

**RED HOOK TOWN BOARD MEETING**  
**March 27, 2019**

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 Robert McKeon  
Councilman William O'Neill  
Councilperson Sarah Imboden  
Town Clerk Sue McCann  
Absent: Councilman Harry Colgan  
Councilperson Christine Kane  
Also Present: Attorney Christine Chale

Supervisor McKeon called the meeting to order and opened with the Pledge of Allegiance.

**ANNOUNCEMENTS**

Supervisor McKeon announced the following:

-There will be a community playground build event on May 3, 4, & 5 from 8 a.m. – 6 p.m. and if needed, on May 10, & 11.

-May 11 is Apple Blossom Day in the Village of Red Hook

-A Spring Senior Expo at the Red Hook Community Center on April 27 from 10 a.m. – 2 p.m.

-The Census is looking for workers. The pay is \$18.00 per hour, and also mileage compensation. [2020census.gov/jobs](http://2020census.gov/jobs) for more information.

**PUBLIC COMMENT PERIOD**

Supervisor McKeon opened for comments.

*Linda Keeling* went to the Community Center and walked through the building, the doors, everything so they know what has to be upgraded regarding ADA requirements. Even though it is not a Town owned building, we do give money for programs so we have to make sure it is accessible. She also referred to a letter she sent on March 13 regarding ADA as far as emergencies in hopes that DC can upgrade its website to include all households with specific needs in 9-1-1 emergencies.

Supervisor McKeon answered that the Disaster Preparedness Committee is working on updating our emergency management plan. We'll see what is included in that.

*Linda Keeling* asked that the information be posted on the Town website.

Councilperson Imboden will reach out and make sure contact information is placed on the website.

**RECOGNIZING APRIL AS PARKINSON'S AWARENESS MONTH**

Supervisor McKeon explained the proclamation recognizing Parkinson's Awareness month.

On a motion of Supervisor McKeon seconded by Councilman O'Neill moved to approve the proclamation recognizing April as Parkinson's Awareness month.

Adopted	Ayes	3	McKeon, O'Neill, Imboden
	Nays	0	
	Absent	2	Colgan, Kane

**WATER BOARD ANNUAL REPORT**

Water Department Chairman Henry VanParys presented the Town of Red Hook Annual Report of Town Water District No. 1 – 2018 Operations. The report included information regarding operations personnel, highlights, plans and goals for 2019, water quality, future considerations, comparative financial overview from 2014 – 2018, and a comparative operations summary for the period 2014 – 2014.

Supervisor McKeon asked if we ever need backup water.

Mr. VanParys said no, our backup has been the Village the last two or three times we needed it. He explained the process when it was needed.

**FUND BALANCE POLICY**

Supervisor McKeon explained that we had three recommendations from the Comptroller's Office after they did the audit of our funds. One recommendation was to reduce the high end of our unappropriated fund balance. They asked us in the audit to consider reducing the

unrestricted fund balance and using the funds as a financing source. The other recommendation they had was that if the fund balance should fall too low, indicate over what time period the Town would replenish that fund. He explained the minor revisions to the fund balance policy.

### **RESOLUTION 2019 # 30**

RE: APPROVING AMENDED TOWN OF RED HOOK FUND BALANCE POLICY

On a motion of Councilman William O'Neill seconded by Councilperson Sarah Imboden moved to approve the resolution.

Adopted	Ayes 3	McKeon, O'Neill, Imboden
	Nays 0	
	Absent 2	Colgan, Kane

Copy attached

### **MAILBOX GUIDELINES ON TOWN ROADS**

Supervisor McKeon referred to the mailbox policy for new installations.

Highway Superintendent Theresa Burke emphasized that all *new* mailboxes should be installed in compliance with the specifications. They added information regarding those damaged by routine highway operations. Those will be reinstalled according to the Town mailbox specifications. You have to have some kind of protection if the Town is going to spend money replacing a mailbox. These guidelines will insure they are put in the proper place.

Supervisor McKeon is concerned about debating with constituents about placement of mailboxes. His concern is that this is a real time-consuming thing because so many people are out of compliance with this policy.

Councilperson Imboden asked him to help her understand what he means about this being time consuming. She thinks having a policy would make it simpler.

Supervisor McKeon doesn't think people would be happy about where their postal box would have to be located.

Councilperson Imboden said this is a short, sweet policy.

Highway Superintendent Burke explained that this is a clarification. We reinstall the mailboxes and have to deal with the residents. If there is something wrong with the location, residents are grateful knowing that it doesn't have to happen again. This is a right of way. This is not an unusual policy.

Supervisor McKeon hopes we won't have too many issues. In many cases the post sits on someone else's property. It is trickier than it should be.

Councilperson Imboden thinks if you are a home owner, and the post is on the neighbor's property, you should be grateful that the Town is doing this for them.

