

RED HOOK TOWN BOARD MEETING

June 22, 2022

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 Jacob Testa
Councilmember Julia Solomon
Town Clerk Deanna Cochran
Also Present: Attorney for the Town Christine Chale Esq.
Absent: Councilmember Christine Kane

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

ANNOUNCEMENTS: Supervisor McKeon congratulated the Village of Tivoli on their 150th Birthday. They celebrated the Sesquicentennial June 17-19, 2022.

Resolution Regarding Tradition Section 7

Supervisor McKeon explained the different projects included in Section 7 of Tradition at Red Hook, such as a walking trail and an athletic field.

**TOWN OF RED HOOK
RESOLUTION NO. 39
DATED JUNE 22, 2022**

RESOLUTION REGARDING TRADITION AT RED HOOK SECTION 7

WHEREAS, the Town of Red Hook Planning Board adopted a resolution on August 15, 2016, entitled, “Resolution Granting Site Plan Approval to Hoffman Property Traditional Neighborhood Development” and a resolution on August 15, 2016, entitled “Resolution Granting Approval to Final Subdivision Plan and Incentive Zoning for Hoffman Property Traditional Neighborhood Development Subdivision,” for a 102-lot residential community development project known as the “Hoffman Property” (the “Hoffman TND Project”), which gave permission to file the subdivision plat in sections, and required that the section plats be filed in numerical order, and which resolutions were duly filed in the office of the Town Clerk on August 16, 2016; and

WHEREAS, Red Hook Acres, LLC, as part of its development plan for the Hoffman TND Project, offered to dedicate a certain parcel or parcels of land within the project for highway purposes and associated drainage easements, as shown on a drawing set prepared by LRC Group, Project Engineers, entitled “Final Site Plan and Overall Subdivision Plan Set for Hoffman Property,” last revised on August 15, 2018, and as provided in the proposed subdivision for the for the 102 lot residential community and Lot 103 on drawings prepared by LRC Group, Project Engineers, entitled “Hoffman Property Final Subdivision Plat” last revised on August 15, 2018, including the “Hoffman Subdivision Section Plat #1,” last revised on August 15, 2018; and

WHEREAS, the Hoffman TND Project is now referred to as “Tradition at Red Hook,” which still contemplates the development of a 102-lot residential community with accompanying common areas (the “Project”); and

WHEREAS, the Town of Red Hook Planning Board adopted two Resolutions on April 1, 2019, entitled, respectively, “Resolution Granting Amended Site Plan Approval to Tradition of Red Hook (Formerly Hoffman TND),” (hereinafter referred to as “Amended Site Plan Approval Resolution”) and “Resolution Granting Approval to the Amended Final Subdivision Plat for Tradition at Red Hook (Formerly Hoffman TND),” (hereinafter referred to as “Amended Subdivision Approval Resolution” and together with the Amended Site Plan Approval Resolution, the “2019 Approval Resolutions”), which Amended Subdivision Approval Resolution gave permission to file the Subdivision Plat in Sections, and required that the Section

Plats be filed in numerical order; both of which 2019 Approval Resolutions were duly filed in the office of the Town Clerk on April 2, 2019; and

WHEREAS, the Town of Red Hook Planning Board adopted a resolution dated November 1, 2021 reapproving Section Plats 6, 7 and 8 of the Preliminary Subdivision Plat, subject to conditions set forth therein, and copies of which were duly filed in the office of the Town Clerk on November 2, 2021; and

WHEREAS, pursuant to the 2019 Approval Resolutions, as so extended (“Amended 2019 Approval Resolutions”), 25 Old Farm Road Development, LLC (the “Owner”) has been granted conditional final approval by the Town of Red Hook Planning Board for the Project; and

WHEREAS, the Owner, as part of its development plan for the Project, has proposed to deliver assurances as to construction of certain required improvements, as shown on a drawing set prepared by LRC Group, Project Engineers, entitled “Site Plan Submission Set for Tradition at Red Hook,” last revised on May 7, 2019, and including an overall lot layout plan last revised May 7, 2019, and as provided in the proposed subdivision for the 102-lot residential community on drawings prepared by LRC Group, Project Engineers, entitled “Hoffman Property Final Subdivision Plat,” last revised on August 15, 2018 (“Overall Subdivision Plat”), and the “Tradition at Red Hook, Final Subdivision Plat, Section Plat #7,” last revised on May 13, 2022 (“Section 7 Plat”); and

WHEREAS, the Owner has submitted for approval the following regarding Sections 7:

- i) a letter of the Town Engineer dated June 20, 2022, regarding approval of plans and specifications and estimates of the cost of construction and inspection of certain improvements required by the Amended 2019 Approval Resolutions;

