

## **WORKSESSION MEETING**

**FEBRUARY 17, 2022**

The Board of Trustees held the Worksession Meeting of February 17, 2022 at the Village Municipal Building, 167 North Main Street, Liberty New York. Mayor Joan Stoddard opened the meeting with the Pledge of Allegiance.

**PRESENT:** Mayor Joan Stoddard, Deputy Mayor/Trustee Robert Mir, Trustee Ernest Feasel and Trustee Eveleese Lake. Also Present: Judy Zurawski, Clerk/Treasurer.

**ABSENT:** Trustee Daniel Wright and Gary Silver, Attorney for the Village

**ALSO PRESENT:** David Ohman (Village Engineer), Sergeant Robert Morse (Village Police Department), David Lavoie (MVP Insurance/Reis Group) and James Gordon (arrived at 7:50 p.m.)

**APPROVAL OF MINUTES:** Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving the following minutes:

### **REGULAR MEETING – February 3, 2022**

**CORRESPONDENCE:** Mayor Stoddard said the following correspondence has been received and anyone can request copies.

- ❖ Letter from SC Treasurer Re: List of Delinquent Taxes 2.8.22
- ❖ Letter from USDA Re: Introduction Letter

**SPECIAL PRESENTATION:**

#### **DAVID LAVOIE – MVP HEALTH INSURANCE**

Mr. Lavoie of the Reis Group presented a second option for Village health insurance which is classed as MVP HDEPO (High Deductible Program) He explained the HDEPO is a way of controlling the costs for the municipality, which also includes a four tier rate program. Employees would pay zero co-pays other than drugs.

Mr. Lovie touched on many points of the insurance program, including the annual deductibles, the premiums for each tier and the cost to the employer.

The Board said they will review the information and discuss setting up meetings with employees.

**TABLED BUSINESS:** **DELAWARE ENGINEERING – UPDATE ON PROJECTS**

David Ohman of Delaware Engineering reported on the following:

**1. WWTP Upgrade**

Board Action Required at Tonight's meeting:

- None

### **For the Base Project – Phase 1:**

#### ○ **Design/NYSDOH Backflow Prevention Approval Notification**

- As part of the upgrade design, Delaware submitted Application for Approval of Backflow Prevention Devices (NYSDOH 347) on October 28 (electronically) and November 2, 2021 (hard copy) for the two new backflow preventers associated with the upgrade and others that have not been addressed.
- NYSDOH – Monticello issued comments to the Approval of Backflow Prevention Devices on January 4, 2022
- Delaware responded to NYSDOH comments on the Application on January 27, 2022
- NYSDOH requested hard copies be submitted for final approval
- Delaware forwarded hard copies for final approval on February 15, 2022
- Anticipate NYSDOH approval notification for the new backflow preventer installation at the plant in the near future
- Future Operation & Maintenance, excerpt from Backflow Prevention Report:

#### **5.1 Operation & Maintenance**

**The Village will be implementing a backflow preventer maintenance and testing plan, below, following acceptance of this report and approval of the plans and specifications for the new backflow prevention devices.**

- **The approved backflow preventer device must be tested by a NYSDOH certified backflow prevention device tester.**
  - **The NYSDOH certified backflow prevention device tester test the approved backflow prevention device at least annually and report the tests to the water supplier.**
- Backflow Preventer device rebuild and testing cost for 2022 is estimated to be about \$10,000 for the existing Backflow Preventers not included in the project.
  - Annual testing in subsequent years is anticipated to be about \$5,000/year
  - **Review of Plan Forward**
    - a. **Supplemental Bond Resolution**
      1. The Village resolved to move forward with a supplemental bond resolution in the amount of \$14M at the 12/29/21 meeting.
      2. No petitions for permissive referendum were submitted to Village Clerk by the January 27, 2022 deadline so Village move forward without any referendum.
      3. On January 28, 2022 Bond Counsel provided the Village Clerk with the Notice if Estoppel and the Village Clerk sent to the newspaper for publication on February 1, 2022.
      4. Bond Resolution will become effective in February 21, 2022
    - b. **NYSEFC Additional Funding**
      - A January 15, 2022 email from NYSEFC notified the Village that the Village’s request for additional funding for this project was approved.
        - a. NYSEFC will provide an additional \$1,741,085 in 0% loan/interest free financing – this will allow moving forward to award the base bid and bid alternate work and increase the Total Project Budget to \$9,398,020.

