

## **WORKSESSION MEETING**

**JUNE 15, 2023**

The Board of Trustees held the Worksession Meeting of June 15, 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 and Judy Zurawski, Clerk/Treasurer.

**ABSENT:** Trustee Joe Aracci

**ALSO PRESENT:** Police Chief Steven D'Agata, David Ohman (Delaware Engineering), Dan Fagnani (Delaware Engineering) Abraham Weiderman, David Burke and Dina Townsend Jester.

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

**REGULAR MEETING - JUNE 1, 2023**

**CORRESPONDENCE:** Mayor Stoddard said the Village has received the following correspondence:

- ❖ Sullivan 180 Beautification/Municipal Partnership Grant Awards

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

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
  - Permanent Watermain Piping 45 Degree Fitting Insulation – Authorize Village Clerk to issue a purchase order for \$1,258 to Core & Main for two (2) 45-degree fittings
- **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 (schedule for week of May 15, 2023/completed this week)
- Certification of construction (DOH-5025z) will be completed and submitted to NYSDOH soon
- Remaining to be completed includes:
  - Installation of insulation and embossed aluminum exterior cover system on the flexible coupling/spool pieces/etc. on the bridge crossing by C & K (July – August installation planned)
  - Installation of two exposed 45-degree fittings (by County, pending delivery of new insulation)
    - **We recommend that the Village Board authorize the Village Clerk to issue a purchase order to Core & Main for the purchase and delivery to the Village of Insulation for two (2) 45-degree Ductile Iron pipe fittings in the amount of \$579 each plus \$100 in freight per quote received on June 14, 2023**
    - **Ordered 5/23/23, installation has arrived at local branch, will be shipped to the WWTP, and Dennis will coordinate with County to install**
  - Removal of extra materials
    - 12” DIP fittings/appurtenances - Done, taken to Water Department
    - 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.
    - Paving of excavation from leak repair (County) – Pending
- 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
  - SCDPW Support System and Anchors – **IMA/Invoice Pending**
  - 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
  - SCDPW Installation of Permanent – IMA/Invoice Pending
  - Osterhoudt Techincal Oversight – Invoice Pending
  - Osterhoudt Testing – Invoice Pending
  - **C & K Insulation – Flexible Joint Insulation =\$16,500 – Pending Completion of Work**
  - **C & M #4 – Permanent Watermain 45 degree fitting insulation = \$1,258 - Pending Village PO**

### ESTIMATED COST SUMMARY

	April 20, 2022 Bid Results	May 2022 Estimated/Budget Cost	April 2023 Estimated Cost
<b>Temporary Water Main</b>	-		-
<ul style="list-style-type: none"> <li>• Piping Materials (Village direct purchase)</li> <li>• C&amp;M Invoice #1 Temporary Watermain HDPE Paid</li> <li>• C &amp; M Invoice #2 Temporary Watermain Matls Paid</li> <li>• Vari-tech PO Approved at 06/02/22 Mtg – Paid</li> <li>• White Cap PO Frost Blankets - Paid</li> </ul>	-	\$15,000	- \$2,168.00 \$4,256.98 \$2,648.00 377.14
<ul style="list-style-type: none"> <li>• Support System and anchors (SCDPW)(cost pending)</li> </ul>	-	\$25,000	\$ 25,000 (cost pending)
<ul style="list-style-type: none"> <li>• Fuse and Install Piping Materials &amp; appurtenances, &amp; testing (H. Osterhoudt) - Paid</li> </ul>	-	\$25,000	\$24,715.44
<ul style="list-style-type: none"> <li>• Misc. Other Cost</li> </ul>	-	TBD	TBD
<b>Permanent Water Main</b>	-		-
<ul style="list-style-type: none"> <li>• Piping Materials (Village direct purchase)</li> <li>• C &amp; M Invoice #1 Permanent Watermain Insulated Pipe - <b>Paid</b></li> <li>• C &amp; M Invoice # 2 Permanent Watermain DI Materials – <b>Paid</b></li> <li>• C &amp; M Invoice #3 Perm Flex Joint – <b>Paid</b></li> <li>• C &amp; M Invoice #4 45 Degree Fitting Insulation – Pending Quotation</li> </ul>	-	\$40,506	\$32,667.50 \$23,750.50 \$14,375.00 \$ 1,258.00
<ul style="list-style-type: none"> <li>• Support - Beam (Sherburne SS) – <b>Paid</b></li> <li>• <b>C &amp; K Insulation – Flex Joint Insulation</b> – Pending Approval</li> </ul>		\$8,425	\$ 8,425 \$16,500
<ul style="list-style-type: none"> <li>• Install Piping, Materials &amp; appurtenances, support system and testing (SCDPW) (Cost Pending)</li> </ul>	-	\$25,000	\$25,000 (cost pending)
<ul style="list-style-type: none"> <li>• Technical oversite 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)</li> </ul>	-	\$ 3,500/Day Assume 2 Wks/10 Days \$35,000	\$ 3,500/day Assume 2 ppl,2 Wks/10 Days = \$35,000 (cost pending)
<ul style="list-style-type: none"> <li>• <b>Permanent water main leakage testing, disinfection and sampling (H. Osterhoudt Excavating Inc., Lump Sum</b></li> </ul>	-	\$ 5,000	\$ 5,000 (Cost Pending)
<ul style="list-style-type: none"> <li>• <b>Misc Other Cost</b></li> </ul>		\$ TBD	\$ TBD
<b>Total Construction Cost</b>	<b>\$259,000</b>	TBD	\$ TBD
<b>Other Miscellaneous Costs</b>			
<ul style="list-style-type: none"> <li>• Engineering (Delaware Engineering D.P.C.)</li> <li>• Village Attorney (Legal Counsel)</li> </ul>		TBD	TBD
		TBD	TBD
<b>Contingency</b>	-	TBD	TBD
<b>Total Village Budget Paid to Date</b>	<b>\$ 259,000</b>	<b>\$179,931</b>	<b>\$221,142</b>
<b>ESTIMATED BALANCE TO FINISH</b>	<b>\$ 150,000</b>		<b>\$113,384</b> <b>\$107,758</b>

