

WORKSESSION MEETING

JANUARY 16, 2025

The Board of Trustees held the Worksession Meeting on January 16, 2025 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: Gary Silver, Attorney for the Village of Liberty, Judy Zurawski, Clerk/Treasurer and Denise Corbett, Secretary to the Board

ALSO PRESENT: David Burke, Director of Public Works; David Bunce, Lee Cogswell, Allison Cogswell, Dan Fagnani, Delaware Engineering; David Ohman, Delaware Engineering, Patrick Galloway, Jesse Lavigne.

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

❖ **REGULAR MEETING – January 2, 2025**

CORRESPONDENCE: Mayor Stoddard said the Village received the following incoming correspondence during this time frame.

❖ E-Mail from Amanda Gesztesi Re: Paychex services

TABLED BUSINESS: **PRESENTATION FROM RCAP SOLUTIONS**

Jesse LaVigne (RCAP Solutions) addressed the Board with his finding on the recent Water Rate Study they conducted. This study was done to evaluate the needs of the water department and to give suggestions on some possible rate structures moving forward.

The Rate Findings Study is annexed hereto, as Exhibit A.

UPDATE ON TAX PARCEL 120.-1-3 & 121.-3-7.2

The discussion continued regarding the possible sale of 121.-3-7.2, with a couple more answers needed before moving forward.

UPDATE ON SUB-COMMITTEES

Speed Reduction

The sub-committee of Mayor Stoddard, Trustee Lake and Police Chief D'Agata have been researching the issue.

Parking

The sub-committee of Mayor Stoddard, Trustee Lake and Police Chief D'Agata are reviewing the Code to make recommended changes.

Noise Ordinance

The sub-committee of Trustee Mills and Trustee Feasel finished their review and recommends on this ordinance. Police Chief D'Agata will begin his review.

HONK

Mayor Stoddard, Trustee Lake and Police Chief D'Agata are reviewing this matter and will report back to the Board.

DELAWARE ENGINEERING - UPDATE**1. WWTP Phase 1 Upgrade**

- Key Items for Board Review and Consideration:
- None
- Construction Status Update:
- All WWTP Upgrade work is completed in October 2024
- Engineering During Construction:
- Delaware submitted the Engineers Certification of Project Completion on 11/11/24
- Wrapping up record drawings
- Addressing minor warranty items and minor tweaks to SCADA programing

2. WWTP Phase 2 Upgrade

- Key Items for Board Review and Consideration:
- Review the WWTP Upgrade Phase 2 Rate Impact Analysis Summary
- Decide if the Village wants to move forward with the project or allow grant offers to be rescinded (need to close on PFA by September 2025 – need to know now to make it)
- Project Funding

- On 1/3/25, the Village received correspondence from NYSEFC (attached) reminding the Village that the 2024 BIL award and 2023 Water Infrastructure Improvement (WIIA) award for the above referenced project is about to expire
 - o To remain eligible for these funds, the Village must enter into a Project Finance Agreement or a Grant Agreement for the project no later than September 30, 2025
 - o If the Village is unable to execute an agreement by September 30, 2025, the grant offer will be rescinded
 - o In order to meet this deadline, the Village should submit any outstanding items to EFC as soon as possible, but no later than March 1, 2025
 - o Based on the 1/17/24 correspondence from NYSEFC on the missing items/Documents required to execute a Project Finance Agreement (“Agreement”) all items have been submitted, except the following:

§ Certification for Architectural or Engineering Services Procurement

- RFQ process for professional services related to engineering for design through construction completed in April 2024
- Engineering Agreement pending the Villages decision to move forward

§ Minority-and Women-Owned Business Enterprise (MWBE) Utilization Plan

§ Minority- and Women-Owned Business Enterprise (MWBE), Federal Disadvantaged Business Enterprise (DBE) and Service Disabled Veteran Owned Business (SDVOB) Workplan

§ An agreement for engineering services for design through construction is now required

- NYSEFC short-term financing PFA Exhibit Approval Memo pending the SPDES Permit modification (in progress) final PER review and approval
- 2024 WIIA Grant Awards were announced in November 2024
- This project was not selected for award this around
- This project (\$9.9M) has already received \$7.4M in grant funding awards:

Budget = \$9,900,000

- WIIA = \$2,474,922
- BIL - \$4,950,000

- Remaining = \$2,600,000
- Delaware has updated the WWTP Upgrade Phase 2 Rate Impact Analysis Summary (attached) that was reviewed in June 2023 to authorize WIIA & SRF Application, and again in January 2024 to accept the WIIA (25%) and BIL (50%) grants
- Anticipated/Proposed Project Scope
- Mechanical Influent Bar Screen, ATAD & Sludge Processing, Septage Receiving, Paving, Loader, Misc Sludge Handling Improvements
- Project Benefits:
 - Sludge Volume reduction (30-40%)
 - Reduced solids disposal costs
 - Class A Biosolids for land application (further reducing disposal costs)
 - Septage receiving from private haulers and neighboring facilities (additional revenue)
 - Improved sludge handling
 - Site driveway and access road paving
 - Does the Village want to move forward with the project?
 - If the Village decides that they want to move forward with the project, then:
 - Delaware will prepare a professional services agreement for design through construction engineering services for Village Board consideration at the February 20, 2025 Village Board meeting