- b. Requested that the Village forward all relevant documentation of the Supplemental Bond and contract award resolutions after your Board Meeting next, so we can then proceed with processing the amended Project Financing Agreement with the Village.
- January 19, 2022 received another NYSEFC email with comments/questions about cost items
- Delaware responded to these comments on January 25, 2022.
- **Remaining Work to amend the PFA and budget**
  - We continue to work with as that NYSEFC continues to finalize PFA Amendment for the cost increase.
  - We are preparing a summary spreadsheet that lists cost items used for current PFA Exhibit C budgets and proposed changes to address post-bid and grit pump work.
  - Now that Grit Pump work is complete we are working the three vendors (i.e. Siewert, Schmidt's TAM) and the Village (for direct purchase of some minor items) to compile a list of minor changes (plusses and minuses), close out the contracts and update the SRF/Exhibit C Budget
  - We will also have an amendment to the Engineering Services contract to address costs to do Grit Pump Replacement.
  - **Change Orders to Add Bid Alternate Work (to increase the Total Project Budget from \$8.5 to \$9.4M)**
  - At the January 20, 2022 meeting the Village resolved to approve Change Orders to Add Bid Alternate Work to the General and Electrical construction contracts with the same conditions regarding the supplemental bond resolution
  - Now that no permissive referendum is needed, Change Order No 1 packages have been sent to General and Electrical contracts for signing and will then be forwarded to NYSEFC for approval along with execution copies of the prime contracts.

**Contract No. VL1-G-21 – General Construction**

- Change Order No. 1 – Add Bid Alternate Belt Filter Press work
- Totaling \$763,000
- Change order form forwarded to contractor for signing on February 1, 2022
- Will send complete package and cover letter to NYSEFC for review and approval upon receipt of signed form from contractor

**Contract No. VL1-E-21 – Electrical Construction**

- Change Order No. 1 – add Bid Alternate Belt Filter Press Work
- Totaling \$96,000
- Change order form forwarded to contractor for signing on February 1, 2022

- Will send complete package and cover letter to NYSEFC for review and approval upon receipt of signed form from contractor.

### **Construction Contract Award**

- Notice of Award (NOA) template Performance & Payment Bonds, and Bonds and Insurance Requirements forwarded to prime contractors on February 1, 2022
- Executed Notice of Award to be returned by February 16, 2022 including, Certificate of Insurance (COI), Performance and Labor Material Bonds, Anticipated Construction Schedule & MWBE Utilization Plan.
- Once all executed documents are returned, Delaware will integrate these items to form the execution copy of the contract and forward a digital version to NYSEFC for approval and provide each prime and the Village with a hard copy of the executed contracts.

### **Plan Forward**

- Complete Award and Execution of Construction Contracts (February 16 – Early March)
- Schedule and hold a pre-construction meeting with Owner, Engineer, prime contractors and, possibly subcontractors and possibly NYSEFC. (Early March).
- Begin to receive materials and equipment submittals, and applications for payment (begin Engineering During Construction)
- **Excerpt from the Revised Anticipated Project schedule below:**

November 19, 2021	Held Bid Opening at the offices of the Village Clerk
November 19 – December 1, 2021	Delaware prepared Bid Review Summary for the December 2, 2021 Board Meeting
	Reviewed Bid Review Summary and the Village adopted a Supplemental Bond Resolution for \$9.4M which would allow the Village to complete bid alternate work if desired
December 10, 2021	Publication of the Supplemental Bond Resolution (subject to permissive Referendum)
December 2021	Call with NYSEFC regarding more funding (loan) for Phase 1 and to add in bid alternate work for the Sludge dewatering work
December 2021	Letter sent to NYSEFC requesting additional funding
December 2021	NYSEFC sends new form for requesting additional funding
December 27, 2021	Signed form requesting additional funding emailed to NYSEFC
December 29, 2021	<b>Village Board Meeting</b>
	<b>Review bid recommendations and plan to Award Construction Contracts contingent upon confirmation of receipt of additional funding (0% loan) from NYSEFC, and satisfaction of permissive referendum associated with the Supplemental Bond resolution</b>