Based on February 2023 discussions with the County, their cost may be less than budgeted above.

## 2. WWTP Upgrade

**Board Action required at tonight's meeting:**

- **WWTP Phase 2 Enhanced Sludge Upgrade**

- **None**
- **WWTP Phase 1**
- Consider Applications and Certificate for Payment for approval:
  - Payment No. 14 from General Contractor – Eastman Associates, Inc. - in the amount of \$365,484.00
  - Payment No. 8 from Electrical Contractor – J & J Sass Electric Inc., - \$253,594.71
  - Payment No. xx from Plumbing Contractor – Treffeisen – No payment application this month
  - Payment No. 9 from HVAC Contractor – Treffeisen – \$45,182.95
- **Consider Change Orders for Approval:**
  - **No change orders this month**

### For the Enhanced Sludge Project – Phase 2

- Focus is on getting WIIA grant application package prepared and submitted to NYSEFC by June 16 and the SRF funding submitted by July 28, 2023
- Supplemental Bond Resolution items
  - Process now complete with no issues
  - Board approved Bond Resolution on March 16, 2023
  - Notice of Adoption of the Bond Resolution was published on 3/24/2023
  - Legal Notice of Estoppel was published 4/18/2023
  - Items sent to Bond Counsel by Judy
- **Preliminary Engineering Report Amendment**
  - **Finishing the PER (Preliminary Engineering Report) Amendment to increase the cost of the Phase 2 project from \$7.1M to \$9.9M including Phase 2 and Septate Receiving (which we plan to include as a bid alternate), and update the schedule and associated items.**
  - **We will provide digital and hard copy to the Village upon completion**
  - **On track to get this submitted with Judy on 6/15 and before 6/16 deadline**
- **Clean Water State Revolving Fund (CWSRF) Funding Submittal – also covers BIL funding request:**
  - All items need to be in by June 16, 2023 for projects that want to receive financing under FFY 2023 IUP
    - Revised/Amended PER – Finished
    - PLUS IUP Listing update and smart growth assessment – Finished
    - New SRF financing application – Finished (not technically required until the July 28 WIIA deadline but plan to submit by June 16)
    - BIL funding requirements/forms/boxes? (not defined yet)
  - WIIA Grant Funding (25% grant)
    - Application materials were made available on May 3 and applications are due in by July 28, 2023 for projects eligible to receive SRF financing during the FFY 2024 IUP. On schedule to submit with Judy before July 28 deadline
    - Required submittals include:
      - Revised/Amended PER – Finished (same as SRF above)
      - Supplemental Bond Resolution – process complete
      - New WIIA application form – in process, updating budget and schedule
      - Environmental Review (SEQR) – we will include previous info
      - SHPO Project Determination – we will include previous info

- **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 August 2023 and wrapped up by November/December 2023 - construction has pushed 3 – 4 months beyond originally planned duration.**
- **Delivery of sludge press pushed until 7/12/23 and generator delivery pushed until 10/24/23**
- **Contract Completion Date per Execution Copy**
  - **Eastman 8/10/23**
  - **Sass 9/14/23**
  - **Treffeisen 8/30/23**
  - **Treffeisen 8/30/23**

