**WORKSESSION MEETING**

OCTOBER 17, 2019

#  The Board of Trustees held the Worksession Meeting of October 17, 2019 at

#  the Village Municipal Building, 167 North Main Street, Liberty New York.

Mayor Ronald Stabak opened the meeting with the Pledge of Allegiance.

**PRESENT:** Mayor Ronald Stabak,Deputy Mayor/Trustee Robert Mir, Trustee Daniel Wright, Trustee Joan Stoddard and Trustee Victoria Ferguson. Also Present: Judy Zurawski, Clerk/Treasurer.

**ABSENT:** Gary Silver, Attorney for the Village

**ALSO** David Ohman (Delaware Engineering) and Police Chief Scott Kinne

**PRESENT:**

**APPROVAL** Motion by Trustee Stoddard, seconded by Trustee Wright and unanimously

**OF** carried approving the following minutes:

**MINUTES:**

 REGULAR MEETING - October 3, 2019

**CORRES-** Mayor Stabak said the following correspondence has been received

**PONDENCE**:and is available in the Clerk’s Office.

 Incoming

* Flyer – Friends of the Liberty Library Re: Social

**TABLED UPDATE ON ENGINEERING PROJECTS - D. OHMAN/DELAWARE**

**BUSINESS: ENGINEERING:**

David Ohman of Delaware Engineering reported on the following:

1. **WWTP Clarifier**
* Rebecca advised us recently that the sludge box gasket seal on the upgraded clarifier is leaking
* Investigating causes with WWTP and equipment manufacturer and their rep and how to make the fix correct the abnormal wear.
* Advised contractor however this occurred after the 1 year warranty period
* Evoqua/Davco supplied a new gasket to the Village WWTP, at no charge
* On September 25, Dave Boshart (G.P. Jager) and a regional Evoqua/Davco representative were onsite
* They believe that the torque cage is not aligned properly and is causing the torque cage, effluent sludge pipe and sludge box to shift as the drive shaft rotates, wearing out the gasket on the sludge box interface. Unless this is fixed the replacement gasket will also be damaged in a short period of time.
* We have shared this information with the contractor of installation and they are willing to provide assistance in correcting this concern in conjunction with and under the direction of Evoqua and the Village
* Skim kit is onsite, Eastman and supplier’s rep are scheduled to be on-site on October 17 (today) to make the adjustments and install the new gasket.
* For the WWTP upgrade, an alternate gasket will be considered for Clarifier No. 2. The alternate gasket is a tapered wedge style that would fit around the sludge effluent pipe on the under the sludge to seal the effluent pipe.
* Will continue to assist on this
1. **WWTP Upgrade**
* NYSEFC Clean Water State Revolving Fund (CWSRF) **Project #C3-5352-02-00**
	+ The Village received a letter from NYSEFC letter on January 18, 2019, to inform the Village that the WIIA program grant award is being revised to $1,914,000 and Total Estimated Project Cost of $7,656,889.
* Project Financing
	+ NYSEFC advised the Village that the Project Financing Agreement (PFA) closed on August 8, 2019
	+ Village now able to submit for reimbursement of cost and costs going forward.
	+ Need to have NYSEFC approval of Delaware’s MWBE UP and waiver request before Village can receive reimbursement
	+ Delaware’s MWBE UP and waiver request is believed to be close to being approved.
	+ In the most recent MSI/EFC correspondence, the waiver request was updated to note that the construction observation needed is less than one person full-time, and that there was no opportunity to hire a subcontractor to assist in the observation. There was also clarification on Delaware’s plan to subcontract with HVAC design firms, stating that Delaware was able to break out this scope of work and plans to solicit to MWBE firms to perform these tasks.
	+ We prepared an RFP for HVAC design services and sent it out October 4 and responses are due back by October 16.
	+ Once HVAC RFP results are received, we will forward to MSI who will forward to NYSEFC.
* Professional Services Contract for Design through Construction:
* Design Phase:
* Continuing to Prepare design drawings and specs
* Communicating with equipment supplier and manufacturer’s representative regarding upgrade equipment
* Coordinating with MWBE Subcontractors
* Communicating with Village staff on project issues
* RAS pumps
* 3-pumps total, 1-broken, 1-at the end of its useful life, 1-in service. If the RAS pump currently in service fails, the WWTP would be relying on the RAS pump that is at the end of its useful life and there is no way to tell how long it will last.
* WWTP Staff would like to look into new style RAS pump, the same/similar to the one recently installed in the Days Inn pump station. These are smart pumps that cycle rotation to clear blockages/clogs on their own.
* The current project budgeted $75K for three new 25HP RAS pumps, plus piping.
* Flygt has provided a quote for Flygt Concertor NT 6020,181, Vertical, Submersible, Dry pit Wastewater pump. 6” Discharge, 7.5 H>P., 460v, 3 phase, 65’ of cable, Hard Iron adaptive Impeller, and wear ring. Included aluminum cooling jacket, and T Stand Kit. Includes stand, suction elbow and hardware for $13K each.
* Contracting NYSEFC to see if one or all three of these pumps and appurtenances can be purchased by the Village and installed and covered by the project?
* MWBE Subcontracts and Related Work:
* Prepared MWBE Utilization Plan #1 and Partial Waiver Request and submitted to NYSEFC March 29
* Executed subcontract on April 22 with Municipal Solutions (MSI) (WBE) to assist us in soliciting for MWBE subcontract services and modify our partial waiver request – continuing work with MSI.
* MSI provided the NYS MWBE Directory search results for certified firms, and provided a list of firms to solicit for services, for HVAC and SCADA design and construction phase services not already under contract (i.e. Financial Admin and Fiscal Services).
* MSI returned the MWBE UP, partial waiver request and waiver request form to revise the waiver request letter to more clearly indicate that the construction observation needed is less than one person full-time, they should state that in their waiver letter and note that there was no opportunity to hire a subcontractor to assist in the observation.
* MSI submitted/reviewed with NYSEFC for preliminary approval. MSI has submitted to NYSEFC for preliminary approval (later week of September 30, or) the week of 10/7.
* Delaware Engineering prepared an RFP and is soliciting proposals from both uncertified and MBE or WBE firms certified in New York State to provide HVAC Design and Construction Phase Services as a subcontractor to our firm.
