

WORK SESSION MEETING

April 17, 2025

The Board of Trustees held the Regular Meeting on April 17, 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, Trustee Eveleese Lake, Trustee Robert Mir, Trustee Ernest Feasel and Trustee Jayneen Mills. Also Present: Gary Silver, Attorney for the Village and Judy Zurawski, Clerk/Treasurer, Denise Corbett, Secretary to the Board.

ALSO PRESENT: Steven D'Agata, Police Chief; Lee Cogswell, Allison Cogswell, Thomas Willi

ABSENT None

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

- ❖ **REGULAR MEETING – April 3, 2025**
- ❖ **ORGANIZATIONAL MEETING – April 7, 2025**

CORRESPONDENCE: INCOMING – None

OUTGOING – None

TABLED/OLD BUSINESS:

DELAWARE ENGINEERING UPDATE

1. WWTP Phase 1 Upgrade

Key Status Update and Items for Board Review and Consideration:

- None
- Construction Status Update:
- All WWTP Upgrade work was completed in October 2024
- Engineering During Construction:
 - Delaware submitted the Engineers Certification of Project Completion to NYSEFC on 11/11/24
 - Wrapping up record drawings
- Organizing digital project files and will provide to Village WWTP & Dave Burke soon

- Minor warranty items and minor tweaks to SCADA programing have been addressed
- Recommend Village set up a services contract with General Controls System (GCS) to all allow them to assist the Village with future SCADA issues

2. Phase 2 WWTP Upgrade - Sludge Handling & Septage Receiving

Key Status Updates and Items for Board Review and Consideration:

- PER Submitted to NYSEFC on 3/28/25, NYSEFC approval/comments pending
 - Engineering Services
 - Preliminary Engineering Report
 - PER (meeting new requirements) submitted to NYSEFC on 3/28/25
 - Professional Services Contract for Engineering Services
 - Design is anticipated to begin following Village execution of a PFA (required before 9/30/25)
 - Begin Design: January – May 2026
 - Professional Services Agreement for the engineering services for design through construction executed 2/20/25
 - Professional Services Contract Amendment No. 1 for the PER executed 3/20/2025
 - Project Funding
 - Outstanding Documents required to execute a PFA were submitted on 2/28/25, before the March 1, 2025 deadline
 - On 4/10/25 NYSEFC asked for affidavits of publication for the 9/3/20 Bond Resolution
 - The Sullivan County Democrat provided an updated affidavit on 4/11/15
 - Delaware submitted the affidavit of publication on to NYSEFC for review on 4/15/25, and was accepted by NYSEFC on 4/16/25
 - PER Submitted by the Revised March 28, 2025 deadline, NYSEFC approval/comments pending
 - NYSEFC short-term financing PFA Exhibit Approval Memo pending the revised SPDES Permit (in progress) final PER review and approval
 - This project (\$9.9M) has already been identifies receive \$7.4M in grant funding awards:
 - Budget = \$9,900,000
 - WIIA = \$2,474,922
 - BIL - \$4,950,000
 - 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, driveway and access road paving

3. WWTP SPDES Permit Renewal

Key Status Updates and Items for Board Review and Consideration:

- Consider authorizing the Village Clerk to publish the Notice of Complete Application/Intent to Renew and Modify Permit and the opportunity for public comment, in the Village's official newspaper. The public comment period will end on 05/23/2025
- Delaware will work with the Village to prepare a comment letter and can continue to address permit issues with the Village as needed
- Consider authorizing Delaware to prepare a response and assist with subsequent work associated with the NYSDEC SPDES Permit Renewal, on a time and materials basis, under the 2025 General Services Agreement

SPDES Permit Notice of Complete Application (NOCA)/Intent to Renew and Modify Permit

- The Village received notice on 04/15/25 that NYSDEC proposing to renew and modify the subject SPDES permit
- Notice and the opportunity for public comment is required for this application
- A Notice will be published in the Environmental Notice Bulletin on 04/23/2025
- Publication of the Notice by the permittee is also required in the official newspaper for the Village of Liberty
- The public comment period will end on 05/23/2025, or 30 days after publication in the newspaper, whichever is later
- Delaware will work with the Village to prepare a comment letter and can continue to address permit issues with the Village as needed
- Publication of the notice will require the Village to forward the proof of publication upon receipt
- Therefore, should the Village agree with our recommendations, we then recommend that the Village Board resolve to:
 - Authorize the Village Clerk to publish the Notice of Complete Application/Intent to Renew and Modify Permit in the Village's official newspaper, and to forward the proof of publication upon receipt

Motion made by Trustee Lake to authorize the clerk to publish the Notice of Complete Application/Intent to renew and modify permit in the official village newspaper. Seconded by Trustee Mir. Motion carried unanimously.

