

WORK SESSION MEETING

MARCH 20, 2025

The Board of Trustees held the Regular Meeting on March 20, 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 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, David Burke, Director of Public Works; Tom Zweck, Mark Blauer, Tina Tompkins, Barbara Ramirez, Robert Beasley, Terrance Harvey, Douglas Bowman and B. Bowman.

ABSENT Trustee Ernest Feasel

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

❖ **WORKSESSION MEETING – March 6, 2025**

CORRESPONDENCE: INCOMING
❖ Lighting Report from PD – February 2025

OUTGOING - None

TABLED/OLD BUSINESS:

DELAWARE ENGINEERING UPDATE

1. WWTP Phase 1 Upgrade

Key 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 on 11/11/24
- Wrapping up record drawings

- Minor warranty items and minor tweaks to SCADA programing have been addressed

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

Key Items for Board Review and Consideration:

- Review and consider authorizing the Mayor to execute Delaware Engineering, D.P.C.'s Professional Services Contract Amendment No. 1 for the engineering/professional services associated with preparation of a new Engineering Report for the *Village of Liberty Phase 2 WWTP Upgrade – Sludge Handling and Septage Receiving (CWSRF Project #C3-5352-02-01)* dated 3/19/25, with an increase to the total contract amount of \$40,000
- Engineering Services

Preliminary Engineering Report

- Amendment No. 2 (minor updates to scope & schedule) was submitted to NYSEFC for review and approval on 2/28/25
 - Due to a new requirement imposed by NYSEFC, and made clear during a recent conference call with NYSEFC personnel, the preliminary engineering report (PER) for this project will need to be updated and brought into conformance with the current NYSEF outline (October 2024) before the Project Finance Agreement (PFA)
 - This will require Delaware to generate a new engineering report, which was not planned or budgeted in the Engineering Services Agreement executed last month at the 2/20/25 Village Board meeting.
 - See Professional Services Contract Amendment No. 1 (pending review and consideration)
- Previous engineering report-related submissions are summarized below:
 - Original PER Submission – September 2020
 - PER Amendment No. 1 – June 2023
 - PER Amendment No. 2 – February 2025

The scope of the original ER and Amendment No. 1 were scored for grant awards (WIIA and BIL), but were not reviewed by NYSEFC Engineering because the project funding was not in place, and the SPDES Permit has been under review

Professional Services Contract for Engineering Services (Delaware Engineering)

Professional Services Contract for Engineering Services (Base contract executed 2/20/25)

- Design is anticipated to begin following Village execution of a PFA (required before 9/30/25)
- Begin Design: September 2025 – January 2026
- At the February 20, 2025 meeting the Village Board authorized the Mayor to execute Delaware Engineering, D.P.C.'s Professional Services Agreement for the engineering/professional services associated with the Village of Liberty WWTP Phase 2 Upgrade – Sludge Handling and Septage Receiving (CWSRF Project #C3-5352-02-01) dated 2/19/25, in the total amount of \$1,000,000 and sign the Certification for Architectural/ Engineering Services Procurement Municipal Grant Funded Projects (NYSEFC from) for the

Professional Services Agreement with Delaware Engineering, D.P.C. dated 8/15/24, executed 2/20/25 for engineering/professional associated with the Village of Liberty WWTP Phase 2 Upgrade – Sludge Handling and Septage Receiving (CWSRF Project #C3-5352-02-01)

Professional Services Contract Amendment No. 1 (pending review and consideration)