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

- 1) Commencement of construction of the Section 7 improvements described in the Section 7 Plat is authorized upon completion of the following conditions:
 - a) Delivery to the Town Clerk of performance bonds or letters of credit in form and substance satisfactory to the Attorney for the Town and in the amount of \$83,402 for Section 7, as reviewed and recommended by the Town Engineer, in full force and effect, conditioned on completion of all required improvements for Section 7 in accordance with the Overall Subdivision Plat, the applicable Section Plat, all required plans, conditions and specifications, which bonds or letters of credit shall be for an initial period of not less than 2 years renewable in one year increments, and subject to delivery of a maintenance bond;
 - b) Delivery of the hold harmless agreement and evidence of the current general liability insurance policy in form satisfactory to the Attorney for the Town;
 - c) Delivery of a policy of title insurance, or commitment therefor with policy to be delivered at the time of acceptance, with respect to the interest of the DCWWA with respect to water and wastewater improvements, subject to only such exceptions as shall be approved by the Attorney for the Town and as shall be consistent with the Amended 2019 Approval Resolutions;
 - d) Delivery to the DCWWA under the terms of an executed memorandum of understanding, of one or more performance bonds or letters of credit with a dual obligee rider in favor of the Town, in form and substance satisfactory to the Attorney for the Town, and in the aggregate amount of \$197,144, of which \$6,888 is for water and \$190,256 is for sewer for Section 7, as reviewed and acceptable to DCWWA’s engineers, in full force and effect, conditioned on completion of the applicable water and sewer improvements for Section 7;
 - e) Receipt by the Town of payment for any and all outstanding consultant invoices included estimated costs, bringing the escrow account for development review costs fully up to date;
 - f) Deposit with the Town Clerk of the escrow for inspection fees for the roads and required improvements for the applicable Sections in the amounts specified in the Engineer’s approval letter referred to above;

- g) Receipt by the Town Clerk of the required incentive zoning fees for the 12 units in Section 7, as it may be updated pursuant to §143-49.2 of the Town Code;
 - h) The conditions of a road opening permit issued by the Town Highway Superintendent pursuant to the requirements of the Town Highway Specifications;
 - i) Filing of the approved stamped subdivision map(s) in the form referred to herein with only such changes with respect to the proposed roads and easements as shall be approved by this Board after approval by the Highway Superintendent and Town Engineer.
- 2) The Supervisor, Town Engineer, Attorney for the Town and the Superintendent of Highways may take all steps reasonable and necessary in consultation with the Attorney for the Town to implement the intent of this resolution.

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 on June 22, 2022 at 7:30 p.m., local time via videoconference and/or teleconference pursuant to NYS Laws Ch. 1 of 2022 and Executive Order 11, as extended. 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 law.

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		X
Councilmember Julia Solomon	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 Hamel, seconded by Councilmember Solomon, to wit;

**TOWN OF RED HOOK
RESOLUTION NO. 39
DATED JUNE 22, 2022**

RESOLUTION REGARDING TRADITION AT RED HOOK SECTION 7

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>Absent</u>
Councilmember Julia Solomon	VOTING <u>Aye</u>
Councilmember Jacob Testa	VOTING <u>Aye</u>

The foregoing resolution was thereupon declared duly adopted.

Resolution Amending Resolution #58 of 2021 Regarding Public Access Easement-Tradition

Supervisor McKeon explained the resolution.

**TOWN OF RED HOOK
RESOLUTION NO. 40
DATED JUNE 22, 2022**

RESOLUTION AMENDING RESOLUTION NO. 58 OF 2021 REGARDING PUBLIC ACCESS EASEMENT FOR TRADITION AT RED HOOK

WHEREAS, the Town of Red Hook Town Board adopted Resolution No. 58 of 2021 on October 12, 2021, entitled, “Resolution Regarding Offers of Cession for Public Access Easement for Tradition at Red Hook; and

WHEREAS, the Owner has submitted for approval amended drafts of the following:

- (i) an Irrevocable Offer of Cession for the Public Access Easements with respect to certain portions of the recreational improvements identified in the Amenities Plan on file with the Town Clerk, including forms of public access easements attached thereto for the following:
 - North-South Trail, portion in Section 4 Plat
 - North-South Trail, portion in section 6 Plat
 - Passive Open Space, Parcel D (Main Square) in section 1 Plat
 - Passive Open Space, Parcel B (Triangle) in section 4 Plat
 - Multi-purpose Field and Southeast Trail in section 7 Plat.,with an undertaking to complete the execution and delivery of such Irrevocable Offer of Cession; and
- (i) a reference copy of said Amenities Plan.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Red Hook, that the Resolution No. 28 of 2021 is hereby amended and reaffirmed as follows:

- 3) Acceptance of the Irrevocable Offer described above is authorized upon completion of the following conditions; provided that the Town reserves the right to determine whether to accept said easements described in the Irrevocable Offer in its sole discretion upon completion thereof:
 - j) Delivery of the hold harmless agreement and evidence of the current general liability insurance policy in form satisfactory to the Attorney for the Town;
 - k) Delivery of a policy of title insurance, or commitment therefor with policy to be delivered at the time of acceptance, with respect to the interest of the Town in the proposed conveyances, subject to only such exceptions as shall be approved by the Attorney for the Town and as shall be consistent with the terms hereof;
 - l) Receipt by the Town of payment for any and all outstanding consultant invoices included estimated costs, bringing the escrow account for development review costs fully up to date;
 - m) Final executed forms of the documents referred to above with an undertaking for proper recording thereof approved by the Attorney for the Town; and
- 4) The Supervisor, Town Engineer, and Attorney for the Town may take all steps reasonable and necessary in consultation with the Attorney for the Town to implement the intent of this resolution.

EXTRACT OF MINUTES

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	Present	Absent
Supervisor Robert McKeon	Via Videoconference	
Councilmember William Hamel	Via Videoconference	
Councilmember Christine Kane		X
Councilmember Julia Solomon	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 Supervisor McKeon, seconded by Councilmember Hamel, to wit;

**TOWN OF RED HOOK
RESOLUTION NO. 40
DATED JUNE 22, 2022**

**RESOLUTION AMENDING RESOLUTION NO. 58 OF 2021 REGARDING PUBLIC
ACCESS EASEMENT FOR TRADITION AT 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>Absent</u>
Councilmember Julia Solomon	VOTING <u>Aye</u>
Councilmember Jacob Testa	VOTING <u>Aye</u>

The foregoing resolution was thereupon declared duly adopted.

Resolution to Apply for Food Insecurity Program – Covid Cares Act 2022

Supervisor McKeon explained the Town was notified of available funding for a Food Insecurity Program through the Covid Cares Act. He suggested the Town apply to this grant program for funds for Red Hook Responds.

**TOWN OF RED HOOK
RESOLUTION NO. 41
DATED JUNE 22, 2022**

**RESOLUTION AUTHORIZING APPLICATION FOR FOOD INSECURITY
PROGRAM UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT NY
CDBG-CV FUND**

WHEREAS, the Town has been notified that funding in the current NY CDBG-CV Fund round funded through the 2020 Cares Act may be available for a Food Insecurity Program; and

WHEREAS, input from citizens and groups has been received and considered; and

WHEREAS, an application has been prepared which addresses our community concerns;

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

1. The CDBG-CV Fund/2020 Cares Act grant application in the amount of up to \$100,000 for a project to address food insecurity through a program to assist seniors and low to moderate income residents in the community by providing prepared meals on site and a meals delivery program, and the certifications included therein, is hereby approved. The application would include a proposal for Red Hook Responds, Inc. to operate the program as subrecipient including a mobile cooler trailer and initial funding for commercial kitchen staff.
2. The submission of said application to the NYS Office of Community Renewal is hereby authorized.
3. This resolution shall take effect immediately.

EXTRACT OF MINUTES

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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		X
Councilmember Julia Solomon	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 Supervisor McKeon, seconded by Councilmember Testa, to wit;

**TOWN OF RED HOOK
RESOLUTION NO. 41
DATED JUNE 22, 2022**

**RESOLUTION AUTHORIZING APPLICATION FOR FOOD INSECURITY
PROGRAM UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT NY
CDBG-CV FUND**

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>Absent</u>
Councilmember Julia Solomon	VOTING <u>Aye</u>
Councilmember Jacob Testa	VOTING <u>Aye</u>

The foregoing resolution was thereupon declared duly adopted.

Discussion - Grant Opportunities

Supervisor McKeon began the discussion by reviewing some of the different Grant Programs.

Supervisor McKeon suggested applying to the Local Government Efficiency Program as a joint project with the Village of Red Hook for a feasibility study for the new Sewage System.

Supervisor McKeon suggested applying to the Smart Growth Comprehensive Planning Program to review and update the Town’s Comprehensive Plan. Councilmember Solomon agreed and suggested including both Villages. Supervisor McKeon answered that the Villages have been asked and the Town was awaiting their answer.

Supervisor McKeon suggested applying to the NYSDEC WQIP Program to fund a new salt shed.

Discussion – Housing Committee

Councilmember Solomon began the discussion on the Housing Needs Assessment and suggested the Town should establish a housing committee to continue the focus on this issue.

Councilmember Testa agreed that establishing a Housing Committee would be valuable to the Town and the community.

Councilmembers Testa and Solomon agreed to work together to begin this committee.

Reorganization

Supervisor McKeon reviewed the letter of interest from George Philip Jahn for the Zoning Board of Appeals.

