

REGULAR MEETING

DECEMBER 7, 2023

The Board of Trustees held the Regular Meeting on December 7 2023 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: Gary Silver, Attorney for the Village, Judy Zurawski, Clerk/Treasurer and Amanieemma Awny, Clerk.

ABSENT: Trustee Joe Aracci

ALSO PRESENT: David Burke, Steven D'Agata, Linda Burghardt, Holly Gusy, Deborah Flurry, Joe Viekal, David Ohman (Delaware Engineering) and Dan Fagnani (Delaware Engineering).

EXECUTIVE SESSION: Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried to go into Executive Session at 7:00 to discuss a personnel matter in the Water Department.

David Burke was invited into the session.

Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried to come out of Executive Session at 7:25 p.m.

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

WORKSESSION MEETING – November 16, 2023

With the following correction:

David Bunce will work three days a week, four hours each day.

CORRESPONDENCE: Mayor Stoddard said the Village has received and sent the following correspondence.

INCOMING

- ❖ Update from Police Department Re: Street Lights 11.23
- ❖ Letter from Dr. Muhammad Dar Re: Lighting on Pinehurst

OUTGOING

- ❖ Letter to NY State Office of Cannabis Management 12.1.23

PUBLIC COMMENT: Deborah Flurry, Linda Burghardt, Holly Gusy and Joe Viekal (New York Citizen's Audit)

Deborah Flurry, Linda Burghardt, Holly Gusy and Joe Viekel of New York Citizens Audit attended the meeting to discuss New York's 2020 General elections and a Study in the deficits that was found by the audit.

They discussed the importance of accurate voter rolls and the statistics that were derived from the audit.

Each Board member was presented with a Summary Sheet of their findings and asked if they would consider adopting a Resolution on this matter.

ATTORNEY COMMENTS: Attorney Silver said he did not have any comments

TREAS. REPORT: Treasurer Zurawski said as soon as her report is completed she will email it to Board members.

TABLED BUSINESS: DELAWARE ENGINEERING – UPDATE ON WWTP UPGRADE

David Ohman presented the following report:

1. Lily Pond Road Bridge Waterline

- Board Action Required at Tonight's meeting:
 - Review status/what's left to do
- **Construction Status Update**
 - Permanent Watermain into Service
 - Satisfactory pressure test occurred on 4/21 and satisfactory bacteriological testing occurred on 4/26 & 4/27
 - NYS DOH was notified of the satisfactory pressure and bacteriological test results and no issue with placing the permanent watermain in service and the schedule for reinstalling the hydrants on 5/15 is also acceptable.
 - Permanent watermain was put into service on 5/4/23
 - Reinstallation of hydrants and demo and removal of temporary structures/items and site restoration - Completed May 15, 2023
 - Installation of insulation and embossed aluminum exterior cover system on the flexible coupling/spool pieces/etc. on the bridge crossing by C & K – Completed July 6, 2023
 - Remaining to be completed includes:
 - Installation of two exposed 45-degree fittings (installation by County, pending) – Mostly Complete
 - Removal of extra materials
 - 2 sticks of DIP insulated TR Flex) and delivery to the Village water shop or Lily Pond – being coordinated with the County and Village – **Still Pending**
 - **Working with David Burke to confirm that all work is one or identify items that need to be fixed**

- Certification of construction (DOH-5025) and As-Builts will be completed and submitted to NYSDOH soon
- Any remaining work will be completed as punch list work
- Payments to Vendors & Contractors
- Temporary Watermain Invoices
 - C & M #1 – Temporary Watermain HDPE Pipe = \$2,168.00 - Paid
 - C & M #2 – Temporary Watermain Materials including returned items – \$4,256.98 - Paid
 - Vari-tech – Temporary Watermain HDPE Pipe Vari-Tech PO Approved at 06/02/22 Mtg. - Paid
 - Osterhoudt – Temporary Watermain Installation - \$24,715.44 – Paid
 - White Cap – Temporary Watermain Frost Blankets = \$377.14 – Paid w/Village CC
- Permanent Watermain Invoices
 - C & M #1 – Permanent Watermain Pipe and Materials = \$32,667.50 - Paid
 - C & M #2 – Permanent Watermain DI Pipe & Materials = \$23,686.40 – Paid
 - C & M #3 – Permanent Watermain Flex Joint = \$14,375.00 – Invoice Paid
 - Sherburne Steel Sales – Permanent Watermain Beam = \$8,425 – Paid
 - Osterhoudt Technical Oversight – \$41,256.80 Paid
 - C & K Insulation – Flexible Joint Insulation = \$16,500 – Paid
 - C & M #4 – Permanent Waterman 45 degree fitting insulation = \$1,258 – Paid
- SCDPW IMA Invoice (Temporary and Permanent Watermain installation = \$36,338.58 – Paid

ESTIMATED COST SUMMARY

	April 20, 2022 Bid Results	May 2022 Estimated/Budget Cost	November 2023 Estimated Cost
Temporary Water Main	-		-
<ul style="list-style-type: none"> • Piping Materials (Village direct purchase) • C&M Invoice #1 Temporary Watermain HDPE Paid • C& M Invoice #2 Temporary Watermain Matls Paid • Vari-tech PO Approved at 06/02/22 Mtg – Paid • White Cap PO Frost Blankets - Paid 	-	\$15,000	\$2,168.00 \$4,256.98 \$2,648.00 377.14
<ul style="list-style-type: none"> • Fuse and Install Piping Materials & appurtenances, & testing (H. Osterhoudt) - Paid 	-	\$25,000	\$24,715.44
<ul style="list-style-type: none"> • Misc. Other Cost 	-	TBD	TBD
Permanent Water Main	-		-
<ul style="list-style-type: none"> • Piping Materials (Village direct purchase) • C & M Invoice #1 Permanent Watermain Insulated Pipe - Paid • C & M Invoice # 2 Permanent Watermain DI Materials – Paid • C & M Invoice #3 Perm Flex Joint – Paid • C & M Invoice #4 45 Degree Fitting Insulation – Invoice Pending 	-	\$40,506	\$32,667.50 \$23,750.50 \$14,375.00 \$ 1,258.00
<ul style="list-style-type: none"> • Support - Beam (Sherburne SS) – Paid • C & K Insulation – Flex Joint Insulation – Pending Approval 		\$8,425	\$ 8,425 \$16,500

<ul style="list-style-type: none"> Technical oversight and assistance for installation of permanent water main and to resolve issues with leakage testing and disinfection (H. Osterhoudt Excavating Inc., Day Rate During Construction) 	-	\$ 3,500/Day Assume 2 Wks/10 Days \$35,000	\$41,256.80
<ul style="list-style-type: none"> Permanent water main leakage testing, disinfection and sampling (H. Osterhoudt Excavating Inc., Lump Sum – Cost Pending) 	-	\$ 5,000	\$ 41,256.80 \$ 36,338.58
<ul style="list-style-type: none"> SCDPW IMA Invoice 		\$ 50,000	\$ 36,338.58
Other Miscellaneous Costs		TBD	TBD
TOTAL CONSTRUCTION COST	\$259,000		
<ul style="list-style-type: none"> Engineering (Delaware Engineering D.P.C.) 		TBD	TBD
<ul style="list-style-type: none"> Village Attorney (Legal Counsel) 		TBD	TBD
Contingency	-	TBD	TBD
	Total	\$ 259,000	\$179,931
	Village Budget	\$ 150,000	\$208,737
	Paid to Date		\$208,737
	ESTIMATED BALANCE TO FINISH		\$ 0

2. WWTP Upgrade

Board Action required at tonight’s meeting:

- **WWTP Phase 2 Enhanced Sludge Upgrade**
 - **Consider Professional Services RFQ Process in January 2024 once we hear about WIIA**
- **WWTP Phase 1**
- Consider Applications and Certificate for Payment for approval:
 - Payment No. 20 from General Contractor – Eastman Associates, Inc. - in the amount of \$108,321.63
 - Payment No. 9 (Final) from Plumbing Contractor – Treffeisen – in the amount of \$5,931.27
 - Payment No. 13 (Final) from HVAC Contractor – Treffeisen – in the amount of \$6,574.92

For the Enhanced Sludge Project – Phase 2

- Clean Water State Revolving Fund (CWSRF) Funding Submittal – also covers BIL funding request:
 - Completed and uploaded on June 15, 2023
- WIIA Grant Funding (25% grant)
 - WIIA Grant Funding Application submitted on August 9, before the August 11 deadline.
 - WIIA Grant Award Announcement anticipated November-December 2023
 - Anticipated project schedule

June 16, 2023	Financing applications due for all projects
June 16, 2023	New project listing deadline for the FFY 2024 IUP
July 28, 2023	Submit Updated WIIA Application (\$9.9M)
August 2023	NYSEFC to the DRAFT 2024 IUP, including Subcategory D1 -BIL General Supplemental Additional Subsidy Projects
December 2023	WIIA Grant Awards Announced
January 2024	Professional Services RFQ Process