## **CONSTRUCTION CONTRACTS**

### ▪ **Summary of Contractor Work**

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

- **Control Building, Influent Building & Sludge Building Improvements**
  - Brick pointing may require additional attention
  - Brick cleaning may require additional attention
  - Painting of building façade – Ongoing
  - Painting of building interior - Ongoing
  - New roof installation – Work Complete
- **Influent Chanel 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, punch list items open
  - Gates – Complete
  - Mechanical Screen – Complete, punch list items open
- Grit Blowers (2) – 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 – Complete
  - Stormwater Tank Pumps (2) – Complete
  - Other Work (e.g process pumps and piping, etc.) – Work Complete
- Secondary Clarifier Process Improvement
  - Valve Replacement – Complete
  - Clarifier Tank Repair – Complete
  - Clarifier Equipment Painting – Complete
  - Clarifier Equipment Installation – Work Complete
  - New Grating Installation – Ongoing
  - Existing Clarifier Improvements - Complete
  - Site restoration – Pending

- Sludge Building Process Improvements
  - PAC Tank installed, piping and controls – Ongoing
    - Eastman continues to work with Village Staff to maintain WWTP treatment process until chemical feed system is complete
  - RAS Pump 1, 2 & 3 Installed – electrical Connection (temporary)
  - RAS Pump Control Panel – **Panel installed, startup scheduled for ??**
  - Effluent water system feed (for future/Phase 2) – **Work Complete**
  - NPW Pumps (2) – **Pending Belt Press Install (Pumps and CP on site)**
  - WAS Pumps (2) – **Concrete pad work started, installation pending belt press delivery**
  - Post Aeration Blowers – **Blowers & piping complete, startup pending power completion**
  - Belt Filter Press – **Delivery anticipated July 12**
- Stormwater Retention Basin Improvement – **Work Complete**
- Oxidation Ditch 1 Improvements
  - VFD Commissioning – Work Complete
  - Other work (Village purchasing 2<sup>nd</sup> VFD to replace defective unit)
- 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, startup pending blower power completion
- SCADA & Instrumentation
  - VFD's – All Onsite & installed
  - Instruments – Instruments onsite – Work ongoing
  - Delivery & Installation??
- Site Work
  - Control Building PVC roof drain piping – Work Complete
  - Influent Area Utility Mark out – Work Complete, Eastman Associates to maintain markings during project
  - Sludge Building PVC roof drain piping – Work Complete
  - Generator Pipe Bollards – Ongoing
  - Site Restoration - Ongoing
- 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 during generator run)
- New Generator – **Delivery anticipated week of October 24, pushed from September**
- Control Building
  - Install new outlets, switches, wiring, lighting and conduits - Ongoing
- 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 – Ongoing
  - 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 – **Ongoing, 95% complete**
- Sludge Building
  - Sludge Building – Lights & Heating conduit - Ongoing
  - Blower Room – Lights & Heating conduit – Work Complete
  - Post Air Blowers – Work Complete
  - Installing conduits for equipment – Ongoing
  - Installing conduits for SCADA - Ongoing
- Oxidation Ditch
  - Install new conduits & conductors to Ox Ditch mixers and CPs – Work Complete
- Secondary Clarifier – Connected with temporary power
- Site Work
  - New underground duct bank, layout complete, installation – Work Complete
- New disconnect, four (4) received, **tentative/anticipated delivery date is July.**

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

- Sludge Building Water Service – Work Complete
- Control Building Kitchenet – Work Complete
- Sludge Building Water Piping – Pending Belt Press Installation

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

- Control Building heaters – Ongoing
- Electrical Building HVAC - Ongoing
- Influent Building heater installation (1) – Work Complete
- Sludge Building heater installation (2) – Work Complete
- Sludge Building ventilation - Ongoing

- **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**
    - **Application and Certificate for Payment No. 14**
      - **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 May 1, 2023 through May 31, 2023 in the amount of \$365,484.00 for partial payment for the Control Building: Roof, Exterior Repairs and Caulking and Doors and Hardware, the Utility Building Improvements: Masonry Repairs, Doors and Hardware and Utility Building Allowance, Influent Building Improvements, Bollards and Miscellaneous Metals, Roofing, Exterior Repairs and Caulking, Doors and Hardware, Sludge Building Improvements: Demo, Roofing, Exterior Repairs and Caulking, Doors Influent Channel Process Improvements: Demo and Bubble Aerators, Post Aeration Tank Process Install, New Electrical Room Improvements: Sitework, Miscellaneous Metals, Roofing and Doors and Hardware, and Miscellaneous Expenses for the Roof.
      - The total cost to date of \$3,674,785.09 equates to 67% of the contract price with a balance to finish, including retainage of \$1,755,494.57.
      - 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. 14, to General Contract No. VL1-G-21 for Eastman Associates, Inc. for the period of May 1, 2023 through May 31, 2023 in the amount of \$365,484.00, 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. 14 to General Contract No. VL1-G-21 for Eastman Associates, Inc. for the period of May 1, 2023 through May 31, 2023, in the amount of \$365,484.00, 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. 8
    - The full application package has been provided to the Village Clerk under separate cover





Building fans material and labor, Sludge Building louvers labor, New Electrical Room Fan labor, New Electrical Room Louver material, and CO#1 HVAC modifications.