3. CDBG 2023 Rail Trail Project:

- Key Items for Board Review and Consideration:
 - None
- Project Status Update:
 - January 16, 2025 Update:
 - o Work began on July 1, 2024
 - o Culvert Pipe has been delivered and is onsite

- o Access roadway roughed in
- o Sewer Installation complete on July 3, 2024 (by Directional Drilling per CO No. 3)
- o Final sewer connection completed on 8/23/24 and partial restoration completed 8/26/24
- o NYSEG utility relocation was completed by 9/27/24
- o NYSEG did not charge the Village for this work
- o A \$25,000 allowance was included in the base bid for contractor coordination with NYSEG
- o This amount may be reallocated to the general construction budget balance and used for additional work (see below)
- o For now, we plan to leave this allowance in Tweedie's contract to address any issues that may occur during installation of the culvert
- o If not needed during culvert installation, this allowance will be deducted from Tweedie's construction contract via future change order
- o Tweedie Construction has been on site to lay out and prepare for culvert installation work on 1/6/25 and has since been performing excavation and culvert installation work
- o As of 1/14/25, the first section of culver has been placed
- o It is anticipated that all sections of culvert will be in place by next week
- o On 1/9/2025, preliminary notice was given (via email) that the Budget Modification Request (submitted to OCR on 11/22/2024) had been approved and that the most recent disbursement request, which reflected the proposed modified budget, had also been approved. The official approval letter is still pending.

· **Payment Request(s):**

Contract No. VL1-G-24 – General Construction (Tweedie Construction Services, Inc.)

Payment Application No. 3 – Approved at the 9/19/24 meeting

· Payment Application No. 4 – Pending submission by contractor

· Change Order(s):

- **Change Order No. 1 – Polymer Coated Corrugated Steel Culvert Pipe**

- o Change Order No. 1 has been fully executed

- **Change Order No. 2 – BABAA Compliance**

- o Change Order No. 2 has been fully executed

- **Change Order No. 3 – Directional Drilling Sewer Installation**

- o Change Order No. 3 has been fully executed

- o Drilling completed July 3, 2024; final connection to sewer completed on 8/23/24 and partial Restoration completed 8/26/24

- **Change Order No. 4 – No-Cost Time Extension**

- o Change Order No. 4 has been signed and returned by the contractor

- o The fully executed change order has been distributed via email on 11/20/24 and hardcopies have been delivered to the Village Clerk on 11/21/24

- o At the September 19, 2024 meeting, the Village Board authorize the Mayor to execute Change Order No. 4 to Contract No. VL1-G-2024, a no cost change order to extend the contract end date (Final Completion) from November 1, 2024 to July 01, 2025 (243-day extension).

- **Budget Review:**

- Budget currently available to apply to change:

- o Construction budget = \$808,269**

- o Tweedie Base Bid = \$324,110

- o Change Order No. 1 = \$21,134

- o Change Order No. 3 = \$27,400

- o Subtotal Tweedie to date = \$372,644

- o Balance of Construction Budget = \$435,625

- o Project Contingency = \$85,900**

- o Balance of Grant Funds Available for Additional Work = \$349,725 with \$85,900** contingency preserved

o Following Engineering Contract Amendment No. 1 (see below), the Balance of Grant Funds Available for Additional Construction Work = \$266,925* (including \$25,000 NYSEG allowance mentioned above) with \$85,900** contingency preserved (could be used to supplement either construction contract as needed or desired).

* Accounts for Engineering Contract Amendment No. 1 – Additional Sanitary Sewer Replacement (\$82,800) – pending approval of budget modification submitted to OCR by Blaure Associates on 11/22/24)

**Contingency is included under the Construction Budget shown on Schedule B of the OCR Grant Agreement (all construction labeled as ‘Sewer’ on Schedule B)

o Planned Additional Work for Pending New Construction Contract (associated with Engineering Contract Amendment No. 1 and Budget Modification Request):

Additional Sanitary Sewer Replacement (New Construction Contract):

- Prepared project cost estimate for the Additional Sanitary Sewer Replacement work to review eligibility of work and desired procurement procedures with OCR

- On November 14, 2024 NYSOCR:

- o Approved the Village’s request to include the Additional Sanitary Sewer Replacement work under the project grant, and

- o Stipulated that the work must be administered as a separate construction contract

- At the June 20, 2024 meeting the Village considered for possible additional work, and agreed to pursue Option 1 – Additional Sanitary Sewer Work, with an estimated Total Cost between \$230-250K