February 2024	Contract with selected consultant for professional services for design through construction?
January – March 2024	Short-term financing
January 2024	Commence design
March 2024	Close on NYSEFC Short Term Financing (Bridge Loan)/ Project Finance Agreement Execution – reimburse accounts for planning and design services costs
May 2024	Submit project plans and specifications to NYSEFC & NYSDEC for review and approval
June – July 2024	Receive NYSEFC Design Approval
August – November 2024	Bid/Award Construction Related Contracts
December 2024	Issue Notice to Proceed/Commence Construction
December 2024 – July 2026	Construction (Eng. Administration, 20 Months)
December 2024 – December 2025	Construction (Onsite, 12 Months)

- **Professional Services RFQ Process anticipated occurring January 2024 once funding determination occurs (December 2023?)**
- Other Possible Additional Financing Opportunities
 - **Bipartisan Infrastructure Law (BIL)**
 - NYSEFC and NYSDOH will be administering new federal funds from the BIL (2nd round)
 - Adds money to existing Clean Water State Revolving Fund (CWSRF) – for wastewater and Drinking Water State Revolving Fund (DWSRF) programs.
 - Some additional grant funding may be available.
 - The 2024 DRAFT Clean Water State Revolving Fund (CWSRF) Intended Use Plan (IUP) and associated documents for public comment, with BIL General Supplemental Funding came out on August 31, 2023.
 - A webinar was held September 14, 2023 with comments due back in by September 29, 2023
 - The 2024 Final CWSRF Intended Use Plan (IUP) with BIL General Supplemental Funding determinations finalized on October 25, 2023.
 - Based the IUP this project is above BIL Funding Line and Qualifies to Apply for BIL-GS grant (50%) and BIL Hardship Financing.
 - If this project will be award BIL-GS grant (50%) and BIL hardship Financing we expect a letter of award in December – January
 - We will advise as we receive more information
 - WIIA Grant (25%) is still pending as well.
- **Update/Review of Project Progress for Phase 1 WWTP Upgrade:**
 - **Construction Schedule**
 - Completion Date: Almost all WWTP Upgrade work planned to be substantially and fully complete and operational by September 2023 and wrapped up by January 2024 - construction has pushed beyond originally planned duration.
 - Generator delivery pushed until 12/14/23; SCADA installation/work to begin 12/6 and will continue
 - Contract Completion Dates

	<u>Current</u>	<u>Revised Contract Completion Date per CO's</u>
○ Eastman	8/10/23	12/31/23
○ Sass	9/14/23	02/10/24
○ Treffeisen	8/30/23	09/30/23 (Substantial Comp. Nov)
○ Treffeisen	8/30/23	09/30/23 (Substantial Comp. Nov)

CONSTRUCTION CONTRACTS

- **Summary of Contractor Work**

General- Eastman Associates, Inc. (Contract No. VL1-G-21-General Construction)

- Control Building, Influent Building & Sludge Building Improvements
 - Painting of building façade – Work Complete
 - Painting of building interior – Work Complete
 - New roof installation – Work Complete
- Influent Channel Process Improvements
 - Grit Tank Work (screen, collector, gates, diffusers)
 - Grit – Grit Classifier, Work Complete, punch list items open
 - Grit - Grit collector screw (2-unit) Work Complete
 - Gates – Work Complete
 - Mechanical Screen – Work Complete
 - Influent Channel Grating - Ongoing
 - Grit Blowers (2) – Work Complete
 - Influent Area Utility Markout – Work Complete by J & J Sass
Utility Location Services Subcontractor, Eastman Associates to maintain markings during project
- Influent Building Process Improvements
 - Stormwater Tank Recirculation Pump – Work Complete
 - Stormwater Tank Pumps (2) – Work Complete
 - Other Work (e.g. process pumps and piping, etc.) – Work Complete
- Secondary Clarifier Process Improvement
 - Valve Replacement – Work Complete
 - Clarifier Tank Repair – Work Complete
 - Clarifier Equipment Painting – Complete
 - Clarifier Equipment Installation – Work Complete
 - New Grating Installation – Work Complete
 - Existing Clarifier Improvements – Work Complete
 - Site restoration – Work Complete, final items addressed as punch list items
- Sludge Building Process Improvements
 - PAC Tank installed, piping and controls – Ongoing, final testing SCADA on installation
 - Eastman continues to work with Village Staff to maintain WWTP treatment process until chemical feed system is complete
 - RAS Pump 1, 2 & 3 Installed – Work Complete
 - RAS Pump Control Panel – Panel Complete; final testing SCADA on installation
 - Effluent water system feed (for future/Phase 2) – Work Complete
 - NPW Pumps (2) – Work Complete; final testing SCADA on installation
 - WAS Pumps (2) – Work Complete; final testing SCADA on installation
 - Post Aeration Blowers – Work Complete; final testing SCADA on installation
 - Temporary dewatering system – Work Complete
 - Belt Filter Press – Ongoing; performance testing, basket strainer & final testing SCADA on installation
 - Polymer System – Work Complete
 - Polymer System mixer – Ongoing; mixer to be installed week of 12/4
 - Clarifier Feed Channel Grating – Work Complete

- Belt Press Reject water piping – Work Complete
- Stormwater Retention Basin Improvement – Work Complete; monitor for potential seeps
- Oxidation Ditch 1 Improvements
 - VFD Commissioning – Work Complete
 - Other work (VFD, DO meter) – Work Complete
- Oxidation Ditch 2 Repairs
 - Contractor shall clean debris from Ditch 1 prior to transferring liquid content from Ditch 2 - Work Complete
 - Tank Repairs – Wall repairs complete, floor repairs pending tank cleaning
 - Tank Cleaning – Work to be completed week of 12/4
- New Electrical Building
 - Floor Slab – Work Complete
 - Siding – Work Complete
 - Interior finished – Work Complete
 - Access landing grating & railings – Work Complete
- Roof installed, flashing & trim work – Work Complete
- Post Aeration Tanks
 - Gates – Work Complete
 - Air System – Work Complete
- SCADA & Instrumentation
 - VFD's – All Onsite & installed
 - Instruments – Instruments onsite – Work Complete
 - Delivery & Installation of storm water tank floats – Work Complete
 - SCADA Installation – December 2023 – start field installation
- Site Work
 - Control Building PVC roof drain piping – Work Complete
 - Influent Area Utility Markout – Work Complete, Eastman Associates to maintain markings during project
 - Sludge Building PVC roof drain piping – Work Complete
 - Generator Pipe Bollards – Work Complete
 - Site Restoration – Ongoing
 - Chemical Offloading Pad – Work Complete
- Yard Piping
 - Influent Area – 1" copper water line – Work Complete

Electrical Contract – J & J Sass Electric (Contract No, VL1-E-21-Electrical Construction)

- New Electric Building
 - Layout, sleeves and grounding grid – Work Complete
 - Power up temporary facilities – Work Complete
 - New service is powered up – Work Complete
 - New generator transfer switch – Ongoing, to be completed at generator delivery
 - Provide temporary E-Power for new electric service – Work Complete (temporary powered via Influent Bldg. Generator, operator shall control loads as required during generator run)
 - New Generator – Delivery anticipated week of December 11th 12/18, and installation week of 12/18 through end of the year
- Control Building

- Install new outlets, switches, wiring, lighting and conduits - Work Complete
- Influent Building
 - Installing conduits for duct bank connection to buildings – Work Complete
 - Layout of new panel locations for new conduits – Work Complete
 - Installed new power panel – Work Complete
 - Installing new lighting – Work Complete
 - Sludge Building Service upgrade (CO#3) galv. Conduits – Work Complete
 - Installing conduits for equipment – Work Complete
 - Installing conduits for SCADA – Work Complete
- Floats and HOA's – Work Complete
- Sludge Building
 - Sludge Building – Lights - Work Complete
 - Heating conduit – Work Complete
 - Blower Room – Lights & Heating conduit – Work Complete
 - Post Air Blowers – Work Complete
 - Installing conduits for equipment – Work Complete
 - Installing conduits for SCADA – Work Complete
 - Polymer System – Install contract items – Work Complete
- Oxidation Ditch
 - Install new conduits & conductors to Ox Ditch mixers and CPs – Work Complete
 - Mixer Control Panel Mounting Modification – Work Complete
 - Terminations and Landings to Oxidation Ditch Control Panel – Work Complete
- Secondary Clarifier – Work Complete
- Site Work
 - New underground duct bank, layout complete, installation – Work Complete
- Exterior Lighting
 - Correct light fixture operations (photo cell issues)- Work Complete

Plumbing Contract – A. Treffeisen & Son, LLC. (Contract No, VL1-P-21 – Plumbing Construction

- Influent Building – Work Complete
- Sludge Building Water Service – Work Complete
- Control Building Kitchenette – Work Complete
- Sludge Building Water Piping – Work Complete

HVAC Contract – A. Treffeisen & Son, LLC (Contract No. VL1-H-21 – HVAC Construction)

- Provide schedule for new roof curbs – Work Complete
- Control Building heaters – Work Complete
- Electrical Building HVAC – Work Complete
- Influent Building heater installation (1) – Work Complete
- Sludge Building heater installation (2) – Work Complete
- Sludge Building ventilation – Work Complete

