Neill responded no, there was not a lottery system nor a limitation system in the proposal. Kristina added that the EDC's proposal does not have a limitation system in their proposal either. Councilmember Kane was concerned about how the one-time annual exception under the ITF proposal would be enforced. Councilmember O'Neill responded they would be required to obtain a permit from the building department and that is how they would keep track of it. Councilmember Kane explained there was a platform in place from Dutchess County that was available for towns to join to keep track of STR's and inquired as to whether our Town would be able to join this platform to keep track of the one-time annual exception. Councilmember O'Neill explained this was considered a monitoring service contracted with Dutchess County to monitor municipalities in their STR's, but first there must be a law in place before being able to contract with them. Councilmember Kane expressed concern about the amount of apartment rentals being difficult to acquire currently and if those numbers would decrease if we were to allow more STR's in the area. Kristina explained the owners of STR's, except for one or two, are owner operated. STR's are not being bought by businesses, but primarily by homeowners to generate or supplement their income. Supervisor McKeon added that in the Village of Tivoli seven homes that were used as rentals were recently sold and now are used as permanent residences.

Councilmember Kane asked about the one complaint that was found by the EDC and if there were any inquires made to the police station to uncover any more complaints. Kristina replied after their research, the one complaint was all they found. Councilmember Hamel added that it would be helpful to find any other complaints and that there could have been other complaints as it is difficult to match complaints to an STR. Kristina replied the EDC could inquire further as they do have the addresses of the STR's and could attempt to match the addresses to police reports. Supervisor McKeon mentioned people might not like to complain about their neighbors but there could be tension caused by STR's of which we are not aware, and that it is important to accommodate and guide before there could be an issue.

Councilmember Kane thanked the EDC and the ITF for the work that had been done and Supervisor McKeon agreed.

BOARD REPORTS:

WATER DISTRICT: The pump volumes on the two wells have been intentionally reduced to minimize waste and electricity use and to monitor for pump control.

ZBA: The ZBA met on June 9, 2021 to discuss an application for the Kanuk-Mighty Donuts and an interpretation from Norman Grieg.

DEPARTMENT REPORTS:

ANIMAL CONTROL: In April they had one issue with a feral cat and five wildlife issues. In May there were three loose dogs, one nuisance dog, five feral cats and five wildlife calls. Currently, there is a feral cat issue in Dutchess County.

ASSESSOR’S REPORT: The assessor’s office has completed Grievance Day held on May 25, 2021. The final roll is completed and will be posted online on July 1, 2021. There were 13 sales in May in the Town, one sale in the Village and three sales in Tivoli.

BUILDING & ZONING: In the month of June, there were 42 permits, 29 inspections, 18 CO’s, 2 complaints and Revenue was \$6023.00.

RECREATION COMMISSION: The Summer Rec Program will have over 100 participants. They will not be able to use Mill Road School on rainy days due to Covid protocols in place at the school. The Summer Rec Program will be cancelled on those days. We are currently fully staffed for the program. The parks are seeing a lot of use. The security cameras are installed and all 18 cameras are up and running. The Town Board will establish a policy of who will have access to the system. The ceiling in the pavilion needs to be replaced. Golf balls have been found in the grass fields. Golfing in the park is not allowed as golf balls in the fields are dangerous because the mowers can shoot the balls out at high speeds.

Supervisor McKeon discussed if the public would be allowed in the playground at the same time the Rec Park Summer Program is in progress and wants to keep it open for the public to use.

Councilmember Kane added there is nothing stating the Summer Program will have exclusive rights to the playground and the equipment should be open to the public.

SENIOR SERVICES COMMITTEE: The committee discussed senior transportation and efforts to get seniors vaccinated. They will meet again at the end of June.

Correspondence: Dutchess County asked if the Town of Red Hook wants to remain in the Community Development Block Grant Consortia. Supervisor McKeon expressed interest in renewing with the program and Councilmember O’Neill seconded.

We had a request to lease the Town Hall Parking Lot for \$2500.00 by a film crew for a 24 hour period. The Town Board Members agreed to the lease.

On a motion of Supervisor McKeon seconded by Councilmember Kane moved to adjourn the meeting.

Adopted	Ayes	5	McKeon, Hamel, Kane, O’Neill, Testa
	Nays	0	

Respectfully submitted,

Deanna Cochran, Town Clerk