- Due to a new requirement imposed by NYSEFC, and made clear during a recent conference call with NYSEFC personnel, the preliminary engineering report (PER) for this project will need to be updated and brought into conformance with the current NYSEF outline before the Project Finance Agreement (PFA)
- Because the project financing will not move forward without this unexpected step being taken, Delaware Engineering proposes to update the current PER (originally completed and submitted to EFC in September 2020), integrate PER Amendments No. 1 and No. 2 (submitted on 6/14/2023 and 2/28/2025 respectively), and ensure that the updated report conforms to the current outline and all EFC requirements. Delaware will respond to up to one round of EFC comments, if required for report approval
- Based on recent discussions with EFC personnel, all costs for our additional services are expected to be eligible for reimbursement under the terms of the NYS CWSRF program, and 75% of the costs for these services are eligible to be paid for using project grant funds (WIIA & BIL).
- Delaware Engineering, D.P.C., proposes to complete the additional services detailed in this contract amendment for a fixed fee of \$40,000. This Professional Services Contract Amendment shall include a single additional lump sum task, as follows:
Engineering Services Fee Summary:
 - Task 10 – 2025 Engineering Report Update \$40,000
 Professional Services Amendment Total = \$40,000
- These additional costs will be paid for using project contingency funds, meaning that the total project budget will remain unaffected
- Based on the grants (75%) that this project has received, the net impact to the Village would only be \$10,000 (\$333/year), and will be paid for using project contingency funds, the additional costs have already been accounted for in the debt service and rate impacts from the project presented at the 1/16/25 meeting
- If the Village finds the Professional Services Agreement for this work acceptable, Delaware Engineering recommends that:
 - o The Village make a motion and authorize the Mayor to execute Delaware Engineering, D.P.C.'s Professional Services Contract Amendment No. 1 for the engineering/professional services associated with preparation of a new Engineering Report for the Village of Liberty WWTP Phase 2 Upgrade – Sludge Handling and Septage Receiving (CWSRF Project #C3-5352-02-01) dated 3/19/25, with an increase to the total contract amount of \$40,000
- Project Funding
- Delaware submitted the Outstanding Documents required to execute a Project Finance Agreement (i.e., Engineering Agreement for design through

construction and Certification for Architectural or Engineering Services Procurement) on 2/28/25, before the March 1, 2025 deadline.

- Delaware also submitted PER Amendment No. 2 – See Engineering Services, Preliminary Engineering Report (above)
- 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 – Submitted 2/28/25
 - Engineering Agreement for design through construction – Submitted 2/28/25
- (See Professional Services Agreement below)
 - NYSEFC short-term financing PFA Exhibit Approval Memo pending the revised SPDES Permit (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 been identifies receive \$7.4M in grant funding awards:
 - Budget = \$9,900,000
 - WIIA = \$2,474,922
 - BIL - \$4,950,000
 - Remaining = \$2,600,000
 - For the January 16, 2025 meeting Delaware updated the WWTP Upgrade Phase 2 Rate Impact Analysis Summary 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 handing
 - Site driveway and access road paving

- At the January 16, 2025 meeting the Village Board agreed to move forward with WWTP Phase 2 Sludge Handling Upgrades

3. CDBG 2023 Rail Trail Project:

Key Items for Board Review and Consideration:

- Review project status update
- Project Status Update:
- March 20, 2025 Update:
 - o Work began on July 1, 2024
 - o Culvert Pipe has been delivered and installed
 - 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 was on site to lay out and prepare for culvert installation work on 1/6/25 and has since performed excavation, culvert pipe installation, and backfill over new culvert.
 - 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. 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
 - 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
- 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 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 for Pending New Construction Contract (associated with Engineering Contract Amendment No. 1 and Budget Modification Request):
- Next Steps:
- Project design is underway
- 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
- 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:
- 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:
- 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
- The surveyor has completed the work
- Project Design is underway
- 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)

- North Main Street Watermain Replacement (2024 OCR CDBG Application):

- Key Items for Board Review and Consideration:
- Review Project Status Update

- Project Status Update:
- March 20, 2025 Update:
- Survey is underway
- Design underway
- Plan to submit the design to NYSDOH in April 2025
- Plan is to get out to bid in May 2025
- 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 underway

- 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: 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
- Execute OCR Grant Agreement and Associated Documents: December 2024 – January 2025
- Publication of NOI – RROF Environmental Notice: January 14, 2025 - Completed
- Retain Grant Administration Consultant: January 2025 - Completed
- Execute Professional Services Contract with Selected Engineer: January 16, 2025 - Completed
- Submission of Administrative Plan and Section 3 Plan: 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 – 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: On or Before January 26, 2027

- 2025 CDBG Application Phase 2 Water System Improvements
- Key Items for Board Review and Consideration:
- Conduct Public Hearing for the 2025 CFA CDBG Watermain Replacement Project (Scheduled for March 20, 2025 at 6:50 PM)
- RFQ for Engineering Services is due to the Village on 3/28/25

- 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 Street, 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) attached
- 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.