- Options reviewed at the June 20, 2024 meeting

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

1. Additional Sanitary Sewer Work – Desired Option

2. Paving of Rail Tail – Not Selected

3. Other – Not Selected

- Option 1 – Additional Sanitary Sewer Work – Desired Option

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

- o See Map of Proposed Additional Sewer Work
- o Eliminates break prone vitrified clay pipe (I/I source near stream bed area)
- o OCR has generally agreed to the proposed work, and will likely approve once a formal change request has been submitted
- o Estimated Costs
- o Construction = \$200K
- o Additional Engineering = \$40-60K
- o **Total = \$240-260K**

· **Professional Services Agreement for Engineering Services (Delaware Engineering):**

Contract Amendment No. 1 – Additional Sanitary Sewer Replacement:

· At the November 21, 2024 meeting, the Village Board authorized the Village Mayor to execute Amendment No. 1 – Additional Sanitary Sewer Replacement to the Professional Services Agreement with Delaware Engineering, D.P.C, for the Rail Trail Culvert Replacement Project OCR CDBG Project No. 642PR120-23, with an increase to the total contract amount of \$82,800

· Delaware has contacted the surveying subcontractor about beginning work in order to get the additional survey done ASAP

· **Next Steps:**

o Blauer Associates submitted budget modification request to OCR on 11/22/24

o OCR notified Blauer Associates on 1/9/25 that the budget modification had been approved, although the official approval letter has been delayed due to ‘unforeseen changes’ in OCR staffing (the most recent disbursement request with modified budget has been approved)

o The surveying subcontractor has completed the survey

o Delaware has begun the project design

o Delaware will submit draft design documents to Village for review and comment prior to requesting approval to put the project out to bid

o Bid/Award Spring/Summer 2025

o Construction end of 2025

4. North Main Street Watermain Replacement (2024 OCR CDBG Application)

- **Key Items for Board Review and Consideration:**

- **Review and consider acceptance & execution (and notarization) the CDBG Grant Agreement and necessary resolutions (see below)**
- **Consider and vote on Labor Standards Officer Resolution (provided separately by Mark Blauer on 1/8/25)**
- **Consider and vote on Section 3 Officer Resolution (provided separately by Mark Blauer on 1/8/25)**
- **Consider authorizing the Mayor to sign various documents required for Grant Agreement Execution (provided separately by Mark Blauer on 1/8/25) including the following:**

§ Authorized Signature Form (requires signatures by four Board Members and Mayor, with Mayor's signature dated at least one day after all other signatures)

§ Designation of Depository Form (requires signature and initials)

§ Executive Order 16 Form

§ FFATA Form

§ Section 3 Participation Plan

- **Consider authorizing publication of several public notices (provided separately by Mark Blauer on 1/8/25) including the following:**

§ NOI-RROF Legal Notice (previously published on 1/14/25 per Mark Blauer's direction)

§ ADA Grievance Procedure Legal Advertisement

Fair Housing Legal Advertisement

- **Review and consider approval of professional services contract for Delaware Engineering to provide design through construction services (provided to Village separately by Delaware)**

- **Project Status Update:**

- January 16, 2025 Update:

- o The CFA application was submitted on July 29, 2024

- o Up to 100% grants are possible for CDBG projects
- o This was the 1st submission attempt for this project
- o On 11/21/24, the Village received a preliminary grant award notification letter from OCR
- o **This project was selected for a grant award, in the amount of \$1,487,053, based on the letter from CDBG that the Village received on November 21, 2024.**
- o On 12/30/24, the Village received a blank OCR Grant Agreement for execution
- o Total Estimated Project Costs = \$1,554,553. The Village has committed \$67,500 of local funds towards the project for grant administration. Total grant award = \$1,487,053 (Total: \$1,554,553 - \$67,500 of Village Funds = \$1,487,053) – see Schedule B of CDBG Grant Agreement
- o On 1/10/25, Delaware Engineering, D.P.C. provided a professional services agreement proposal for engineering services for design through construction (discussed in detail in a following section)
- o Blauer Associates has previously provided the Village with a contract proposal for Grant Administration services for the duration of the project
- **NYS OCR CDBG Agreement:**
 - o On December 30, 2024, the Village received a copy of the Grant Agreement. The Grant Agreement must be signed by the Chief Elected Official (CEO) and notarized. One (1) electronic copy must be returned via email within 45 days of the date of issuance (no later than Thursday, February 13, 2025).
 - o No hard copies of agreements or forms should be sent to OCR, unless specifically requested.
 - o To fully execute the Grant Agreement and to set up the electronic transfer of funds for the deposit and disbursement of NYS CDBG funds, **a non-interest-bearing** checking account must be established in the name of the grant recipient (the Village of Liberty). Note: payments to contractors or vendors must come out of the same account that CDBG funds are deposited into.
 - o Also included with the Grant Agreement, was a Grant Agreement Checklist, which outlines the required documents and timeline that must be followed to ensure the grant agreement is successfully executed.
 - o On January 14, 2025 OCR scheduled and held an Implementation meeting to review program requirements (implementation meeting replaced the implementation webinar)