Zoning Board of Appeals

<i>5 Members</i>	<i>5-year appointment</i>
<i>Alternates</i>	<i>2-year appointment</i>
Chair – Kate Karakassis	2022
George Philip Jahn	2024
Chris Klose	2022
Christopher Carney	2023
John Bonavita-Goldman	2025
Kate Karakassis	2026
Vacant-Alt	2009
Vacant-Alt	2018
Secretary PT – Anne Rubin	
Liaison: William Hamel	

On a motion by Councilmember Hamel seconded by Councilmember Testa to appoint George Philip Jahn to a term ending in 2024.

Adopted	Ayes	4	McKeon, Hamel, Testa, Solomon
	Nays	0	

COMMITTEE & BOARD REPORTS:

POLICE REPORT: In the month of May 2022, there were 9 welfare checks, 13 total tickets issued, and 2 arrests.

ANIMAL CONTROL: In the month of May 2022, there was 1 loose dog and 1 wildlife call.

WATER BOARD: Well #2 has not been running as that well pump needs replacement. The Water Board discussed whether to paint the tank or replace it due to the findings after the inspection.

RECREATION COMMISSION: Summer programs signups are underway. The last day to sign up is June 24, 2022. Work is continuing on the Rec Park West dugouts.

HIGHWAY DEPARTMENT:

**Town of
Highway**



**Red Hook
Department**

28 Glen Pond Drive, Red Hook NY 12571
845-758-4615
superintendent@redhookhighway.org

June 22, 2022

Supervisor Robert McKeon
Councilperson Julia Solomon
Councilperson Christine Kane
Councilperson Bill Hamel
Councilperson Jacob Testa

Dear Supervisor McKeon and Town Council Members:

Below please find the Highway Department Report for the Town Board meeting, June 22nd, 2022

Gasoline and Diesel Budget balances at the half year mark:

Diesel budget for 2022: \$31,000.00
Current balance: \$8,371.00
Expected balance after fuel delivery scheduled for this week: \$3,300.00

Gasoline Budget for 2022: \$14,000.00
Current Balance: \$ 6,094.86

Highway Department Staffing levels review:

Staffing levels in 2020: 8 full time crew members
(Before the Town Board elimination of two positions)

Staffing levels in 2022: 6 full time crew members and one temporary hire
(Temporary hire is available until August 10th)

Current active staff: 4 full time crew members and one temporary hire
(One crew member retired, another is out on extended leave)

Staff available between June 26th and July 16th: 3 full time crew members
and one temporary hire (barring any illness, family leave or PTO)

We are currently advertising for a full time MEO to replace the retired crew member. The help wanted ad has run for at least one week, we have had 1 candidate that has met the minimum requirement for a CDL license, out of 3 total applicants. The ad we have posted is as follows: (we did not include the required 20% contribution toward the health benefits in the ad)

MEO

Motor Equipment Operator (MEO) Position in the Town of Red Hook Highway Department. 40 hours per week. Must have a clean CDL License and a minimum of two years' experience operating a heavy-duty snow plow with wing and sander. Responsibilities include performing manual labor in connection with snow removal, highway repair, excavation and construction, loading and unloading of vehicles, transportation of equipment and material, cutting brush and other related activities. Must be on call (without compensation) in order to respond to weather related events and emergencies, 7 days a week, 24 hours a day, holidays, nights and weekends. Must be able to report to work within a half hour of call-in. A background check and drug testing are required for employment.

The Town of Red Hook is an equal opportunity employer. All applicants will be considered for employment; without attention to age, race, color, creed, religion, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status or marital status. The Town is committed to providing a work environment that is free of discrimination or harassment.

Pay: \$20.00 per hour

We will be placing the ad on the Town Website in addition to the Indeed ad that has been posted previously. If you know of anyone who may be interested in this position, please encourage them to apply. If there can be a wage increase approved by the Town Board for this job it may attract a higher number of qualified applicants

Plow truck delivery: We are expecting to receive our new plow truck within the next two weeks. When we receive the delivery, I will be asking the Town Board to declare the old plow truck as surplus equipment. (It is my understanding is that you need to talk about this at a Town Board meeting, and make the decision as a group.) The old truck does not pass inspection and can be sold at auction.

Respectfully yours,

Theresa Burke

Theresa Burke
Highway Superintendent

TREE PRESERVATION COMMISSION: A guest was introduced and is interested in becoming a member of the committee. The new trees at the high school are doing well, and one of the maples on Pitcher Lane appears to be dying due to deer damage.

BUILDING/ZONING: In the month of June 2022, there were 45 permits, 60 inspections, 16 CO's & CC's, no complaints, and total revenue collected was \$15,160.20.

On a motion by Councilmember Hamel seconded by Councilmember Solomon to adjourn the meeting

Adopted	Ayes	4	McKeon, Hamel, Testa, Solomon
	Nays	0	

Respectfully Submitted,

Deanna Cochran, Town Clerk