

WORKSESSION MEETING

JUNE 20, 2024

The Board of Trustees held the Work session Meeting on June 20, 2024 at 7:00 P.M. in 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, Trustee Eveleese Lake and Trustee Jayneen Mills. Also Present: Attorney for the Village Gary Silver, Judy Zurawski, Clerk/Treasurer and Denise Corbett, Secretary to the Board.

ALSO PRESENT: David Ohman, Delaware Engineering; Dan Fagnani, Delaware Engineering; Steve D'Agata, Police Chief; Marisol Torrens, Code Enforcement Officer; Monty Heimlich, David Burke, Director of Public Works; Anthony Conde, Police Officer; Craig Sherwood and Abraham Weberman.

INTRODUCTION AND SWEARING IN OF NEW POLICE OFFICER CONDE

Police Chief D'Agata presented Officer Conde. Mayor Stoddard swore in Officer Conde. Officer Conde was presented with his badge.

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

REGULAR MEETING - June 6, 2024

CORRESPONDENCE: Mayor Stoddard said the Village did not have any correspondence during this time period.

TABLED BUSINESS: A. 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:
 - None
- **Construction Status Update**
- Permanent Water main 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 water main in service and the schedule for reinstalling the hydrants on 5/15 is also acceptable.
 - Permanent water main 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

2. WWTP Upgrade

- **Board Action Required at Tonight's meeting:**
 - **WWTP Phase 1**
 - None
 - **WWTP Phase 2 Enhanced Sludge Upgrade RRQ for Professional Services**
 - None
 - Update/Review of Project Progress for Phase 1 WWTP Upgrade:
 - **Construction Update**
 - All WWTP Upgrade work is essentially substantially complete, except for General Contract – Eastman punch list work, and is anticipated to wrapping up in June-July 2024
 - Punch list work for General Contractor Eastman Associates
 - Eastman was on site 6/12/24 to begin punch list work
 - Site restoration, grating and topsoil near dumpster and generator – Ongoing
 - Filling crack in oxidation ditch wall – Ongoing
 - Grating work in the influent channel – Ongoing
 - Clarifier door hinge - Pending
 - Clarifier painting touchup – Pending
 - Hose BIB on Control Building - Pending
 - **Substantial Completion**
- General Contract – Eastman Associates, Inc. (Contract No. VL1-G-21 – General Construction)
- Delaware forwarded the certificate to the prime contractor for execution and request project closeout paperwork
 - We will assemble the project closeout package including final payment application to the Village once all is received from the contractor.
 - At the February 15, 2024 meeting, The Village resolved to authorize the Village Mayor to endorse the Certificate of Substantial Completion form for Contract VL 1-G-21 – General which shall fix the date of Substantial Completion as December 31, 2023 and final contract amount of \$5,558,792.00, including the punch list of items to be completed or corrected before final payment.

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

- The complete close out package, including final payment application, was forwarded to the Village on May 16, 2024
- Final payment pending execution of long term PFA closing, scheduled for 6/20/24.
- At the February 15, 2024 meeting the Village resolved to authorize the Village Mayor to endorse the Certificate of Substantial Completion form for Contract VL1-E-21 - Electrical which shall fix the date of Substantial Completion as February 2, 2024 and final contract amount of \$ 1,996,877.03, including the punch list of items to be completed or corrected before final payment.

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

- All work complete. Contract closed out.

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

- All work complete. Contract closed out.

• **Payment Requests**

Contract No. VL1-G-21 – General Construction

- Payment Application No. 22 (Partial Final Payment) ♣ At the March 21, 2024 meeting the Village resolved to authorize the Village Clerk to proceed to process Payment Application No. 22, for General Contract No. VL1-G-21, to Eastman Associates, Inc., for partial payment of retainage, in the amount of \$145,039.61, 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. 23 (Final Parital Payment)
- Pending Completion of the Punch list and Remaining Work
- Contract No. VL1-E-21 – Electrical Construction
- Payment Application No. 15 (Final Payment) ♣ At the May 16 meeting the Village hereby resolved to authorize the Village Clerk to proceed to process Payment Application No. 15 (Final) for Electrical Contract No. VL1-E-21 to J&J Sass Electric, Inc., in the amount of \$99,843.85, for final payment (all punch list and remaining work items complete) as requested by the contractor, 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
- Final payment pending execution of long term closing, scheduled for 6/20/24
- **Contract No. VL1-P-21 – Plumbing Construction**
- All work complete, contract closed out

Contract No. VL1-H-21 – HVAC Construction.

- All work complete, contract closed out

Change Orders

- All change orders have been finalized

WWTP Alarms

- The Village needs to reactivate the Verizon phone line (copper), can't connect the WWTP alarms to the Police Department – Still in process
- We'll look at getting these to go via new Spectrum under Phase 2

• **Engineering During Construction**

- Wrapping up & working on closeout and as-builts

On-Site Construction and Observation Services

- Part-time services continue, when contractors are onsite
- Anticipate to be done in June-July 2024 for remaining punch list/site restoration

3 WWTP Phase 2 Upgrade

- **Board Action Required at Tonight's meeting:**
 - None

Update/Review of Project Progress for Phase 2 WWTP Upgrade:

- Cost Summary
- Total Estimated Project Cost from PER: \$9,899,686

Current Funding Scenario

- WIIA Grant Award: \$2,474,922 (25% of project costs)
- BIL Grant Award:)\$4,950,000 (50% of project costs)
- Village's Commitment \$2,750,000 (25% of project costs)