- The total cost to date of \$1,07,083.05 equates to 85% of the contract price with a balance to finish, including retainage of \$18,204.73.
- 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, to General Contract No. VL1-E-21 for Eastman Associates, Inc. for the period of May 1, 2023 through May 31, 2023 in the amount of \$45,182.95, 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 to HVAC Contract No. VL1-HV21 to A. Treffeisen and Sons, LLC, for the period of May 1, 2023 through May 31, 2023, in the amount of \$253,594.71, 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.
- **Change Orders**
  - No new change orders this month
  - **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” BFVs and two (2) check valves
    - 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
  - No new Change Orders this month
- Possible/Pending Change Order(s)
  - Aluminum Grating
    - Credit for grating shown on the Influent Channel that is not needed
    - Add for grating not shown RAS Well near sludge Building that is needed
    - Overall credit
      - Chemical Storage Tank Pad Credit
      - MCC-C & MCC-D, 120V Panel, 480 Panel, & UV panel Demo
    - Belt Press drain repair

### **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
- No New Change Orders this month
- **Pending Change Orders(s)**
  - Temporary Power
  - Garage Heater wiring (Village Direct Purchase from Treffeisen)
  - Miscellaneous work for code violations and additional work due to supply chain issues

**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
- **No New Change Orders this month**
- **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
- **No New Change Orders this month**
- **Pending Change Orders(s)**
  - **None**

**Village Direct Purchase**

- **Cable Internet (Spectrum) to WWTP**
  - **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
  - Submitted to NYSEFC for approval on 5/23/23
    - The Spectrum purchase order is being discussed internally as how to deal with it. NYSEFC will let us know once I have an answer.
  - **We have requested an update on installation schedule, and are waiting to hear back**

- **Potential Work that may be able to be completed with remaining contingency (+/- \$465K)**
  - We will continue to refine the list of work and plan to have it to the Board at the next meeting: some items on the list:
    - i Misc Phase 1 Construction Items - \$75,000 - \$150,000
    - ii Additional Engineering During Construction & Onsite Observation due to extended duration of construction and Phase 2 not moving forward - \$110,000 - \$150,000
    - iii Mechanical Screen - \$250,000 – Planned for Phase 2
    - iv. Other –TBD (e.g., some Paving) – Looks like we have \$100,000 - \$160,000 or so to spend
  - **Monthly Construction Meeting**
    - The latest monthly construction meeting was held on site on 06.14.23 with the prime contractors, Delaware and Village Staff.
- v. **Engineering During Construction**
  - Continuing to receive and process material and equipment submittals, and application for payment
- **On-Site Construction and Observation Services**
  - Full time services continuing, when contractors are onsite
  - Excerpt from the Revised Anticipated Project – **project has pushed about 3 – 4 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 2022 – August 2023	Construction to Substantial Completion (Eastman Schedule shows 8/31/23, General delivery has been pushed to 10.24.23)
November – December 2023	Construction Completion (Final) and Project Closeout
December – January 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**
- **Nothing new this month**  
WWTP Upgrade Project

- Since Construction schedule has pushed back a few months. We will be reviewing costs to date and will come up with an amendment with what we believe will be needed to make it to the end beyond the current budgets.
- This would come out of project contingency
- 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 \$9.4 M.

#### Phase 2 Sludge Handling WWTP Upgrade Project

- Nothing new to report this month
- Contract amendment or new contract will need 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 Fund.
- Historic Info:
  - On hold until a plan forward can be agreed to now that WIIA funding has been denied for Phase 2
  - At the October 15, 2020 meeting, the Village Board resolved to authorize the Mayor to endorse the Professional Services Contract for Planning phase work in the amount not to exceed \$24,900. Accepted by the Board and forwarded to NYSEFC on October 21, 2020.
  - Based on the Feb 24, 2021 call with NYSEFC, NYSEFC will not be approving this in the near term as there is no Project Financing Agreement in place and the project will now be on hold.
  - When the Village decides to move forward with some or all of Phase 2, Delaware will submit engineering services contract amendment for design through construction services, following the Announcement of NYSEFC WIIA Grant Awards, if the grant application is successful.
  - **NYSDEC WWTP Upgrade Reviewed/Updated SPDES/Permit Review Meeting**
    - **DEC would like to have a meeting with Delaware Engineering to discuss the upgrade project at the Village of Liberty WWTF.**
    - The purpose of the meeting will be 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.
    - **What are some dates that would work for Joan & WWTP Staff to meet with Delaware Engineering and NYSDEC?**