- Authorize Delaware to prepare a response and assist with subsequent work associated with the NYSDEC SPDES Permit Renewal, on a time and materials basis, under the 2025 General Services Agreement

Motion made by Trustee Mir to authorize Delaware Engineering to prepare a response and assist with subsequent work associated with the NYSDEC

SPDES permit renewal, on a time and materials basis, under the 2025 General Services Agreement. Seconded by Trustee Feasel. Motion carried unanimously.

- Revised SPDES Permit in progress with NYSDEC
 - Draft SPDES Permit (for public comment) & Final Permit and pending
 - On 2/3/25 Delaware was notified that the Village of Liberty DRAFT SPDES permit was ready for review with the Village
 - A SPDES Permit review meeting with the Village and NYDEC was held on 2/15/25
 - There were some unexpected changes (e.g., TSS 16 mg/L 7-day average, down from 45 mg/L 7-day average and 30 mg/L 30-day average)
 - The Village should receive the official DRAFT SPDES permit and legal notice for the public comment period in the near future
- We plan to review the existing treatment processes with equipment manufacturers and vendors to confirm if the existing processes will meet the proposed SPDES permit limits

4. CDBG 2023 Rail Trail Project (and Additional Sewer Work) – CDBG Project #642PR120-23

Key Status Updates and Items for Board Review and Consideration:

- Consider authorizing the Clerk to advertise for bidding of the Additional Sanitary Sewer Replacement Work in the Village's official newspaper
- **Project Status Update:**
- April 17, 2025 Update:
 - Work began on July 1, 2024
 - Culvert Pipe has been delivered and installed
 - Access roadway roughed in
 - Sewer Installation complete on July 3, 2024 (by Directional Drilling per CO No. 3)
 - Final sewer connection completed on 8/23/24 and partial restoration completed 8/26/24
 - NYSEG utility relocation was completed by 9/27/24
 - NYSEG did not charge the Village for this work
 - A \$25,000 allowance was included in the base bid for contractor coordination with NYSEG
 - This amount may be reallocated to the general construction budget balance and used for additional work (see below)
 - For now, we plan to leave this allowance in Tweedie's contract to address any issues that may occur during installation of the culvert
 - If not needed during culvert installation, this allowance will be deducted from Tweedie's construction contract via future change order
 - Tweedie Construction installed culvert pipe, and backfill over new culvert.
 - Site restoration pending

- On 1/9/2025, preliminary notice was given (via email) that the Budget Modification Request for the Additional Sanitary Sewer Replacement Work (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. 4 – Approved at the 2/20/25 meeting
- Payment Application No. 5 – Pending site restoration work

- **Change Order(s):**

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

- Change Order No. 1 has been fully executed

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

- Change Order No. 2 has been fully executed

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

- Change Order No. 3 has been fully executed
- 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**

- Change Order No. 4 has been signed and returned by the contractor
- 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
- 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:
 - Construction budget = \$808,269**
 - Tweedie Base Bid = \$324,110
 - Change Order No. 1 = \$21,134
 - Change Order No. 3 = \$27,400
 - Subtotal Tweedie to date = \$372,644
 - Balance of Construction Budget = \$435,625
 - Project Contingency = \$85,900**
 - Balance of Grant Funds Available for Additional Work = \$349,725 with \$85,900** contingency preserved
 - 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 Blauer 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)
- Planned Additional Sanitary Sewer Replacement Work
- Next Steps:
 - Project design is nearing completion
 - Official Budget Modification approval letter from OCR is still pending
 - Delaware will submit draft design documents to Village for review and comment prior to requesting approval to put the project out to bid
 - Bid/Award: Spring 2025
 - Construction: Summer through end of 2025
 - Authorization to go to Bid (see below)
- Additional Sanitary Sewer Replacement Work (New Construction Contract):
 - In order to bid this work soon, we recommend that the Village consider authorization for this project to go to bid, contingent upon NYSOOCR approval
 - Preparation of the bid package is nearing completion; working through finalizing a few details and should be ready to bid in May. A legal notice will need to be published in the Village’s official newspaper and bid documents will be available through an Electronic Plan Room (www.biddyhq.com)
 - Delaware will provide the bid notice to send to the paper and will assist with bidding as needed
 - In order to put this out to bid, the Village needs to authorize the Clerk to forward the legal notice to the Sullivan County Democrat
 - We recommend that the Board resolve to authorize the Clerk to advertise for bidding in the Village’s official newspaper once the documents are ready for bidding and a bid notice will be provided
 - Therefore, should the Village agree with our recommendations, we then recommend that the Village Board resolve to:
 - Authorize the Clerk to advertise for bidding of the Additional Sanitary Sewer Replacement Work associated with CDBG Project No. 642PR120-23 in the Village’s official newspaper