* Correspondence and communications are being recorded on the MWBE solicitation log.
* Proposal responses in paper or electric format, or a letter or e-mail indicating the solicited firms will not be responding (and if possible a reason why you are not responding) by October 16, 2019, 3 p.m.
* Schedule
* Continuing with work
* End date will push due to ATAD
* Other Design Related Items:
* Solids Handling and Disposal Options to Consider –
* Current Condition:
* Costly and unpredictable now and in the future
* Existing Belt Filter Press performance is <15-16% Sludge/Solids
* Sludge <20% can go to incinerator ($165/ton (Synagro)
* Sludge >0% can go to landfill (Seneca Falls) $170/Ton (GottaDo Contracting)
* Local Hauler Lange can’t keep up with the volume
* Sludge Disposal budget is ≈$200,000/year (100 Wet Ton Monthly Average at 16% solids x 12 Months x $170/Ton = $205K, plus other O & M)
	+ Need to confirm RAS pumping rates
* Upgrade Alternatives:
* Belt Filter Press or Screen Press (in PER0, Centrifuge, or Belt Press in conjunction with Aerobic Digester (not in PER)
* COMPARISON OF THE THREE OPTIONS
* Option 1 – Belt Filter Press and Screw Press performance estimated to be 18% with disposal same as now.
* Option 2 – Centrifuge performance is estimated to be 21-22% but requires significantly more power 75HP VS <15HP for Belt Filter and Screw Pressing and additional O & M costs with disposal same as now (increase in cost approximately $240K; need to discuss with NYSEFC if this will require PER Amendment and updated/revised bond resolution as well as a change to the PFA). May need to increase electrical service
* Option 3 – New Aerobic Digester System (Class A biosolids)
	+ We have refined scope of work and cost from ATAD process vendor/rep and plan to the Village to review ASAP along with the potential rate impact and site plan
	+ Current plan is to continue to pursue this while we continue with design of other upgrade elements
	+ Rebecca is continuing to investigate disposal options
	+ ATAD rep says they have disposal vendor who will come and pick up in roll offs for $15 - $20/ton (basically trucking cost)
* More Background on the Three Options:
	+ Option 3 – Belt Press or Screw Press in Conjunction with Aerobic Digester
	+ Existing Sludge holding and decant tanks converted to aerobic digester to produce Class A Bio-solids (fully degraded bio-solids such that pathogens are non-delectable and meet guidelines for land application with no restrictions). Proposed Upgrade Plan was presented
		- Reduced volume and chemical costs
		- Disposal of solids would be much easier and also cost very little to dispose of locally rather than truck to accepting landfill or incinerator
		- Aerobic Digester system equipment cost plus Building, Electrical Building, Electrical & HVAC & Other Costs (e.g.. engineering, contingency) ≈ $4M Total (not in PER)
		- Added capital cost for this = ($4M) at 0% interest for 28 years = $143,000/year plus estimated additional electrical cost of will likely be less than the $200,000 being spent now to dispose of sludge
		- Estimated Current Annual Sludge Disposal O & M Costs/Year ≈ $200K (based on 2018 costs)
		- Estimated Annual O & M Costs/Year for ATAD Sludge Process ≈ $175K
		- $200K - $175K ≈ $30K in annual savings that could be applied to the overall project
		- This is not included in the current scope of work or approved engineering report or Project Financing Agreement so it would take some work to include this BUT it would mitigate concerns with future sludge disposal.
		- Per NYSEFC Harry Nelson, not necessarily considered a change in scope as the original project originally contained plans to address solids handling (technically in PER)
		- Adding these additional processes would require PER Amendment/Addendum (for cost and design of selected equipment/process), possibly an updated/revised SEQR determination, updated/revised bond resolution. A conference call with NYSEFC will be held in the near future to confirm.
		- Would like to move in parallel with design of the rest of the project
	+ Considering adding onto the building to create a new electrical building, putting the new belt press where the existing one is and minor mods to current storage space and nearby driveway to accommodate 2 roll off containers.
* Budget Review
	+ - Excerpt from the May 2019 PER Amendment: Text Section 5.8.2 Projected Impact on User, Appendix F – Detailed Cost Estimate, Appendix H – Rate Impact Summary
	+ Cost added to the Project:
		- ATAD & RDT System, RDT Building, Sludge Holding Bed Improvements, site work for sludge handling, Electrical Room, Electrical work, adjustment for a larger generator, HVAC work, Mob., Demo, Bonds and Insurance, construction cost inflation adjustment, engineering, contingency ≈ $4 M
	+ Cost deducted from the Project:
		- Existing sludge holding bed, new sludge dewatering building additional work, polymer storage system sludge holding tank mixer drive motors, NYSEFC issuance cost (hardship 0% Loan, 0% Issuance) ≈ $875,900M
		- Net ADD = $3.8M
	+ Other Annual Sewer Debt Impacts
		- Village NYSEFC Hardship Determination (0% Loan, 0% Issuance) Reduces the financing rate using bonding from 4%, $57,800/year/$1M borrowed to 0%, $33,333/year/$1M borrowed
	+ BOTTOM LINE