Current Funding Scenario w/ Enhanced WIIA

- Possible Enhanced WIIA: \$2,474,922 (Additional 25% of project costs, total 50% WIIA)
- Village's Commitment \$0 (0% of project costs)
- Pending 2024 WIIA award announcement, typically fourth quarter 2024
- 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)**
 - All required documents submitted, confirmation of receipt pending
 - WIIA Grant/PFA in progress with NYSEFC, short-term financing Exhibit Approval Memo pending, see SRF Application Receipt Letter & Missing Items, below
 - **Bipartisan Infrastructure Law (BIL) (50% grant)**
 - All Required documents submitted
 - BIL Grant/PFA in progress with NYSEFC, short-term financing Exhibit Approval Memo pending, see SRF Application Receipt Letter and missing items below
 - **Enhanced/Additional WIIA Grant Funding (Addt'l 25% Grant, 50% Total)**
 - All required documents submitted, confirmation of receipt pending
 - Enhanced WIIA Grant are being evaluated with 2024 WIIA applications (due June 16, 2024), and are anticipated to be announced late fourth quarter 2024
 - Impact on pending PFAs is unknown
 - On March 6, 2024 NYSEFC notified the Village via email that as a recent 2023 awardee (25%), this project has been identified as potentially eligible for a new enhanced WIIA award (which will fund 50% of net eligible costs)
 - Projects with a population of 3,500 or less may qualify for an enhanced WIIA award which will fund 50% of net eligible project costs. To qualify for the enhanced WIIA award:
 - The community must meet the hardship criteria as defined in the 2024 Clean Water Hardship Policy; OR
 - The project (without the grant) would result in residential user rates exceeding 1.5% of the Median Household Income (MHI) of the community.
 - NYSEFC is offering the Village the opportunity to be reassess for an additional 25% grant on top of the current award
 - The Village may or may not qualify
 - The reassessment will not jeopardize the 2023 WIIA award Delaware Engineering, D.P.C. 5
 - At the March 7, 2024 meeting the Village authorized the Village Mayor to sign the WWTP Phase 2 – Enhanced Sludge Handling letter of interest for the 2024 Clean Water Enhanced WIIA Grant and for the Village Clerk or Delaware Engineering to submit to nyswatergrants@efc.ny.gov by the March 22, 2024 deadline
 - Delaware submitted the letter of interest to NYSEFC on March 11, 2024. No confirmation of receipt to date from NYSEFC.
 - NYSEFC may recommend to delay Short Term-Financing for this award, if awarded, or the PFA may be modified in the future, or grant may be offered as loan principal forgiveness
 - **SRF Application Receipt Letter & Missing Items**
 - All required documents submitted with confirmation of receipt

- PFA short-term financing Exhibit Approval Memo in progress with NYSEFC, pending Agreement for engineering construction services
- On January 17, 2024 the Village received notice confirming receipt of the Phase 2 WWTP Upgrade Project (CWSRF Project No. C3-5352-02-01) Financing application and list of items required to execute a Project Finance Agreement
- On March 11, 2024, Delaware, on behalf of the Village of Liberty, in response to the to the January 17, 2024 NYSEFC correspondence confirming application receipt and Items Required to Execute a PFA
- NYSEFC confirmed receipt and will let the Village know if they need any additional information
- **Architectural and Engineering (A/E) Procurement Requirements**
- DEDPC will be submitting a contract to Village for consideration soon
- At the April 18, 2024 meeting the Village agreed to award the contract for A/E Services to Delaware Engineering, D.P.C., and adopted the Resolution for A/E Services Award for the Request for Qualifications (RFQ) for Engineering Services RFQ#1-2024 Village of Liberty, NY Wastewater Treatment Plant Phase 2 Upgrade Enhanced Sludge Handling
- Delaware is working with the Village Clerk to finalize all record documents
- Delaware is preparing an agreement for engineering services for design through consideration at a future meeting.
- An executed agreement will be required to close on short term PFA with NYSEFC
- **Next steps**
- **A/E Procurement Documentation**
- Clerk – Once contract is executed, complete the NYSEFC Certification for Architectural/Engineering Services Procurement (to be provided in the future upon execution of contract) – Pending
- The RFQ schedule is as follows:
- By February 6 – Legal notice to SCDC - Complete
- February 9 – Legal notice in SCDC& NYS Contract - Complete
- By March 8 – RFQ responses due – Complete (3 responses received) • Mar. 21-Apr. 17 – Village Board reviewed 3 SOQs and fill out Scoring and Evaluation Matrix for each - Complete
- April 18 – Village Clerk to completed the complete the RFQ Scoring Summary by totaling the scores for each firm - Complete
- June – July – Selected form provides contract; negotiations and contract execution - Agreement for engineering services for design through construction pending
- **Plan Forward**
- Close on project financing with NYSEFC (anticipate 6-10 months processing time with NYSEFC due to their backlog of projects).
- Anticipated project schedule:

• **Excerpt from the Anticipated Project Scheduled Below:**

June 16, 2023 – Complete	Financing applications due for all projects
June 16, 2023 – Complete	New project listing deadline for the FFY 2024 IUP
July 28, 2023 – Complete	Submit updated WIIA Application (\$9.9M)
August 2023 – Complete	NYSEFC to the DRAFT 2024 IUP – including Subcategory DI-BIL General Supplemental Additional Subsidy Projects
December 12, 2023 – Complete	WIIA Grant Awards announced
January 2024 – TBD	Work with NYSEFC to secure Short-term financing
January – July 2024 – In process	Professional Services RFQ Process
January 18, 2024 – Complete	Village Board Meeting Action Items: Sign WIIA Grant Acknowledgement and Acceptance Form Sign BIL Grant Acknowledgement and Interest in BIL Funding Form Authorize publication of the legal notice for the RFQ
January 19, 2024 – Complete	Submitted WIIA Grant Acknowledgement and Acceptance Form Submitted BIL Grant Acknowledgement and Interest in BIL Funding

	Form
January 19, 2024 – Complete	Deadline for WIIA and BIL Grant Acknowledgment and Acceptance (WIIA)/Interest (BIL)
March 7, 2024 – Complete	Village Board Meeting Action Items: Authorize Village Mayor to sign a letter of interest to be reassessed for additional/enhanced WIIA grant funds
March 8, 2024 – Complete	Deadline for responses to the professional services RFQ
March 11, 2024 – Complete	Submitted letter of interest to be reassessed for additional/enhanced WIIA grant funds
March 21 – April 17, 2024 – Complete	Village Board review 3 SOQs and fill out Scoring and Evaluation Matrix for each
March 22, 2024 – Complete	Deadline to submit letter of interest to be reassessed for additional/enhanced WIIA grant funds
April 18, 2024	Village Board Meeting Action Items: Complete Scoring & Evaluation Matrix - Complete Complete the Scoring Summary - Complete Authorize Contract Award - Complete Complete Procurement Documentation - Complete Authorize clerk to complete the NYSEFC Certification for Architectural/Engineering Services Procurement – Pending (to be provided for execution upon execution of contract)
June – July 2024	Contract with selected consultant for professional services for design Through construction
TBD 2024	Commence design
TBD 2024-25	Close on NYSEFC Short Term Financing (Bridge Loan)/Project Finance Agreement Execution – reimburse accounts for planning and design services costs
TBD	Submit Project plans and specifications to NUYSEFC & NYSDEC for review and approval
TBD	Receive NYSEFC Design Approval (Pending PFA)
TBD	Bid/Award construction related Contracts
TBD	Issue Notice to Proceed/Commence Construction
TBD	Construction (Eng. Administration, 20 months)
TBD	Construction (Onsite, 12 months)

4. CDBG Rail Trail Project:

- **Board Action Required at Tonight’s meeting:**
 - **Provide opinion on options to spend down some of the remaining budget**
 - **Additional Sanitary Sewer Work**
 - **Paving of Rail Trail**
 - **Other?**