· **Professional Services Agreement of Engineering Services (Delaware Engineering)**

- RFQ/SOQ documents were submitted to the Village in May 2024.
- At the June 20, 2024 Village Board Meeting, the received SOQ documents (submitted by May 17, 2024) were scored, and the Village decided to select Delaware Engineering, D.P.C. for engineering services, on the condition that grant funding was received for the project.
- Delaware has prepared our contract for this work that utilizes the May 2024 proposal's scope of work and costs and fully complies with project requirements, and includes our planned fee within the budgets set forth in the 2024 Engineering Report that was the basis for the grant
- Costs for Tasks included in the Proposed Professional Services Contract are as follows:

Professional Services Fee Summary:

- Preliminary Design – No charge
- Engineering – Program Delivery (\$141,250)
- Design Services \$91,250
- Bid & Award Services \$12,000
- Record Drawing Services \$3,000
- Subcontractor Services \$35,000
- Engineering – Construction Administration (\$60,000)
- Engineering During Construction \$60,000

Engineering Services Subtotal = \$201,250

- On-site Observation Services \$115,200

Professional Services Total = \$316,450

· **If the Village finds the proposed contract for this work acceptable, we recommend that the Village Board resolve to:**

· **Authorize the Mayor to execute Delaware Engineering, D.P.C.'s Professional Services Contract, for the North Main Street Area Water System Improvements Project (OCR CDBG Project No. 642PW114-24), in the total amount of \$316,450.**

- Delaware will be contacting the surveying subcontractor to get survey done ASAP

- **Budget Review:**

- Budget currently available for project:

- o **Total Estimated Project Cost = Total Project Funding = \$1,554,553.00**

- o Total Local Funding = \$67,500 (for Grant Administration Services)

- o Total CDBG Funding = \$1,487,053

- § Engineering budget = \$201,250*

- § Other (Construction Inspection) budget = \$115,200*

- § Construction budget = \$1,170,603**

- o Project Construction Contingency = \$164,620** (from Engineering Report cost estimate – approximately 15% of estimated project construction costs)

- o Balance of Grant Funds Available for Construction Work = \$1,005,983 (with \$164,620** contingency preserved)

* ‘Other’, as shown on Schedule B of the OCR Grant Agreement accounts for construction inspection costs (both ‘Engineering’ and ‘Other’ are included in Delaware Engineering’s professional services contract proposal)

**Contingency amount comes from the July ’24 Engineering Report and is included under the Construction Budget shown on Schedule B of the OCR Grant Agreement (all construction labeled as ‘Water’ on Schedule B)

- **Project Schedule:**

- o CDBG stipulates that award of construction contracts should occur within 6 months of execution of the grant agreement (preferred OCR timeline)

- o The Anticipated Project Schedule is as Follows:

Task:

Schedule:

RFQ Process to Select Engineering Consultant: June 2024 – Completed

Prepare Environmental Review Record (ERR): July 2024 – Completed

CFA Application, ERR, and Engineering Report Submission: July 2024 – Completed

CFA Funding Award Notification: November 21, 2024 – Received

Retain Grant Administration Consultant (Anticipated): December 12, 2024

Execute Professional Services Contract with Selected Engineer: December 12, 2024

Execute OCR Grant Agreement and Associated Documents: December 2024 – January 2025

Submission of Administrative Plan and Section 3 Plan: January 2025

Publication of NOI – RROF Environmental Notice: February 2025

Submission of Request for Release of Funds: February 2025

Project Design: January – March 2025

NYS OCR Release of Funds: March 2025

NYS DOH Plan Review: March – April 2025

NYS OCR Review of Draft Bid Documents: April 2025

Construction Bidding and Bid Review: April – May 2025

Award and Execution of Construction Contract: May 2025

Construction Work: May – November 2025

Conduct Second Public Hearing: During or Before October 2026

Project Completion: During or Before December 2026

Project Close-out: During or Before January 2027

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

· LaBella no longer NYSDEC contractor as of January 2024

· On 9/5/2024 NYSDEC responded to the Village's request for the recent sampling reports (from September 2023 to date), and informed the Village that:

o NYSDEC is still in the process of hiring a new contractor. Therefore, no sampling has been conducted since last December. NYSDEC will soon have a consultant assigned to the three open Liberty spills to restart the monitoring program and continue the investigate and evaluate of the Elm Street Well.

- o **NYSDEC will inform the Village once we have a consultant hired.**

- **Elm Street Well Remediation**

- o NYSDOH issued a comment letter on August 8, 2024. Under review with the Village.

- o A meeting with NYSDEC Region 3 was held on 10/10/24 to review and discuss what had happened where the Village stood, what the Village wanted to accomplish.