- **NYSEFC Phase 1 Funding**
 - The NYSEFC Closed on the PFA for the additional funding up to \$9.4M on 6/30/22
 - No further actions required....all set until long term closing
- **Payment Requests:**
 - **Contract No. VL1-G-21 – General Construction**
 - **Payment Application No. 20**
 - **The full application package provided to the Village Clerk under separate cover.**
 - We have reviewed the Payment Application from Eastman Associates, Inc. the contractor for the subject project, for the period of November 1, 2023 through November 30, 2023 in the amount of \$108,321.63 for partial payment for Control Building Painting, Influent Building Painting, Sludge Building Improvements Miscellaneous Metals and Painting, Influent Building Process Painting, Sludge Building Process Improvements Painting, Yard Piping Sitework and Asphalt, New Electric Room Improvements Panting, NYSEFC Contract Compliance, and Change Order No 8 – Chemical Containment Pad.
 - The total cost to date of \$4,979,098.48 equates to approximately 91% of the contract price, with a balance to finish, including retainage of \$519,233.67.
 - We agree with the level of work completed to date and the costs presented therein. As such, we recommend that the Village resolve to authorize the Village Clerk to proceed to process Payment Application No. 20, to General Contract No. VL1-G-21 for Eastman Associates, Inc. for the period of November 1, 2023 through November 30,, 2023 in the amount of \$108,321.63, as requested by the contractor, including submittal of the payment request to NYSEFC for reimbursement, understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.
 - **Therefore, should the Village agree with our recommendation, then we recommend the following:**
 - **The Village hereby resolves to authorize the Village Clerk to proceed to process Payment Application No. 20 to General Contract No. VL1-G-21 for Eastman Associates, Inc. for the period of November 1, 2023 through November 30, 2023, in the amount of \$108,321.63, as requested by the contractor, including submittal of the payment request to NYSEFC for reimbursement, understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.**
 - **Contract No. VL1-E-21 – Electrical Construction**
 - Application and Certificate for Payment No. 13 was approved at the November 16, 2023 meeting.

○ **Contract No. VL1-P-21 – Plumbing Construction**

Substantial Completion

- At the November 16 meeting, the Village resolved to authorize the Village Mayor to endorse the Certificate of Substantial Completion form for Contract VL1-P-21 – Plumbing which shall fix the date of Substantial Completion as September 30, 2023 and final contract amount of \$118,625.37, including the punch list of items to be completed before final payment.
- Delaware will forward the certificate to the prime contractor for execution and request project closeout paperwork (i.e., affidavit of release of liens for subcontractors and equipment suppliers, provide maintenance bond, etc.)
- **We will assemble the project closeout package including final payment application to the Village once all closeout paperwork has been received from the contractor**
 - Payment Application No. 8
 - At the November 16 meeting, the Village resolved to authorize the Village Clerk to proceed to process Payment Application No. 8, for Plumbing Contract No. VL1-P-21, to A. Treffeisen and Sons, LLC for the period of October 1, 2023 through October 31, 2023 in the amount of \$8,678.25, as requested by the contractor, including submittal of the payment request to NYSEFC for reimbursement with the understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.

Payment Application No. 9 (Final)

- The full application package has been provided to the Village Clerk under separate cover.
- We have reviewed the payment Application from A. Treffeisen and Sons, LLC, the contractor for the subject project, in the amount of \$5,931.27 for final payment of retainage (5% of the revised contract amount)
 - The total cost to date of \$112,694.10 equates to 100% of the contract price, with no balance to finish. The Village may process final payment contingent upon receipt of the complete Closeout Package.
 - We agree with the level of work completed to date and the costs presented therein. As such, we recommend that the Village resolve to authorize the Village Clerk to proceed to process Payment Application No. 9 (final), for Plumbing Contract No. VL1-P-21 to A. Treffeisen and Sons, LLC. in the amount of \$5,931.27, for final payment upon notification from Engineer that all Punch list and remaining work has been completed, and contingent upon receipt of the complete Closeout Package. As requested by the contractor, including submittal of the payment request to NYSEFC for reimbursement, understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.
- **Therefore, should the Village agree with our recommendation, then we recommend the following:**
- **The Village hereby resolves to authorize the Village Clerk to proceed to process Payment Application No. 9 (Final) for Plumbing Contract No. VL1-P-21 to A. Treffeisen and Sons, LLC. in the amount of \$5,931.27 for the final payment, as requested by the contractor, upon notification from Engineer that all Punch list and remaining work has been completed and contingent upon receipt of the complete Closeout Package, including submittal of the payment request to NYSEFC for**

reimbursement, understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.

○ **Contract No. VL1-HV-21 – HVAC Construction**

Substantial Completion

- At the November 16 meeting, the Village resolved to authorize the Village Mayor to endorse the Certificate of Substantial Completion from for Contract VL1-HV-21-HVAC which shall fix the date of Substantial Completion as September 30, 2023 and final contract amount of \$131,498.39, including the punch list of items to be completed or corrected before final payment.
- Delaware will forward the certificate to the prime contractor for execution and subcontractors and equipment suppliers, provide maintenance bond, etc.
- We will assemble the project closeout package including final payment application to the Village once all closeout paperwork has been received from the contractor.

Payment Application No. 12

- At the November 16 meeting, the Village resolved to authorize the Village Clerk to proceed to process Payment Application No. 12, for HVAC Contract No. VL1-HV-21, to A. Treffeisen and Sons, LLC for the period of October 1, 2023 through October 31, 2023 in the amount of \$12,645.08, as requested by the contractor, including submittal of the payment request to NYSEFC for reimbursement with the understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.

Payment Application No. 13 (Final)

- The full application package has been provided to the Village Clerk under separate cover
- We have reviewed the Payment Application from A. Treffeisen and Sons LLC the contractor for the subject project, in the amount of \$6,574.92 for final payment of retainage (%% of the revised contract amount)
- The total cost to date of \$131,498.39 equate to 100% of the contract price with no balance to finish. The Village may process final payment contingent upon receipt of the complete Closeout Package.
- We agree with the level of work completed to date and the costs presented therein. As such, we recommend that the Village resolve to authorize the Village Clerk to proceed to process Payment Application No. 13 (Final), for HVAC Contract No. VL1-HV-21 to A. Treffeisen and Sons, LLC. in the amount of \$6,574.92, for final payment, upon notification from Engineer that all Punch list and remaining work has been completed, and contingent upon receipt of the complete Closeout Package. As requested by the contractor, including submittal of the payment request to NYSEFC for reimbursement understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.
- **Therefore, should the Village agree with our recommendation, then we recommend the following:**
- **The Village hereby resolves to authorize the Village Clerk to proceed to process Payment Application No. 13 (Final), for HVAC Contract No. VL1-HV-21 to A. Treffeisen and Sons, LLC, in the amount of \$6,574.92 for the final payment, as requested by the contractor, upon notification from Engineer that all Punch list and remaining work has been completed, and contingent upon receipt of the complete Closeout Package, including submittal of the payment request to NYSEFC for reimbursement, understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.**

- **Potential Work that may be able to be completed with remaining contingency +/- \$30K**

Changes to Affect Contingency - Current Contingency = 29,200 – 39,200

Possible Future Items as funding allows

1. Paving, Other – Planned for Phase 2
2. Mechanical Screen - \$250,000 – Planned for Phase 2
3. WAS Sludge Pump and Piping - \$100,000 – Planned for Phase 2

Reviewing final costs with NYSEFC Financial (P. Johnson) to confirm

- **Change Orders**

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

- **Change Order No. 1** – Add Bid Alternate Belt Filter Press work

- Totaling \$763,000
- Change Order sent to NYSEFC for approval on 3/1/22
- Approved by NYSEFC on 6.24.22

- **Change Order No. 2** – Update Davis Bacon Wage Rates

- No Cost Change
- Approved by NYSEFC on 6.24.22

- **Change Order No. 3**

- Totaling \$48,730.65 for:
 - Item 1 – Influent Building Grit Holding Area Unforeseen Conditions, Item 2 – Stormwater Pump Piping Modifications
 - Item 3 - WAS –Piping Modifications and Item 4 – NPW Supply Piping
 - Approved by NYSEFC on 9/21/22

- **Change Order No. 4**

- Totaling \$23,882.17 for:
 - Item 1 – Post Aeration Blower Piping, Item 2 – Emergency Generator Bollards
 - Item 2 – WAS Piping Modifications, and Item 4 – NPW Supply Piping
- Approved by NYSEFC on 11/30/22

- **Change Order No. 5**

- Totaling \$57,730 for:
 - Additional roofing costs based on the scope and costs represented in the 2/1/23 & 2/28/23 change proposals from Eastman Associates, Inc.
 - Approved by NYSEFC on 5/8/23

- **Change Order No. 6**

- Totaling \$6,636.84 for:
 - Bid Item #3.02 – Utility Building Allowance
 - Bid Item #18.01 & #18.02 – Office Building Roof Modification Credit
 - Bid Item #20.01 – Winter Weather Work Allowance Credit
 - CR-8 – Value Credit: Two (2) 4” BFFVs and two (2) check values