Motion to authorize the Clerk to advertise for bidding of the Additional Sanitary Sewer Replacement Work in the Village’s official newspaper made by Trustee Mir. Seconded by Trustee Mills. Motion carried unanimously.

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

- 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
- Additional Sanitary Sewer Work – Desired Option
- Paving of Rail Tail – Not Selected
- Other – Not Selected
- Option 1 – Additional Sanitary Sewer Work – Desired Option
- 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 = \$40-60K
- Total = \$240-260K
- Professional Services Agreement for Engineering Services (Delaware Engineering):
- Contract Amendment No. 1 – Additional Sanitary Sewer Replacement:
- The surveyor has completed the work
- Project Design is nearing completion
- Bidding to begin soon (see above)
- Blauer Associates submitted budget modification request to OCR on 11/22/24
- 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)
- Engineering funds for the Additional Sanitary Sewer Replacement Work have been processed
- Professional Services Contract Amendment No. 1 associated with the Additional Sanitary Sewer Replacement executed 11/21/24
- North Main Street Watermain Replacement (2024 OCR CDBG Application)
- Key Status Updates and Items for Board Review and Consideration:
- Design underway, plan to submit for NYSDOH design approval in May and go out to bid in June 2025
- Plan to request Authorization to go to Bid next month
- Project Status Update:
- March 20, 2025 Update:
- Survey is complete (pending any additional information needed)
- Design underway
- Plan to submit the design to NYSDOH in May 2025
- Plan is to get out to bid in June 2025

- Plan to request Authorization to go to Bid next month
- The CFA application was submitted on July 29, 2024
- Up to 100% grants are possible for CDBG projects
- On 11/21/24, the Village received a preliminary grant award notification letter from OCR stating that this project was selected for a grant award, in the amount of \$1,487,053.
- This was the 1st submission attempt for this project
- On 12/30/24, the Village received a blank OCR Grant Agreement which was executed by the Village and notarized on 1/16/25 and sent back to OCR.
- On 1/14/25 and Implementation Call was held with the Village, OCR, Mark Blauer, and Delaware
- On 1/14/25 the Village published the NOI-RRF provided by Mark Blauer
- On 1/16/25 the Village executed a professional service agreement retaining Delaware Engineering, D.P.C. for engineering services for design through construction
- On 1/22/25 the signed Grant Agreement was sent to OCR with other required forms
- On 1/29/25 the request for Release of Funds form was submitted to OCR
- On 2/12/25 OCR approval for Release of Funds became effective
- NYS OCR CDBG Agreement:
- On December 30, 2024, the Village received a copy of the Grant Agreement.
- The signed Grant Agreement was sent to OCR on 1/22/25

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

Contract Amendment No. 1 – Additional Sanitary Sewer Replacement:

- **The surveyor has completed the work**
- **Project Design is nearing completion**
- **Bidding to begin soon (see above)**
- Blauer Associates submitted budget modification request to OCR on 11/22/24
- 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)
- Engineering funds for the Additional Sanitary Sewer Replacement Work have been processed
- Professional Services Contract Amendment No. 1 associated with the Additional Sanitary Sewer Replacement executed 11/21/24

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

Key Status Updates and Items for Board Review and Consideration:

- **Design underway, plan to submit for NYSDOH design approval in May and go out to bid in June 2025**
- **Plan to request Authorization to go to Bid next month**

- **Project Status Update:**

- March 20, 2025 Update:

- **Survey is complete (pending any additional information needed)**
 - **Design underway**
 - **Plan to submit the design to NYSDOH in May 2025**
 - **Plan is to get out to bid in June 2025**
 - **Plan to request Authorization to go to Bid next month**
 - The CFA application was submitted on July 29, 2024
 - Up to 100% grants are possible for CDBG projects
 - On 11/21/24, the Village received a preliminary grant award notification letter from OCR stating that this project was selected for a grant award, in the amount of \$1,487,053.
 - This was the 1st submission attempt for this project
 - On 12/30/24, the Village received a blank OCR Grant Agreement which was executed by the Village and notarized on 1/16/25 and sent back to OCR.
 - On 1/14/25 and Implementation Call was held with the Village, OCR, Mark Blauer, and Delaware
 - On 1/14/25 the Village published the NOI-RRF provided by Mark Blauer
 - On 1/16/25 the Village executed a professional service agreement retaining Delaware Engineering, D.P.C. for engineering services for design through construction
 - On 1/22/25 the signed Grant Agreement was sent to OCR with other required forms
 - On 1/29/25 the request for Release of Funds form was submitted to OCR
 - On 2/12/25 OCR approval for Release of Funds became effective

- **NYS OCR CDBG Agreement:**

- On December 30, 2024, the Village received a copy of the Grant Agreement.
 - The signed Grant Agreement was sent to OCR on 1/22/25

- **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.
 - On January 16, 2025, the Village approved the Professional Services Agreement for Engineering work for design through construction. Thank you.
 - Survey is complete (pending any additional information needed)

Motion to authorize the Mayor to sign the Professional Services Agreement With Delaware Engineering made by Trustee Mir. Seconded by Trustee Feasel. Motion carried unanimously.

• **Budget Review:**

- Budget currently available for project:
 - **Total Estimated Project Cost = Total Project Funding = \$1,554,553.00**
 - Total Local Funding = \$67,500 (for Grant Administration Services)
 - Total CDBG Funding = \$1,487,053
 - Engineering budget = \$201,250*
 - Other (Construction Inspection) budget = \$115,200*
 - Construction budget = \$1,170,603**
 - Project Construction Contingency = \$164,620** (from Engineering Report cost estimate – approximately 15% of estimated project construction costs)
 - 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:**

- CDBG stipulates that award of construction contracts should occur within 6 months of execution of the grant agreement (preferred OCR timeline)
- The Anticipated Project Schedule is as Follows:

Task:

RFQ Process to Select Engineering Consultant:
 Prepare Environmental Review Record (ERR):
 CFA Application, ERR, and Engineering Report Submission:
 CFA Funding Award Notification:

Execute OCR Grant Agreement and Associated Documents:
 Publication of NOI – RROF
 Environmental Notice:
 Retain Grant Administration Consultant:
 Execute Professional Services Contract with Selected Engineer:
 Submission of Administrative Plan and Section 3 Plan:

Schedule:

June 2024 – Completed
 July 2024 – Completed
 July 2024 – Completed
 November 21, 2024 – Received
 December 2024 –
 January 2025
 January 14, 2025 - Completed
 January 2025 - Completed
 January 16, 2025 - Completed
 January 22, 2025 - Completed

Submission of Request for Release of Funds:	January 29, 2025 - Completed
NYS OCR Approval for Release of Funds:	February 12, 2025 - Completed
Project Design:	January – April 2025
NYS DOH Plan Review:	May 2025
NYS OCR Review of Draft Bid Documents:	May 2025
Construction Bidding and Bid Review:	May – June 2025
Award and Execution of Construction Contract:	July 2025
Construction Work:	July 2025 – May 2026
Conduct Second Public Hearing:	During or Before October 2026
Project Completion:	During or Before December 2026
Project Close-out:	On or Before January 26, 2027

6. Phase 2 Water System Improvements (2025 CDBG Application)

Key Status Updates and Items for Board Review and Consideration:

- Complete the Scoring Summary Form for the RFQs for Engineering Services
- Consider finalizing the scoring by adopting a resolution that states which responding firm scored the highest and is the most highly qualified firm to provide the required services

Engineering Services RFQ In Progress

- At the February 20, 2025 meeting the Village resolved to authorize the Village Clerk to advertise for the 2025 CDBG professional services to be procured via RFQ
- Responses to the Engineering Services RFQ were due 3/28/25
- There were two (2) responses submitted
- RFQ Responses and Scoring Sheets (that matches the scoring system found in the RFQ ad) were distributed to all Board Members at the 4/3/25 Board meeting
- Board Members were directed to score before the 4/17/25 meeting
- The Village Clerk should collect scoring sheets from each Board Member and complete the Scoring Summary Form to document which firm scored highest by tabulating all scores before or at tonight's meeting
- The Village should formalize the scoring by adopting a resolution that states which responding firm scored the highest and is the most highly qualified firm to provide the required services
- Contract negotiate and execution contingent upon grant award
- Therefore, should the Village agree with our recommendations, we then recommend that the Village Board resolve that:

- 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, contingent upon grant award; and
- The Village Mayor, is authorized to execute the Professional Services Agreement with [name of firm], contingent upon grant award

Funding Application

- Funding application package, including preliminary engineering report, needs to be submitted in July 2025. Maximum budget \$1.5M
- 2025 CFA CDBG Phase 2 Water System Improvements Project Public Hearing was held on March 20, 2025 at 6:55 PM)
- 2025 CFA CDBG Phase 2 Watermain Replacement Project Public Hearing Proposed Narrative (Scheduled for March 20, 2025 at 6:50 PM)
- Background: The Village of Liberty is holding a public hearing for the purpose of hearing public comments on the Village of Liberty's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2025 Program Year.
- Proposed Project Description: The Village is proposing a public infrastructure improvement project and plans to submit a 2025 CFA Public Infrastructure application for a project with an anticipated project cost of approximately \$1.5 million (at a maximum) for a water system improvement project in the vicinity of North Main Street, Oak Street, North End Avenue, and Wawanda Avenue, West Lake Steet, Carrier Street, South Main Street, Upper Ferndale Road and the area around the Village's Elm Street Well. The proposed project is expected to primarily benefit low-and-moderate-income persons.
- Map (Fig.1 - Aerial Site Map with Potential Project Areas)
- Potential Other Work Considered:
 - Potential additional watermain replacement work, including valves, hydrants, and appurtenances, prioritizing the oldest and most undersized mains.
 - Potential unplanned incidental or additional sewer work.
- Project Goals: The goals for this project include the following:
 - Mitigate likelihood of future watermain breaks in areas known to have had numerous recent watermain breaks (North Main Street, West Lake Street, South Main Street, Carrier Street, Upper Ferndale Road, Wawanda Ave., etc.), thereby reducing annual O&M costs for the lifespan of the project.
 - Reduce the potential for elevated disinfection byproducts (DBPs) in susceptible areas of the Village (and the interconnected Cold Springs Water District) by replacing undersized watermains and improving flow conditions.
 - Improve the automation and communication of the system in an effort to reduce water waste (due to storage tank overflows) and work towards allowing the water system to be more automatically controlled based on system demand and accounting for demand fluctuations.
 - Where required by existing conditions, establish or improve horizontal and vertical separation of watermains from other utilities (e.g., sanitary sewer mains).

- Increase the system's ability to provide water to potential new development sites.

- Anticipated Project Schedule:

The anticipated project schedule is as follows (A = Actual [i.e., currently scheduled or previously completed], T = Target):

Village to Schedule Public Hearing	February 20, 2025 (A)
Public Hearing Legal Notice Publication	February 28, 2025 (A)
RFQ for Engineering Services Legal Notice Publication	February 28, 2025 (A)
Public Hearing	March 20, 2025 (A)
Responses for Engineering Services RFQ Due	March 28, 2025 (A)
Engineering Services RFQ Review, Scoring, and Firm Selection	April 17, 2025 (T)
Prepare Engineering Report (DEDPC) and Application (BA)	May-July 2024 (T)
Submit OCR CDBG Application	July TBD, 2025 (T)
Anticipated Deadline to Submit OCR CDBG Application	July TBD, 2025 (A)
Anticipated Notice of Funding Award	December 2025 (T)
Construction Period	June 2026 through December 2027 (T)

- Need to refine scope and develop costs (\leq \$1.5M)
- Agree to scope with Village, and Mark Blauer and proceed to prepare the Engineering Report and Application

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

- **No updates this month**
- **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:
 - 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.
 - **NYSDEC will inform the Village once they have a consultant hired.**
- **Elm Street Well Remediation**
 - NYSDOH issued a comment letter on August 8, 2024. Under review with the Village.
 - 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.
 - Several meetings have been held with the Mayor, Dave B., Water & Sewer Committee, and Village attorney, and NYSDEC to develop a plan
 - The Village desires to increase the flow to 1 MGD to see if the contamination is present
 - 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