December 30, 2021	Village Clerk forwarded the Notice of Adoption of Supplemental Bond Resolution (estoppel notice) to SCDC for publication
<b>2022:</b>	
January 7, 2022	Publication of the Notice of Adoption of the Supplemental Bond Resolution
January 15, 2022	<b>Receive written notification from NYSEFC on additional funding</b>
January 27, 2022	Village Clerk to forward the Estoppel Notice to SCDC for Publication
January 28, 2022	Permissive Referendum Period complete (30 days from adoption)
January 31, 2022	Effective Date of the Construction Contracts
January – February 2022	Issue Notice of Award and prepare execution copies of contract and issue Notice to Proceed
February 1, 2022	Publication of Estoppel Notice
February 21, 2022	Supplemental Bond Resolution becomes effective (20 days from Publication)
March 2022 – July 2023	Construction to Substantial Completion
August 2023	Construction Completion (Final) and Project Closeout
October 2023	Long Term Loan Closing

- **For the Enhanced Sludge project – Phase 2**
  - NYS WATER INFRASTRUCTURE IMPROVEMENT ACT (WIIA) Grant Opportunity
    - WIIA grant application submitted on November 21, 2021 (possible 25% grant) – sound hear back soon
    - Village received Hardship Eligibility Letter from NYSEFC on November 29, 2021 – this means that this project is eligible for 0% loan/interest free financing with up 25% grant possible.
  - Revised Anticipated Project Schedule; excerpt below

<b>Project Schedule</b>	
September 2021	NYSEFC released the CWSRF DRAFT IUP for FFY 2022. The Phase 2 project is listed on the annual list with a budget of \$8.2M, with a score of 1,049 points and a base project score of 49 points (Hardship subtracts 1,000 bonus points when first phase closed) The Hardship Subsidy Line for base score is 36 pts Project is noted as “H Projects that may be eligible for hardship” Delaware anticipates that the Village will receive a notice of hardship eligibility from NYSEFC in December 2021.
October 14, 2021	Village Board resolved to authorize submission of the NYSEFC WIIA Grant Application
November 21, 2021	Submitted NYSEFC WIIA Grant Application

November 29, 2021	Village received Hardship Eligibility Letter from NYSEFC
December 16, 2021	Village Board Meeting was cancelled
	No action
January – February 2022	Phase 1 Construction to begin (NTP) NYSEFC approval of Phase 2 Engineering Report (ER) (?)
March 2022	Announcement of NYSEFC WIIA Grant Award (?)
April 2022	Delaware submits engineering services contract amendment for design through construction services for Phase 2 work for Village consideration
May – August 2022	Design and submit project plans and specifications to NYSEFC for review and approval
September 2022	Close on NYSEFC Short term Financing (Bridge Loan)/Project Finance Agreement Execution – reimburse accounts for planning and design services costs
November 2022	Receive NYSEFC Design Approval
2023:	
November 2022 – January 2023	Bid award Construction Related Contracts
February 2023	Issue Notice to Proceed/Commence Construction

- More info on WIIA FYI – NY Water Infrastructure Improvement Act (WIIA) Grant Opportunity
  - The New York State Environmental Facilities Corporation (EFC) is offering \$400 million in grants for clean and drinking water projects during 2021-22 state fiscal year
  - WIIA Clean Water Projects
    - An applicant with an eligible clean water project may receive a WIIA grant award as described below:
    - A project, including phases of the project, would be awarded up to the lesser of \$25 million or 25% of new
    - t eligible project costs
  - The deadline to submit your application is 5:00 p.m. on Monday, November 22, 2021
  - EFC will evaluate all applications for projects received by the deadline based on factors including protection of public health and water quality; median household income; governmental and community support; consideration for Environmental Justice Areas; and readiness of the project to proceed expeditiously
  - Available grant funds may not be significant to offer grants to all eligible applicants
- The two items that needed to be done and submitted before November 22, 2021 include:
  - Resolution that the Village Board resolves to authorize submission of the New York Environmental Facilities Corporation’s Water Infrastructure Improvement Act Grant Application to NYSEFC – Completed at October 13, 2021 meeting
  - Complete and submit the WIIA Grant Application and acceptable SRF Financing Application
    - Working with Judy in final info
      - Copy of WWTP operations agreement
      - Certified copy of the board resolution to submit the application
      - Mayor to sign page 9 on the WIIA and Page 13 on SRF application (will bring copies to sign at the meeting)
      - Anticipate upload on November 19
    - Other Background/History Information
- Put in a new Project Listing (PLUS) in April 2020 for \$8.2M
  - update in 2021 once form update is requested by EFC
- Completed SEQR again for the entire project– determination completed at August 20, 2020 Board Meeting
- Did new Bond Resolution for the Phase 2 project – done at September 3, 2020 meeting; Notice of Estoppel appeared on November 20, 2020.
- Prepared and submitted new Engineering Report to NYSEFC – DONE submitted NYSEFC on September 18, prior to September 21, 2020 deadline to finalize the IUP and get on the annual list for financing.
- Prepare a new Smart Growth Form and submit to NYSEFC. DONE and submitted NYSEFC on September 18 - Reviewed with Village and had the Mayor to sign at the September 17 meeting, and submitted to NYSEFC prior to September 21, 2020 deadline to finalize the IUP and get on the annual list for financing.
- NYSEFC released the CWSRF Final Intended Use Plan (IUP) for FFY 2021. The Phase 2 project is listed on the annual list with a budget of \$8.2M,
- Funding Application (CFA program) including the WIIA Grant funding up in the air right now – nothing set for this year.
- On January 6, 2021 the Village received notice that Phase 2 (Sludge Handling) of the Village’s WWTP project will not qualify for 0% Hardship financing, as the base project score is below the Hardship Funding Line in the 2021 IUP.