### **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:**
  - None
- **2023 CDBG Application**
  - **On track to get CFA application submitted by July 28, 2023 deadline**
  - Consolidated Funding Application (CFA) – round open with applications due July 28<sup>th</sup>
  - The engineering RFQ process from last year is still valid
  - We are currently revising the Engineering Report to address exit interview comments, update the schedule, etc. – reviewing with Mark Blauer
  - Public Hearing was held on April 6, 2023
  - At the May 18 meeting the Village Board made resolutions related to Commitment to Provide Assistance to Low and Moderate Income Persons to Connect to the Village Sanitary Sewer System, SEQRA & Local Funding commitment.
- **Hazard Mitigation Grant Program (HMGP) – FEMA & Dept. of Homeland Security**
  - **Nothing new this month**
  - All information submitted in July 2022.
  - DHSES informed the Village that sub application appeared to meet all the requirements and that it was forwarded to the Federal Emergency Management Agency (FEMA) for review.
  - No action required at this time

#### 5. DPW Site Groundwater Monitoring/DPW Garage Site Remediation

- **Nothing new this month; next sampling will be in June**
- Based on sampling results still seeing values near garage indicating contamination remains
- March 2023 sampling report indicated levels nearly the same as in December 2022 for MW-22B & MW-22A (near the garage) and significantly lower for MW-8 (closer to the well) slightly lower than September 2022 for the MW-22B & MW-22A and slightly higher for MW-8
- Next sampling to be conducted in June 2023

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

- **Delaware will submit a draft soon for review by David Burke, Village Board, Village Code & Village Attorney Review**
- A digital version of the Village's response to the December 9, 2021 NYSDOH Water Supply Inspection Letter regarding the Cross Connection Control Program was submitted on February 4, 2022 and included the plan forward.
- No word back from NYSDOH to date. We plan to continue to move ahead with the CCP plan document per the below listed:
  1. Update the list of water users who are believed to be subject to this program (on-going)
  2. Develop a draft cross connection control program document utilizing system information, current codes and reference documents (target date June 2022)
  3. Provide a draft document for Village Board, Village Code, Village Attorney review and receive feedback (July 2022)
  4. Provide Village reviewed documents to NYSDOH – Monticello District Office for review and comment (target date August 2022)

5. Address NYSDOH comments and recirculate to Village for final review (target date September 2022)
6. Work through modifying the local law and code to include CCCP requirements (September – December 2022)
7. Forward final document to NYSDH – Monticello District Office (target date January 2023)
8. Village adopts program (January 2023)

## 7. WWTP SDPES Permit

- **On April 17, 2023 we provided the laboratory with a package indicating what sampling is require and require testing methods**
- On January 23, 2023 the Village received notice that NYSDEC has reviewed the NY-2A application, and that there are some items that either are missing or need further clarification, and provided a Notice of Incomplete Application detailing the deficient items, including minor comments on the Application Form and sampling information.
- Delaware reviewed the comments, developed draft responses pending collection of missing information. NYSDEC has reviewed the draft responses and plan forward and determine it to be acceptable.
- We filled out the NY2A form indicating the PepsiCo is anticipated to be a SIU and a block related to complying with SIU issues will be added to the permit
- Need to have meeting with NYSDEC to review Phase 1 Upgrades and permit renewal
- What does the Village need to do to confirm that Pepsico is an SIU?
  - Meet with Pepsico - Pending
  - Conduct additional sampling and monitoring
  - Summarize and compare against current Village Code and a Guidance for Identification of Significant Industrial Users, NYDEC 1989

## 8. PepsiCo

- **Delaware met via zoom on May 23, 2023 with PepsiCo's Environmental Health & Safety (EHS) Manger (Walter Toomer EHS Manager)**
  - PepsiCo is committed to transparency and doing the right thing
  - PepsiCo is currently looking into upgrades/improvements to current system
    - There is currently two (2) process discharges and two (2) sanitary discharges
    - Each process discharge has two (2) grease traps, which seem to have an excessive detention time which may be causing high discharge loading
    - The facility has changed manufactures product and cleaning processes to reduce process discharge
    - Phase 1 improvements/upgrade plan is likely to remove West Building tanks and tying into the East WW train to reduce detention time, to be complete late summer/fall 2023
    - Subsequently PepsiCo plans to conduct flow monitoring and sampling for characterization of the production discharges that will then be used to determine what level of treatment may be required in Phase 2.
- Background
  - Based on the November 2022 sampling results and the Sewer use code, Pepisco at present is a Significant Industrial User and we need to respond to Item 7. WWTP SDPES Permit.
  - Need to identify who we/Village can call to have a meeting to understand their plans forward to become an SIU and to see what plans they may be considering to reduce WW strength to meet the code requirements for an SIU and if they will now or have plans to discharge > 25,000 gallons per day on average.
  - Wastewater sampling conducted in November 2023 – received from Mark Kellam



from PepsiCo

- BOD5=8110m mg/1, COD = 11,700 mg/1, TSS 404 mg/1, pH 4.8, FOG = 54 mg/1
- This analysis is Part of PepsiCo's ongoing efforts to design and implement an engineering solution for their waste management. This may include future wastewater treatment. The entire scope of the project is still being assessed. PepsiCo will be continuing to do analysis like this to further characterize their wastewater in the coming months.
- What are the plans for the facility?
- Will there be more buildings?
- More water needed or wastewater discharged?
- Reviewing discharge data with WWTP staff