- Planning and coordination is ongoing
- NYSDOH and NYSDEC work plans/approvals pending
- Increased pumping is anticipated to begin September 2025
- Monitoring reports for 2022 and 2023 provided to Young / Sommer LLC (specialist in environmental law)

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

Key Status Updates and Items for Board Review and Consideration:

- Subcontract for sewer main cleaning and camera services executed, schedule to complete work pending
- **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/incure 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:
- 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 2026 (T)
- Field Work (CCTV & Investigations) December 2024 – May 2025 (T)
- Execute Grant Agreement by April 30, 2025 (T)
- Village Review of the I/I Engineering Report May 2026 (T)
- Submit the I/I Engineering Report to NYSEFC by May 30, 2026 (T)
- New project listing deadline for the FFY 2026 IUP (PER) & SRF Application
May 30, 2026 (T)
- IUP Listing Deadline June – July 2025 (A)
- Deadline to Complete I/I Engineering Report (18-mos form Grant Execution)
By September 2026 (A)
- I&I work and reporting to occur October 2024 – May 2026 (T)
- I&I Study Engineering Work Status Update
- Working on base system map
- Subcontract for sewer main cleaning and camera services executed on 4/10/25
- Schedule for work pending (end of May 2025)
- Need to get NYSDOT Permit for Chestnut Street Work (Ed Malls office)
- Can Village provide flaggers if needed?
- 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, no availability for 2025
- The results of these investigations will be shared with Delaware by Village Staff
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
- Lead & Copper Rule Revisions service line inventory requirements
- Status Update and Key Items for Board Review and Consideration:
- No updates this month
- **Project Funding:**
- All other required documents have been submitted to NYSEFC
- Grant Agreement (dated 1/23/25) from NYSEFC received on 1/6/2025
- The Mayor signed, and the Village Clerk returned to NYSSFC on 1/17/2025

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
 - Certification for Delivering Public Notification (DOH Form) needs to be submitted to local DOH by July 1, 2025 (this needs to be done annually)
 - The Village needs to submit the completed Certification along with a copy of each final consumer notification of service line materials to your local health department by July 1 for the previous year's compliance with the consumer notification requirements
 - Delaware will work with Dave B to get the Certification for Delivering Public Notification to local DOH by July 1
- 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.
- State Budget Funding Request with Office of Assemblymember Paula Kay's Office
- Nothing updated this month
- On Thursday January 30th, the Village received an email from the Office of Assemblymember Paula Kay (who has replaced Assemblymember Gunther)
- The email stated that the Assemblymember's office was accepting funding requests for potential inclusion in the 2025/2026 NYS Budget and asked that the Village submit any requests for state funding by February 10, 2025
- The Village coordinated with Delaware to generate a list of possible items for a funding request
- Delaware Engineering drafted a funding request letter with several infrastructure improvement items, including estimated costs, and sent to the Village for review.
- The Village sent the funding request letter to Assemblymember Kay's office on February 10.
- The Items included in the request included the following (more detail included in 2/10/25 funding request letter):
 - Days Inn Pump Station Improvements - \$45,500
 - State Police and R & W Pump Station Improvements - \$10,000
 - WWTP UV System Parts Replacement and Spares - \$16,500
 - WWTP Secondary Clarifier Drain Valve Replacement - \$95,000
 - Total Request: \$167,000

11. Public Water System USEPA Administrative Order

- On 4/9/2024 the Village received a USEPA Administrative Order, related to fifth cycle of the Unregulated Contaminant Monitoring Regulation ("UCMR5")
- Dave B. believes that the Village has completed the previous cycles, and likely this fifth cycle, and may be an administrative oversight - he is looking into it
- Based on email communications last week between Dave B and various department within EPA, some sampling results from previous sampling cycles documented in the SDWARS (Safe Drinking Water Act Accession and Review System)
- EPA sent follow-up messages to Respondent regarding their obligation to comply with UCMR5 reporting requirements and the regulatory deadline to submit specific inventory information on 8/20/24, 9/23/24, 11/8/24, 11/27/24, and 11/27/24. Specifically, Respondent was required to take the following actions:
 - Register for SDWARS.
 - Read and accept its official UCMR5 Notification Letter.
 - Provide contact and inventory information.
 - Review its sampling schedule.
 - Update sampling locations, shipping address and zip codes.
- The UCMR 5 monitoring will occur from 2022-2026 and includes monitoring for a total of 30 chemical contaminants: UCMR5 specifies monitoring for 29 per- and polyfluoroalkyl substances (PFAS) and lithium
- UCMR5 monitoring for Respondent was scheduled to begin January 2025
- Based on the information available to EPA, Respondent has not completed the pre-sampling requirements
- EPA is issuing this Administrative Order to place the Respondent on an enforceable schedule to comply with the UCMR5 monitoring requirements
- Based on EPA's findings