- Project Schedule:

- The anticipated project schedule is as follows (A = Actual [i.e., currently scheduled or previously completed], T = Target):
- Village to Hold Public Hearing on Proposed Project March 20, 2025 (A)
- Village to Review Proposals and Select Engineering Consultant April 17, 2025 (T)
- Submit OCR CDBG Application by July 31, 2025 (T)
- Anticipated Notice of Funding Award December 2025 (T)
- Construction Period June 2026 through December 2027 (T)
- Delaware will work with Village personnel, Blauer Associates, to refine project scope
- At the February 20, 2025 meeting the Village Board authorized Mark Blauer to prepare the typical application preparation contract: \$3,750 total billed, with 1/2 at start and 1/2 upon submission. Mark would not charge for grant administration at the time of application submission, and would only charge for grant administration upon successful grant award
- 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
- RFQ Responses due 3/28/25
- RFQ Responses and Scoring Sheets will be distributed to all board members to score before the 4/17/25 meeting
- At the 4/17/25 meeting the Village Clerk will collect scoring sheets and complete the the Scoring Summary Form for selection
- Contract execution contingent upon grant award
- 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)
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- WWTP SPDES Permit Renewal
 - Draft limits pending from NYSDEC
 - 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 manufactures and vendors to confirm if the existing processes will meet the proposed SPDES permit limits
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- Sanitary Collection System I/I Investigations/EPG Application
 - No updates this month
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- Key Items for Board Review and Consideration:
 - None
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- 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:
 - 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)
- WIHA 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
- Solicit subcontractors provide cleaning and closed-circuit television (CCTV) inspection services complete. Subcontract pending
- 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 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
- No updates this month

- Key Items for Board Review and Consideration:
- None

- 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 NYSEFC on 1/17/2025

- 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.
- State Budget Funding Request with Office of Assemblymember Paula Kay's Office
- Nothing updates 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
- Attachments:
- 2025 CDBG Application Phase 2 Water System Improvements Public Hearing Documents
- Project Proposed Project Narrative
- Fig.1 - Aerial Site Map with Potential Project Areas
- Other Drawings/Handouts/Items Reviewed at Meeting but not attached:
- WWTP Phase 2 Sludge Handling Upgrade
- Delaware Engineering, D.P.C.'s Professional Services Contract Amendment No. 1 for the engineering/professional services associated with the Village of Liberty WWTP Phase 2 Upgrade - Sludge Handling and Septage Receiving (CWSRF Project #C3-5352-02-01) dated 3/19/25

UPDATE ON SUB-COMMITTEES

Speed Reduction

Mayor Stoddard stated that this will be pulled off the agenda for now as we need to hire an attorney.

Parking

Mayor Stoddard stated that this is in the works.

Noise Ordinance

Mayor Stoddard stated that this is in the works.

HONK

Mayor Stoddard stated that this is in the works.

NEW BUSINESS

RESOL # 22-2025 CONSIDER TAXICAB PERMIT APPLICATION – INFINITY MEDICAL TRANSPORT

Chief D'Agata said that everything was received and signed off on.

Motion by Trustee Lake approving Resolution #22-2025. Seconded by Trustee Mills. Motion carried unanimously.

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 renew on June 1, 2025;

WHEREAS, One Taxi Licenses has been reviewed by the Village of Liberty Police and is now pending before the Village Board; now therefore be it

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

RESOLVED, those for reference purposes, the license/permit is for:

Infinity Medical Transport LLC

RESOL. CONSIDER PUBLIC RESTROOM POLICY
23-2025

Motion by Trustee Lake, seconded by Trustee Mills and unanimously carried approving Resolution # 23-2025

The following resolution was offered by Trustee Lake, who moved its adoption, seconded by Trustee

Mills to-wit:

VILLAGE OF LIBERTY

PUBLIC RESTROOM POLICY

WHEREAS, The following actions in the Village of Liberty Public bathrooms are prohibited:

Making unreasonable use of the public restrooms, including laundering or changing clothes, clogging the sinks or toilets, bathing, having more than one person in the restroom at a time (except for small children needing assistance or handicap individuals), or generally making a mess.

Individuals are prohibited from remaining in the restroom for more than twenty minutes.

After twenty minutes a Village employee will knock on the bathroom door and advise them, they must leave the bathroom. If they refuse or no response from the knocking occurs the Village of Liberty Police will be contacted. If the individual continues to refuse to leave or respond to knocking the Liberty Police

Department may, in their discretion enter the bathroom to check on the wellbeing of the individual and/or remove the individual.