- o **Several meetings have been held with the Mayor, Dave B., Water & Sewer Committee, and Village attorney, and NYSDEC to develop a plan**

- o **The Village desires to increase the flow to 1 MGD to see if the contamination is present**

- o **SCP to secure funding to for the Village to retain a specialist in environmental law to develop agreements with NYSDEC for additional testing and Town future water allocation**

- o **Planning and coordination is ongoing**

- o **NYSDOH and NYSDEC wok plans/approvals pending**

- o **Increased pumping is anticipated to begin September 2025**

6. WWTP SPDES Permit Renewal

- SPDES Permit under review by NYSDEC

- Draft (for public comment) & Final Permit both pending

7. Pepsico/Frito-Lay

- **Pre-treatment Improvements/Wastewater Consolidation Related Items**

- o On 9/13/2024 MHE on behalf of Pepsico/Frit-lay requested a status update on the review of Phase 1 Improvements

- o Worked with Dave Burke to finalize response to Pepsico on 11/8/24

- o **Final/revised Phase 1 Improvements plan pending**

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

- Key Items for Board Review and Consideration:

- None

- **Project Funding**

- All required checklist items submitted to NYSEFC on 8/16/2024
- Revised Scoping Call outline returned on 12/16/24, see scoping call below

- **Grant Agreement from NYSEFC is pending**

- **Expected in February-March 2025 (2 months from revised Scoping Outline)**

- **Engineering Agreement acceptance letter by NYSEFC on 12/26/24**

- **A Scoping Call was held on 12/3/24 to review project outline with NYSEFC**
 - EFC requested an update to the Project Scope to identify target areas in system and to include a map of said areas.
 - **The revised scope and map were submitted to NYSEFC on 12/16/24**
- Based on the 2/16/24 Award Notification Letter, the Village must enter into a Grant Agreement by September 30, 2024. More recent correspondence with NYSEFC indicates that a Grant Agreement will be executed in November 2024 and initial funds (\$12,500) will be available in December 2024
- The Village needs a plan to have funds in place to pay for all services (\$60,000), until grant is fully reimbursed
- **The EPG Grant Program is an expenditures reimbursement program**
- **Overall, the goal is to develop an I&I report to do a capital project that is funded by State (SRF & WIIA) and Federal (BIL) funds**
- **SRF&BIL application deadline is May 30, 2024 (Financing applications, and new project listing deadline) and WIIA application deadline is typically June-July**
- **This next funding application will be the last for the BIL funding**
- Note, funding for this project is being provided through NYSEFC and the Village is required to commit matching funds equal to 20% (\$10,000) of the grant award
- Grant Payments to the Town, with invoices and cost documentation, are as follows.
 - 25% of grant amount (\$12,500) upon Execution of Grant Agreement
 - 25% of grant amount (\$12,500) upon Engineering Report Submittal
 - 50% of grant amount (\$25,000) upon Engineering Report Acceptance

- **Excerpt from 2023 EFG Grant Summary:**

Grant Payments

Grants are disbursed in three or more payments based on the municipality's progress toward completion of an approvable engineering report. The municipality will receive the first disbursement in the amount of 25% of the total grant amount as an advance payment upon execution of the Grant Agreement with EFC. The second disbursement in the amount of 25% of the total grant amount will be made to the municipality when an approvable engineering report has been submitted for review. Note invoices and cost documentation is needed at this time. The third and final disbursement will be made once the engineering report has been accepted as complete by EFC/DEC and the remaining invoices have been submitted.

- The EPG Grant Program is an expenditures reimbursement program, not

disbursement like the SRF Program (WWTP Upgrade Phase 1), so the Village needs to expend/incur costs to complete work before the Village can get reimbursed for the balance beyond the initial 25% of grant amount (\$12,500) disbursed upon Execution of Grant Agreement

- At the December 16, 2024 meeting the Village agreed to set up and fund an account for \$60,000 to pay for all cost up front, prior to reimbursement
- **A/E/ Professional Services Procurement**
 - Procurement/Professional Services process for Architectural and Engineering (A/E), and execution of an Engineering Agreement was completed on 8/15/24
 - **Engineering Agreement acceptance letter by NYSEFC on 12/26/24**
- **Project Schedule**
 - 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 Village 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 (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 (A)
 - Village Clerk to distribute and Board to review RFQs/SOQs July 18, 2024 (A)
 - Village Board to score RFQ/SOQ and select firm July 18, 2024 (A)
 - Engineering Contract Submitted to Village August 14, 2024 (A)
 - Execute Agreement with selected firm (at Board meeting) August 15, 2024 (A)
 - Submit EPG Checklist & Supporting Documentation August 16, 2024 (A)
 - Deadline to submit EPG Checklist Supporting Documentation August 31, 2024 (A)
 - Execute PFA (See Project Funding above) September - November 2024 (T)
 - Deadline to Execute Grant Agreement September 31, 2024 (A)
 - **Local Funding Needed (\$60,000) December 2025 (T)**
 - **Complete I/I Engineering Report October 2024 – April 2025 (T)**
 - **Field Work (CCTV & Investigations) December 2024 – January 2025 (T)**
 - **Execute Grant Agreement by January 31, 2024 (T)**
 - **Village Review of the I/I Engineering Report May 2025 (T)**
 - **Submit the I/I Engineering Report to NYSEFC by May 30, 2025 (T)**
 - **New project listing deadline for the FFY 2026 IUP (PER) & SRF Application May 30, 2025 (A)**