- **Contracts**

- WWTP Upgrade Project

- At the November 5, 2020 meeting, the Village Board resolved to authorize the Mayor to endorse Professional Services Contract Amendment No. 1, to the design through construction contract for the Village WWTP upgrade to be financed through NYSEFC, dated October 28, 2020, associated with revisions to the Original Phase 1 Engineering Report, to initially include and then remove enhanced sludge processing and related work from the original report, in an amount not to exceed \$40,000. Accepted by the Board and forwarded to NYSEFC on November 9, 2020. NYSEFC indicated in early-December 2020 that they would review it.
    - Now that a plan forward has been agreed upon we will check with NYSEFC on the status of this amendment and the need to modify our contract and costs to include the Grit Pump work.

- Sludge Handling WWTP Upgrade Project

- At the October 15, 2020 meeting, the Village Board resolved to authorize the Mayor to endorse the Professional Services Contract for Planning phase work in the amount not to exceed \$24,900. Accepted by the Board and forwarded to NYSEFC on October 21, 2020.
    - Based on the Feb 24, 2021 call with NYSEFC, NYSEFC will not be approving this in the near term as there is no Project Financing Agreement in place and the project will now be on hold.
    - When the Village decides to move forward with some or all of Phase 2, Delaware will submit engineering services contract amendment for design through construction services, following the Announcement of NYSEFC WIIA Grant Awards, if the grant application is successful.

## 2. **WWTP Grit Pump Replacement Project**

- **Tonight's meeting:**
  - No action required
- **Work Status**
  - A pre-construction/kickoff meeting was held on January 19, 2022
  - All work completed as of February 11
  - Working through contract closeout & disbursement paperwork with NYSEFC and Village Clerk
- **Background:**
  - At the July 15, 2021 Department Head meeting, Mark Kellam notified the Village that one of the grit pumps had failed beyond repair.
  - The current pump is operating without redundancy/backup and is the same age as the pump that failed. The pumps are obsolete and no repair/replacement parts are available. If the one remaining pump fails the plant operations would be impacted as grit accumulates in the influent channel reducing available hydraulic volume and possibly passing into other downstream processes
  - The work to replace these pumps and associated piping, valves, etc. is included in the planned Phase 1 WWTP Upgrade.
  - The Village has decided to move forward with the replacement of the two grit pumps in advance of the rest of the Phase 1 WWTP Upgrade Project to ensure that the grit system and plant can continue to operate while the rest of the upgrade moves forward.