- **Funding**
 - 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 towards 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: The fully executed grant agreement was returned to the Village on 2/12/2024
 - Contract No. VL1-G-24 – General Construction:

- Contract Agreement was executed on 5/15/24
 - At the April 18, 2024 meeting the Village Board resolved to:
 - Award the Contract No. VL1-G-24 – General Construction for the Rail Trail Culvert Replacement and Sanitary Sewer Failure Mitigation Project to the low bidder, Tweedie Construction Services, Inc., for the Base Bid price of \$324,110.00 for all Base Bid Items.
 - Accept unit pricing for Bid Alternate Items for future consideration.
 - Authorize the Mayor to execute the necessary paperwork (e.g., Notice of Award, Notice to Proceed, Agreement, Change Orders, Certificate of Substantial Completion, checks for contractor payment, etc.) for contract initiation through completion of the work.
 - Delaware Engineering has completed complete bid and award services
- Professional Services Agreement for Grant Administration Services (Blauer Assoc.)
 - Work for bid and award complete
 - Work has begun for construction phase services
- **Project Status Update**
 - The Contract Agreement with Tweedie Construction was executed on 5/15/24
 - A pre-construction meeting was held on 5/14/24
 - Tweedie provided a project schedule in May 2024 and work is anticipated to begin on 06/24/24, and proceed as follows:
 - Layout Setup-1 day. 06/24/24
 - Install Sewer & Sluice Pipe-3 day. 06/25-06/27
 - Hook up-1 day. 06/28
 - Excavate-3-5 days. 07/01-07/05
 - Install Culvert-1 day. 07/08
 - Backfill-5 days. 07/09-07/22
 - Rip Rap-3-5 days. 07/23-07/26
 - Gravel on Laneway- 5 days. 07/26-/08/02
 - Restoration-2-3 days. 08/05-08/08
 - Change Order No. 3 – Directional Drilling Sewer Installation. TBD.
- June 18, 2024 Update
 - Plan to start by July 1, 2024
 - Working to get schedule for direction drilling sewer installation
 - Culvert pipe is ready to deliver
 - Only outstanding issue is NYSEG coordination/scope to relocate or support the utility pole. Put a \$25,000 allowance in the base bid for contractor coordination with NYSEG
 - No new updates
 - As of 6/19/24, it seems that design for relocation of the utility pole is in progress, however, there is still no schedule.
 - Delaware submitted an email to NYSEG with the design drawings and information on project schedule, tagged with job number, in hopes that the information will get to the people working on the design
 - Continuing to contact the 1-800 number and the contractor continues to contact NYSEG as well

Change Orders

- **Change Order No. 1 – Polymer Coated Corrugated Steel Culvert Pipe**
- Change Order No. 1 has been fully executed
- The fully executed change order was distributed via email on 6/19/24, and hardcopies were delivered to the Village Clerk on 6/20/24
- At the April 18, 2024 meeting the Village Board resolved to:
 - Authorize the Mayor to execute Change Order No. 1 for Contract No. VL1-G-24, for addition of a Polymer Coated Corrugated Steel Culvert Pipe based on the costs represented in the 4/15/24 Alternate Bid Sheet from Tweedie Construction Services, Inc., in the total amount of \$21,134.00, which will increase the contract cost to \$345,244.00.

- **Change Order No. 2 – BABAA Compliance**
- Change Order No. 2 has been fully executed
- The fully executed change order was distributed via email on 6/19/24, and hardcopies were delivered to the Village Clerk on 6/20/24
- At the April 18, 2024 meeting the Village Board resolved to:
 - Authorize the Mayor to execute Change Order No. 2 for Contract No. VL1-G-24, for addition BABAA Compliance this language to the contract no additional cost.

- **Change Order No. 3 – Directional Drilling Sewer Installation**
- Change Order No. 3 has been fully executed
- The fully executed change order was distributed via email on 6/19/24, and hardcopies were delivered to the Village Clerk on 6/20/24
- At the May 16, 2024 meeting the Village Board authorized the Mayor to execute Change Order No. 3 for Contract No. VL1-G-24, for addition of Directional Drilling Sewer Installation based on the costs represented in the 4/15/24 Alternate Bid Sheet from Tweedie Construction Services, Inc., in the total amount of \$27,400.00, which will increase the contract cost to \$372,644.00.

Budget Review

Budget currently available to apply to change:

- Construction budget = \$808,269
- Tweedie Base Bid = \$324,110
- Change Order No. 1 = \$21,134
- Change Order No. 2 = \$27,400
- Subtotal Tweedie to date = \$372,644
- Balance of Construction Budget = \$435,625
- Project Contingency = \$85,900*

*included in Construction Budget per Schedule B in the OCR Grant Agreement

- Balance of Grant Funds Available for Additional Work = \$349,725 and preserve \$85,900 contingency

Options to Consider, may need to bid this work – subject to OCR review

1. Additional Sanitary Sewer Work
2. Paving of Rail Tail
3. Other

- **Option 1 – Additional Sanitary Sewer Work**

- Replace 3 manholes and +/- 350 LF of existing vitrified clay pipe – from Rail Trail to West Lake Street

- See Map of Proposed Additional Sewer Work

- Eliminates break prone vitrified clay pipe (I/I source near stream bed area) ○ OCR has generally agreed to the proposed work, and will likely approve once a formal change request has been submitted
- Estimated Costs
 - Construction = \$200K