- T & M Costs for Tank Cleaning Work
 - Additional BFV on grit blower discharge line
 - Bid Item #11.01 – Clarifier #1 New Skimmer Arm Extension
 - Bid Item #11.03 – Secondary Clarifier Tank Repair Allowance Overrun
 - CR-11 – Door Hinge Changes: Change from (6) 4” hinges to (9) 6” hinges and replace window insert
 - CR-12 – RAS Panel Modifications & Additional 12” Pipe Supports and Hardware at Stormwater Basin
 - CR-14 Post Aeration Tank Piping Changes: Install new 4” SS pipes, fittings and supports in post aeration tank
 - CR-15- Access Panel Changes: Five (5) 10” x 10” ceiling access panel
 - CR-16 – RAID 5: RAID 5 for two (2) SCADA Computer and one (1) additional monitor =
 - CR-17 – Float and SCADA Changes: Five (5) floats with 40’ of cable, mounting brackets, five (5) HOA switches, and additional SCADA programming
- Approved by NYSEFC on 6/5/23

○ **Change Order No. 7 – No Cost Contract Time Extension**

- At the July 20 meeting the Village authorized the Mayor to endorse Change Order No. 7 – No Cost Time Extension for Contract No. VL1-G-21, based on Eastman’s June 21, 2023 request for a no cost time extension.
- If this change is accepted, Change Order No. 7 will result in an extension of the date of substantial completion for the contract from August 10, 2023 (the current substantial completion date) to December 31, 2023, with final completion by January 31, 2024 and with no change to the contract.
- NYSEFC approved on 8/15/23

○ **Change Order No. 8 – Chemical Containment Pad**

- At the September 21 meeting the Village Board authorized the Mayor to execute Change Order No. 8 for Contract No. VL1-G-21, based on the scope and costs represented in the various change proposals from Eastman Associates, Inc., in the total amount of \$67,157.77, which will increase the cost of the contract to \$5,497,437.66 (previous contract amount of \$5,430,279.66 plus \$67,157.77).
- NYSEFC approved on 10/06/23

○ **Change Order No. 9 – Various Project Modifications**

- The full change order package has been provided to the Village Mayor and Village Clerk under separate cover
- This letter and package provide information related to proposed Change Order No. 9. We request that the Village review these documents and consider the proposed changes to General Contract No. VL1-G-21 – General Construction.
- These change requests were provided by the General Contractor and document the cost associated with each of these proposed project changes.
- The change order includes additional work require to complete the project including the Belt Press Conveyor Support, Seal Water Tank Demolition, and Belt Press MCC Demolition)
- The change order also includes credits for work that is not required or reduced cost for a suitable alternative including the Belt Press Repair Allowance, Aluminum Grating, and Equipment Pads, and 3” PVC Piping vs. 4” DIP Piping
- The items covered by this change order are summarized below:

• Belt Filter Press Conveyor Support (RFP No. 7)	\$11,065.30
• Seal Water Tank Demolition (T&M Work)	\$3,032.44
• Existing Belt Filter Press MCC Demolition, Drain Repair, & Misc. (T&M Work)	\$22,875.48
• Belt Press Repair Allowance Credit	-\$30,000.00
• Credit for Aluminum Grating (RFP No. 6)	-\$1,581.50
• Equipment Pad Slab Credit (PAC Tank, Influent Bldg. & Sludge Pump	-\$1,100.00

Pads)	
• Credit to Install 3" PVC NPW Belt Press Wash Water Feed instead of 4" DIP	-\$3,397.00
• CHANGE ORDER 9 NET COST CHANGE TOTAL =	\$894.72

Change Order No. 10 – Oxidation Ditch Cleaning, Dry Polymer Tank Mixer and WAS Pump Discharge Drain Line

- At the November 16 meeting, the Village Board resolved to authorize the Mayor to execute Change Order No. 10 for Contract No. VL1-G-21 – General Construction, for the Oxidation Ditch Tank Cleaning, Dry Polymer Tank Mixer, and WAS Pump Discharge Drain Line work based on the scope and costs represented in the various change proposals from Eastman Associates, Inc., in the total amount of \$60,459.85, which will increase the cost of the contract to \$5,558,792.00 (previous contract amount of \$5,498,332.15 plus \$60,459.85), contingent upon NYSEFC’s review and approval at that the costs present in this change order are eligible for financial assistance by NYSEFC.

• Oxidation Ditch Tank Cleaning/Grit Removal	\$50,600.00
• Dry Polymer Tank Mixer	\$3,887.39
• WAS Pump Discharge Drain Line	\$5,972.46
• CHANGE ORDER 10 NET COST CHANGE TOTAL =	\$60,459.85

- NYSEFC approved on 11/30/23

Contract No. VL1-E-21 – Electrical Construction

- **Change Order No. 1 – Add Bid Alternate Belt Filter Press Work**
 - Totaling \$96,000
 - Approved on 6.24.22 by NYSEFC
- **Change Order No. 2 – Update Davis Bacon Wage Rates**
 - No cost change
 - Approved by NYSEFC on 6.24.22
- **Change Order No. 3 – 600A Service Upgrade for the Sludge Building**
 - Totaling \$18,306
 - Approved by NYSEFC on 11/30/22
- **Change Order No. 4 – Sludge Tank Mixer Improvements**
 - **Totaling \$22,677.00 for:**
 - Sludge Tank Mixer three (3) additional NEMA 4X local disconnects at the Sludge Tanks, NEMA 12 contractors, and breakers for the new electrical panel.
 - Approved by NYSEFC on 6/5/23
- **Change Order No. 5 – No Cost Contract Time Extension**
 - At the July 20 meeting the Village authorized the Mayor to endorse Change Order No. 5 – No Cost Time Extension for Contract No. VL1-E-21, based on J & J Sass Electric Inc.’s July 5, 2023 request for a no cost time extension.
 - If this change is accepted, Change Order No. 5 will result in an extension of the date of substantial completion for the contract from September 14, 2023 (the current substantial completion date) to December 31, 2023, with final completion by January 31, 2024 and with no change to the contract.
 - NYSEFC approved on 8/15/23
- **Change Order No. 6 – Various Project Modifications**
 - The full change order package has been provided to the Village Mayor and Village Clerk
 - The letter and package provide information related to proposed Electrical Contract Change Order No. 6. We request that the Village review these documents and consider proposed changes to the Electrical Contract VL1-E-21 –Electrical Construction

- This change will add miscellaneous time and material work and miscellaneous project changes that was found necessary to complete the project, with the exception of work associated with Item 23/PCO No. 8, to relocate the grit channel fine screen disconnects, which is pending Village approval at this change order
- The items covered by this change order are summarized below:

Time & Material Work determined to be required to complete the project (Items 1-20)

Item 1 Control Building Garage heaters conduit and conductor (power)	\$ 2,293.74
Item 2 New Electric Room heater conduit and conductor (power)	\$ 1,681.78
Item 3 New generator ground rods	\$ 807.88
Item 4 Control Bldg. Bathroom & Garage heaters, conduit and conductor (power)	\$ 1,121.75
Item 5 Grit Screw Motor Heater conduit and conductor (power)	\$ 1,716.48
Item 6 Post Air Blower Electrical frequency Filters (not in scope)	\$ 811.51
Item 7 Stormwater Pumps control floats conduit and conductor (control)	\$ 1,045.28
Item 8 Sludge Building Hot Water Heater conduit and conductor (power)	\$ 779.30
Item 9 Grit Tank Blower Disconnects (not in scope)	\$ 394.54
Item 10 Stormwater Pumps Power to MiniCas relay conduit and conductor (control)	\$ 903.30
Item 11 Influent Building Receptacles and conduit and conductor (power)	\$ 8,608.30
Item 12 New influent Screen Emergency Power	\$ 509.38
Item 13 Panel GPA Emergency Power Upgrades	\$ 1,777.32
Item 14 Clarifier No. 2 Temporary Power	\$ 321.66
Item 15 Sludge Building Heaters Temporary Power	\$ 2,445.01
Item 16 Control Building Heaters Disconnection and Reconnection	\$ 2,221.21
Item 17 Dry polymer system conduit and conductor (power)	\$ 3,175.33
Item 18 Post Air Blowers Internal Cooling Fans conduit and conductor (power)	\$ 1,086.35
Item 19 MCC and MCC-D Isolation from main service	\$ 2,037.52
Item 20 Polymer feed system motorized valve conduit and conductor (power)	\$ 6,542.14

Subtotal Total – Time and Material Work = \$40,279.78

Project Changes with Proposals

Item 21 PCO No. 6 – Sludge Bldg. Heaters conduit & conductor (power)	\$10,229.00
Item 22 PCO No. 7 – Sludge Bldg. HVAC Equipment conduit & conductor (control)	\$16,025.00
Item 23 PCO No. 8 – Fine Screen Disconnect Relocation	\$10,871.00
Item-11 PCO No. 9 – Additional Miscellaneous Time and Material Work	
Item 24 – Sludge Building Sump Pump Alarm	\$ 2,911.80
Item 25 – Grit Screw Motor Overload/Failure Alarm	\$ 3,247.27
Item 26 – RAS Flow Meter to SCADA conduit & conductor	\$ 1,330.18

Subtotal Total – Time and Material Work = \$44,614.25
Change Order No. 6 Total = \$84,894.03

- NYSEFC approved on 11/30/23
- **Change Order No. 7 – No Cost Contract Time Extension**
 - At the November 16 meeting the Village authorized the Mayor to endorse Change Order No. 7 – No Cost Contract Time Extension for Contract No. VL1-E-21, for a no-cost time extension of the contract date of substantial completion from December 31, 2023 to February 10, 2024, with final completion by March 31, 2024, and with no change to the contract price.
 - Dan

