

## **RED HOOK TOWN BOARD MEETING**

**May 12, 2020**

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 O'Neill  
Councilmember Christine Kane  
Councilmember William Hamel  
Councilmember Jacob Testa  
Town Clerk Sue McCann

Also Present: Attorney Christine Chale

Due to the pandemic, the meeting was conducted via Zoom and live streamed on YouTube. Supervisor McKeon called the meeting to order and opened with the Pledge of Allegiance.

### **ANNOUNCEMENTS**

Supervisor McKeon announced that both the Memorial Day parade and Hardscrabble Day are cancelled this year due to COVID-19.

### **TOWN CLERK'S REPORT**

The Town Clerk's report for the period March 1 – 31, 2020 was read as follows: Total local shares remitted to Supervisor - \$1,590.52; Amount paid to NYS Ag. & Markets - \$28.00; Amount paid to NYS DEC - \$94.48, Total State & Local revenue - \$1,713.00. Town Clerk McCann explained that \$727.00 was money collected for garbage at the recycling center. The report for the period April 1 – 30, 2020 was read as follows: Total local shares remitted to Supervisor - \$4,177.77; Amount paid to NYS Ag. & Markets - \$36.00; Amount paid to NYS Dept. of Health - \$22.50; Amount paid to NYS DEC - \$94.48; Total State & Local revenue - \$4,330.75. Town Clerk McCann explained that \$3,573.75 was collected for garbage at the recycling center.

### **ANNOUNCEMENT**

The Village of Red Hook reduced their hours to 11 a.m. – 4 p.m, beginning June 26<sup>th</sup>.

### **SUPERVISOR'S REPORT**

Before giving the report, Supervisor McKeon reviewed the agenda.

The Supervisor's report dated April 30, 2020 was read as follows: Opening balance - \$8,225,303.47; Receipts - \$353,102.72; Disbursed - \$283,749.99; Balance - \$8,294,656.20 which included the budget adjustments for April and May provided by Bookkeeper Ann Conway. He also gave an estimation of the budget with loss of revenue due to the impact of the COVID virus. Estimated loss of revenue is approximately \$266,300. A fund balance comparison was presented as well as a 2021 budget tax rate schedule.

On a motion of Councilmember Hamel seconded by Councilmember Testa moved to approve the Supervisors report and budget adjustments.

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

Copy attached

### **CORONAVIRUS UPDATE**

Supervisor McKeon gave a presentation of the New York State Department of Health COVID-19 tracker. It included the number of cases and phases one through four. He explained how Town Hall will be conducting business for the time being. The Recreation Commission is recommending no summer programs this year. Dutchess County Health Dept. wants a highly developed plan which won't be able to attain.

Councilmember Kane mentioned that we do also have construction happening at the recreation parks which has been delayed because of the shutdown. The construction is about five weeks behind.

Supervisor McKeon encourages residents to reach out to various organizations whose information can be found on the Town's website.

### **STONYBROOK CULVERT UPDATE**

Supervisor McKeon said we received the second opinion from the Chazen Company, they reviewed all options and concurred with them. We have to authorize the engineer to send our contractor the report and determine that we want to move forward. He asked the Board if they are in favor. They all agree. The work will hopefully be done in July when the water levels are lower. More information will be presented at the May 27<sup>th</sup> meeting.

### **SOCIAL MEDIA POLICY**

Supervisor McKeon referred to concern about developing social media pages and accounts. A recommendation is to have an official Town of Red Hook social media page. He asked if the Board had comments on the policy.

Councilmember O'Neill would follow the recommendation of the committee.

Councilmember Kane thanked the committee for the time and effort they put into it and wants to move forward.

Councilmember Testa agrees. It is important for the Town.

Councilmember Hamel commented that it needs to be monitored 24/7. He has concerns about making sure of adequate coverage.

Supervisor McKeon suggested starting with notifications that go through our website. He recommended starting slowly with notifications on a Facebook page. It should go through the Supervisor's Office. Various departments could go through his office to post. He does not want to do Twitter.

Councilmember Testa agrees with Supervisor McKeon.

Councilmember Hamel wants to be able to control it to prevent a free for all. It should be a place for information sharing and it is critical to be locked down.