- Additional Engineering = \$30-50K
 - **Total = \$230-250K**
 - **The Board is in favor of this option**
- **Option 2A – Paving of Rail Trail (12’ wide) - Chestnut Street to State Street Gate** ○
Estimated Costs
 - Construction for Paving – Box out and **7” of Paving** ○ Spur Street to Culvert (810 LF @ \$148/LF) = 119,000 ○ Culvert to State Street Gate (1,645 LF @ \$148/LF) = \$242,000 ○ Chestnut to Spur (880 LF @ \$148/LF) = \$130,000 ○ Chestnut Street to State Street (3,330 LF @ \$148/LF) = \$491,000 (Total)
 - Additional Engineering = \$30-50K
 - **Total = \$521-541K**
 - **Option 2B – Paving of Rail Trail (12’ wide) – Chestnut Street to State Street Gate** ○
Estimated Costs
 - Construction for Paving – Box out and **4.5” of Paving** ○ Spur Street to Culvert (810 LF @ \$114/LF) = \$91,000 ○ Culvert to State Street Gate (1,645 LF @ \$114/LF) = \$186,000 ○ Chestnut to Spur (880 LF @ \$114/LF) = \$100,000 ○ Chestnut to State Street (3,330 LF @ \$114/LF) = \$377,000 (Total)
 - Additional Engineering = \$40-60K
 - **Total = \$417-437K**
 - **Option 2C – Paving of Rail Trail (12’ wide) – Spur Street to State Street Gate**
 - Estimated Costs
 - Construction for Paving – Box out and **4.5” of Paving**
 - Spur Street to Culvert (810 LF @ \$114/LF) = \$91,000
 - Culvert to State Street Gate (1,645 LF @ \$114/LF) = \$186,000
 - Spur to State Street (2,450 LF @ \$114/LF) = \$277,000 (Total)
 - Additional Engineering = \$30-50K
 - **Total = \$307-327K**
 - Any option will likely increase the project duration and will be subject to OCR requirements
 - Recommend that the Village provide priority of options ○ Additional Sanitary Sewer Work - **\$230-250K** ○ Rail Trail Paving Options
 - #2A – Chestnut St. to State Street Gate, 3,300 LF 7” of Paving - **\$521-541K**
 - #2B – Chestnut St. to State Street Gate, 3,300 LF 4.5” of Paving - **\$417-437K**
 - #2C – Spur Street to State Street Gate, 2,450 LF 4.5” of Paving - \$307-327K
 - Next Steps ○ Village identify desired option
 - ○ Delaware reviews scope/concept budget cost with OCR (and Mark Blauer) to understand their approval requirements in June
 - ○ Delaware provides contract amendment for additional engineering services for
 - Village action at July 2024 meeting
 - Delaware advises contractor of planned optional work
 - ○ Anticipated Project Schedule:

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 – **Completed by Village**
 February 12, 2024 – **Completed by OCR**
 Submission of Local Recipient Administrative Plan & Section 3 Plan: January 4, 2024 – **Completed**
 Publication of NOI – RROF Environmental Notice: January 17, 2024 – **Completed**
 Request Release of Funds Submission: February 21, 2024 – **Completed**
 Project Design: January – March 2024 – **Completed**
 Village Approval to go to Bid February 15, 2024 – **Completed**
 NYS OCR Review of Draft Bid Package: March 2024 – **Completed**
 NYS OCR Release of Funds: March 11, 2024
 Construction Bidding: March – April 2024 – **Completed**
 Bid Notice Published March 26, 2024 – **Completed**
 Pre-bid meeting April 4, 2024 – **Completed**
 Bid review and recommendation to Village April 17, 2024 – **Completed**
 Village Awards Contract April 18, 2024 – **Completed**
 Issue Notice of Award April 19, 2024 – **Completed**
 Award & Execution of Construction Contract May 15, 2024 – **Completed**
 Construction: June 24, 2024 – August 8, 2024

Conduct 2nd Hearing: October 2024
 Construction substantial completion deadline October 1, 2024
 Final contract closeout deadline for contractor November 1, 2024
 OCR contract closeout and paperwork deadline November 9, 2025

5. 2024 OCR CDBG Application – North Main Street Water main Replacement

Board Action required at tonight’s meeting:

- o **Evaluation and scoring of responses to the Professional Services RFQs for Engineering Services**
- o **Formalize the scoring via a resolution that states which responding firm scored the highest**

Funding Application

- Funding application package, including preliminary engineering report, needs to be submitted by July 26, 2024. Maximum budget \$1.5M
- 2024 CFA CDBG Watermain Replacement Project Public Hearing was held on April 18, 2024 at 6:55 PM)
- Anticipated Project Schedule:
 - o Village to Schedule Public Hearing March 21, 2024
 - o Public Hearing Legal Notice Publication March 29, 2024
 - o Public Hearing April 18, 2024
 - o RFQ for Engineering Services Legal Notice Publication April 26, 2024
 - o Responses for Engineering Services RFQ Due May 17, 2024
 - o Engineering Services RFQ Review, Scoring, and Firm Selection June 20, 2024
 - o Prepare Engineering Report (DEDPC) and Application (BA) May-July 2024
 - o Submit OCR CDBG Application July 4, 2024
 - o Anticipated Deadline to Submit OCR CDBG Application July 26, 2024

Project Scope/Budget

- **In order to keep project cost within \$1.5M (grant maximum, the desired work may be in multiple phases, if required**
- **Possible Scope/Order of Work – See attached Map (aerial figure) of Proposed Watermain and Sewer Replacement Work**
 1. Upgrade the altitude/pressure reducing valve, isolation valves, piping, and fittings
 2. North Main Street water main and sewer replacement plus simple tie-in at intersection with North End Avenue
 3. Oak Street water main and sewer replacement
 4. Wawanda Avenue water main and sewer replacement
 5. New tie-in to transmission main (from Oak Street to North End Avenue)
- Need to refine scope and develop costs for first phase (North Main Street ≤ \$1.5M
- Agree to scope with Village, and Mark Blauer and proceed to prepare the Engineering Report

Professional Services Request for Qualifications for Engineering

- RFQs for A/E Services submitted to the Village on 5/16/24
- Village to evaluate and score responses to the RFQs
- The Village advertised a Request for Qualifications ad for the FY 2024 CFA application for engineering services- a selection that only matters if we get funded
- Blauer Associates provided the Village with the legal notice on 4/22/24, and was published/appeared in the Sullivan County Democrat on Friday 4/26/24
- The due date for responses was May 17th (a Friday) at 2 PM.
- There were three (3) responses submitted
- The Village Board should proceed with review and scoring of those responses
- A scoring sheet that matches the scoring system found in the RFQ ad has been attached
- The entire Village Board can score responses leading to five completed forms
- If desired the Village Board can designate one or more Village Board members to score the responses
- The Village Board should memorialize its decision on who scored highest
- The Village should formalize the scoring via a resolution that states which responding firm scored the highest
- DRAFT/Template Resolution:
- o The Village of Liberty Requested Q Request for Qualifications - Engineering Services Water main Replacement Project for FY 2024 CDBG Project; and o The Village of Liberty, NY has determined through the RFQ process that [name of firm] is the most highly qualified firm to provide the required services, and will enter into contract negotiations with said firm; and
- o The Village Mayor, is authorized to execute the Professional Services Agreement with [name of firm]