• Extension of the project substantial complete date from 12/31/2023 to	\$0.0
02/10/2024	0
• CHANGE ORDER 7 NET COST CHANGE TOTAL =	\$0.0
	0
- NYSEFC approved on 11/30/23

- **Possible/Pending Change Order(s)**
 - None

Contract No. VL1-P-21 – Plumbing Construction

- **Change Order No. 1 – Update Davis Bacon Wage Rates**
 - No Cost Change
 - Approved on 6.24.22 by NYSEFC
- **Change Order No. 2 – Influent and Sludge Building’s PRVs**
 - Totaling \$5,689
 - Approved on 09/23/22 by NYSEFC
- **Change Order No. 3 – Polymer Feed System Modifications**
 - Totaling \$3,135.77 for:
 - Polymer Feed System Modifications
 - Approved by NYSEFC on 6/5/23
- **Change Order No. 4 – No Cost Contract Time Extension**
 - At the July 20th meeting the Village authorized the Mayor to endorse Change Order No. 4 – No Cost Time Extension for Contract No. VL1-P-21, based on A Treffeisen & Son’s June 27, 2023 request for a no cost time extension of the date of substantial completion for the contract from August 30, 2023 (the current substantial completion date) to September 30, 2023, with final completion by October 31, 2023 and with no change to the contract.
 - NYSEFC approved on 8/15/23
- **Pending Change Orders(s)**
 - None

Contract No. VL1-HV-21 – HVAC Construction

- **Change Order No. 1 – Update Davis Bacon Wage Rates**
 - No cost change
 - Approved on 6.24.22 by NYSEFC
- **Change Order No 2 – New Sludge Building Exhaust Fan & New Control; Building Garage Utility Heater**
 - Item 1 – New Sludge Building Exhaust Fan
 - Totaling \$8,387.78
 - Approved by NYSEFC on 11/30/22
- **Change Order No. 3 – No Cost Contract Time Extension**
 - At the July 20 meeting the Village authorized the Mayor to endorse Change Order No. 3 – No Cost Time Extension for Contract No. VL1-H-21, based on A Treffeisen & Son’s June 27, 2023 request for a no cost time extension with a substantial completion for the contract from August 30, 2023 (the current substantial completion date) to September 30, 2023, with final completion by October 31, 2023 and with no change to the contract.
 - NYSEFC approved on 8/15/23
- **Change Order No. 4 – Control Building HVAC Equipment Roof Modifications**
 - At the September 21 meeting the Village Board authorized the Mayor to execute Change Order No. 4 for Contract No. VL1-H-21, based on the scope and costs represented in A Treffeisen & Son’s August 22, 2023 Change Request, in the total amount of \$6, 2010.61.
 - NYSEFC approval pending
- **Pending Change Order(s)**
 - None

Village Direct Purchase

- Cable Internet (Spectrum) to WWTP
 - Cable has been installed and setup complete, and working well.

- Modem/Router port ready for SCADA connection
- We worked with Judy to issue the Purchase Order, sent to Spectrum on 5/19/23
- Totaling \$39,119.48 for:
 - Spectrum to provide coaxial cable to the WWTP
 - The disbursement has been processed and mailed to Spectrum

Monthly Construction Meeting

- The next monthly construction meeting will be held on site on 12.13.23 with the prime contractors, Delaware and Village Staff.

Engineering during Construction

- Continuing to receive and process material and equipment submittals, and application for payment

On-Site Construction and Observation Services

- Part time services continuing, when contractors are onsite
- Excerpt from the Revised Anticipated Project – **project has pushed about 6 months beyond the planned schedule**

February 21, 2022	Supplemental Bond Resolution becomes effective (20 days from Publication)
February – March 2022	Issue Notice of Award, and prepare execution copies of contract, and issue Notice to Proceed March 23, 2022 – Pre-Construction meeting
March 20 2022–March 2023	Construction to Substantial Completion General Substantial Completion 12/31/23 Plumbing Substantial Completion 9/30/23 HVAC Substantial Completion 9/30/23 Electrical substantial Completion 2/10/24 Generator has been rescheduled for 12.14
December 2023 – January 2024	Construction Completion (Final) and Project Closeout
March 2024 – April 2024	Long Term Loan Closing

- **Document Collection**
 - **Nothing new this month**
 - The document Collection Form, and requested documents were uploaded on January 17, 2023 (ahead of the January 20, 2023 deadline).
 - On February 13, 2023 NYSEFC provided notice that, project documents were reviewed and no follow-up actions are recommended.
- **Professional Services Contracts**
- Consider acceptance/approval of the Engineering Services Agreement No. 2 - Additional Construction Phase and Grit Pump Replacement Services

WWTP Phase 1 Upgrade Project

- At the October 19, 2023 meeting the Village Board authorized the Mayor to execute Delaware Engineering, D.P. C.'s Professional Service Contract

Amendment No. 2 – Additional Construction Phase and Grit Pump Replacement Services dated October 18, 2023 in the amount of up to \$238,000, thereby adjusting the overall contract price to \$1,360,000.

Engineering Services Contract Amendment No. 2 - Additional Construction Phase and Grit Pump Replacement Services (October 2023):

A summary of the professional service tasks and a breakdown of costs for this contract amendment are as follows:

Engineering Services Tasks:

• Task 3A - Additional Engineering During Construction (based on an additional 8 months)	\$ 128,000.00
• Task 4A - Additional On-Site Observation Service (based on an additional 5 months full time)	\$ 75,000.00
• Task 10 - Additional Engineering Services – Grit Pumps (based on hours spent on design and const. services)	<u>\$ 35,000.00</u>
Subtotal - Delaware Engineering:	\$ 238,000.00

Executed & Proposed Subcontracts:

• No feasible opportunities exist, none proposed	
<i>Proposed Subcontracts Subtotal:</i>	<u>\$ 0.00</u>

Professional Services Total – Contract Amendment No. 2: \$ 238,000.00

Revised Professional Services Contract Total – Including Amendment No. 1 & No. 2: \$1,360,000.00

- **NYSEFC Engineering approved this amendment on 10/31/23**
- **Submitted query to NYSEFC MWBE on 11/01/23**
- Background
- 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.
 - NYSEFC approved this amendment on 3/8/22.
- Need to modify our contract and costs to include the Grit Pump work and possibly to add belt press to Phase 1 (design, CA & CI) – Will look to do this after closing on short term loan since costs will come out of contingency since financing cost is capped at \$9.4M.

Phase 2 Sludge Handling WWTP Upgrade Project

- Nothing this month
- Contract amendment or new contract will be needed to be prepared to cover PER modifications and design through construction phase work. Village could follow RFQ process to allow for funding under SRF rather than just using WIIA funds.
- Historic info:
 - On hold until a plan forward can be agreed to now that WIIA funding has been denied for Phase 2
 - All 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 contact amendment for design through construction services, following the Announcement of NYSEFC WIIA Grant Awards, if the grant application is successful.

3. Elm Street Wellfield/Electrical Improvements

- Nothing new to report this month – on hold

4. Rail Trail Area Culvert Drainage/Blockage

- **Board Action Required at Tonight's meeting:**
 - Review project funding status
 - Review and consider acceptance & execution the CDBG Grant Agreement and necessary resolutions
 - Review and consider approval & execution of the Professional Services Agreement of Grant Administration Services (Blauer Associates)
 - Review and consider approval & Execution of the Professional Services Agreement of Engineering Services (Delaware Engineering)

- **2023 CDBG Application**
 - This project was selected for grant award in the amount of \$999,919, based on the letter from CDBG that the Village received on November 11, 2023
 - Total Estimated Project Costs = \$1,048,919. The Village has committed \$49,000 of local funds toward the project for grant administration. Total grant award = \$999,919 (Total: \$1,048,919 - \$49,000 of Village Funds = \$999,919.)

 - **NYS OCR CDBG Agreement:**
 - On November 21, 2023 the Village received a copy of the Grant Agreement. The Grant Agreement must be signed by the Chief Elected Official (CEO) and notarized. One (1) electronic copy must be returned via email within 45 days of the date of issuance (no later than January 4, 2024).
 - No hard copies of agreements or forms should be sent to OCR, unless specifically requested.
 - To fully execute the Grant Agreement and to set up the electronic transfer of funds for the deposit and disbursement of NYS CDBG funds, a **non-interest-bearing** checking account must be established in the name of the grant recipient (the Village of Liberty). A municipal general funds account can be used for this. Note: payments to contractors or vendors **must** come out of the same account that CDBG funds are deposited into.
 - Also included with the Grant Agreement, was a Grant Agreement Checklist, which outlines the required documents and timeline that must be followed to ensure the grant agreement is successfully executed.
 - Mark B has reviewed the Grant Agreement and encourages the Village to execute the Agreement as soon as possible. Mark is familiar with the various forms that are required to accompany the executed grant agreement.
 - Forms and documents required to accompany the executed Grant Agreement, and be submitted to OCR by January 4, 2024, include the following:
 - Form 1-1 Authorized Signature Form*
 - Form 1-2 Designation of Depository Form
 - Form 7-2 Program Schedule Form
 - Form 8-1 Project Team Form**
 - Insurance Documents
 - Section 3 Compliance Plan
 - Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses

Conducting Business in Russia Form (see Exhibit A of the Grant Agreement)