The resolution was thereupon declared duly adopted.

CONSIDER EVENT PERMIT – 5.3.25

Mayor Stoddard stated that this is the Cinco De Mayo parade. The town has requested a fee waiver.

Gary Silver stated that we can waive fees for another municipality and it wouldn't be considered as a gift.

Mayor Stoddard stated that we should be listed as co-sponsor of the event. She will contact Frank DeMayo to discuss.

Trustee Mir stated that we should be co-sponsor since the Village does all of the clean up of garbage etc.

Gary Silver stated that we can hold off until the next meeting after Mayor Stoddard speaks with Frank DeMayo. This is a great event for the community.

DISCUSS FINES FOR GARBAGE REMOVAL

Mayor Stoddard stated that some issues were discussed in the department head meeting this morning and that the garbage issue is getting out of control. The maximum fine is \$250.00. Our sanitation department has been cleaning up a lot and we need to amend the fines.

Gary Silver asked what code section this is?

Denise Corbett stated Chapter 35.

Gary Silver stated that any amendments need to be done by law.

Mayor Stoddard stated that we should increase the fines to a minimum of \$1,000.00 and no more than \$2,500.00 per day.

The board agrees with those figures.

Gary Silver stated that he will draft a local law.

CONSIDER LOAN FROM SANITATION TO GENERAL FUND

Mayor Stoddard asked how much of a loan?

Judy Zurawski stated no more than \$100,000 just until the bonding is in place.

Trustee Mir asked if the money will be replaced once we get the bonding?

Judy Zurawski stated that our year end is around the corner. It will be close if we get the bonding in time before the end of the year.

Trustee Mir makes a motion to approve a loan from the Sanitation to the General Fund not to exceed \$100,000. Trustee Lake seconded. Motion carried unanimously.

PROFESSIONAL SERVICES AGREEMENT – DELAWARE ENGINEERING WWTP PHASE 2 UPGRADE – SLUDGE HANDLING AND SEPTAGE RECEIVING (CWSRF PROJECT #C3-5352-02-01)

Trustee Mir makes a motion to authorize Mayor Stoddard to sign the Professional Services Contract Amendment No. 1 for the engineering/professional services associated with preparation of a new Engineering Report for the Village of Liberty WWTP Phase 2 Upgrade – Sludge Handling and Septage Receiving (CWSRF Project #C3-5352-02-01) dated 3/19/25 with an increase to the total contract amount of \$40,000. Seconded by Trustee Mills. Motion carried unanimously.

CONSIDER DATE FOR PUBLIC HEARING FOR 2025-2026 BUDGET

Trustee Lake made a motion to schedule a public hearing for 2025-2026 Budget on April 17, 2025 at 6:45 p.m. Seconded by Trustee Mills. Motion carried unanimously.

**PUBLIC
COMMENTS:**

Mayor Stoddard stated that this is a work session meeting and we don't normally have public comment at these meeting, however, there are a lot of people in the audience so we will allow public comment if anyone wishes to

speak.

Terrance Harvey from 22 Spring Street. I'm glad that you guys addressed the garbage issue because it is out of control. Liberty used to be one of the cleanest places but it is embarrassing now. There are rats and raccoons, you name it. The corner of Edgar and Spring Street has a "For Rent" sign and the number is disconnected. Can you try to call them because people want to rent it? Mayor Stoddard thanked him for his comments and for attending. Mayor Stoddard stated that we have nothing to do with things like that. We can't call anyone about places they have for rent.

BILLS Vouchers for payment
FOR

PAYMENT: Voucher #773 to Voucher #839 in the amount of \$277,248.21

Motion by Trustee Mir, seconded by Trustee Mills and unanimously carried approving the payment of Post Audit Voucher #773 to Voucher #839 in the amount of \$277,248.21

EXECUTIVE

SESSION: Motion by Trustee Mir seconded by Trustee Mills and unanimously carried to go into Executive Session at 7:32 p.m. to discuss possible pending litigation in the DPW. Dave Burke was invited.

Motion made by Trustee Mills, seconded by Trustee Lake to come out of the Executive Session at 7:55 p.m.

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

THE MEETING WAS ADJOURNED AT 7:55 P.M.

RESPECTFULLY SUBMITTED,

DENISE CORBETT, SECRETARY TO THE BOARD