12. Within five (5) business days of receipt of this Order (4/16/25), Respondent shall contact the UCMR5 Message Center (UCMR5@GLEC.com And copy to Region2_SDWAEnforcement@epa.gov) for assistance completing the pre-sampling requirements

13. Within five (5) days of receipt of this Order (4/14/25), Respondent shall contact the UCMR Sampling Coordinator at (UCMR_sampling_coordinator@epa.gov) if sampling has not been completed or changes to sampling schedule is required.

14. Within ten (10) days of receipt of this Order, Respondent must certify to EPA Region 2 that sampling requirements outlined in Paragraph 13

UPDATE ON SUB-COMMITTEES

Parking

Mayor Stoddard stated that this is still in the works.

Noise Ordinance

Mayor Stoddard stated that this has been done.

Gary Silver stated that the public hearing is scheduled.

HONK

Mayor Stoddard stated that this is still in the works.

RESOL**#41-2025 CONSIDER MUNICIPAL RULES**

Mayor Stoddard stated that the proposed wording was sent to Wade Beltramo and he said it looked good. Mayor Stoddard stated these municipal rules will include the police department lobby and any municipal buildings. Mayor Stoddard stated that Village buildings are for municipal use and are for residents who are doing business within the Village. This will include bathrooms as they are not for public use. Mayor Stoddard stated that if establish rules by a motion then they will become municipal rules. Mayor Stoddard passed around two different signs for the board to review. The first sign would read "NOT A PUBLIC BATHROOM. THIS BATHROOM IS ONLY FOR THOSE PERSONS IN THE VILLAGE MUNICIPAL BUILDING FOR OFFICIAL GOVERNMENTAL PURPOSES". The second sign would read "NOTICE, THE VILLAGE OF LIBERTY MUNICIPAL BUILDING IS NOT OPEN TO THE PUBLIC EXCEPT THOSE PATRONS ON OFFICIAL GOVERNMENTAL BUSINESS. NO FOOD OR DRINKS ARE ALLOWED. NO PUBLIC RESTROOM".

Trustee Mir stated that we should expand these rules at some point. Trustee Mir made a motion to approve the municipal rules. Seconded by Trustee Lake. Motion carried unanimously.

RESOL**#42-2025 CONSIDER LOCAL LAW 3-2025/TAX CAP**

Gary Silver stated that the DEC Rules stated that if there is an action you have to perform SEQR.

Trustee Mir made a motion to designate the Village of Liberty as Lead Agency. Seconded by Trustee Feasel. Motion carried unanimously.

Gary Silver read the questions in the EAF and the board answered "no" to all questions.

Trustee Mir made a motion for negative declaration. Seconded by Trustee Lake. Motion carried unanimously.

ROLL CALL VOTE

MAYOR STODDARD - YES
TRUSTEE FEASEL - YES
TRUSTEE LAKE - YES
TRUSTEE MIR - YES
TRUSTEE MILLS - YES

Motion to approve Resolution # 42-2025 Local Law #3-2025 Tax Cap made by Trustee Mills. Seconded by Trustee Feasel. Motion carried unanimously.

NEW BUSINESS

DISCUSSION - SOLAR CREDITS - SOLAR ON EARTH

Scott Fitzgerald from Solar on Earth stated that this is a NYS Sun Program for clean energy. There is an SBC charge on your NYSEG bills already which funds clean energy. This gives you a dollar value on your bill. How it works is that you would sign up the program and would receive a 5%- 10% credit. It is free as it funded by NYSEDA through your NYSEG bill. The program exists already. You don't have to install solar panels or new meters etc. This is a community program. My company works with municipalities first then we go from there. You are never guaranteed acceptance into the program but you should apply. You will get a credit on the supply end not just the delivery end. NYSEG goes to solar farms and does meter readings then NYSEG distributes the credits evenly.

Mayor Stoddard asked if the Village gave him our NYSEG bill yet?

Scott Fitzgerald answered no.

Judy Zurawski stated that Angela had it ready for him.

Mayor Stoddard stated that on the one bill she saw, we received a \$1400 credit and there was a 10% credit.