- **WIIA Application Deadline June – July 2025 (A)**
- Deadline to Complete I/I Engineering Report (2-year period) September 2026 (A)
- I&I work and reporting to occur October 2024 – May 2025 (T)
- **I&I Study Engineering Work Status Update**
 - Working on base system map
 - Plan to solicit subcontractors provide cleaning and closed-circuit television (CCTV) inspection services, pending execution of the Grant Agreement with NYSEFC
 - Need funding in place to pay subcontractors
 - Working with Dave B., Mark & Rebecca, and Lynn to develop a list of target areas for CCTV work and Highlight/note locations of planned cleaning/CCTV work on the system map
 - Continuing to summarize WWTP flows and precipitation
 - More work pending
- **Other I&I Work**
 - Smoke testing completed with NYRWA for 2024
 - The results of these investigations will be shared with Delaware to be incorporate into the I&I Study
 - Village WWTP staff is planning to locate sanitary sewer manholes with Diamond Mapping system at the same at the time of water system mapping

9. Lead & Copper Rule Revisions service line inventory requirements

- Key Items for Board Review and Consideration:
- None
- **Project Funding:**
- All other required documents have been submitted to NYSEFC
- **Grant Agreement from NYSEFC pending**

Table 5.0-1 Project Budget Summary

PROJECT TASK:	ESTIMATED TOTAL PRICE:
A. RECORD SEARCH, REVIEW, & MAPPING SUBTOTAL =	\$29,610
B. PUBLIC OUTREACH SUBTOTAL =	\$29,659
C. BID DOCUMENT PREPARATION AND ADMINISTRATION SUBTOTAL =	\$25,500
D. FIELD INVESTIGATION, INSPECTIONS, AND POT-HOLING SUBTOTAL =	\$564,000
E. DOCUMENT PREPARATION WORK SUBTOTAL =	\$25,750
F. OTHER (FISCAL SERVICES, BOND COUNSEL, ETC.)	\$23,000
G. SUBTOTAL =	\$697,519
H. PROJECT CONTINGENCY (10% OF ESTIMATED PROJECT COSTS) =	\$69,752
I. SRF ISSUANCE COSTS (3%) =	\$23,018
J. SHORT-TERM FINANCING COSTS (ASSUMING 7% INTEREST) =	\$55,320
K. TOTAL ESTIMATED COSTS =	\$845,609

- **Project (Inventory) Status Update:**
- The initial inventory was submitted to NYSDOH on 10/15/24
- Consumer Notification went out by the November 15, 2024 deadline
- Continuing to assist Village on the initial inventory for the Fall 2025 deadline
- **Delaware would like to schedule a meeting with the Mayor, Dave B., Water & Sewer Committee, and others to discuss the plan forward**
- **SEQR**
- SEQR Type II Resolution Complete August 15, 2024 meeting
- **A/E/ Professional Services and Contract Execution**
- **Engineering Services Agreement submitted to NYSEFC on 9/19/24 – Approval pending**

Contract Execution and Negotiation

- Contract Execution and Negotiation was completed on 9/19/24
- **Invoices for Engineering Services pending execution of Grant Agreement**
- At the September 19, 2024 meeting the Village Board authorized the Village Mayor to execute Delaware Engineering, D.P.C.'s Professional Services Agreement for engineering/professional associated with the Lead Services Line Inventory (DWSRF Project No. 19636), for a total not to exceed cost of \$272,019, and authorized the Village Mayor to sign the Certification for Architectural/ Engineering Services Procurement (NYSEFC form) for the Professional Services Agreement with Delaware Engineering, D.P.C. dated 8/15/24 for engineering/professional associated with the Lead Services Line Inventory (DWSRF Project No. 19636)

SCOPE & COST OF PROFESSIONAL SERVICES

Delaware will provide the following professional services for the project:

Task 1 – Record Research, Review and Mapping	\$29,610
Task 2 – Public Outreach	\$29,659
Task 3 – Bid Document Preparation & Administration	\$25,500
Task 4 – Field Investigations/Inspection	\$146,500
Task 5 – Inventory and Summary Document Preparation and Submittal	\$25,750
Task 6 – Subcontract Services	
• Financial Administration	\$15,000
Total Professional Services	\$272,019

- A detailed description of services that Delaware will provide under each task is contained in the agreement
- Funding for this project is being provided through the NYS Environmental Facilities Corporation (NYSEFC) and 100% of the eligible project costs will be reimbursed by the grant. There is no commitment of local funds required.
- All costs in this agreement are the same as presented in the Engineering Report Appendix A - Project Budget Estimate (attached), that was used to secure the \$845,609 grant award to complete the Water Service Line Inventory for the Village water system.