6. DPW Site Groundwater Monitoring/DPW Garage Site/Elm Street Well Remediation

o Nothing new this month

- o **LaBella no longer NYSDEC contractor as of January 2024**
- o **Emailed NYSDEC Kevin Brown for 2024 sampling report on 5/14/24 & 6/17/24; no report to date**
- o Based on December 2023 sampling results still seeing values near garage indicating contamination remains
- o December 2023 sampling report *indicated levels nearly the same (not detect) as in September 2023 for monitoring wells MW-6, MW-19, VW-6 and MW-7*
- o No analyzed VOCs were detected at concentrations greater than the laboratory reporting limit at monitoring wells MW-6, MW-19, VW-6 and VW-7.
- o Total VOC concentrations decreased at monitoring wells MW-22B (from 3.8 ppb to 2.9 ppb).
- o Total VOC concentrations decreased at monitoring wells MW-22A (from 63 parts per billion to 47 ppb).
- o Total VOC concentrations increased at monitoring wells VW-8 from 15 ppb to 43 ppb.
- o Next sampling to be conducted in March 2024
- o Elm Street Well Remediation
 - Working with the Village, NYSDEC, & NYSDOH to come up with a remediation plan and including a plan to pump more water Meeting was held on 11/21/23 with NYDOH, NYSDEC, and Delaware Engineering to discuss. Action Items as follows:
 - Delaware to updated draft monitoring plan, changes were made to reflect the wells we selected onsite and monthly monitoring as discussed on the prior Teams Meeting. Draft submitted to Labella, P.C., on 12/04/23
 - The next step will be to share this plan with the wider group, including DEC and DOH.
 - Continue to meet with Dave Burke to gather historical information and discuss plans 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
 - A second meeting was held January 8, 2024
 - Monitoring plan revised January 10, 2024 and recirculated to DOH and DEC
 - On February 13, 2024 DOH issued comments to the Village of Liberty's request to increase the withdrawal rate from the Elm Street well
 - Delaware worked with Dave Burke to respond to these comments
 - The final response to the February 14, 2024 NYSDOH correspondence concerning the Village's request to Increase the Withdrawal Rate from the Elm Street Well was submitted to NYSDOH,
 - NYSDEC, etc. on 4/30/24 o NYSDOH has not yet confirmed receipt, or provided any comments

7. WWTP SPDES Permit Renewal

- **NYSDEC WWTP Upgrade Reviewed/Updated SPDES Permit Review**
- **SPDES Permit under review by NYSDEC**
- **WET Testing results submitted to NYSDEC on January 12, 2024 (no ecological impact at current dose)**
- **Final permit pending (C/SIU review, see Pepsico below)**

- NYSDEC is 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 No. 8 to the General Contract for Phase 1) ○ Virtual meeting with NYSDEC and DRBC to discuss the upgrade projects and proposed SPDES permit changes done on July 19, 2023 (yesterday) at 10 am. 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 Review Meeting Follow-up & Plan Forward was distributed to involved 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 will make further study of the need for this upgrade a priority item in the Town/Village Water Sewer Study.
- Water Treatment Chemicals
 - Based on September 1, 2023 NYDEC 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.
- A response letter acknowledges the WTC Authorization and accepting the CBOD limit, and was submitted to NYSDEC dated 11/30/23
- 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.

8. Pepsico

- **Board Action Required at Tonight's meeting:**
- None
- On June 11, 2024 NYSDEC responded that there is some additional information needed to determine if PEPSICO would be considered a CIU/SIU
- The records DEC has on this IU was before PEPSICO took over, and several inspectors noted issues with the IU. Records also show that the IU produced snack foods such as potato and corn chips. 40 CFR Part 407, subparts D, E, and H have pretreatment requirements for facilities that produce these kinds of products.
- The Village should review the Applicability Description for these subparts and determine if PEPSICO qualifies as a CIU under any of these subparts
- If any of these subparts are applicable to PEPSICO, then regardless of the flow from PEPSICO, they will be considered a CIU and the Village will need a mini pretreatment program in the updated SPDES permit.
- Additionally, if PEPSICO is considered a CIU under any of these subparts, then PEPSICO is required to report to EPA as well.
- This email was forwarded to Pepsico & CPS Engineering on 6/13/24
- A conference call was held with CPS Engineering on 6/19/24. they do not believe these regulations are applicable, and will provide a response letter, that we will forward to NYSDEC for review
- Pepsico provided a list of all sanitation chemical discharged and estimated volumes on 5/15/24 and 5/20/24, and was forwarded to NYSDEC
- List of pollutants of concern under review (WWTP SPDES Permit NY-2A)
- Delaware responded on behalf of the Village DPW to Pepsico's February 16, 2024 request to confirm desired material of construction for the new tank and April 6, 2024 request for protocols to facilitate review, approval and allow for construction on 4/23/24
- Revised plan for Phase 1 improvements from Pepsico Consultant

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

Revised draft sent to the Town on 12/12/23, and to the Village Mayor and Dave B. on 1/17/24

- The Town is proposing a joint meeting in June-July 2024
- The Board agreed to try to schedule the meeting with the Town of Liberty on June 25, 2024 at 6:30 p.m

10. Sanitary Collection System I/I Investigations/EPG Application

- On 2/15/24 the Village received notification from NYSEFC that the Village has been awarded a NYS Environmental Facilities Corporation (EFC) Engineering Planning Grant (EPG) for the project, in an amount not to exceed \$50,000, for the development of an engineering report to identify sources of inflow and infiltration, evaluate alternatives, and recommend improvements to the Village sanitary collection system. This has a 20% local match (\$10,000) which the Village agreed to do in March 2023 if the grant was awarded
- **Board Action Required at Tonight's meeting:**
- **None**
- RFQs for A/E Services are due this month (6/21/24), evaluation and scoring to occur at the July 18, 2024 meeting
- Smoke testing scheduled with NYRWA for July 9, 10, & August 27, 2024
- A grant requirement includes soliciting for and evaluating Request for Qualifications to facilitate selection for professional services to prepare the Engineering Report and associated activities.
- At the March 7, 2024 meeting the Village Board resolved to:
 - Authorize the Village Mayor to confirm acceptance and intent to proceed with this project by completing and signing the Acknowledgement and Acceptance of EPG Grant Award Form and e-mailing it to epg@efc.ny.gov no later than March 8, 2024 (Village Mayor signed and Clerk returned on 3/4/24), and
 - Authorize the Village Clerk to publish the legal notice for the Request for Qualifications for professional services for work associated with preparation of the Engineering Report for the Sewer System I/I evaluation
- The EPG Grant Acceptance Form was submitted NYSEFC by the Village Clerk via email on March 4, 2024
- At the March 21, 2024 meeting the Village board resolved to adopt the Board Resolutions designating an Authorized Representative, and authorizing the local match for the Liberty (V) EPG 131582/Sanitary Collection System I/I Investigation as set forth in the subject resolution and accept the Budget and Plan of Finance Form

On March 13, 2024 NYSEFC provided the Village an EPG Checklist and supporting documentation to assist the Village in the process of entering into a Grant Agreement with EFC (due by August 31, 2024)