Scott Fitzgerald stated that the older farms give a 10% credit. The newer farms give a 5% credit and he won't know until he sees the bill. Scott will reach out to Angela on Monday for the bill.

RESOL # **43-2025 CONSIDER PROCUREMENT POLICY**

Mayor Stoddard asked the board if everyone was good with dollar amounts?

Judy Zurawski stated that these numbers are working. Judy stated that she sent out a memo regarding spending unless absolutely necessary.

Lee Cogswell stated that they had to spend a lot of money today.

Mayor Stoddard stated that sometimes you have to spend money to make money.

VILLAGE OF LIBERTY

PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village of Liberty involved in the procurement process, now, therefore, be it

RESOLVED, that the Village of Liberty does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF LIBERTY

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase.

This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest prices and that favoritism will be avoided, except in the following circumstances: purchase contracts over

\$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract Method

\$999 - \$3,499.99 2 written/fax quotations
Including shipping

\$3,500 - \$19,999 3 written/fax
quotations
Including Shipping

Estimated Amount of Public Works Contract Method

\$999 - \$4,999.99 2 written/fax quotations
Including Shipping

\$5,000 - \$34,999 3 written/fax quotations
Including Shipping

All quotes of \$999 and above must be approved by the Department Liaison before the purchase and payment of the product can be made.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b(2)(f), the

procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Liberty to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education, training, judgement, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Village Board of Trustees shall take into consideration the following guidelines: (a) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (b) whether the services require a personal relationship between individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of any attorney; services of any physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$999. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

7. Equal Opportunity Employer

a. Pursuant to Article 15 of the Executive Law and all other State and Federal statutory and constitutional non-discrimination provisions, the Village of Liberty will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status.

8. Equal Opportunity for Minorities and Women

a. The Village of Liberty will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier statue, or marital status and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities with discrimination.

9. Business

a. Pursuant to Section 3 (CFR 85.36) of the Housing and Urban Development Act of 1968, the Village of Liberty will ensure that employment and other economic opportunities will be available to low-moderate income families and businesses and that all procurement transactions will be conducted in a competitive manner.

This policy shall go into effect immediately and will be reviewed annually.

Readopted: April 17, 2025

Motion to approve Resolution # 43-2025 Procurement Policy made by Trustee Feasel. Seconded by Trustee Lake. Motion carried unanimously.

CONSIDER EVENT PERMIT – SOAP BOX DERBY

Lee Cogswell stated that he owns 366 N. Main St. and the sewer there is horrendous. He stated that he tried to fix it but couldn't because of the soap box derby. He asked how long it would be until we pave North Main?

Trustee Mir stated that we may be able to use grant money to pave it.

Lee Cogswell stated that he did not want to take away from other roads that need it more.

Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried approving the Soap Box Derby Event Permit May 29, 2025 – June 1, 2025.

The Soap Box Derby is sponsored by the Sullivan County Soap Box Derby.

**ATTORNEY
COMMENTS:**

Gary Silver stated that Thomas Willi is in the audience tonight. I sent an email in February regarding abandoning a portion of the road on St. Paul's.

Mayor Stoddard stated that she would like to go see the property.

Gary Silver stated that there are a lot of steps in order to abandon a property.

Thomas Willi stated that he was sure there was a lot to do. He asked if he Should return at the next meeting?

Mayor Stoddard answered "yes". Mayor Stoddard stated that Gary would have to make a chart of what the steps are.

BILLS Vouchers for payment

FOR

PAYMENT: Voucher #847 to Voucher #936 in the amount of \$301,117.77

Trustee Mir stated that \$42,000 will come back in the form of a grant that the Police department received.

Motion by Trustee Mir, seconded by Trustee Mills and unanimously carried approving the payment of Vouchers #847 to Voucher #936 in the amount of \$301,117.77.

EXECUTIVE

SESSION: Motion by Trustee Mir seconded by Trustee Mills and unanimously carried to go into Executive Session at 7:29 p.m. to discuss employment history in the Code Enforcement Office and Sanitation. Denise Corbett was invited.

Motion made by Trustee Mills, seconded by Trustee Lake to come out of the Executive Session at 7:45 p.m.

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

THE MEETING WAS ADJOURNED AT 7:45 P.M.

RESPECTFULLY SUBMITTED,

DENISE CORBETT, SECRETARY TO THE BOARD