 If the Village moved forward with the sludge digester process work and associated changes, the new project cost is estimated to go from $7.66M to $11.55M. However, with 0% loan and 25% grant and less O & M the rates are anticipated to increase by 27% over the current rates versus 32% that was associated with the original project when the Village moved it forward in 2017 before we had all grant and loan info defined.

 Moving forward with the sludge processing and associated changes will increase the project duration but should result in about the same or lower cost than the originally board approved project.

1. **NYSDOH Water System Inspection/Cross Connection Control Program**
	* Have a draft of the CCCP- will submit to the Village soon for review
	* Background below:
	* November 14, 2018 NYSDOH letter summarizes October 19, 2018 inspection and requested that the Village develop a Cross Connection Control Program
	* We worked with the Village to develop a program plan and response letter – which was submitted to NYSDOH Monticello Office on March 6
	* Glenn Illing – NYSDOH responded via email on March 6 accepting the proposed plan.
	* The letter is available for review
	* Upcoming Action Items
* Delaware to refine the draft CCCP document and submit the draft to the Village for review
* Invoice work under the General Services Agreement
1. **Rail Trail Area Culvert Drainage/Blockage**
* Waiting for Grant announcement in December 2019
* More background information:
* Delaware prepared the Engineering Report – at no cost to the Village – with the project scope and cost of $749,900 and submitted to Mark Blauer on July 16, 2019.
* OCR CDBG Grant application package submitted by mark Blauer on July 22, 2019 in advance of the July 26 submission deadline.
* Planned work includes:
	+ Furnish and Install New Culvert
	+ Install New Headwall, Wing-walls and Improve Culvert Approach
	+ Furnish and install Bank Armoring Rip-Rap Stone Downstream of the Culvert (including 3’ Buried Below the Stream Bed)
	+ Furnish and Install 8” Replacement Sewer Pipe (inside Existing Culvert, Plus Transitions at Both Ends) – Approximately 150 LF
	+ Fill in existing Culvert (sand, Flowable Fill, or Other)
	+ Furnish and Install New Riser Section for Existing 4’ Diameter Manhole Upstream of Culvert
	+ Other required work

 -Relocate Existing NYSEG Utility Pole

 -Furnish, Install and Remove Temporary Construction Access

 -Temporarily Remove, Store, and Replace Existing Guide Rail Posts

 to Allow Access During Construction

 -Clearance, Brushing, and Grubbing of Rail Trail for Construction

 Access

-Furnish and Install ˜100 LF x 30’ Vertical of Steel Sheeting on

 Each Side of the Culvert and Remove after Construction is

 Complete

* Provide and Maintain Bypass Pumping Facilities (1 Week)

5. **DPW Garage Site Remediation**

* Based on September and December 2018 and March 2019 sampling report, not much different
* Still seeing values near garage indicting contamination remains
* NYSDEC will keep going with quarterly monitoring until all results show compliance with water quality standards for a year or more (no real end in sight).
* The second quarter June 2019 groundwater monitoring report excerpt is attached. There was a contaminant increase at monitoring well VW-8 (212 ppb VOC’s). The other monitoring wells were within their historic values.
* Also available is the March 2019 and June 2019 sampling results maps with VW-8 circled. There are much higher levels of contaminates in VW-8, which is closer to the Elm Street well, in June than in the past history. This indicated that the contamination may be coming out and heading toward the well.
* The spike at VW-8 is maybe just a blip.
* The next sampling in September 2019 will provide more insight.
* Seems appropriate to consider getting the sampling to locate the limits of the remaining material sooner than later
* In addition, we want to pump more water out of Elm Street well a more comprehensive sampling plan is needed.
	+ Aztech cannot perform the additional work as NYSDEC believes it would be a conflict so some other firm will need to do it.
	+ We can pursue this if desired by the Village.
* Also, right now it looks like there is more stuff to clean up out there
* Some plan forward options:
	+ Continue with NYSDEC quarterly monitoring and no more cleanup – status quo
	+ Continue with NYSDEC quarterly monitoring and ask NYSDEC to advise what else is being contemplated to accomplish more cleanup
	+ Develop Village plan to investigate the extent of the remaining contamination? Any desire to do this?
	+ One of the above and look at what is needed to be able to pump more water
* At May 2019 meeting, the Village decided to seek DASNY SAM grant assistance for conducting a site investigation to better identify remaining contamination under, up gradient and near the DPW garage.
* Rough cost to do the investigation should be about $50,000 - $75,000. We will get something around to submit as a request into DASNY
* Tiger’s Den Monitoring Well Decommissioning
* We haven’t received a response from the DEC about the proposed monitoring well decommissioning. They may have lost interest in it for now? We’ll let you know if they get us answers.
* More Background:
	+ NYSDEC has asked Aztech Environmental (AE) to look at the monitoring wells at the Tigers Den site and make a recommendation about which monitoring wells (for site contamination) to decommission.
	+ A few of the wells are in the area between the Tiger’s Den site and the Village’s production well. The NYSDEC wanted AE to reach out to the Village and ask if the Village would like to have a few of these monitoring wells not decommissioned in case the Village may want to use them in the future.
	+ The subject monitoring wells we are considering are MW-13s, MW-13D, MW-14 and MV-17. The well locations are depicted on a map.
* Questions asked by Delaware
	+ If you don’t decommission these wells, would the Village have access to them? And if so, for how long?
	+ Would the village assume any liability because they are still open?
	+ Would the Village be responsible for closing them out?
* AE believes that it is likely the wells will be decommissioned if the Village determines they don’t have a need. AE emailed Keith Browne and Brian Weeks at the DEC to get affirmative answers to your questions. AE let Delaware/the Village know what they say.
* Does Village want to request that NYSDEC keep the wells (don’t decommission now) for possible future use by the Village?
* If we decide to pump at higher rates, would it may be prudent to monitor these wells to see if they are contributing? They would be down gradient of the well.