- **Board Resolutions:** Submit signed, certified board resolutions in PDF format designating the authorized representative and local match amount. Sample Resolution Language is available. Type II SEQR resolutions are no longer required for Engineering Planning Grants.
 - Authorized Representative Resolution – **Complete March 21, 2024** Board resolution designating an Authorized Representative for the project
 - Local Match Resolution – **Complete March 21, 2024** Board resolution authorizing and obligating local match funds
- **Budget and Plan of Finance Form – Complete March 21, 2024**
 - Detailed budget and plan of finance including all prime contracts/agreements, in-kind services, third-party funding, and satisfaction of the minimum 20% local match requirement.
- Executed Engineering Agreement - **Pending Completion of RFQ Process**

- All architectural and engineering contracts must be procured through a federally acceptable Request for Qualifications (RFQ) process, in accordance with 40 U.S.C 1101. All contracts must be signed by both parties and must contain the scope of work and fee.
 - Architectural/Engineering Procurement Certification
 - All checklist items due by August 31, 2024 (See anticipated schedule below)
 - In order to remain eligible for these funds, the Village must enter into a Grant Agreement for the above project by September 30, 2024
- **A/E Procurement/Professional Services RFQ**
 - Requires evaluating Request for Qualifications to facilitate selection for professional services to prepare the Engineering Report and associated activities
 - At the March 7, 2024 meeting the Village Board authorize the Village Clerk to publish the legal notice for the Request for Qualifications for professional services for work associated with preparation of the Engineering Report for the Sewer System I/I evaluation
 - We plan to provide the Village with the A/E Procurement/RFQ Legal Notice and RFQ by May 16, 2024
 - The Scoring Matrix, Scoring Summary, Resolution for Contract Award, A/E Procurement Certification for the RFQ will be provided next month
 - **Legal Notice & RFQ**
 - Delaware to provide legal notice and RFQ to Village Clerk by May 16, 2024
 - Village Clerk to provide the legal notice to the Sullivan County Democrat by Wednesday May 22, 2024, for publication on Friday May 24, 2024
 - Deadline to submit statement of qualification (SOQ) is June 21, 2024

Next Steps (June – July 2024)

- **Statement of Qualification (SOQ)/RFQ Responses**
 - Delaware to provide Scoring Matrix to the Village Clerk by June 21, 2024
 - Village Clerk to distribute a hardcopy of all responses and a Scoring Matrix for each response to each Board member and Mayor between June 24-28, 2024
- **Scoring & Evaluation Matrix (for each SOQ received) – At the July 18, 2024 Meeting**
 - Village Mayor/Clerk to guide the Board through review/score professional services RFQ responses & make selection
 - Board & Mayor – Review and score the SOQs for each of the firms using the *RFQ Scoring & Evaluation Matrix* (in advance of this meeting). Board members should be prepared to provide a total score for each of the responses
- **Scoring Summary**
 - Delaware to provide *RFQ Scoring Summary Table* by July 18, 2024
 - Village Mayor/Clerk – Complete the *RFQ Scoring Summary* by totaling the scores for each firm from each board member and the Mayor, to come up with a total score which will be used to compare the firms in question and form a basis for selection of a firm for contract award
- **Resolution for Contract Award (At the July 18, 2024 meeting)**
 - Delaware to provide *RFQ Resolution for Contract Award* by July 18, 2024

- Board & Mayor – Review and act on *RFQ Resolution for Contract Award for Engineering Services*
 - **At the future meeting:** If the Village agrees to award the contract for A/E Services, then we recommend that the Village Board resolve to:
- Adopt the *Resolution for A/E Services Award* for the Request for Qualifications (RFQ) for Engineering Services RFQ#3-2024 Village of Liberty EPG 131582/Sanitary Collection System I/I Investigation as set forth in the subject resolution
- Village Clerk – Record results of the *RFQ Resolution to Award* for Engineering Services
- **Contract Execution and Negotiation**
 - Delaware to provide *agreement for professional services for engineering to the Village by August 8, 2024*
 - Village to execute agreement at the August 15, 2024 meeting
- **A/E Procurement Documentation**
 - Delaware to provide *RFQ Procurement Documentation* in by July 18, 2024
 - Board & Mayor – Confirm results of the *RFQ Procurement Documentation*
 - Village Clerk – Record results of the *RFQ Procurement Documentation*, and keep on file, and provide to NYSEFC if they ask for it, and authorize complete the NYSEFC *Certification for Architectural/Engineering Services Procurement* (to be provided in the future upon execution of contract)
- **EPG Checklist Document Submittal**
 - Village Clerk to submit certified Board Resolutions, Budget and Plan of Finance Form, and Executed Engineering Agreement and Architectural and Engineering Procurement Certification to NYSEFC by August 30, 2024
- The anticipated schedule is as follows:
 - Adopt Board Resolutions March 16, 2023 (A)
 - Submit NYSCFA EPG Funding Application August 11, 2023 (A)
 - Award Announcement February 15, 2024 (A)
 - Award Letter received by Village February 16, 2024 (A)
 - Award Acceptance Form Submitted March 4, 2024 (A)
 - Authorize the Town Clerk to publish the legal notice for RFQ March 7, 2024 (A)
 - Deadline to submit an executed Award Acceptance Form March 8, 2024 (A)
 - EPG Checklist of Supporting Documentation received by Village .. March 13, 2024 (A)
 - Village adopts updated Board Resolutions and Plan of Finance March 21, 2024 (A)
 - RFQ for A/E Procurement May - August 2024 (T)
 - Provide RFQ Legal Notice to the Village May 16, 2024 (A)
 - Village to publish the legal notice May 24, 2024 (A)
 - Deadline to submit RFQ/SOQ June 21, 2024 (T)
 - Village Clerk to distribute and Board to review RFQs/SOQs June 24 – 28, 2024 (T)
 - Village Board to score RFQ/SOQ and select firm July 18, 2024 (T)
 - Engineering Contract Submitted to Village by August 8, 2024 (T)
 - Execute Agreement with selected firm (at Board meeting) August 15, 2024 (T)
 - Submit EPG Checklist & Supporting Documentation by August 23, 2024 (T)
 - Deadline to submit EPG Checklist Supporting Documentation August 31, 2024 (A)
 - Execute PFA September 2024 (T)
 - Deadline to Execute Grant Agreement September 31, 2024 (A)

- Complete I/I Engineering Report October 2024 – July 2026 (T)
- Village Review of the I/I Engineering Report August – September 2026 (T)
- Deadline to Complete I/I Engineering Report (2-year period) September 2026 (A)

11. Lead & Copper Rule Revisions service line inventory requirements, due Fall 2024 • Board Action Required at Tonight’s meeting:

o None

Funding

- On March 29, 2024 the Village received notice that this this project is eligible for a BIL-LSLR grant award of up to \$845,609 (to complete inventory)
- NYSDOH confirmed receipt of the Acknowledgement and Acceptance of BIL-LSLR Funding Award on 4/17/24
- A/E Procurement/Professional Services RFQ
- Same as I/I A/E Procurement/Professional Services RFQ above
- RFQs for A/E Services are due this month (6/21/24), evaluation and scoring to occur At the July 18, 2024 Meeting