- FFATA Reporting Form

*This form requires appointment of Village officials or employees (not consultants) to specific positions for the execution of this grant. These positions **cannot** be filled by the Mayor, but could be filled by other officials or employees (i.e., Village Board Members, Village Clerk, Director of Public Works, DPW Superintendent, Sewer Department Superintendent, etc.). These appointments do not necessarily require an official public resolution. These positions are listed below (with our recommendations):

- First Authorized Signatory for Requests for Funds (REQUIRED - note: this cannot be the Mayor AND cannot be an individual authorized to sign checks for payment to vendors or contractors): suggested – Village Trustee Robert Mir
- Second Authorized Signatory for Requests for Funds (REQUIRED - note: this cannot be the Mayor AND cannot be an individual authorized to sign checks for payment to vendors or contractors): suggested – Village Trustee Eveleese Lake
- Third Authorized Signatory for Requests for Funds (OPTIONAL - note: this cannot be the Mayor AND cannot be an individual authorized to sign checks for payment to vendors or contractors): suggested – Village Trustee Ernest Feasel
- Fourth Authorized Signatory for Requests for Funds (OPTIONAL - note: this cannot be the Mayor AND cannot be an individual authorized to sign checks for payment to vendors or contractors): suggested – Village Trustee Joe Aracci

(We suggest appointing all four board members, so that any two may sign a given request of funds)

**This form requires appointment of representatives to specific positions for the execution of this grant. These appointments should be made by public resolution (see below).

- Based on follow-up communications with Mark B., in order to keep this project moving, at tonight’s meeting the Village should:
 - Review and consider acceptance of the CDBG Grant and authorize the Mayor to execute the Agreement and all other necessary forms.
 - Resolve to appoint a Fair Housing Officer, Section 3 Coordinator, and Labor Standards Compliance Officer.
 - Approve publication of a Fair Housing Legal Ad and ADA Grievance Procedure Legal Ad in December.
 - Review and consider approval & execution of the Professional Services Agreement for Grant Administration Services (Blauer Associates).
 - Review and consider approval and execution of the Professional Services Agreement of Delaware Engineering, D.P.C.
- **If the Village finds the Grant Agreement acceptable, we recommend that the Village Board resolve to:**
 - **Authorize the Mayor to execute the NYS OCR CDBG Grant Agreement, for the Rail Trail Culvert Replacement Project OCR CDBG Project No. 642PR120-23, with a Total Estimated Project Costs of 1,048,919 and a Total Grant Award of \$999,919.**

- **Authorize the Mayor to execute all other forms required for Grant Agreement Execution, prior to January 4, 2024.**
- **Approve publication of a Fair Housing Legal Advertisement and ADA Grievance Procedure Legal Advertisement.**
- **Appoint representatives to the following positions for the duration of the project, and authorize the appointed persons to execute any required documents prior to January 4, 2024.**
 - **Fair Housing Officer: suggested – Village Clerk**
 - **Section 3 Coordinator: suggested – Mark Blauer**
 - **Labor Standards Compliance Officer: suggested – Mark Blauer**

Delaware has included draft copies of forms 1-1 and 8-1 filled out as suggested. These forms are included for example purposes only, and do not need to be finalized at this meeting. If the attached forms are acceptable, they may be signed or approved, as appropriate. If any changes are desired or if different persons are appointed, these forms can be revised prior to the submission deadline of January 4, 2024.

- **Professional Services Agreement of Grant Administration Services (Blauer Assoc.)**
 - Submitted under separate cover by Mark Blauer
 - Since this contract will be paid for using Village funds and will not be paid for using grant funds, it is our understanding that no RFQ/SOQ is required.
 - **If the Village finds the contract for this work acceptable, we recommend that the Village Board resolve to:**
 - **Authorize the Mayor to execute Blauer Associate’s Professional Services Contract, for the Rail Trail Culvert Replacement Project OCR CDBG Project No. 642PR120-23, in the total amount of \$49,000.**
- **Professional Services Agreement of Engineering Services (Delaware Engineering)**
 - RFQ/SOQ documents were submitted to the Village in June 2022. (The engineering RFQ process from last year (2022) is still valid)
 - At the June 16, 2022 Village Board Meeting, the submitted SOQ documents were scored, and the Village decided to select Delaware Engineering, D.P.C (submitted June 10, 2022). for engineering services, on the condition that grant funding was received for the project.
 - Delaware has prepared our contract for this work that utilizes the June 10, 2022 proposal’s scope of work and costs and fully complies with project requirements, and includes our planned fee within the budgets set forth in the 2023 Engineering Report that was the basis for the grant.
 - **If the Village finds the contract for this work acceptable, we recommend that the Village Board resolve to:**
 - **Authorize the Mayor to execute Delaware Engineering, D.P.C.’s Professional Services Contract, for the Rail Trail Culvert Replacement Project OCR CDBG Project No. 642PR120-23, in the total amount of \$191,650.**
 - Delaware will be contacting the surveyor and geotechnical subcontractors to get survey and borings done ASAP

- **Project Schedule**
- CDBG requires that award of construction contract(s) occurs within 6 months of execution of the grant agreement
- Anticipated Project Schedule:
 - CFA Application, ERR & Engineering Report Submission: July 2023
 - CFA Notice of Funding Award: November 11, 2023 - **Completed**
 - Prepare Environmental Review Record (ERR): July 2023 - **Completed**
 - RFQ Procurement Process to Retain Engineering Consultant: June 2022 - **Completed**
 - Retain Grant Administrator Consultant (locally funded): December 7, 2023 (see next item)
 - Execute OCR Grant Agreement & Execute Agreements for Professional Services: December 7, 2023 - **Pending**
 - Submission of Local Recipient Administrative Plan & Section 3 Plan: January 31, 2024
 - Publication of NOI – RROF Environmental Notice: February 1, 2024
 - Request Release of Funds Submission: February 21, 2024
 - Project Design: January – February 2024
 - NYS OCR Release of Funds: March 11, 2024
 - NYS DEC Plan Review: March 2024
 - NYS OCR Review of Draft Bid Package: April 2024
 - Construction Bidding: May 2024
 - Award & Execution of Construction Contract: June 2024
 - Construction: July – November 2024
 - Conduct 2nd Hearing: October 2024
 - Project Completion: December 2024
 - Project Closeout: January 2025
- **Hazard Mitigation Grant Program (HMGP) – FEMA & Dept. of Homeland Security**
 - Up to 90% grant possible
 - DHSES sent a request for information (RFI) on July 8, requesting a response by August 10, 2023
 - We have responded to this RFI on August 10, 2023, and have received confirmation of receipt from DHSES
 - DHSES sent an additional request for revisions on September 7, 2023. After follow up it was determined that the request was sent in error. No additional action is required.
 - DE will advise DHSES in January 2024 (following execution and approval of the Grant Agreement) that this funding is no longer needed as the project will be funded by CDBG.

5. DPW Site Groundwater Monitoring/DPW Garage Site Remediation

- **Nothing new this month**
- Based on sampling results still seeing values near garage indicating contamination remains
- September 2023 sampling report indicated levels nearly the same as in June 2023 for all monitoring wells.
- Next sampling to be conducted in December 2023
- **Elm Street Well Remediation**
 - Working with the Village and NYSDEC to come up with a remediation plan including a plan to pump more water
 - Meeting was held on 11/21/23 with NYSDOH, NYSDEC, and Delaware Engineering to discuss. Action Items as follows:
 - Delaware to update draft monitoring plan, changes were made to reflect the wells we selected onsite and monthly monitoring as discussed on the proper Teams Meeting. Draft submitted to Labella, P.C. on 12/4/23.
 - The next step will be to share this plan with the wider group, including DEC and DOH.

- Continue to meet with David Burke to gather historical information and discuss plans going forward.
- Ultimate goal would be to seek financial assistance (grant) for further remediation efforts
- Build this into the Town Village Infrastructure Water and Sewer Capacity Study