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

- Delaware working on a draft of this report
- **A Draft of the report was distributed for Town and Village review on 6/9/23**
- **We plan to review the report with David Burke this month following the Department Head Meeting**
- Delaware will follow up with additional information needs with the Village
  - **Need budget and rate information from 2022-23 and planned for 2023-24**
- **Planning a site visit of Lily Pond WTP – will happened soon**

## 10. NYS DOH – Water Supply Emergency Response Plans Update

- Nothing new this month
- The Village received notice on September 30, 2022 from NYSDOH that they need to provide Water Supply Emergency Response Plans Updates.
- This is a generic letter reminding the Village that the Emergency Response Plan and Vulnerability Assessment must be kept up to date and that every 5 years needs to be submitted to the commissioner for review, and provides other generic information about other relevant requirements.
- There are some things that the Village will need to do to comply with the requirements in letter, but nothing that required immediate attention.
- The “small systems” templates that the Village's ERP and VA are based have been revised to meet regulatory requirements and systems wishing to continue small systems templates must use the 2022 version. We will have to extract the information from the Village's current ERP and VA, and update the new template.
- There are a few new sections in the templates that will require new information (e.g., pandemics and supply chain shortages, strategies to detect malevolent acts or natural hazards that threaten system security and resilience, water sampling data tables, etc.).
- There aren't any specific deadlines, but we will plan to work with the Village over the next few weeks to convert to the new templates, update the information and fill in any new or missing information.
- **We will work with the Village to update these**

## 11. USEPA Administrative Order on water system ERP and RRA

- Nothing new this month
- The Village received an email from the USEPA regarding Certification of the Water System Emergency Response Plan (ERP) Risk & Resilience Assessment (RRA) on March 21, 2023 with the Administrative Order attached requiring the Village to provide a plan to achieve compliance with ERO requirements.

- In January 2023, the Village signed ERP and RRA certifications and worked to upload those to USEPA. So the certifications requested in 2021 were done but were not successfully received by USEPA thus the AO.
  - The Village set up an account with the EPA this month and certified through their secure online portal, confirmed that the RRA was certified, certified the Villages ERP.
  - The Village will need to respond to EPA's Administrative Order (by 4/20/23).
  - This will require the Village to respond to the EPA's Administrative Order by email that says the information in the RRA and certification are accurate and complete.
- We worked with the Village to prepare the email response, sent to the Village, and the Village has submitted the required response to EPA by 4/19/23

## 12. Sanitary Collection System I/I Investigations

- Board Action Required at Tonight's Meeting
  - None
- Delaware working on an Engineering Planning Grant application for submit by July 28, 2023 (CFA Program submission inform deadline for up to \$50,000 for I/I investigations.
- Decide if the Village has staff to do I/I work this year. If so, select dates (dates from last month may no longer be available)

## 13. Church Street Culvert Repair

- We have culvert GIGP grant application to our list. **A GIGP grant application will require the documentation:**
  - **Feasibility Study** (e.g. objective, existing conditions, project description, schedule, anticipated regulatory approval and permits, cost estimate, long term O & M description)
- Jeff Bank provided the Village survey and deed info last month
- **It appears that the structures and culverts are mostly on Village property, but not all**
- **We quickly reviewed the deeds for information on possible ROWs but did find anything obvious**
- Two galvanized culvert pipes by the Jeff Bank (4-foot diameter) because the bottoms are rotting out, which is causing sink holes in the Jeff Bank parking lot
- The Village desired to seek a grant for the two galvanized culvert pipes by the Jeff Bank
- There is a lot involved with culvert work – NYSDEC permits, fish passage, etc.
- Delaware made a site visit to do an inspection, take photos, measure pipes, etc.
- Plan is to schedule a meeting with the Bank to discuss what their needs are and if they would consider opening up the enclosed waterway to make it potentially eligible for GIGP funding
- Lynn contacted the Bank to see what engineering drawings they have for the building site that would have put in the culverts. Per Lynn they don't have any information.
- We have culvert GIGP grant application on our list
- No culvert drawings from Jeff Bank available
- Need to determine Village's responsibility
- Is culvert on private property?