Anticipated Schedule

- Submit Project to DWSRF IUP August 25, 2023 (A)
- Secure Short-Term Financing (BAN)..... September 2023 to TBD (T)
- Received Notice of Funding March 29, 2024 (A)
- Returned Notice of Acceptance to EFC and Village Board Acceptance April 17 & 18, 2024 (A)
- RFQ for A/E Procurement March – August 2024
- Authorized Legal Notice for RFQ March 29, 2024 (A)
- Provide RFQ Legal Notice to the Village May 16, 2024 (A)
- Village to publish the legal notice May 24, 2024 (A)
- Deadline to submit RFQ/SOQ June 21, 2024 (T)
- Village Clerk to distribute and Board to review RFQs/SOQs June 24 – 28, 2024 (T)
- Village Board to score RFQ/SOQ and select firm July 18, 2024 (T)
- Engineering Contract Submitted to Village by August 8, 2024 (T)
- Execute Agreement with selected firm (at Board meeting) August 15, 2024 (T)
- Submit Engineering Agreement and A/E Procurement Cert. by August 31, 2024 (T)
- Perform Lead Service Line Inventory Present to October 2024
- Solicitation and Selection of ConsultantPresent to August 2024
- Review Existing Files Present to July 2024
- Funding Notification March 29, 2024
- Public Bidding for Excavation Contract TBD
- Public Outreach Present to July 2024
- Field Investigation and Data Input May to September 2024
- Final Data Compilation September to October 2024
- LSL Inventory Completed and Submitted October 2024

12. Sanitary Collection System Approval Process for Sewer Extensions

- On April 3, 2024 the Village received a follow up letter from NYSDEC letter requiring Village to review their Sewer Use Ordinance/Sewer Code (SUO) and modify as needed to address Sewer Extensions
- Revised ordinance needs to be completed with copy to NYSDEC by November 1, 2024
- Village Attorney drafted a local law to adopt this language into Village code
- At the June 6, 2024 meeting the Village Board scheduled a public hearing for the June 20, 2024 meeting
- The Village should plan to adopting this resolution at the June 20 meeting, to be able to submit to NYSDEC by November 1, 2024

- On June 23, 2023 the Village received notice from the Department that sewer extensions in your municipality may have proceeded without appropriate approvals, required by a facility's SPDES Permit and 6 NYCRR and Part 750-2.10, and requested that the Village submit to the Department by August 23, 2023 a list of all sewer extensions under construction or proposed sewer extensions, as defined above, in the Village of Liberty which do not have Department approval
- On March 8, 2024 the Village submitted a response to the Department confirming that the Village is aware of the obligations under NYCRR 750 which requires prior NYSDEC approval for all sewer extensions that transmit flow to the WWTP and that presently there were no sewer extensions under construction or proposed to be construction, and that there have been no undocumented extensions to the Village's collection system.
- On April 3, 2024 the Village received a follow up letter from NYSDEC requiring Village to review their Sewer Use Ordinance/Sewer Code (SUO) and modify as needed to address Sewer Extensions, excepts as follows:
 - *On 6/23/2023 NYSDEC sent a request for information (RFI) regarding sewer extensions to municipalities in the Region. After reviewing the responses to the RFI we found that several sewer extensions in NYSDEC Region 3 had been allowed to proceed without NYSDEC approval.*
 - *The Department then conducted a review of your Municipality's local sewer ordinance dated December 6, 1984. Deficiencies were found in the approval requirements for new sewer extensions located in Article VI Sections 68-18 and 68-19 of your municipality's Sewer Use Ordinance.*
 - *Your municipality's current Ordinance does not currently require New York State Department of Environmental Conservation's (NYSDEC) approval for sewer extensions, as is required by 6 NYCRR 750-1.6(f)*
 - *The Department published a Model Sewer Use law in 1994 to aid municipalities in developing or modifying their local sewer use laws. The model cannot be applied universally; it needs to be tailored to each municipality's needs. The specific language to be adopted by each municipality should be reviewed and approved by the municipality's attorney and other responsible municipal officials.*
 - *Section 501 of the Model Sewer Use Ordinance offers sample language for the approval of Sewer Extensions that ensures compliance with the Environmental conservation law. It is likely that other sections of your current Sewer Use Law may need to be updated as well. Please conduct a review of your Sewer Use Ordinance with the Model Sewer Use Ordinance as a guide and make any revisions needed to comply with the Environmental Conservation Law by November 1, 2024. Please provide a copy to this office upon enactment.*

13. Attachments:

CDBG 2023 Rail Trail Project ○ Potential Change Order No. 4 – Additional Sewer Main Work

- Map of Proposed Additional Sewer Main Work

2024 OCR CDBG Application – North Main Street Watermain Replacement ○ Map (aerial figure) of Proposed Watermain and Sewer Replacement Work ○ Scoring Sheet and Summary Sheet Professional Services for Engineering RFQ

14. Other Drawings/Handouts/Items Reviewed at Meeting but not attached:

None

B. CONSIDER MORATORIUM LAW

Gary Silver stated that the draft was finalized and emailed to Judy Zurawski today.

C. DISCUSSION ON MOVING BUS STOP

Gary Silver stated that they can't move it to the Elks Lodge side of the road.

Mayor Stoddard stated that maybe it can go on Oberfest Street.

Dave Burke stated that the elevation difference between the road and the curb may be an issue.

Mayor Stoddard stated that she would like to go look at the area and scope out the best route.

NEW BUSINESS: A. CONSIDER ENGAGEMENT LETTER – COOPER ARIAS

RESOL. # 32-2024: Motion by Trustee Feasel, seconded by Trustee Mills and unanimously carried approving Resolution #32 - 2024

WHEREAS, the Village of Liberty is desirous to continue with Cooper, Arias accounting services and;

WHEREAS, the new engagement letter is for the following years:

MAY 31, 2024	-	\$22,500
MAY 31, 2025	-	\$23,500
MAY 31, 2026	-	\$24,500

NOW, THEREFORE BE IT RESOLVED, Board of Trustees authorizes Mayor Stoddard to execute the Engagement Letter, dated, May 20, 2024, for the accounting services to the Village of Liberty.

B. CONSIDER INTERMUNICIPAL AGREEMENT WITH LIBERTY CENTRAL SCHOOL – SCHOOL RESOURCE OFFICER PROGRAM

RESOL.# 33-2024: Motion by Trustee Mir, seconded by Trustee Mills and unanimously carried approving Resolution #33-2024.