### **RESOLUTION 2019 #31**

RE: APPROVING MAILBOX SPECIFICATIONS ON TOWN ROADS

On a motion of Councilman William O'Neill seconded by Councilperson Sarah Imboden moved to approve the resolution.

Adopted	Ayes 3	McKeon, O'Neill, Imboden
	Nays 0	
	Absent 2	Colgan, Kane

Copy attached

### **SCHAEFFER ROAD DEDICATION**

Highway Superintendent Burke said that the State did an update on our local highway inventory and we had Schaeffer Road listed. They thought it was a private road. They asked for either a deed to the road or a resolution from the Town that we agree to maintain it. We have been maintaining it for over ten years, there is no interest in abandoning the road so we need a resolution stating that we do maintain it.

Supervisor McKeon explained the resolution and location of the road.



and part of that is because we don't have a long-range plan. We're stuck when we lose a piece of equipment and don't have the finances to pay for it. If we wait until January of 2020, it would be two years before we get that truck. She explained the possible wait time if ordering is delayed. She also explained the issue with the present old truck. The equipment replacement plan has been off. Another thing to look at is replacing all equipment would be \$3 million. We don't have a funded equipment line. We are on an "uh-oh it's broken" and we have to scramble. Supervisor McKeon explained the multi-year capitol plan.

Councilperson Imboden spoke of shared services of small trucks in their fleet for the Traditions neighborhood.

Highway Superintendent Burke said we have time to think of the Traditions neighborhood roads. What we don't have is time on the old truck having frame issues that was on her equipment replacement plan that we talked about at budget time this past year.

Supervisor McKeon told her that ordering in 2020 would not be an issue according to the budget he has. He will go back and take a look to see what they can do to move it up. Reducing the fund balance right before going to market is probably not the best thing to do right now.

Highway Superintendent Burke said the truck breaking down is nothing they can control. They are spending a lot of money in repairs, there are safety issues and you are not taking advantage of new technology.

Supervisor McKeon wants to make sure we purchase the right equipment.

Highway Superintendent Burke said that's why we have a Highway Superintendent. That's what we do.

Councilperson Imboden thanked Highway Superintendent Burke for the information and keeping them Board well informed.

#### **DISCUSSION – DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY – SEWER EXTENSION**

Supervisor McKeon referred to a letter he drafted for the Boards consideration. It looks like the sewer system will be going into the Village. They hope to go to bid in the Fall and award in the Spring. Maybe some of the landowners south of the sewer district would want to join in and we would want to do feasibility studies. A lot of work has been done but the system the Village is using has changed. It was suggested they reach out to DC Water & Wastewater Authority. We would get grants for this kind of study.

On a motion of Councilman O'Neill seconded by Councilperson Imboden moved to approve having Supervisor McKeon send the letter to Dutchess County Water and Wastewater.

Adopted	Ayes 3	McKeon, O'Neill, Imboden
	Nays 0	
	Absent 2	Colgan, Kane

#### **RESOLUTION TO SET PUBLIC HEARING – AMENDMENT TO CPF PROJECT PLAN – ST. SYLVIA'S**

Supervisor McKeon explained the resolution. St. Sylvia's property is up for sale by the Diocese. The purchase would benefit the residents of Tivoli. One of the uses of the CPF is to borrow for historic properties. We decided to pursue negotiations with the church to acquire the property so we have to add them to our project plan. We are setting a public hearing to do just that.

#### **RESOLUTION 2019 #34**

RE: CLASSIFYING ACTION AND ESTABLISHING LEAD AGENCY TYPE I ACTION

On a motion of Councilperson William O'Neill seconded by Councilperson Sarah Imboden moved to approve the resolution.

Adopted	Ayes 3	McKeon, O'Neill, Imboden
	Nays 0	
	Absent 2	Colgan, Kane

Copy attached



**ATTORNEY/CLIENT SESSION**

On a motion of Supervisor McKeon seconded by Councilperson Imboden moved to go into Attorney/Client session at 9:30 p.m.

Adopted	Ayes	3	McKeon, O'Neill, Imboden
	Nays	0	
	Absent	2	Colgan, Kane

On a motion of Councilperson Imboden seconded by Councilman O'Neill moved to adjourn Attorney/Client session at 10:15 p.m.

Adopted	Ayes	3	McKeon, O'Neill, Imboden
	Nays	0	
	Absent	2	Colgan, Kane

**EXECUTIVE SESSION**

On a motion of Supervisor McKeon seconded by Councilperson Imboden move to go into Executive Session at 10:16 p.m. with regard to collective negotiations.

Adopted	Ayes	3	McKeon, O'Neill, Imboden
	Nays	0	
	Absent	2	Colgan, Kane

On a motion of Supervisor McKeon seconded by Councilperson Imboden moved to adjourn the meeting at 10:57 p.m.

Adopted	Ayes	3	McKeon, O'Neill, Imboden
	Nays	0	
	Absent	2	Colgan, Kane

Respectfully submitted,

Sue McCann, Town Clerk