- NYSEFC has confirmed that this work, if completed separately, would be eligible for reimbursement under the project providing that EFC program requirements are incorporated in the procurement process.
  - Work is being done in 3 parts:
  - Direct Purchase to supply 2 new Grit Pumps
  - Direct Purchase to supply Piping, Valves and Appurtenances
  - Direct contract with contractors to remove existing and install new grit pumps and appurtenances.
  - Grit Pump work was substantially complete after start-up of both Grit Pumps on February 8
- **Grit Pumps Supply**
  - PO issued
  - At the September 2, 2021 meeting, the Village Board resolved proceed with a purchase order – including NYSEFC bid packet requirements - to Siewert Equipment for the supply of two new pumps associated with the grit system, per the September 1, 2021 quote, for a not to exceed price of \$24,947.
  - Pumps on site November 22, 2021
  - Successful Startup Services by Manufacturers Representative for both Grit Pumps occurred on February 8, 2022
  - Manufacturer’s Representative provided Startup Reports and O & M Manual February 11, 2022 and were forwarded to the Village WWTP staff
  - All contract work completed; working through contract closeout & disbursement paperwork with NYSEFC and Village Clerk.
- **Piping and Materials Supply**
  - PO Issued
  - At the September 16, 2021 meeting, the Village resolved to authorize the Village Clerk to proceed with a purchase order – including NYSEFC bid packet requirements - to Schmidt’s Wholesale for the supply of piping and materials associated with the replacement of the WWTP grit pump system, per the September 16, 2021 quote, for a not to exceed price of \$14,394.97.
  - Materials arrived on-site the week of January 10, 2022
  - All piping and materials installed. Minor modifications during construction have allowed certain items to be returned.
  - Working with Schmidt’s on returnable items (may have to pay a 25% restocking fee) and working through contract closeout and disbursement paperwork with NYSEFC and Village Clerk.
- **Pump and Piping Replacement/Installation by Contractor**
  - PO issued
  - At the October 14 meeting the Village resolved the Village Clerk to proceed with issuance of a purchase order – including NYSEFC bid packet requirements – to TAM Enterprises Inc. for the work associated with removal of existing and installation of new Grit Pumps and appurtenances, per the attached October 6, 2021 quote for not to exceed price of \$49,898.00.
  - All equipment and materials are on-site, a preconstruction/kickoff meeting was held on January 19, 2022
  - All contract work completed, all pumps, piping and materials installed and startup complete
  - Added thermal overloads; cost offset by only having one day (rather than specified 2 days) if startup services by the grit pump representative.



- All contract work completed; working through payment request, contract closeout & disbursement paperwork with NYSEFC and Village Clerk
- **Work with NYSEFC**
  - Purchase Orders and RFP including NYSEFC Bid Packet (fully executed contracts) sent to NYSEFC for review and approval on November 16, 2021
  - On January 18, 2022 NYSEFC issued an approval letter for approved all Grit Pumps (i.e. Technical Specifications, Drawings, Siewert PO, Schmidt's PO and TAM PO.
  - Working through contract closeout & disbursement paperwork with NYSEFC and Village Clerk
- **Follow Up Work**
  - As the Village has decided to proceed with pump and piping replacement work now, Delaware will plan to provide oversight for the installation and startup services, and certify installation as required by NYSEFC.
- **Engineering Work and Costs**
  - At the September 2, 2021 meeting the Village Board authorized Delaware Engineering to provide services to assist the Village to replace the grit pump system in advance of other planned Phase 1 upgrade work, log time and costs for the planned work are more refined.
    - The amendment quote phase work is anticipated to be fully eligible for inclusion with the Phase 1 project cost
    - Amendment for this work to be forwarded to the Village soon and costs will be included in current Exhibit C revision with NYSEFC.
- **Cost Summary – Costs nearly the same as planned**

Item	Anticipated Cost 9/2/2 Meeting	Estimated Cost 02/17/22 Meeting	Remarks
Construction			
Grit Pumps	\$24,947.00	\$24,947.00	Pumps Installed
Piping and Materials	\$14,394.97	\$13,229.85	\$238.13, \$317.50 credit For returned material less 25% restocking fee
Pump and Piping Replacement	<u>\$49,898.00</u>	\$49,473.00	\$1,500 credit for Mfg., Startup and \$1,075 Thermal Overloads offset cost change
Village Purchased Material	\$0.00	\$ 284.00	1 – Hymax Coupling (235,28) and 1 Flange (\$48,72)
Subtotals	\$89,239.97	\$87,933.85	
Engineering	TBD\$		T&M, Amendment pending
Contingency (10%)	NA		
Total to date	\$89,239.97.	\$87,933.85	For parts