WHEREAS, The Liberty Central School District recognizes that they would enhance the safety, security and well-being of students and staff by having the Liberty Police Department render services for the School Resource Officer Program and;

WHEREAS, The Village of Police Department will provide School Resource Officers for the Regular School Year as well as the Summer School program and;

WHEREAS, the Liberty Central School District agrees to pay the Village a total cost not to exceed \$139,688 for the 2024-25 School Year and;

WHEREAS, the Liberty Central School District agrees to pay the Village a total cost not to exceed \$14,474.25 for the summer school program and;

NOW, THEREFORE BE IT RESOLVED the Board of Trustees approves the Intermunicipal Agreement between the Liberty School District and the Village of Liberty for the School Resource Officer Program dated June 20, 2024 and authorizes Mayor Stoddard to execute the agreement.

C. CONSIDER REQUEST FOR QUALIFICATIONS – ENGINEERING SERVICES WATER MAIN REPLACEMENT

RESOL # 34-2024: Motion by Trustee Mir, seconded by Trustee Mills and unanimously carried approving Resolution #34-2024.

WHEREAS, the Village of Liberty requested Request for Qualifications for Engineering Services for a Water main Replacement Project for FY 2024 CDBG Project and;

WHEREAS, the Village has determined through the Request for Qualification process that Delaware Engineering is the most highly qualified firm to provide the required services, and will enter into contract negotiations with said firm and

WHEREAS, the Village Mayor is authorized to execute the Professional services Agreement with Delaware Engineering;

NOW, THEREFORE BE IT RESOLVED, the Village will complete the application process for the 2024 CDBG Project using Delaware Engineering as the firm to complete the Engineering Services.

D. CONSIDER LOCAL LAW #2-2024 – ADOPT NEW SECTION 68.19A 68.19A/VILLAGE CODE

CONSIDER NEGATIVE DECLARATION FOR LOCAL LAW #2-2024

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried to approve Negative Declaration.

CONSIDER VOTE ON LOCAL LAW 2-2024

Motion by Trustee Feasel, seconded by Trustee Mir and unanimously carried approving Local Law #2-2024 to adopt a new Section 68-19.A of the Village Code to require NYSDEC approval for sewer extensions.

The Local Law was put to a vote, which resulted as follows:

MAYOR JOAN STODDARD	-	YES	
TRUSTEE ROBERT MIR	-	YES	
TRUSTEE ERNEST FEASEL	-	YES	ADOPTED
TRUSTEE EVELEESE LAKE	-	YES	
TRUSTEE JAYNEEN MILLS	-	YES	

E. CONSIDER EVENT PERMIT – 8.17.24

Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving the **Event Permit for Cristo Misionera Pentecostal Church** to be held on August 17, 2024 from 5:00 p.m. to 8:00 p.m. with the condition that they file their insurance certificate by July 31, 2024.

The fee for this permit will be \$75.00.

F. CONSIDER GOING OUT TO BID FOR WATER CHEMICALS

Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried to go out to bid for Water Chemicals for the period of August 1, 1024 to July 31, 2025.

The bid opening will be Tuesday, July 9, 2024 at 11:15 A.M.

G. CONSIDER LOAN TO SEWER FUND (FROM GENERAL) FOR JULY 14TH DEBT SERVICE PAYMENT

Motion by Trustee Mills, seconded by Trustee Mir and unanimously carried approving a loan of up to \$150,000 for the debt service payment that is due on July 14th.

H. CONSIDER TAXI PERMITS

RESOL.# 35-2024: Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried approving Resolution #35-2024:

WHEREAS, the applications for taxicab licenses (also known as Taxicab permits, such terms being intended to describe the license or permit described as a taxicab permit in the definitions provision in Article 1, Section 75-1 of Chapter 75 of the Village Code), having been submitted by the attached taxi company's pursuant to the Village Code, such as Sections 75-1 75-1.1, and 75-2 of the Village of Liberty Village Code; and

WHEREAS, the Village Code provides that the existing taxicab permits expire annually on May 31; and

WHEREAS, all permits for taxicab licenses expired on June 1, 2024;

WHEREAS, four regular licenses and twenty-two Medical Licenses has been reviewed by the Village of Liberty Police and is now pending before the Village Board; now therefore be it

RESOLVED, that the Village Board of the Village of Liberty hereby issues four regular licenses for the annexed applicant (said taxicab license not to be confused with the taxicab driver's license issued under Article II of Chapter 75 of the Village Code); and be it further

RESOLVED, those for reference purposes, the license/permits are for:

We Care - Permits 1, 2, 10, 14,
 Americare - 22 Medical Licenses

CONSIDER RATIFICATION OF INSURANCE CARRIER FOR 2023/24

RESOL.# Motion by Trustee Mir, seconded by Trustee Mills and unanimously carried
36-2024: approving Resolution #36-2024

WHEREAS, the Village of Liberty Board of Trustees approves insurance coverage with Agent Owen McKane, of The Reis Group and

WHEREAS, the 2024-2025 Insurance Carrier will be Trident Insurance and will carry the Village's Property, Crime, General Liability, Public Officials and Law Enforcement Liability, Auto, Inland Marine as well as an Umbrella Policy;

NOW, THEREFORE BE IT RESOLVED, the 2024-2025 Premium will be \$210,261.44.

BILLS FOR Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried
PAYMENT: approving Voucher #1 to Voucher #80 in the amount of \$199,396.76.

**PUBLIC
 COMMENTS:**

Craig Sherwood from St. Paul's Church on Chestnut Street spoke about the need for "No Parking" signs on Chestnut Street on Sundays. He states that there are a lot of elderly people who attend services and there is nowhere for them to park because of the apartment buildings. The tenants park on the street on Saturday and stay there overnight.

Chief D'Agata stated that we currently have two laws about parking. One is overnight parking, which is not applicable this time of year. The other is 15 minute parking Monday – Saturday but nothing for Sunday. Chief D'Agata stated that they can possibly do two hour parking from 6 am to 12 noon on Sunday.

Gary Silver stated that we need to amend the local law. A Public Hearing to be scheduled for the August meeting.

EXECUTIVE Motion by Trustee Mir, seconded by Trustee Feasel and unanimously
SESSION: carried to go into Executive session at 8:15 p.m. to discuss the Water Department.

David Burke was invited to attend.

Motion by Trustee Lake, seconded by Trustee Mills and unanimously carried to come out of Executive Session at 8:28 p.m.

Motion by Trustee Mills, seconded by Trustee Lake and unanimously carried to authorize Dave Burke to hire a Water Maintenance Mechanic.

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

THE MEETING WAS ADJOURNED AT 8:30 P.M.

RESPECTFULLY SUBMITTED,

DENISE CORBETT, SECRETARY TO THE BOARD