10. WWTP Clarifier Drain Valve Replacement

- Clarifier No. 1 drain valve (8" plug, buried 22' deep) has failed and won't operate to drain the tank, and the exact reason is unknown
- The WWTP Staff intends returned this clarifier to service for the winter, which should decrease the chances for issues with groundwater and freezing issues
- The WWTP staff typically cleans the clarifier several times over the winter

- The WWTP staff should monitor for mild temperatures as best as possible prior to tank cleaning
- Cost to replace the valve will exceed \$35K for construction and will need to be publicly bid (General Municipal Law)
- Final scope and cost not fully established (e.g., just dig and replace valve, put valve in a structure to facilitate future access, type of valve, etc.), so project cost is yet to be refined; but overall budget is likely to be between \$70-120K, for construction and additional costs will be incurred for engineering work
- **The Village has the following options (choose one):**
 - ~~Option 1 – No Action – will require WWTP staff to pump out clarifier when necessary~~
 - ~~Option 2 – Bid – Estimated Cost \$70-120K~~
 - Option 3 – Include in Phase 2 WWTP Upgrade (schedule >2025) – Estimated cost \$75K
 - ~~Option 4 – Budget for FY 2026 – Estimated Cost \$70-120K~~
- **At the October 17, 2024 meeting the Village decided to choose Option 3 – Include in Phase 2 WWTP Upgrade (schedule > 2025) – Estimated cost \$75K**

11. General Engineering Services Contract 2025

- The General Services contract effective January 1, 2025 thru December 31, 2025 has been provided under separate cover for Village consideration on January 15, 2025
- This provides a formal mechanism for the Village to retain Delaware to provide professional services for small projects/work items without having to have a contract each time. Good to have in place for auditors also.
- Village assigns us work; we either agree to a set price or do on T&M basis. Our monthly invoice will identify each work item and provide a cost summary.
- The contract is the same as has been since 2017 except that we have updated items to the dates corresponding to 2025 and added a current (2025) rate schedule. All other terms and conditions, as requested by the Village Attorney in 2017, remain in place.
- **If the contract is acceptable to the Village as written, and the Village desires to go forward with the contract, then we recommend that the Village Board authorize the Mayor to endorse the 2025 General Services contract with Delaware Engineering, D.P.C., and Rider to Contract), dated January 15, 2025**

**NEW CONSIDER ADMINISTRATIVE SERVICES PROPOSAL FROM BLAUER
BUSINESS:ASSOCIATES FOR CDBG – NORTH MAIN STREET WATERMAIN
REPLACEMENT**

RESOL.# Motion by Trustee Mir, seconded by Trustee Feasel and unanimously
1-2025: carried approving Resolution #1-2025

WHEREAS, the Village of Liberty was selected for a grant award in the amount of \$1,487,053, based on the letter received from CDBG that the Village received on November 19, 2024; and

WHEREAS, the project selected for this grant award is to undertake the Village of Liberty North Main Street Area Water System Improvements project CDBG Project No project #642PW114-24; and

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

NOW THEREFORE BE IT RESOLVED; the Board of Trustees authorize Mayor Stoddard to execute **Blauer Associates Professional Services Contract** for the North Main Street Area Water System Improvements Project OCR CDBG Project No. 642PW114-24 in the amount not to exceed \$67,500.

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

RESOL # 2-2025: Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried approving Resolution #2-2025.

WHEREAS, the Village of Liberty was selected for a grant award in the amount of \$1,487,053, based on the letter received from CDBG that the Village received on November 19, 2024; and

WHEREAS, the project selected for this grant award is to undertake the Village of Liberty North Main Street Area Water System Improvements project CDBG Project No project #642PW114-24; and

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

NOW THEREFORE BE IT RESOLVED; the Board of Trustees authorize Mayor Stoddard to execute **Delaware Engineering D.P.C.’s Professional Services Contract** for the North Main Street Area Water System Improvements Project OCR CDBG Project No. 642PW114-24 in the amount not to exceed \$316,450.

RESOLUTION THE MAYOR TO EXECUTE THE NYS GRANT AGREEMENT FOR THE NORTH MAIN STREET WATER SYSTEM IMPROVEMENTS PROJECT.

RES. # 3-2025: Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving Resolution #3-2025.

WHEREAS, The Office of Community Renewal with its offices located at 38-40 State Street, Albany, New York has awarded the Village of Liberty located at 167 North Main Street, Liberty, New York a Community Development Block Grant in the 2024 round; and

WHEREAS, the Grant #642PW114-24 is in the amount of \$1,487,053 and will be used for the North Main Street Area Water System Improvements Project;

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

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

RESOL # 4-2025: Motion by Trustee Lake, seconded by Trustee Mir and unanimously carried approving Resolution #4-2025;

WHEREAS, the Village of Liberty is the recipient of Office for Community Renewal Small Cities Grant #642PW114-24 in the amount of \$1,487,053 for the North Main Street Area Water Main Replacement project;

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

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

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

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

RESOL # 5-2025: Motion by Trustee Lake, seconded by Trustee Mir and unanimously carried approving Resolution #5-2025.