6. WWTP SDPES Permit

- **NYSDEC WWTP Upgrade Reviewed/Updated SPDES/Permit Review Meeting**
- NYSDEC proposing a lower CBOD limit and also have issues with current sludge dewatering chemicals.
- Containment slab/facilities added to Phase 1 to prevent potential stormwater impacts during bulk liquid chemical deliveries (work included in Change Order 8 to the General Contract for Phase 1)
- Virtual meeting with NYSDEC and DRBC to discuss the upgrade projects and proposed SPDES permit changes on July 19, 2023 at 10 a.m. Dave Burke, H2O's Keith Herbert and Mike Herbert and Mark Kellam also participated.
- The purpose of the meeting was to get a full understanding of the planned upgrade at the facility and to coordinate the work with the reviewed/updated SPDES permit to come.
- WWTP NYSDEC SPDES Permit Renewal Meeting Follow-up and Plan Forward were distributed to involve Village, H2O, NYSDEC, JCO and Delaware Staff on 8/3/23 and Summary of WWTP Upgrades.
- We have reviewed NYSDEC information and modeling and have followed up with them with some Q/A and it appears that there is limited ability to increase the CBOD limits beyond a daily maximum limit of 15 mg/l with an effluent dissolved oxygen (maximum allowed for calculations) of 7.0 mg/l while maintaining a 2 MGD flow, and WET testing will be needed to determine if the Village can continue to use the current chemicals for sludge dewatering.
- We have summarized WWTP data (2019-2023) and the current WWTP is able to meet the CBOD limit of 15 mg/L (daily maximum) now because flow is 40% of the permit, monthly averages 2-4 mg/L and 7-day maximums of 3-7 mg/L
- As flow approaches the permit limit, the WWTP may be challenged to meet 15 mg/L consistently.
- We are looking at some upgrade options and would make this upgrade a high priority item in the Town/Village Water Sewer Study.
- Water Treatment Chemicals
 - Based on September 1, 2023 NYSDEC letter, allowing to continue to operate and perform WET testing to see if it has impact. If there is an impact, we have to do something, if not they may let us add more chemical.
- Delaware prepared a response letter to the WTC Authorization and CBOD limit, and have forwarded it to Joan and Dave B for comment. Basically, the letter agrees to the WET Testing and accepts the new lower CBOD limit.
- This letter was sent to the Village for review and execution on 11/17
- The Mayor executed the letter and Dave B submitted to NYSDEC Permits on 11/30
- On 12/5/23 NYSDEC confirmed via email receipt of the letter dated November 30, 2023 regarding the WTC authorization letters and comments on the proposed CBOD limit.
- Based on the comments within the letter, DEC will continue work on the SPDES permit review for the Village of Liberty WWTP, and work to finalize the drafts as soon as possible for the public comment period.

7. PepsiCo

- **Delaware followed up with PepsiCo on 11/27/23 for an update on Phase 1**

upgrade, work, monitoring plan and timeline.

- **Pepsico requested a meeting/conference call with the Village to provide coordinating schedule to update in the near future**
- The Phase 1 upgrades were supposed to be completed summer/fall 2023 with monitoring to follow, that would help determine what treatment would be required for Phase 2. There have been some personnel changes in Pepsico's Health, Safety and Environmental Dept., and Phase 1 upgrades have not been completed yet.
- Based on a phone call from MHE Engineering, Pepsico has been trying to contact the Village DPW regarding any requirements associated with abandoning or removing the tanks, roadway closure procedures during construction, etc. MHE Engineering is assisting Pepsico's consulting engineer Sara Martin of Critical Path Engineering Solutions, with some local items (e.g., coordinating with the Village DWP, oversight during construction, etc.).
- We have requested that the Village DPW reach out to Matt with MHE Engineering to discuss
- Once Pepsico has some feedback from the Village DPW they would formalize a plan for submittal to the Village for review.
- Pepsico Email Update on Water Consumption (8/3/23)
 - There are challenges attempting to install WW flow monitoring without current system configuration
 - WW flow monitoring will be possible after Phase 1 upgrades
 - Most of our Facility water consumption is for domestic purposes (toilet and sinks), process WW discharges are low relative to the total volume
 - Water consumption is down over 33% based on our new operating scenarios
 - Based on this email Pepsico water usage is <25,000 gpd

8. Town of Liberty Economic Development Water and Sewer Infrastructure Capacity Planning Study

- Delaware working on a revised draft of this report
- Met with Dave Burke on October 13, 2023
- Working to revise this ASAP with David Burke and the Town
- **Elm Street Well remediation and future use are key to this study**
- **Due to likely SPDES permit changes, a study to review the ability of the WWTP to meet the new CBOD daily maximum limit of 15 mg/L will also be added to the study recommendation**
-

9. Sanitary Collection System I/I Investigations

- Board Action Required at Tonight's Meeting
 - None
- Delaware submitted EPG application for up to \$50,000 in grant funding for I/I investigations, with commitment for a \$10,000 local match (20%) on August 11, 2023
- Anticipated EPG award notice in December 2023

10. Church Street Culvert Repair

- NYSDEC allowable work to replace culverts still pending
- We have culvert GIGP grant application to our list for next year

11. DRBC WWTP Discharge and Water Withdraw Docket renewal

- Water Withdrawal Dockets
 - Approval Date: December 4 2013
 - Expiration Date: December 4, 2023
 - The docket holder is responsible for timely submittal of a docket renewal application

- on the appropriate DRBC application form at least 12 months in advance if the docket expiration date
- Village DPW Director submitted the renewal application in November 2023
- DISCHARGE Dockets
 - This docket has been placed on administrative continuance for the Village to take advantage of the One-permit process and administrative agreement between DRBC and NYSDEC.
 - WWTP
 - Date Approved: June 10, 2015
 - Expiration Date: June 10, 2020 (Expired)
 - Lily Pond Backwash Discharge
 - Date Approved: December 10, 2014
 - Expiration Date: January 31, 2022 (Expired)
 - Our expectation is that NYSDEC will issue a new SPDES permit for the treatment plant upgrades that will contain all relevant DRBC requirements in accordance with the administrative agreement. As that permit issuance becomes imminent, DRBC will reissue the docket including the WWTP upgrades in the DRBC's Comprehensive Plan. Once these steps are complete, the Village will have all active DRBC requirements included in the NYSDEC SPDES permit and will no longer hold an approval from DRBC that needs to regularly be renewed. The docket that included the upgrades will be non-expiring and only need to be modified if the Village again makes upgrades that expand the plant such that approval from the DRBC is again required. Otherwise, only the SPDES permit needs to be renewed or extended regularly as normal.

12. Lead & Copper Rule Revisions service line inventory requirements, due fall 2024

- **Funding award notice for inventory work should occur in December – January**
- **Village should continue to organize information on lead services lines**
- A report and listing form were finalized and submitted on 8/25/23 for a lead service line inventory project, covering the Village district, to be considered for 100% grant funding through the BIL program administered by NYS DWSRF. PER and Listing form emailed to Village Mayor and DPW Supervisor on 8/25/23.
- The estimated project cost is \$845,609
- If a grant is received, the project will be subject to federal and DWSRF requirements.
- Per regulations, the Village needs to have an LSL inventory completed by October 2024. Not a lot of time to get this done/not optional use inventory to position for an IUP listing and funding application next summer for replacement work.
- There is possible funding to assist in paying for the inventory – possible 100% grant for the inventory work for Disadvantaged communities – which we believe the Village is
- The listing deadline for DWSRF BIL Lead service Line (LSL) Funding through EFC/DOH is August 28, 2023. Eligible projects include the identification, planning, design, and replacement of lead service lines.
- To be eligible for funding, a DWSRF project listing form and an engineering report need to be e-mailed to DOH by August 25th to design@health.ny.gov
- EFC and DOH hosted a webinar on the Lead Service Line (LSL) funding available through the Bipartisan Infrastructure Legislation (BIL)
 - Grants are only available to municipalities that meet the definition of a Disadvantaged Community (DAV). If a client is not a DAV, then they will only get subsidized financing
 - In order to qualify for BIL Lead Service Line grant funding (inventory or replacement), a municipality needs to have a 2021 MHI that is less than 80% of the regionally-adjusted State MHI. The Village of Liberty qualifies for this.
 - DAV eligibility applies to both inventory and replacement projects. DAVs can get up to 100% grant funding (\$2M max) for inventory projects, and up to 70% grant funding (\$10M max) for replacement projects.

- You can only apply for LSL replacement funding for locations where the number and location of LSL are known and verified, even if it is just a targeted area. However, if you are requesting replacement funding, then the entire line (public and private portion) must be replaced.
- You can apply for both inventory and replacement projects simultaneously, but with separate applications. For example, in the Village of Catskill there are some known locations of lead service lines associated with a water main replacement project that is in the planning stages, but they still need to complete a community-wide LSL inventory before the DOH October 2024 deadline.
- You may be able to “piggy-back” a LSL replacement project with a water main replacement project that is anticipated to receive DWSRF funding, but only if the two projects can be kept completely separate. They are two different sources of funds with different reporting requirements and must be tracked separately.
- A/E Procurement Requirements will apply, just like every other BIL-funded project. Procurement doesn’t need to happen before an application is made, but it would make sense to get that out of the way while we wait for news on any grant awards so we can hit the ground running.
- The application process for both project types is the same. No authorizing resolution is needed, just a completed DWSRF listing form and a brief Engineering Report. Engineering report templates are being worked on. Deadline is August 25.
- The anticipated schedule is as follows:
- Submit Project to DWSRF IUPAugust 25, 2023
- Secure Short-Term Financing (BAN) September to December 2023
- Perform Lead Service Line Inventory Present to October 2024
 - Solicitation and Selection of Consultant ... Present to November 2023
 - Review Existing Files Present to December 2023
 - Anticipated Funding Notification ... December 2023 to February 2024
 - Public Bidding for Excavation Contract January to February 2024
 - Public Outreach January to June 2024
 - Field Investigation and Data Input May to September 2024
 - Final Data CompilationSeptember to October 2024
- LSL Inventory Completed and Submitted October 2024

UPDATE ON INTERMUNICIPAL AGREEMENT RE: SEWER DISTRICT 26-1-59

Mayor Stoddard said the agreement is currently being reviewed by the Town of Liberty.

NEW BUSINESS: CONSIDER RATIFICATION OF LETTER SENT TO NEW YORK STATE OF CANNABIS MANAGEMENT ON 12.1.23

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried approving the ratification of the letter sent to the New York State of Cannabis Management on December 1, 2023 on behalf of Sonny Patel owner of the mall at 187 Mill Street who, if approved, is proposing a Cannabis Growers Showcase at the mall.