Supervisor McKeon spoke to colleagues about it. Some like it and some don't.

Councilmember Kane agrees with starting it with notifications but we need to take a step back.

This is a new responsibility and she suggested automatic notifications so not to add work to staff.

Supervisor McKeon explained that Civic Plus, our website provider, had the ability to post.

Councilmember Kane said a social media presence takes a lot of effort.

Supervisor McKeon said we will work on launching it.

Town Attorney Christine Chale suggested that the policy be modified so that it is clear that comments be disabled.

Supervisor McKeon wasn't envisioning adopting the policy at tonight's meeting, he was envisioning making modifications.

Councilmember Testa questioned a comment area. It should be clarified.

Attorney Chale said it is simple to modify the copy.

Supervisor McKeon can have it ready by the May 27<sup>th</sup> meeting.

### **CPF RECOMMENDATION – MOSHER APPLICATION**

Supervisor McKeon referred to an application from the Mosher family for the Brittany Hollow Farm. He pointed out where the farm is located. The majority of the funding would be provided through Scenic Hudson and contributions by Dutchess County. Dutchess Land Conservancy who is organizing the project asked the Town to join in the preservation of it. We will only preserve the area that is located in Red Hook. The total amount is approximately \$350,000. Half would come from the County, then Scenic Hudson and the Town would contribute as well.

Attorney Chale confirmed that there is an appraisal that will be confirmed with the Board. It will be presented at the next Town Board meeting.

Supervisor McKeon reviewed the letter from the CPF Committee. They voted unanimously to recommend that the Town Board fund the application.

### **PURCHASING POLICY RECOMMENDATIONS**

Supervisor McKeon explained that retiring Purchasing Agent Ted Kudzy recommended some minor changes to our purchasing and procurement policy.

Attorney Chale explained the changes to the policy. The change tries to provide a guideline to reflect requirements and the process as to how to reach compliance.

Supervisor McKeon asked if there were questions and if the Board was ready to vote on the requirements.

Councilmember Testa pointed out a spelling error and an issue regarding fuel purchasing. He wants to be sure that is compliant with the State.

**TOWN OF RED HOOK  
RESOLUTION NO. 20  
DATED MAY 12, 2020**

**APPROVING AMENDED TOWN OF RED HOOK PURCHASING AND PROCUREMENT POLICY**

**WHEREAS**, a proposed amended TOWN OF RED HOOK PURCHASING AND PROCUREMENT POLICY (the “Procurement Policy”) has been submitted to the Town Board of the Town of Red Hook, and such proposed Procurement Policy is on file with the Town Clerk;

**NOW THEREFORE BE IT RESOLVED**, by the Town Board of the Town of Red Hook (by the favorable vote of not less than a majority of all of the members of the Board), that in accordance with Section 104-b of the General Municipal Law, the amended Procurement Policy for the Town of Red Hook is hereby approved in the form on file with the Town Clerk. A copy of the Procurement Policy shall be posted on the Town website.

**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 May 12, 2020 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 will be prepared to the extent required by the 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 McKeon, seconded by Kane, to wit;

**TOWN OF RED HOOK  
RESOLUTION NO. 20  
DATED MAY 12, 2020**

**APPROVING AMENDED TOWN OF RED HOOK PURCHASING AND PROCUREMENT POLICY**

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: Aye
Councilmember William Hamel	VOTING: Aye
Councilmember Christine Kane	VOTING: Aye
Councilmember William O’Neill	VOTING: Aye
Councilmember Jacob Testa	VOTING: Aye

The foregoing resolution was thereupon declared duly adopted.

**CORREPENDENCE**

Supervisor McKeon referred to a resume from Lewis Rose who is interested in serving on the Planning Board.

On a motion of Supervisor McKeon seconded by Councilmember Kane moved to appoint Lewis Rose for a term to expire December 31, 2023.

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

Supervisor McKeon referred to correspondence regarding 2020 Codes of New York State. There are recently adopted codes by the State Fire Prevention and Building Code Council as part of a

major update to the Uniform Code. The updated version of the code will take effect on May 12, 2020.

On a motion of Councilmember Kane seconded by Councilmember Testa moved to adjourn the meeting at 9:00 p.m.

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

Respectfully submitted,

Sue McCann, Town Clerk