### 3. Lily Pond Road Bridge/Waterline

#### **Tonight's meeting:**

- **Village Board Resolution authorizing going to bid for the Village Clerk to submit the Bid Advertisement for the Road Bridge/Waterline to the Village's Official Newspaper for publication**
- Based on recent communications with the County, the bridge project construction is slated to begin first quarter 2022.
- The Village waterline located on the bridge will need to be temporarily relocated early in construction.
- So, we need to get this work designed, approved by NYSDOH and out to bid soon.
- At the September 2 meeting the Village Board resolved to authorize Delaware Engineering to proceed with design of the Lily Pond Road bridge waterline relocation improvements to allow for public bidding of the work this fall/winter on a time and materials basis using the General Service Contract provisions
  - Once the design is complete and approved by NYSDOH, we can assess how much more engineering will be needed to follow up with construction phase services.
- Met in October 2021 with a prospective contractor (Howard Osterhoudt) and Ken H to confirm desired temporary and final water line work
- Communicating with the County DPW on temporary and permanent design
- **Current Plan:**
  - Phase 1 – Install temporary water line
  - County installs new bridge
  - Phase 2 – Install new waterline on the new bridge
- **Current design drawings are available**
  - G-1 EX SITE PLAN AND TEMPORARY WATER LINE CONSTRUCTION
  - G-2 PROPOSED SITE PLAN AND NEW WATER LINE
  - G-3 NEW WATER LINE DETAILED VIEW
  - Plan to submit to NYSDOH for design approval next month.
- **Next steps:**
  - The project is almost ready to go to bid. Ready for Village to authorize going to bid and for the Village Clerk to advertise for bidding
  - Therefore, we recommend that the Village Board authorize going to bid and for the Village Clerk to submit the Bid Advertisement for the Lily Pond County Bridge Waterline work to the Village's Official Newspaper for publication
  - Next steps
  - Work with Gary Silver to secure easement – looks like for one property owner
  - Finalize design details with County DPW
  - Develop project cost estimate and timeline – Jeff talking with contractor about budget construction cost
  - Submit NYSDOH for design approval
  - Proceed to bid in February/March concurrent with NYSDOH approval

### 4. Water System Emergency Response Plan

- Revised documents submitted and received by NYSDOH on December 13, 2021
- No response back from NYSDOH to date
- Electronic copies were sent to Ken Hessinger and David Harman on December 15<sup>th</sup>
- Two copies of the documents will be delivered to Judy. One to stay at Village Hall in file storage and one to go to Water Plant.

- Risk and Resilience assessment Certification Statements were requested by USEPA and were submitted to the EPA on January 27, 2022
- Added certificate date to Risk and Resilience assessment Certification Statements and resubmitted to the EPA on February 7, 2022

#### 5. Elm Street Wellfield/Electrical Improvements

- DASNY willing to move \$100,000 - from the Bonacic grant commitment associated to cover some of the 2017 NYSDEC clean-up costs (no costs info/request ever provided by NYSDEC) - into the electrical improvements for the Wellfield and add on to that \$100,000 reimbursement contract.
- We are working with Judy to get the information requested.
- We are updating the cost estimate for the work from 2 years ago to \$200,000 (fill grant amount with no Village contribution)

#### 6. Rail Trail Area Culvert Drainage/Blockage

- 2021 CDBG Grant Application
  - Grant was not awarded to the project.
  - Village agreed at January 2022 meeting to go for this project again
  - Consider renaming and providing more urgency
  - Seek support assistance with County planning and others on the evaluation board
  - Village to request an exit interview per details in non-award letter (working with Judy to send out request to OCR)

#### 7. DPW site Groundwater Monitoring/DPW Garage Site Remediation

- Nothing new this month
- September 2021 sampling report indicated levels higher than March and June 2021 for the MW-8
- Next sampling to be conducted in December 2021- no report received yet
- Based on sampling results still seeing values near garage indicating contamination remains

#### 8. NYSDOH Water System Inspection/Cross Connection Control Program

- On October 20, 2021 NYSDOH conducted an inspection at the Liberty Village water supply to determine compliance with Part 5 of the New York State Sanitary Code.
- December 9, 2021 NYSDOH letter requires a written response, prior to February 6, 2022 to outstanding Cross Connection Control Program work.
- Excerpts from NYSDOH Grant Jaing's December 9, 2021 inspection report letter in regards to Cross Connection Control are as follows:
  - **As discussed during the inspection and noted in previous inspections, the Village of Liberty does not have an effective Cross Connection Control program in place. I understand the Village has been in discussions with Delaware Engineering regarding the plan that Delaware Engineering has been experiencing some difficulties outside the Village's control, but this is still a violation of Subpart 5-1.31 pf the New York Sanitary Code. As previously noted, New York Rural Water Association provided a Cross Connection Control plan template that can be customized to fulfil the requirements of Subpart 5-1.31. Please provide a written response within 60 days of this writing indicating your intentions to address this matter.**
- A digital version of the Village's response to the Response to the December 9, 2021 NYSDOH Water Supply Inspection Letter regarding the Cross Connection Control

Program was submitted on February 4, 2022 and included the plan forward listed below.