6. **Elm Street Well and Lead and Copper Compliance**

* Have $100,000 SAM grant for well improvements
* At this time the Village is not planning to pursue a WIIA grant (60% possible) for this work and wants to seek SAM grants for the DPW garage site remediation
* The Village plans to apply the $100,000 towards electrical improvements and a possible new generator
* We conducted a site visit in May and are developing a work and cost spreadsheet with possible upgrades – it will be > $100,000 so the Village can identify what they’d like to put as top priorities.
* **Option 1 – upgrade the electrical service estimated to = $136,000**
* DASNY requesting an updated application from the Village – we will prepare a word summary and cost at $136,000 for DASNY, that is, we will work to prepare for Judy a write up on scope and cost for the new/revised DASNY application for the revised/lower cost project.
* Once the Village agrees on the revised scope of work, we will work to prepare for Judy a write-up on scope and cost for the new/revised DASNY application for the revised/lower cost project.

7. Lily Pond Road Bridge/Waterline

* Need to discuss with SCDPW to keep the line on the bridge and generate an agreement.

**CONSIDER CONTRACT WITH ALLEES SIGN CO.**

The Board discussed the possible contract with Allees Sign Co. and made the decision that they would require $1,000 yearly for Allees to maintain the sign on Village property.

The Board felt this is a fair price since the sign company no longer has to pay taxes on this parcel.

Treasurer Zurawski will contact Allees Sign Company and if they are in agreement to pay the yearly fee of $1,000 the Village will then discuss the terms of the contract.

**DISCUSSION OF VILLAGE CODE – CHAPTER 35/GARBAGE**

The Board said they would review the garbage ordinance over the next couple of weeks and send out e-mails with their thoughts on revisions to the local law.

**NEW** **CONSIDER LIBERTY ELKS BPOE – BINGO LICENSE**

**BUSINESS:**

 Motion by Trustee Stoddard, seconded by Trustee Wright and unanimously carried to disapprove the Bingo License for Liberty Elks BPOE. The license in question is for the period of October 6, 2019 to September 27, 2020.

 The reason for this disapproval is due to the fact that they have not kept current with their weekly bingo reporting and currently owe the Village over three months of reports. Until the reports are brought up to date the bingo on Sunday nights will be shut down.

Trustee Stabak disclosed that he is a member of the Liberty Elks.

**CONSIDER SURPLUS EQUIPMENT**

Motion by Trustee Stoddard, seconded by Trustee Mir and unanimously carried declaring the following equipment/vehicles as surplus:

 1988 John Deer Skid Steer VIN #M00675D380399

 -includes Bucket, 5 foot snowplow and forks

 1987 International Dump Truck VIN#1HTZLDBRXHHA18610

 -includes 11 foot plow and wing

 1990 Chevy Kodiak Truck VIN#1GBL7H1P6LU204386

 Eight foot Fisher plow (Complete) with minute mount

 1980 Custom Trailer

 Motion by Trustee Stoddard, seconded by Trustee Mir and unanimously carried to put the following surplus equipment out to bid:

 1988 John Deer Skid Steer VIN #M00675D380399

 -includes Bucket, 5 foot snowplow and forks

 1987 International Dump Truck VIN#1HTZLDBRXHHA18610

 -includes 11 foot plow and wing

 1990 Chevy Kodiak Truck VIN#1GBL7H1P6LU204386

 Eight foot Fisher plow (Complete) with minute mount

 1980 Custom Trailer

 The bid opening will be Wednesday, November 6, 2019 at 11:00 a.m.