## 14. Liberty Planning Board Review – Stewart's Shop

- Final applicant comments responded and sent to Village and applicant on April 12, 2023

- More work underway now; Village to check on escrow balance as Applicant submitted canopy and gas tank drawings to the Code Office the week of 5/8/23 and were forwarded to us; sent back preliminary comments requiring more work by the applicant
- **Suspended pending resolution of watershed protection items**

#### 15. DRBC WWTP Discharge and Water Withdraw Docket renewal

- **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.
- **Water Withdrawal Dockets**
  - Approval Date: December 4 2013
  - Expiration Date: December 4, 2023 (Expires in 7 months)
  - 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
  - We will need to work with the Village on the renewal package

#### 16. Lead & Copper Rule Revisions service line inventory requirements, due Fall 2024

- **Will Provide more information to David Burke**
- NYS Banned Lead pipes and solders in June 1986
- Inventory must be completed by October 16, 2024, no exceptions
- Must notify customers 30 days after
- Required Evidence Based Record, in the form of:
  - Historical Record
  - Reports, Drawings, Codes, Notes
  - Customer's Survey
  - Field investigations in Basements
  - Excavation both sides of shut off
  - Sampling Maybe
  - Statistical Analysis Maybe
  - Document your methods
- There is funding for this inventory
  - BIL – for Inventory
  - BIL for WIIA, SRF – for Replacing

- It is recommended that municipalities use the NYSDOH Template

**UPDATE ON INTERMUNICIPAL AGREEMENT WITH TOL RE: SEWER DISTRICT 26.-1-59**

Attorney Silver said he has not received anything back on this agreement.

**UPDATE ON INTERMUNICIPAL AGREEMENT WITH TOL RE: LAPOLT PARK**

Attorney Silver said he is waiting for a legal description.

**CONSIDER PUBLIC HEARING FOR MORATORIUM LOCAL LAW**

Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried to hold a public hearing on Thursday, July 20, 2023 at 6:55 p.m. to consider Local Law #3-2023. This local law will create a moratorium preventing any development within the area formerly encompassed within the Aquifer Protection Overlay Zone which would not be allowed under the former Local Law #4-1997.

**NEW BUSINESS: CONSIDER GOING OUT TO BID FOR WASTE WATER TREATMENT PLANT CHEMICALS 2023-24**

Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried to go out to bid for Waste Water Treatment Chemicals for the period of August 1, 2023 thru July 31, 2024.

The bid opening will be Tuesday, July 11, 2023 at 11:00 a.m.

**CONSIDER GOING OUT TO BID FOR WATER CHEMICALS FOR THE 2023/2024 FISCAL YEAR**

Motion by Trustee Feasel, seconded by Trustee Mir and unanimously carried to go out to bid for Water Chemicals for the period of August 1, 2023 to July 31, 2024.

The bid opening will be Thursday July 11, 2023 at 11:15 a.m.

**CONSIDER RESOLUTION TO DESIGNATE THE MAYOR AS THE CERTIFYING OFFICER FOR THE VILLAGE OF LIBERTY'S HIGH RISK CULVERT COLLAPSE & SANITARY SEWER FAILURE MITIGATION PROJECT REQUESTED AS CFA 2023 APPLICATION #127595**

**RESOL.# 41-2023:** Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried approving Resolution #41-2023

**WHEREAS,** the Village Board approves to designate Mayor Stoddard as the Certifying Officer for the Village of Liberty's High Risk Culvert Collapse & Sanitary Failure Mitigation CFA #127595 project.

**CONSIDER GOING OUT TO BID WITH TOWN OF LIBERTY FOR FUEL OIL, GASOLINE AND DIESEL FUEL**

**RESOL. # 42-2023:** Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried approving Resolution #42-2023

**WHEREAS,** the Board of Trustees of the Village of Liberty approves the joint fuel bid with the Town of Liberty;

**WHEREAS,** this bid is for fuel oil, gasoline; and diesel fuel;

**WHEREAS,** the bid will cover the period of September 1, 2023 through August 31, 2024 and there will be a \$100 participation charge.

**NOW, THEREFORE, BE IT RESOLVED** that the Village of Liberty Board of Trustees authorizes participation in the Joint Municipal Fuel Bid.

**CONSIDER RATIFICATION OF VOTE TO FIX GARBAGE TRUCK**

Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried ratifying the phone poll to fix the International (Yellow) Garbage Truck – Model 7400 SBA 4x2 – VIN 1HTWCAAN28J577963 at a cost of **\$37,384.64** at **Allegiance Trucks** in Binghamton, New York.

**CONSIDER PURCHASE OF TWO TRUCKS FOR THE WATER DEPARTMENT (BUDGETED ITEM)**

Motion by Trustee Mir, seconded by Trustee Feasel to purchase one truck for the water department thru a lease purchase agreement.

Dave Burke will research the options available for purchase before the order is placed for the new truck.