WHEREAS, the Village of Liberty is the recipient of Office for Community Renewal Small Cities Grant #642PW114-24 in the amount of \$1,487,053 for the Village of Liberty North Main Street Area Water Main Replacement project;

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

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

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

CONSIDER AND AUTHORIZE MAYOR TO SIGN DOCUMENTS RELATING TO THE OFFICE FOR COMMUNITY RENEWAL SMALL CITIES GRANT #643PW114-24

Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried authorizing Mayor Stoddard to sign the documents listed below pertaining to the Small Cities Grant # 643PW114-24:

- Authorized Signature Form
- Designation of Depository Form
- Executive Order 16 Form
- FFATA Form

Section 3 Participation Plan

CONSIDER AUTHORIZING PUBLICATION OF LEGAL NOTICES FOR CDBG PROJECT NO. 642PW114-24

Motion by Trustee Feasel, seconded by Trustee Mills and unanimously carried authorizing the Village Clerk to publish the following legal notices in the Sullivan County Democrat regarding the CDBG Grant – 642PW114-24:

- ✚ NOI-RROF Legal Notice (previously published on 1.14.25 per Mark Blauer’s instructions)
- ✚ ADA Grievance Procedure Legal Advertisement
- ✚ Fair Housing Legal Advertisement

Mayor Stoddard to execute **Amendment No. 1 – Additional Sanitary Sewer Replacement to the Professional Services Agreement** dated December 2023 with **Delaware Engineering D.P.C.** for the Rail Trail Culvert Replacement Project OCR CDBG Project No. 642PR120-23, in the total amount of \$82,800.

CONSIDER FEES FOR PERMITS ADOPTED BY LOCAL LAW #5-2024

WHEREAS, The Village of Liberty Board of Trustees adopted a new Local Law #5-2024, in regards to peddling, hawking, vending and soliciting;

WHEREAS, with this new local law the rate schedule for the peddlers, person, Transient Merchant and Mobile Food Vendor has been reviewed;

THEREFORE, BE IT RESOLVED, the following rate schedule has been adopted, effective immediately:

	PEDDLER	TRANSIENT	MOBILE FOOD
1 DAY	\$25.00	\$50.00	\$50.00
1 MONTH	\$200.00	\$400.00	\$400.00
1 YEAR	\$1,000.00	\$2,000.00	\$2,000.00

DISCUSS DAYS IN ASSESSMENT CASE – TAX MAP #121.-2-1.2

Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried to join in the appraisal for the Days Inn - Tax Map #121.-2-1.2 -with the Town/School/County for a cost not to exceed \$4367.00.

CONSIDER MEDICAL PERMIT – SARINAS LIMOUSINE & CAR SERVICE

RESOL.# 6-2025: Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried approving Resolution #6-2025:

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 will expire June 1, 2025;

WHEREAS, One Medical License 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 one 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/permit is for:

Sarinas Limousine & Car Service - One Medical Licenses

CONSIDER LOAN FROM SANITATION TO WATER FUND

Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving a loan of up to \$20,000 to the Water Fund from the Sanitation Fund.

This loan will be paid back within the fiscal year.

DISCUSS ZONING BOARD MEMBER

Mayor Stoddard mentioned that one Zoning Board Member has moved out the area and the Board is in search of a new member.

CONSIDER WWTP PHASE 2 UPGRADE

Motion by Trustee Mir, seconded by Trustee Lake and unanimously carried authorizing Delaware Engineering to prepare a Professional Services Agreement for design through construction engineering for Phase 2.

The agreement will be presented at the February 20, 2025 Worksesssion Meeting.

CONSIDER 2025 GENERAL SERVICES CONTRACT WITH DELAWARE ENGINEERING D.P.C.

Motion by Trustee Mir, seconded by Trustee Mills and unanimously carried approving the 2025 General Services Contract with Delaware Engineering (dated January 15, 2025) and authorizing Mayor Stoddard to endorse said contract.

BILLS Bills for Payment

FOR

PAYMENT: Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving the payment Voucher #626 to Voucher #711 in the amount of \$920,287,72.

EXECUTIVE Motion by Trustee Mir, seconded by Trustee Feasel and unanimously
SESSION: carried to go into Executive Session at 8:04 p.m. to discuss an employee matter in the DPW/Water Department.

David Burke and David Ohman was invited into the Executive Session.

Motion made by Trustee Mills, seconded by Trustee Feasel to come out of the Executive Session at 9:28 p.m.

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

THE MEETING WAS ADJOURNED AT 9:28 P.M.

RESPECTFULLY SUBMITTED,

DENISE CORBETT, SECRETARY TO THE BOARD