CONSIDER SEWER CREDIT FOR ACCOUNT #5-20900 – 18 DELAWARE

Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried approving the sewer credit for Judith Jean-Francois/18 Delaware Avenue - #5-20900 in the amount of \$300.30.

This was due to a failed water heater.

CONSIDER ADMINISTRATIVE SERVICES PROPOSAL FROM BLAUER ASSOCIATES FOR CDBG – CULVERT COLLAPSE

RESOL.# 53-2023: Motion by Trustee Lake, seconded by Trustee Mir and unanimously carried approving Resolution #53-2023

WHEREAS, the Village of Liberty was selected for a grant award in the amount of \$999,919, based on the letter received from CDBG that the Village received on November 11, 2023; and

WHEREAS, the project selected for this grant award is to undertake the Village of Liberty High Risk Culvert Collapse and Sanitary Sewer Failure Mitigation project #642PR120-23; and

WHEREAS, the Village wishes to engage a Consultant to provide administrative services to the Village to assist in the implementation and administration of the Office of Community Renewal (OCR) Small Cities Project;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees authorize Mayor Stoddard to execute **Blauer Associates Professional Services Contract** for the Rail Trail Culvert Replacement Project OCR CDBG Project No. 642PR120-23, in the amount of \$49,000.

**CONSIDER ENGINEERING SERVICES PROPOSAL FROM DELAWARE
ENGINEERING FOR CDBG – CULVERT COLLAPSE**

RESOL # 54-2023: Motion by Trustee Lake, seconded by Trustee Mir and unanimously carried approving Resolution #54-2023.

WHEREAS, the Village of Liberty was selected for a grant award in the amount of \$999,919, based on the letter received from CDBG that the Village received on November 11, 2023; and

WHEREAS, the project selected for this grant award is to undertake the Village of Liberty High Risk Culvert Collapse and Sanitary Sewer Failure Mitigation project #642PR120-23; and

WHEREAS, the Village wishes to engage an engineer to provide services to the Village to assist in the scope of work and costs that fully complies with project requirements;

NOW, THEREFORE BE IT RESOLVED the Board of Trustees authorizes Mayor Stoddard to execute Delaware Engineering, D.P.C's Professional Services Contract, for Rail Trail Culvert Replacement Project OCR CDBG Project No. 642PR120-23, in the total amount of \$191,650.

**RESOLUTION THE MAYOR TO EXECUTE THE NYS GRANT AGREEMENT
FOR THE RAIL TRAIL CULVERT REPLACEMENT PROJECT**

RES. # 55-2023: Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried approving Resolution #55-2023.

WHEREAS, The Office of Community Renewal with its offices located at 38-40 State Street, Albany, New York has awarded the Village of Liberty located at 167

North Main Street, Liberty, New York a Community Development Block Grant in the 2023 round; and

WHEREAS, the Grant #642PR120-23 is in the amount of \$999,919 and will be used for the High Risk Culvert Collapse and Sanitary Sewer Failure Mitigation project;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees authorizes Mayor Stoddard to execute said agreement with the Office of Community Renewal.

RESOLUTION DESIGNATION A SMALL CITIES FAIR HOUSING COMPLIANCE OFFICER

RES. # 56-2023: Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried approving Resolution #56-2023.

WHEREAS, the Village of Liberty is the recipient of Office for Community Renewal Small Cities Grant #642PR120-23 in the amount of \$999,919 for the Village of Liberty High Risk Culvert Collapse and Sanitary Sewer Failure Mitigation project; and

WHEREAS, the Village of Liberty must make efforts to affirmatively further fair housing; and

WHEREAS, the Village of Liberty has reviewed various actions that would be acceptable to the Office for Community Renewal and the U.S. Department of Housing and Urban Development; and

WHEREAS, the Village of Liberty has made assurances in the grant agreement that;

1. It will comply with the Housing and Community Development Act of 1974, as amended, and regulated issues thereto; and
2. It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
3. It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
4. It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED that the Village Clerk be designated as the Small Cities Program Fair Housing Compliance Officer for the Village of Liberty; and

BE IT FURTHER RESOLVED, that the Compliance Officer shall provide fair housing and equal opportunity advisory services and assistance and referral advice to persons requesting such assistance from the Village of Liberty.

RESOLUTION DESIGNATING MARK BLAUER AS SECTION 3 COMPLIANCE OFFICER FOR THE VILLAGE OF LIBERTY

RESOL # 57-2023: Motion by Trustee Lake, seconded by Trustee Mir and unanimously carried approving Resolution #57-2023.

WHEREAS, the Village of Liberty is the recipient of Office for Community Renewal Small Cities Grant #642PR120-23 in the amount of \$999,919 for the Village of Liberty High Risk Culvert Collapse and Sanitary Sewer Failure Mitigation project; and

WHEREAS, the Village of Liberty needs to designate a Section 3 Compliance Officer; and

WHEREAS, the Village of Liberty designates Mark Blauer of Blauer Associates as the Section 3 Compliance Officer;

THEREFORE, BE IT RESOLVED, that Mark Blauer of Blauer Associates is the Section 3 Compliance Officer for the Village of Liberty.

RESOLUTION DESIGNATING MARK BLAUER AS LABOR STANDARDS OFFICER FOR THE VILLAGE OF LIBERTY

RESOL # 58-2023: Motion by Trustee Lake, seconded by Trustee Mir and unanimously carried approving Resolution #58-2023.

WHEREAS, the Village of Liberty is the recipient of Office for Community Renewal Small Cities Grant #642PR120-23 in the amount of \$999,919 for the Village of Liberty High Risk Culvert Collapse and Sanitary Sewer Failure Mitigation project; and

WHEREAS, the Village of Liberty needs to designate a Labor Standards Officer; and

WHEREAS, the Village of Liberty designates Mark Blauer of Blauer Associates as the Labor Standards Officer; and

THEREFORE, BE IT RESOLVED, that Mark Blauer of Blauer Associates is the Labor Standards Officer for the Village of Liberty.

CONSIDER PAYMENT REQUESTS FOR WWTP PROJECT

Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried authorizing the Village Clerk to proceed to process Payment Application No. 20 for General Contract No. VL1-G-21 to Eastman Associates, Inc. for the period of November 1, 2023 through November 30, 2023, in the amount of \$108,321.63 as requested by the contractor, including submittal of the payment request to NYSEFC for reimbursement, understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.

Motion by Trustee Feasel, seconded by Trustee Mir and unanimously carried authorizing the Village Clerk to proceed to process Payment Application No. 9 (Final) for Plumbing Contract No. VL1-P-21 to A. Treffeisen & Sons, LLC for the period of November 1, 2023 through November 30, 2023, in the amount of \$5,931.27 as requested by the contractor, that all Punch list and remaining work has been completed and contingent upon receipt of the complete Closeout Package, including submittal of the payment request to NYSEFC for reimbursement, understanding that payment to the contractor will be made following receipt of reimbursement from NYSEFC.

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried authorizing the Village Clerk to proceed to process Payment Application No. 13 (Final) for HVAC Contract No. VL1-HV-21 to A. Treffeisen & Sons, LLC for the period of November 1, 2023 through November 30, 2023, in the amount of \$6,574.92 for the final payment, as requested by the contractor, upon notification from Engineer that all Punch list and remaining work has been completed, and contingent upon receipt of the complete Closeout Package, including submittal of the payment request to NYSEFC for reimbursement understanding that payment to the contractor will be made following receipt if reimbursement from NYSEFC.

PUBLIC HEARING & SPECIAL MEETING SET

The Board set a Public Hearing/Special Meeting for Thursday, December 21st at 8:15 a.m. to review Local Law #6-2023, to allow the Code Enforcement Officer, Acting Code Enforcement Officer and other Code Enforcement Officers to reside anywhere in Sullivan County as well as any other business they may come before the Board at that time.

PUBLIC COMMENT: Mayor Stoddard opened the meeting to comments from the Public.

There were no comments from the Public.

TRUSTEE REPORTS: Mayor Stoddard opened up the meeting to comments from the Board.

Trustee Mir – No Comment

Trustee Lake – No Comment

Trustee Feasel – No Comment

Mayor Stoddard – No Comment

APPROVAL POST AUDIT VOUCHERS OF BILLS

FOR PYMT: Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried approving Voucher #531 to Voucher #542 in the amount of \$559,787.86.

BILLS FOR PAYMENT

Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried approving Voucher #543 to Voucher #624 in the amount of \$938,466.52.

EXECUTIVE SESSION: Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried to go into Executive Session at 8:20 p.m. to discuss a personnel matter in the Clerk's Office.

Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried to come out of Executive Session at 8:40 p.m.

ANGELA GIACALONE – DEPUTY CLERK/TREASURER EMPLOYEE #65

Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried approving a salary increase for Angela Giacalone (Employee #65) to \$45,000 annually effective January 1, 2024.

Angela's title will remain Deputy Clerk-Treasurer and she shall assume the duties of water and sewer billing and accounts payable.

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

THE MEETING WAS ADJOURNED AT 8:41 P.M.

RESPECTFULLY SUBMITTED,

JUDY H. ZURAWSKI, CLERK/TREASURER