**CONSIDER REQUEST FROM COUNTY 108-6-39**

**RESOL.# 43-2023:** Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving Resolution #43-2023.

**WHEREAS,** Tax Map 108.-6-9 has been owned by the Village since 2012 and;

**WHEREAS,** the parcel is used for public purposes and;

**WHEREAS,** a Resolution was never passed to make this parcel wholly exempt;

**NOW, THEREFORE BE IT RESOLVED** the Board approves the payment of \$321.15 to the County of Sullivan to clear all arrears that have accumulated.

**Consider Letter to Town of Liberty Re: Tax Exempt Status 108-6-9**

Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried to send a letter to the Town of Liberty requesting they deem this property tax exempt as the parcel is used for public purposes.

**CONSIDER SURPLUS EQUIPMENT**

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried approving the following Smith and Wesson M&P .45 Caliber handguns as surplus:

<u>Model</u>	<u>Serial Number</u>
Mid	HNR 9993
Mid	HVT 8851
Mid	HXS 0549
Mid	HXS 0336
Mid	HXS 0552
Mid	HXS 0551
Mid	HXS 0310
Mid	HNR 9990
Mid	HNS 9746
Mid	HXS 0546
Mid	HDT 4838
Mid	HXS 0547
Mid	HVT 8975
Mid	HXS 0311
Mid	HXS 0299
Mid	HNR 9989
Mid	HXS 0543
Compact	HNS 9497
Compact	HNS 8831

75 – 10 Smith and Wesson M & P Magazines

12 – 8 round Smith and Wesson M & P Magazines

The Smith and Wesson Guns will be sold at Fair Market Value which is a minimum of \$250.00.

**CONSIDER PURCHASE FOR LILY POND ROAD BRIDGE WATERLINE**

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried to purchase Insulation for two (2) 45-degree Ductile Iron pipe fittings in the amount of \$1,258 (\$579.00 each plus \$100.00 freight) from Core & Main.

This insulation is needed for the Lily Pond Road Bridge Waterline.

### **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. 14 to General Contract No. VL1-G-21 for Eastman Associates, Inc. for the period of May 1, 2023 through May 31, 2023, in the amount of \$365,484.00 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 Mir, seconded by Trustee Lake and unanimously carried authorizing the Village Clerk to proceed to process Payment Application No. 8 to Electrical Construction Contract No. VL1-E-21 to J & J Sass Electric, Inc., for the period of May 1, 2023 through May 31, 2023, in the amount of \$253,594.71 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 Lake and unanimously carried authorizing the Village Clerk to proceed to process Payment Application No. 9 to HVAC Construction Contract No. VL1-H-21 to A. Treffeisen and Sons, LLC., for the period of May 1, 2023 through May 31, 2023, in the amount of \$45,182.95 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.

### **APPROVAL POST AUDIT VOUCHERS OF BILLS**

**FOR PYMT:** Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried approving Post Audit Vouchers #3101 to Voucher #3106 in the amount of \$309,447.11.

### **BILLS FOR PAYMENT**

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried approving Voucher #1 to Voucher #77 in the amount of \$213,492.68.

**EXECUTIVE SESSION:** Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried to go into Executive Session at 7:50 p.m. to discuss a personnel matter in the Code Enforcement Office as well as the Clerk's Office.

### **CONSIDER RAISES FOR OFFICE STAFF**

Motion by Trustee Feasel, seconded by Trustee Mir and unanimously carried to provide the following salary increases:

Daniel Pollan (#335) -2% June 1, 2022 – May 31, 2023 (Retroactive)  
Jasmine Bullaro (#336) - 2% June 1, 2022 – May 31, 2023 (Retroactive)

Daniel Pollan (#335) - 2% June 1, 2023 – May 31, 2024  
 Jasmine Bullaro (#336) - 2% June 1, 2023 – May 31, 2024

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried to provide the following salary increases:

Judy Zurawski (55) - 2% June 1, 2023 – May 31, 2024  
 Alice Gonzalez (56) - 2% June 1, 2023 – May 31, 2024  
 Angela Giacalone (65) - 2% June 1, 2023 – May 31, 2024

**CONSIDER ACTING CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR**

Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried appointing Charles Nystrom as Acting Code Enforcement Officer and Building Inspector for the Village of Liberty on a part-time basis while Daniel Pollan goes out on sick leave, to work Tuesday and Thursdays and be available in the event of emergencies, to be paid at the rate of \$30.00 per hour and to commence on July 6, 2023 and continue until Daniel Pollan returns to work.

**CONSIDER MEMORANDUM OF UNDERSTANDING – LIBERTY POLICE DEPARTMENT SUMMER SCHOOL**

Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried approving the Memorandum of Understanding for the Liberty Police Department Summer School Program which will run for the period of July 5, 2023 through August 17, 2023 and authorize Chief Steven D'Agata and Mayor Stoddard to execute the agreement.

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

**THE MEETING WAS ADJOURNED AT 8:10 P.M.**

**RESPECTFULLY SUBMITTED,**

**JUDY H. ZURAWSKI  
 CLERK-TREASURER**