 **CONSIDER ADMENDMENT TO WWTP UPGRADE – ENHANCED SLUDGE HAULING**

**RESOL.#** Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously –

**72-2019:** carried approving Resolution #72-2019:

 WHEREAS, the Village of Liberty is in in the process of a Waste Water Treatment Plant Upgrade under the Name of CWSRF Project C3-535-02-00;

 WHEREAS, the Village Board agreed to move ahead with the Enhanced Sludge Handling also known as “Aerobic Sludge Digestion”(ATAD) and other minor changes, increasing the project budget to $11.55 Million;

 WHEREAS, Aerobic Digestion will reduce sludge disposal volume and produce a bio-solid that can be land applied at a lower cost, rather than sent to a landfill or incinerator at a higher cost;

 WHEREAS, the Village Board agrees to not adjust the financing until after bidding, but would like to be assured that they have the additional work financed under the Project by increasing the loan;

 WHEREAS, Delaware Engineering will be preparing the Preliminary Engineering Report amendment to reflect the proposed changes, modifying the current project scope budget ($7.66M) and schedule to include the proposed sludge work ($11.55M);

 NOW, THEREFORE BE IT RESOLVED, by moving forward with the sludge processing and associated changes the Village will be looking at a lower anticipated increase in sewer rates (27% versus 32%) once the project is completed and all grants and loans have been defined.

 **CONSIDER TOW TRUCK PERMIT FEE WAIVER**

 Motion by Trustee Mir, seconded by Trustee Wright and unanimously carried to allow all new tow truck permit applications for the calendar year 2020 to begin towing in the Village for the remainder of 2019.

 Police Chief Kinne said he requested this fee waiver due to the fact that there are certain times that there are no tow truck operators available in the Village.

 **CONSIDER PAYING DEDCUTIBLE ON POLICE OFFICER SAUER’S PERSONAL VEHICLE DUE TO OFF DUTY ARREST**

 Police Chief Kinne dicussed a recent arrest (October 15th) that took place. He said two new officers were in pursuit of a suspect when Officer Sauer, who had just gotten off duty, spotted them while driving in his personal vehicle. He assisted in the arrest by helping corner the suspect in the parking lot of the PUB Bar on Edgar Street. He said during the arrest the suspect was resisting and ran right into the side of Officer Sauer’s personal vehicle causing a large dent. Police Chief Kinne asked if the Board would consider paying the $500 insurance deductible on the officer’s personal vehicle.

 Motion by Trustee Stoddard, seconded by Trustee Mir and unanimously carried approving the payment of $500.00 for the insurance deductible on Officer (Austin) Sauer’s personal vehicle due to the fact that he helped two on-duty officers with an arrest while he was off duty.

 **DISCUSSION ON TAXI LICENSE APPLICATION**

 Police Chief Kinne said the Village currently has two unfilled taxi licenses. He said the next company on the list is a cab company out of Middletown called ABC Limousine. He said there is nothing in the code that says the taxicab companies must have an office or storefront in the Village.

 The Board said that once the background checks are completed they will consider this license at the next meeting.

 **DISCUSSION – TRUSTEE STODDARD**

 Trustee Stoddard discussed Building Permits and whether or not the Village should be charging the Fire District if they apply for one.

 Mayor Stabak said this matter had been addressed in the past.

 Trustee Stoddard also discussed the water line(s) for the library. She presented an email that included past and current discussions on the matter.

 Village Engineer David Ohman said he is researching the laws and if there would be any liability on the part of the Village if there is not a separate “drinkable” line.

**APPROVAL** **BILLS FOR PAYMENT**

**OF BILLS**

**FOR PYMT:** Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously carried approving Voucher #26-329 to Voucher #26-409 in the amount of $157,611.60.

 Wastewater Treatment Plant Upgrade CWSRF Project C3-535-02-00

 Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously carried approving the following payment on the Wastewater Treatment Plant Upgrade CWSRF Project C3-535-02-00:

 Delaware Engineering - $10,332.50

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

 **THE MEETING WAS ADJOURNED AT 9:20 P.M.**

 **RESPECTFULLY SUBMITTED,**

 **JUDY H. ZURAWSKI**

 **CLERK-TREASURER**

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