- Once approved, the Village intends to address the Cross Connection Control Program requirement as follows:
  1. Update the list of water users who are believed to be subject to this program (on-going)
  2. Develop a draft cross connection control program document utilizing system information, current codes and reference documents (target date June 2022)
  3. Provide a draft document for Village Board, Village Code, Village Attorney review and receive feedback (July 2022)
  4. Provide Village reviewed documents to NYSDOH – Monticello District Office for review and comment (target date August 2022)
  5. Address NYSDOH comments and recirculate to Village for final review (target date September 2022)
  6. Work through modifying the local law and code to include CCCP requirements (September – December 2022)
  7. Forward final document to NYSDH – Monticello District Office (target date January 2023)
  8. Village adopts program (January 2023)

### **UPDATE ON 157 SOUTH MAIN STREET**

The Board said this item will remain **tabled** until the foreclosure process can take place.

### **UPDATE OF SANITATION/RECYCLING CODE**

Trustee Stoddard set up a committee to put the finishing touches on this proposed local law. The committee will consist of Mayor Stoddard and Trustee Mir.

Trustee Stoddard said they will address the fees for offenses as well as requiring trash receptacles at strip malls in the Village.

### **UPDATE OF CODE SECTION 87-34 – ANIMAL HUSBANDRY**

Trustee Stoddard set up a committee to address the proposed changes in this code. The committee will consist of Trustee Feasel and Trustee Lake.

### **NEW BUSINESS: CONSIDER JCO CONTRACT**

Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving the Operations and Maintenance Agreement between the Village of Liberty (located at 167 North Main Street, Liberty, NY and known as the Owner) and JCO, Inc. (PO Box 511, 160 Greenwich Avenue, Goshen, NY and known as the Operator).

This agreement will provide operation and maintenance services, as well as other professional utility management services, for the Village Waste Water Treatment Plant located on Willow Lane in the Village of Liberty.

The Annual amount of compensation is 260,400 which will be paid in monthly installments of \$21,700.00.

This agreement will begin April 1, 2022 and can be terminated with a thirty (30) day written notice of intent.

**CONSIDER THE PURCHASE OF BACK-HOE TIRES FOR THE DEPARTMENT OF PUBLIC WORKS**

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried approving the purchase of tires for the backhoe used by the Department of Public Works. The tires will be purchased from STTC (Service Tire Truck Centers) in the amount of \$1,984.10.

An additional quote was received from:

Rick's Tires Service LLC	\$4,264.60
Grand Gorge, NY 12434	

**CONSIDER PURCHASE OF MOTOR OIL AND HYDRAULIC OIL FOR THE DEPARTMENT OF PUBLIC WORKS**

Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried approving the purchase of Motor Oil and Hydraulic Oil (200 gallons each) from Polsinello Lubricants in the amount of \$4008.00.

The unit price for the motor oil is 11.13/gallon and the Hydraulic Oil is \$8.91/gallon.

Polsinello Lubricants is a State Bid Vendor.

**CONSIDER BID ADVERTISEMENT – BRIDGE WATER LINE**

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried to authorize the Village Clerk to submit the Bid Advertisement for the Road Bridge/Waterline to the Village's Official Newspaper for publication

**APPROVAL BILLS FOR PAYMENT OF BILLS**

**FOR PYMT:** Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving Voucher #1678 to Voucher #1751 in the amount of \$272,376.42.

**EXECUTIVE SESSION:** Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried to go into Executive Session at 8:10 p.m. to discuss the employment history of personnel in the Water Department, Waste Water Treatment Plant and Office.

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried to come out of Executive Session at 8:22 p.m.

**CONSIDER NOTARY - STIPEND – JUDY ZURAWSKI #55**

Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving a \$500 yearly stipend for Judy Zurawski for the Notary License she carries. This will be payable at the next payroll (March 4<sup>th</sup>).

**ADJOURN:** Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried to adjourn the meeting.

**THE MEETING WAS ADJOURNED AT 8:26 P.M.**

**RESPECTFULLY SUBMITTED,**

**JUDY H. ZURAWSKI  
CLERK-TREASURER**

